



Parent Handbook 2025-2026

207 West Market Street
Leesburg, Virginia 20176
703-771-1461
www.lpcpreschool.org

Table of Contents

About Our School.....	3
Mission Statement.....	3
Organization of the Preschool.....	3
Philosophy.....	3
Curriculum.....	3
Who's Who.....	4
Preschool Board.....	4
Preschool Finance Office.....	4
Available Classes and Programs.....	5
Preschool Classes.....	5
STEAM Enrichment Class.....	5
Lunch Bunch.....	5
Additional Special Experiences.....	5
Music.....	5
Chapel.....	6
Field Trips.....	6
Holidays & Birthdays.....	6
Daily Procedures.....	6
Drop Off & Pick Up Times.....	6
Typical Daily Schedules.....	6
3s & Pre-K Schedule.....	6
2s Schedule.....	7
Playground.....	7
Snack.....	7
Administrative Policies & Procedures.....	8
Ratio and Class Sizes.....	8
Student Admission & Eligibility.....	8
Staff Requirements.....	9
Liability.....	9
Tuition & Registration.....	9
Registration.....	9
Registration Timeline.....	9
Tuition.....	10
Tuition Policies.....	10
Delinquent Payments and Penalties.....	11

Student Withdrawals & Program Dismissal.....	11
Safety and Drills.....	12
Drills.....	12
Safety - Transportation.....	13
Arrival.....	13
Parking.....	13
Dismissal.....	13
Carpooling.....	13
Car Line.....	14
Authorization for Pick-Up.....	14
Picking Up On Time.....	14
Late Pick-Up Fees.....	14
Safety First.....	14
Safety - Weather.....	15
Snow Policy.....	15
Closure Make-Up Policy.....	15
Health.....	15
Student Illnesses & Absences.....	15
COVID-19.....	16
Medication Administration.....	17
Food Allergies.....	17
Clothing.....	18
Potty-Training Requirements.....	18
Two-Year Olds.....	18
Three-Year Olds.....	18
Parent Involvement.....	19
Observations.....	19
Communication.....	19
STATEMENT OF PARENTAL AGREEMENT.....	20

About Our School

Mission Statement

In answer to Christ's call to care and nurture children, Leesburg Presbyterian Church Preschool (LPCP) seeks to answer and serve the children and families of both Leesburg Presbyterian Church (LPC) and the greater Leesburg community by providing a safe and loving first learning experience. In addition, LPCP will endeavor to share our faith with the community through its outreach to and care for young families.

Organization of the Preschool

LPCP is an unincorporated association of LPC and meets the requirements set forth by the Commonwealth of Virginia Department of Social Services as a religiously exempt child day center. It is a non-profit preschool for two, three, four and five-year old children. LPCP is operated as a service to members and friends of LPC as well as to residents of the community. The school is open to children of all faiths.

Philosophy

LPCP is a ministry of LPC. The philosophy of the play-based Christian school supports and enables two, three, four, and five-year-old children to have quality educational and social experiences. Children will learn to work and participate as members of a group while focusing on being kind and considerate to one another. The children will be encouraged to explore their expanding worlds at their own levels and at their own rates. The preschool program is child-centered, individualized and designed to provide for the social, emotional and physical development of each child while preparing them for kindergarten.

Curriculum

LPCP believes in educating the whole child through a play-based and whole-brain approach. We design and implement activities that promote a child's social, emotional, cognitive, communicative, and motor development that encourages good learning/work habits, such as following directions and sticking with a task. At LPCP, the children will be using all their senses to interact with and learn about their world. While exploring a given topic, children are developing their bodies and minds as they experience arts, math, literacy, science, language and writing composition. They develop social skills and build emotional resilience while they grow and learn. This approach is not only fun but gives children many opportunities to learn and practice the skills they need in all areas as they prepare for kindergarten. As a Christian preschool, we implement components of Christian

education to promote children's spiritual development while growing their love of Jesus and learning to be a good friend and neighbor.

Who's Who

Preschool Board

Name	Position	Email
Todd Joyce	Board President	board.LPCPreschool@gmail.com
Juli Barnes	Board Secretary & Member	board.LPCPreschool@gmail.com
Lynn Colavita	Board Treasurer & Member	board.LPCPreschool@gmail.com
Brian Kuehnappel	Session Board Member	board.LPCPreschool@gmail.com
Wynne Rodgers	Board Member	board.LPCPreschool@gmail.com
Stacie Markel	Board Member	board.LPCPreschool@gmail.com
Whitney Hoover	Parent Board Member	board.LPCPreschool@gmail.com
Alyssa Colby	Parent Board Member	board.LPCPreschool@gmail.com

Preschool Finance Office

Lynn Colavita	Preschool Bookkeeper	bookkeeper.LPCPreschool@gmail.com
---------------	----------------------	-----------------------------------

Available Classes and Programs

Preschool Classes

2-year-old class: **2 years by 9/30/2025**

Monday/Wednesday 9:00-12:00

Tuesday/Thursday 9:00-12:00

3-year-old class: **3 years by 9/30/2025**

Tuesday/Wednesday/Thursday 9:00-12:00

Pre-Kindergarten: **4 years by 9/30/2025**

Monday through Thursday 9:00-12:00

STEAM Enrichment Class

Fridays 9:00-12:00

Children in the 3s & Pre-K classes can enroll in the Friday STEAM (Science, Technology, Engineering, Arts, and Mathematics) program. LPCP's Friday STEAM is an enrichment class with a mixed age group. Children will enjoy a morning with their friends that is filled with engaging and skill-developing STEAM related activities and experiences. The goal is to encourage more discovery and to foster a deep love of science and reasoning.

Lunch Bunch

Tuesday and Wednesday 12:00-1:30

Children in the 3s & Pre-K classes can enroll in the lunch bunch program for 1 or 2 days, extending their school day to 1:30 on these days. This class is limited to 16 students. Children can be signed up before the school year starts for a discounted rate or if we have space, children can be signed up through a weekly Sign-Up Genius for Drop-In Lunch Bunch at a cost of \$15 per day. There are no refunds for forgotten or missed days. The link to the drop-in sign-up will be issued in late August.

Additional Special Experiences

Music

Students in all our classes will attend music class every week. The children will sing at a Christmas event in December and a Spring event in March. Studies have shown that music, singing, and adding rhythmic movement to these activities encourages the brain to

create a strong bond between the right (creative and expansive) and left (cognitive and analytical) sides of the brain.

Chapel

Students in our 3s and Pre-K classes attend chapel time every week for 20 minutes in the sanctuary. Our pastor leads them in an uplifting child-focused experience with blessings, teachings, songs, activities and prayers that encourage spiritual and character development. The 2s classes may join this activity towards the latter part of the year.

Field Trips

During the year we may take short journeys (walking field trips) around town to help enhance your child's learning experience. A signed permission slip will be required before we do so.

Holidays & Birthdays

We have parties during the school year for different holidays. Parents are encouraged to sign up and participate. The children will also be singing in Christmas and spring events, so please check the school calendar for the dates. We do not have parties to celebrate birthdays in the classes. We will honor the individual as a class, but we ask parents not to bring in any treats for birthdays.

Daily Procedures

Drop Off & Pick Up Times

- Preschool Doors will be unlocked at **8:50 am**
- Children are *dropped off* by parents in their classrooms by **9:00 am**
- 2s are *picked up* from their classroom at 11:50 ending 12:00
- Car-line *pick up* for 3s and Pre-K is at 11:55 ending 12:00

Typical Daily Schedules

The schedules below are intended to provide an idea of how we spend our days.

3s & Pre-K Schedule

Greetings, Sign in and Free Choice

Circle Time with activities such as:

Job board, physical movement, music, stories, group instruction and related lesson activity

Centers: Related to skill areas and tied to lessons (including literacy, reasoning, STEM, social studies and arts)

Snack and social time

Outdoors/Indoors-gross motor activities, including Barefoot Sensory

Closing Review/Show N Tell/Similar group activities

2s Schedule

Greetings and Free Choice

Multiple bathroom Breaks (toilet training support)

Morning Circle Time - Music & Movement (Sounds, Shapes and Rhythm of Language)

Outdoor/Indoor gross motor play including Barefoot Sensory

Little Creations- activities include arts and projects that encourage reasoning and problem solving (small motor, sensory integration, hand eye coordination, focus, impulse control etc.)

Snacks & Story Time

Social Play - Blocks, cars, dress up, kitchen etc.

Playground

The preschool has access to a fenced-in playground on the church grounds and also to a large multi-purpose room (Fellowship Hall) for indoor play during inclement weather. The teachers have full use of the kitchen facilities available to them to be used in conjunction with various preschool activities.

Snack

The school provides daily snacks for the students. We are a nut free school, so no classroom snacks can contain peanuts or tree nuts, regardless of whether there are any children in the school with known nut allergies. In addition to being a nut-free preschool, only those allergies documented by a physician AND requiring an epipen and nuts are avoided in snacks provided by the school. Parents of children with medically diagnosed food allergies will discuss the allergy with the director (see [food allergies](#)). Only **unopened** packaged food comes into the school unless it's a special event where the school has asked for specific food donations (Thanksgiving Feast).

Administrative Policies & Procedures

Ratio and Class Sizes

Enrollment for the two-year-old class will not exceed 10 children.

LPCP Ratio 1:5

State Ratio is 1:8

Enrollment for the three-year-old classes will not exceed 14 children.

LPCP Ratio 1:8

State Ratio is 1:10

Enrollment for the Pre-K class will not exceed 18 children.

LPCP Ratio 1:9

State Ratio 1:10

Enrollment in the STEAM Friday class will not exceed 16 children.

LPCP Ratio 1:8

State Ratio 1:10

Total number of children in the building at one time: 49

Student Admission & Eligibility

- In order to enroll, a child must be of appropriate age on or before September 30, 2025.
- Virginia law requires parents to provide an original birth certificate to the staff for review and documentation before the first day of school. Copies will not be accepted.
- All children attending the 3s and Pre-K classes must be completely toilet-trained
 - "Pull-ups" are only permitted in the 2s classes (see [potty-training](#)).
- A copy of your child's VA State health form or an official copy of your child's immunization records must be received by the 1st day of school for your child to attend.

*In order for LPCP to stay in compliance with VDOE (Virginia Department of Education), we collect the Commonwealth of Virginia School Entrance Health Form which includes a vaccination record. We also allow for notarized religiously exempt or medically exempt vaccination forms. LPCP will keep all records of vaccinations in your child's file in the locked preschool director's office which is accessible by the LPCP director and your child's teachers. Any families with such an exemption are

asked to include a statement, with their child's religiously exempt immunization statement, that allows us to know if your child is exempt from all vaccinations or just some and if some, which ones.

Staff Requirements

Each year, our teachers are certified by a practicing physician to be free from any disability which would prevent them from caring for children. A Criminal Background Check and Criminal History with Fingerprinting will be completed for each teacher at LPCP. At least one teacher in every room, and usually all teachers present are CPR certified and First Aid certified. All teachers annually participate in professional early childhood development and teaching training. There will be a Medical Administration Trained (MAT) staff member in the school at all times. Staff must complete a required course on being Mandatory Reporters of Suspected Child Abuse and Neglect. Staff are trained in the requirements of a child Daily Health Observation and there is one certified staff member on site at all times.

Liability

LPCP board members or staff shall not be held responsible for any accident.

Tuition & Registration

Registration

Registration Fee: A non-refundable registration fee of \$100.00 will be charged for all new applicants; returning students and church members will pay a non-refundable fee of \$75.00.

Registration Timeline

*All classes fill on a first come first served basis. Church Members are included in In-House Registration. In-House registration ends January 30, 2026. Open registration begins February 2, 2026. Registration applications will be time stamped.

Commitment Fee: Upon your child's acceptance into the program, you are asked to pay a commitment fee (by a given deadline), equal to one month's tuition, to confirm your child's spot. This is a non-refundable payment that secures your child's enrollment in the program and is applied to tuition for the month of May 2026.

Tuition

Age & Eligibility	Class	Monthly Tuition
2 by 09/30/2025	2s: M/W 9:00-12:00	\$200.00
2 by 09/30/2025	2s: T/Th 9:00-12:00	\$200.00
3 by 09/30/2025	3s: T/W/Th 9:00-12:00	\$270.00
4 by 09/30/2025	Pre-K: M-Th 9:00-12:00	\$320.00
3s and Pre-K Students Also open to non-LPCP Preschool-Aged Children	STEAM: Fri 9:00-12:00	LPC-Student: \$90.00 Non-LPC Student: \$110.00
3 by 09/30/2025 OR in 3s or Pre-K classes	Lunch Bunch - Tuesday and/or Wednesday 12:00-1:30	2 days/week: \$75/month 1 day/week: \$40/month Day-of drop-ins are signed up through SignUpGenius and are charged at \$15 per day (space permitting).

Tuition Policies

- Tuition for the month of September is due no later than **September 5th**.
- The seven remaining (7) monthly payments must be paid by the
- **1st of the month** beginning in October and ending in April.
- Online payments can be made through the LPCP website
- (administrative/convenience fees are applied).
- Checks should be made payable to Leesburg Presbyterian Church Preschool or LPCP. Put your child's first and last name in the memo portion of your check.
- All tuition checks are to be placed in the **TUITION DROP BOX** located by the preschool door (inside or outside), handed to the preschool director (with some sort of identifying factor) or can be mailed to the church **in care of the preschool**. *If you mail your payment, be advised that it must be postmarked before the 5th of the month or it will be considered late.*

Delinquent Payments and Penalties

Tuition payments are due on the 1st of the month (regardless of whether or not the 1st of the month falls on a school day). Parents who have difficulty meeting this deadline should contact the preschool director **before** tuition becomes delinquent.

Tuition not received by **1:30 pm on the 5th day of the month** will be considered late. Tuition received after that time will be subject to a **\$25.00 late fee**. Should that occur, you will receive an email from the bookkeeper detailing the cost of the late fee as well as any tuition that remains outstanding.

If you remain delinquent as of the 15th of the month, your child will be unable to attend school until all outstanding tuition and late fees have been paid in full.

Return checks: A \$25.00 fee will be charged for any returned checks in addition to any fees charged by the bank.

LPCP reserves the right to remove a child from the program for non-payment of tuition, unless special arrangements for payment have been made in advance with approval from the Director and the Board.

Student Withdrawals & Program Dismissal

Should a parent need to withdraw a child at any time during the school year, 30 days written notice should be given to the director. We are not able to offer tuition reductions or exemptions for family vacations, illnesses, or other voluntary absences.

The Preschool Director, in consultation with the teacher, has the authority to determine readiness to attend or to continue attending LPCP. We want to partner with parents to work on and solve discipline problems; however behaviors that staff and the director determine to be dangerous to the student, harmful to others, or excessively disruptive to the classroom will be grounds for dismissal.

We strive to have a warm and inclusive environment, but sometimes, a program may not be an ideal fit for a child or family. We will make every effort to work with families when challenges arise. If, after using all of our resources, we find that LPCP is not equipped to handle the behavioral, physical, and/or learning difficulty of a child, we reserve the right to dismiss the child from our program.

Withdrawal and dismissal from the program does not result in prorated tuition or refunds of fees, including the non-refundable registration and commitment fees.

The following is an outline of steps that will be taken before dismissal will be considered:

- First, a parent conference will be set up to discuss the behavior(s) needing to be addressed, and to develop a plan to correct them.
- If a documentation log has not already been started by staff, one will be created to log all adverse behavior.
- Two-three weeks will be given to work on planned strategies to improve the negative behavior (unless other children are at harm by said behaviors).
- A second parent conference will be scheduled to evaluate the child's progress.
- If, after this amount of time, the behavior management plan has not improved the child's behavior, we will discuss further strategies or dismissal from our program.
- If dismissal is necessary, two weeks notice will be given unless the problem requires immediate dismissal.

Safety and Drills

Drills

There will be one **Fire Drill** per month on average, in order to teach children the proper safety procedures. In all our fire drills, we do not set off the loud alarm, the director uses a handheld whistle alarm. The teachers prepare the children by explaining to them that we are going to line up and leave the class, line-up outside, be counted and then come back inside.

There will be **Shelter in Place** and **Lock Down** drills throughout the school year. The Shelter in Place Drill is a weather-related drill where we practice getting the children to sit close together in the safest spot in the preschool that is designated by class. They sing songs and stay calm and happy, then go back to their classes. The children are prepared and not alarmed by any of the activities. A Lock Down Drill is one whereby the children stay in their classrooms and the teachers keep them very quiet, away from windows, and blinds are closed. Our preschool is always effectively locked. Once the children are all here the exterior doors are locked every day. A classroom lock-down would be an additional step if we are aware that there is a danger nearby.

We have a full Evacuation Procedure that the teachers understand, but we do not do a drill for that with the children. If we ever must leave the building for an extended period, we

walk next door to *Great Beginnings Preschool* and wait there until we can come back to our building.

We practice every day with the little ones lining up, following directions, and going in and out of the building, staying in line, and staying with the group. All our drills are conducted in a low-key way and the children understand that they must follow directions, but they are not worried with information about the reason for the drills.

Safety - Transportation

Arrival

To ensure safety, all children enrolled in the preschool must be dropped off in their classroom daily (the teacher will take daily attendance). Please make every effort to have your child to school **ON TIME**. Interaction with peers is easier if they arrive on time and are in sync with the rest of the class.

Parking

Please be sure to park in the lot facing the preschool door next to Liberty Street or in the spaces at the back of the preschool when dropping off your child. **Parents with big vehicles (e.g. SUVs or full-size vans) should park at the back of the preschool. You also MUST park in a designated parking spot.**

Dismissal

Twos must be picked up directly from their classroom.

Parents should plan to arrive and park by 11:45 when picking up a child from the 2s classroom. Arrival after 11:45 will result in having to wait in the Threes and Pre-K Car Line in order to park, as there is no room to pass. All children must be picked up by 12:00 Noon.

STEAM Friday students shall be picked up by the **Car Line** that starts at 11:55 and is over by 12:00 PM, in the back of the school (by the playground).

Lunch Bunch **Car Line** starts at 1:25 and is over by 1:30.

Carpooling

Carpool Permission Cards are available for parents who wish to carpool; these must be filled out, dated to authorize the days that the carpool will be in effect, signed by the parents, and given to the teachers at drop off.

Car Line

Color coded Pick-Up Cards are provided by the school and must be displayed in your front windshield as identification, or photo ID will be required.

The person picking up must be listed on the child's Emergency Contact and Pick-Up Authorization Form.

Photo identification may be required even if the person picking up has the Pick-Up Card on display but is not known to the teachers.

Authorization for Pick-Up

Children may be picked up **only** by people **authorized** by the parents on the child's Emergency Contact and Pick-Up Authorization form. If a parent wishes for someone that is not listed on the child's Emergency Contact and Pick-Up Authorization form, to pick up his/her child, the parent must tell the teacher (and preferably the director too), at drop off, the name and identity of the person picking up the child at the end of the school day. The person picking up **must** bring a photo ID to show the teacher/director before the child will be released into their care.

Picking Up On Time

3s and Pre-K Car Line Pick-Up begins at 11:55 AM and ends at 12:00 Noon. All children **must** be picked up by 12:00 Noon.

Please make every effort to pick up **ON TIME**. Children can become anxious when they see all their friends leaving and they are still waiting.

Late Pick-Up Fees

A late fee will be charged after a **five-minute** grace period at 12:05 PM for 3s and Pre-K, 12:00 for 2s and 1:35 PM for Lunch Bunch. Late charge fees are as follows:

First occurrence - warning and listed in late pick-up log.

All other occurrences - sign late pick-up log plus \$5.00 late fee will be charged for every 5 minutes late after grace period.

Safety First

Teachers may not provide transportation to or from school.

All children picked up in the car line must have the proper car seat.

Please drive slowly!

Safety - Weather

Snow Policy

LPCP follows the Loudoun County Public Schools. If they are closed, we are closed. If there is a two-hour delay, classes will meet from 10:00 to 12:00 and lunch bunch will still meet from 12:00-1:30. Please check local radio and TV stations for public school closings and delays. LPCP will post our closing on Facebook as well as send an email to the primary email on the child's file.

Please do NOT call the teachers or board members. The preschool director will make the final decision concerning emergency closings related to, or not related to public school closings.

Closure Make-Up Policy

Once the total number of school days that the school is closed due to snow exceeds 8, we will add additional school days to the end of the school year. School days with delayed openings or early dismissals will be counted as full days in school.

Health

Student Illnesses & Absences

It is imperative that you do not send your child to school with any infection or communicable illness. State licensing standards prohibit attendance with any of the following symptoms:

1. Nasal discharge that is yellow or green in color
2. Fever of 100.4 F and above
3. Any rash
4. Sore throat
5. Hacking or continuous cough
6. Nausea, vomiting or diarrhea within 24 hours of attending class
7. Eye discharge or pink eye

If your child becomes sick with a communicable illness, please notify the teachers immediately. Children must be symptom and fever free (without taking medication to reduce or suppress symptoms and fever) for 24 hours before returning to school. Children will be sent home if the teachers suspect they are ill.

If a child appears to have a communicable disease and continues to return to school, LPCP staff will request that the parent obtain, from a medical professional, additional information about the condition, including whether a condition is contagious. This information must be based upon the child's visit to the doctor within 3 days of the request for information. LPCP will use this information to work with families on a case by case basis to make the decision about whether the child is well enough to attend school.

LPCP reserves the right to close school to prevent a widespread outbreak of a contagious illness.

COVID-19

We follow local Loudoun County Health Department guidelines and protocols to keep our families safe from COVID-19. If your child tests positive, they need to stay home for 5 days, with Day 1 as the day after they test positive. Children can return to school on the 6th day, if they have been fever-free for 24 hours without medication and symptoms are improving. Children must wear a mask through Day 10.

In response to COVID-19, we are taking necessary precautions to ensure we provide a safe environment for our students and teachers. Please note, policies and procedures may change as guidance from the Virginia Department of Health changes.

- Ensure staff members understand and abide by program policies and procedures in relation to COVID-19.
- Conduct regular health checks of staff and children to look for symptoms of sickness or fever. If symptoms of illness are detected, separate any individuals until they are picked up from the school.
- Clean and disinfect high touch surfaces between classes and at the end of the day.
- Place hand sanitizer stations throughout the school.
- Avoid the use of items (e.g., soft or plush toys) that are not easily cleaned or laundered.
- Make masks optional for children and staff.
- Use of child safe air purifiers.

WHAT WE ASK OF YOU: If your child exhibits any of the following symptoms that are not due to allergies, we ask that you keep your child home from school:

- Fever of 100.4 and above
- Cough

- Shortness of breath
- Congestion or runny nose
- Chills
- New loss of taste or smell
- Sore throat
- Muscle or body aches
- Excessive fatigue
- Nausea or vomiting
- Diarrhea
- Headache

Medication Administration

If your child has a prescription medication that you need kept and administered at school, please bring a **MAT Medication Administration Consent** form (one copy for each medication) which **must be** signed by your child's physician. All prescription medications must be in the original container with the prescription information on the container.

*The MAT form will be sent to you by the director in your paperwork email.

Food Allergies

We take every reasonable precaution to minimize risk from food allergens, but it is impossible to eliminate all risk from food borne allergens in a preschool environment. To provide the safest environment for our students, LPCP implements the following policy for students with severe medically diagnosed food allergies. This policy is enforced for all children for whom an Epipen /Auto-injector is required to be on site.

Parents must provide the required **MAT Medication Administration Consent** forms and complete an **Allergy Agreement** with the Director 3 weeks prior to the start of school. Children with food allergies that have been prescribed an Epipen or Auto-injector will talk with the director and classroom teachers to come up with an approved class snack list so that LPCP can provide a safe and inclusive snack experience. Parents should call the Director if their child has developed a new food allergy or if an allergy has not been listed on the registration/application form and needs to be added.

Clothing

The atmosphere of LPCP is casual and children should come dressed to play and learn. Please dress them in clothing that allows them to use the restroom easily. Belts and overalls are difficult for them if they are in a hurry. Elastic waistbands are best. We highly recommend that girls wear shorts or leggings under dresses. All children should wear closed-toe shoes or sneakers that fasten securely to their feet. Please no clogs, flip-flops or open-back sandals. They will be going outside when the weather permits, so be sure to send them dressed appropriately. On cold days, please send hats and mittens. **Please put your child's name on everything your child brings.** LPCP is not responsible for personal belongings left behind in the classroom or hallway of the preschool. Each child must bring a complete change of clothes appropriate to the season in their backpacks each day.

Potty-Training Requirements

Two-Year Olds

In the 2s classes, during the year, we will support you to encourage the natural progression from diapers to potty training, to success, and perfectly potty-trained wearing underwear! As this process is delicate and varied according to each child's personality, we ask that you provide an "oops" kit:

- A good daily supply of diapers (*not pull-ups)
- Plenty of wipes
- A change of weather-appropriate clothing in a plastic bag

Please be sure to label all of your child's clothing with their name. Put the clothing into a zip-loc bag labeled with your child's name on the outside.

We do not want this important skill training to take away from the learning and socializing of each day, so it is important that your child use diapers for the process until they are fully cooperative and almost always clean and dry when they use the potty.

*Once this is achieved, pull ups (which take significantly longer to change) can be used until the child is fully reliable and wearing underwear.

Three-Year Olds

In the 3s classes children must be fully potty-trained and wearing regular underwear to attend. NO diapers or Pull-ups!

Parent Involvement

We welcome parent involvement! It is our hope that parents from each class will volunteer to help with a variety of jobs and that they will work closely with the teachers to plan and recruit other parents to assist with special events, parties and school projects. We also welcome parents who would like to come in to read to the class or share special talents, customs or jobs.

Observations

Parents are always welcome to observe in their child's classroom. Please inform your child's teacher if you wish to observe.

Communication

Communication between teachers and parents is essential for a successful school year for your child. Teachers will be available in the mornings, before class begins, and by email. A monthly calendar will be posted outside of each classroom and you should expect weekly emails. Important notices will also be sent home in your child's backpack. Be sure to check it daily! We also use email, Facebook, Instagram and our school website to communicate information about your child's class and the school.

Questions regarding any of the policies in this handbook should be directed to the Director, Angela Helge at 703.771.1461 Director.LPCPreschool@gmail.com. Parents will be notified in writing of any changes to policies that may occur during the school year.

Congratulations!! You have completed the LPCP handbook so now you can send your child(ren) to school confidently because you know how things are run!



**All Parents are required to read and accept the policies of the LPC
Preschool Parent Handbook**

STATEMENT OF PARENTAL AGREEMENT

I have read over the Handbook and Policies of the Leesburg Presbyterian Church Preschool and understand my responsibilities as a parent of a child attending the Leesburg Presbyterian Church Preschool. I understand the Leesburg Presbyterian Preschool Board reserves the right to modify this handbook and/or terminate any policies or procedures whether or not they are described in this handbook at any time.

Child's Name _____

Name of Parent _____
(Please Print)

Signature of Parent _____

Date _____

**** Please sign and detach this page of the handbook and return it to the director.**

- ☐ Please check this box if you do **NOT** want any information such as name, address or phone number given out to other preschool parents.