



# Parent Handbook

43115 Waxpool Road  
Ashburn, VA 20148  
(703) 729-9144

[www.openarms-ccdc.org](http://www.openarms-ccdc.org)

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**OUR SAVIOR 'S WAY**

LUTHERAN CHURCH  
43115 Waxpool Road  
Ashburn, VA 20148-4400  
(703) 858-9254  
[www.oswlc.org](http://www.oswlc.org)



Christian Child Development Center  
43115 Waxpool Road  
Ashburn, VA 20148-4400  
703-729-9144  
[www.openarms-ccdc.org](http://www.openarms-ccdc.org)

**Dear Parents**

We welcome you to our family at the Open Arms Christian Child Development Center. We thank you for entrusting us with the care of your child.

Your child's well-being is our primary concern. We want you to feel comfortable and confident as you combine your life as parents with your career. We want the time your child is in our care to be as free from worry to you as possible. We do this by adhering at all times to strict operational policies which govern, for example, discipline, administration of medications, and release of children to others. We will call you immediately if any emergencies arise. Otherwise, we will share your child's day with you when you arrive to pick up your child. Because consistency in child-rearing philosophy between the childcare center and the home is best for the child, we will honor parents' concerns and wishes for development at all times.

Open Arms is a ministry of Our Savior's Way Lutheran Church. The pastors and ministry staff of Our Savior's Way are here for the families of our community. It is our privilege to invite you and your family to worship and live out our faith together:

**Sunday Mornings**

Liturgical Worship Service	8:30am
Alternating Worship Service	9:30am
Grace Place Sunday School	9:30am
Praise and Worship Service	11:00am

This handbook provides detailed information about our facility and programs. Please feel free to talk with other staff members, or myself, if you have any further questions about Open Arms Christian Child Development Center and what we have to offer to you and your child.

God's Blessings,

Bill Mann,  
Our Savior's Way Senior Pastor

Ellen Mattheus,  
Open Arms Executive Director

# Open Arms CHRISTIAN CHILD DEVELOPMENT CENTER HANDBOOK

## HANDBOOK PURPOSE

This handbook is to be used as a general guideline for informational purposes and is updated on a regular basis. We hope this will be a good reference for information about the center. The center does not update and redistribute the handbook with every dynamic change to the center and therefore may not reflect the most current policies and practices over time. We will strive to keep everyone informed of changes as they occur.

## GOALS AND ORGANIZATION

### History

Our Savior's Way Lutheran Church began meeting in the Broad Run High School Gymnasium in 1995. Our Savior's Way Lutheran Church began their Open Arms ministry in 1999.

Lutheran parochial education has 150 years of rich heritage in the United States. The Lutheran Church Missouri Synod has over 1,500 early childhood Centers dedicated solely to the education and spiritual growth of young children.

### Ownership and Governance

The Open Arms Christian Child Development Center at 43115 Waxpool Road is a ministry and community service of Our Savior's Way Lutheran Church. The school is operated as a not-for-profit institution, licensed by the Commonwealth of Virginia, and is open to children of any race, color, or creed from the ages of 6-weeks to 5<sup>th</sup> grade.

The Open Arms Christian Child Development Center is governed by the constitution of Our Savior's Way Lutheran Church, and will be accountable to the congregation of Our Saviors Way through the Open Arms Board of Governance. The Board of Governance members are elected by the congregation of Our Savior's Way Lutheran Church. The Board of Governance meets on a regular basis, typically monthly, and the meetings are open to parents and the public.

The Center Executive Director shall be accountable to the Open Arms Board of Governance. The Executive Director is responsible for the day-to-day operations of the Open Arms Christian Child Development Center.

### Mission

Our mission is to provide a nurturing and safe environment for the development of children and families, in the community, through a loving, Christ-centered, Bible-based child care, preschool, and full-day kindergarten.

### Philosophy

Open Arms Christian Child Development Center is a not-for-profit ministry of Our Savior's Way Lutheran Church, providing a Preschool program of the highest quality designed to meet the needs of families in our community. At Open Arms, each child is guided to develop to his/her potential in every aspect of life within the sheltering and nurturing relationships of Christian love. We operate our center assuming that each child is an individual and must be allowed to grow and learn at his/her own rate and to develop a healthy self-image. At Open Arms we will help each child to grow spiritually, emotionally, physically, socially, and intellectually.

A preschool and/or childcare experience frequently represents the child's first separation from home. It is a first experience in learning that other adults can be helpful and loving. Children have much social learning to do. This is accomplished best in an atmosphere of love and concern for the needs of each child. Programs are planned to encourage and develop individual strengths and abilities, while helping your child to understand the value of cooperation and interaction with others. This is achieved through working, learning, playing, and sharing with other children as well as adults.

### Safe and Secure

Open Arms is unique in that it was built by a church specifically for Early Childhood Development and Preschool Programs. The fenced playgrounds take advantage of the natural beauty of the site, including the surrounding fields, and nature trail that serve as an ideal setting for outdoor classroom experiences. Resilient surfaces are used on all playgrounds.

The building is constructed of non-combustible material and equipped with a sprinkler system and smoke detectors. Emergency exit routes are posted in each classroom. Fire and emergency evacuation drills are conducted monthly. Access to the building is strictly controlled and each family will be assigned a family access code to gain access into the Center and classrooms. Safety, security, and cleanliness are maintained at all times.

We emphasize a safe staff-to-child ratio with several different class sizes throughout the Center. The size of the groups will vary somewhat depending on the age of your child. The Executive Director and/or Administrators are available to assist with the classrooms when needed.

#### **Trusted Staff**

Our teachers are professionally trained and qualified in Early Childhood Education, and experienced in working in the Early Childhood school setting. Staff members are required to continue their professional development by annually attending continuing education throughout the year. Each staff member has on file a Criminal History Records Check conducted by the Virginia State Police, a Sworn Disclosure Statement, a Central Registry Search conducted by Virginia Child Protective Services, and current Tuberculosis screening.

## **PROGRAMS**

### **General**

The main objective for each of the Open Arms programs are to provide a safe, loving, Christian Program for early childhood education, which includes teaching, storytelling, sharing, music, playing, Jesus-time, and chapel in an informational, home-like environment. We believe that hearing Bible stories is an important part of the development of a child because of what it teaches about God's love for the world, especially as shown in Jesus Christ. Open Arms' programs provide experiences and activities, which will meet your child's spiritual, emotional, social, intellectual, and physical needs. Your child will be guided to start taking part in small and large group activities. This combination of experiences will broaden your child's aptitude for future schoolwork, while allowing free reign for imagination and creativity. Children are attended to at all times by trained and experienced teachers.

Your child will be guided:

- to become aware of and have an interest in the world around them
- to develop a sense of pride in himself/herself, his/her, school, church and nation
- to make a happy transition from home life to school life
- to talk to God through a regular practice of prayer
- to work and play comfortably with other children
- to manifest self-discipline and self-control
- to hear basic Bible stories and apply the lessons learned
- to grow in verbal, sensory-motor and conceptual skills
- to observe and use simple health and safety rules
- to help, think and act for themselves while growing in common courtesies

The program includes outdoor play with games, exploration and exercise, indoor child-selected play with developmentally appropriate toys, sand and water play, prayers, songs, Bible stories, music, chapel, story time, Jesus-time, nature study and age-appropriate field trips.

### **Curriculum**

Curriculum in an early childhood classroom is what happens throughout the day that contributes to the growth and development of young children. Faith development is the core of our curriculum at Open Arms. All planned activities will add to the spiritual life of the young children who are placed in our care. The curriculum will help to integrate experiences that help our children understand God's love for all people.

The academic curriculum is a theme-based curriculum. We teach numbers, letters, colors, and shapes in a variety of age-appropriate activities. The faith-based curriculum that we currently use is called "Pinnacle". We welcome you to see the online examples of our curriculum at <http://www.cceionline.com/index.cfm?id=22>

### **Progress Reports**

The Executive Director and/or your child's classroom teachers are available to discuss your child's progress at any time, and will regularly bring matters to your attention. In addition, for children up to 23 months, we will provide

you with a daily, written progress report summarizing your child's activities. These reports may include developmental milestones, current themes of study, and special events. It is intended, by these reports, to include you in your child's progress, and to provide you with information on activities that you may wish to reinforce at home with additional discussions or activities.

#### **Diapering and Toilet Training**

Children are checked frequently throughout the day, and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. Parents will provide an ample supply of diapers and baby wipes. Extra charges may be assessed if we must supply these items.

The changing table is disinfected after each use, and diaper changers wash hands with disinfectant soap after each change.

We will maintain your practices regarding potty training. When you think you and your child are ready to begin toilet training we will assist you in accomplishing this skill for your child.

#### **Infants (6wks-16mo)**

An infant's capacity to learn is present from birth. Infants learn about their world primarily through social contact—the experiences they have with those who take care of them beginning at birth. Every infant is an individual with a unique temperament. All infants possess a set of skills and abilities, which change with development. Although the rate, pattern, and quality of development will vary from child to child, all infants progress through similar stages of development. Our infant/toddler program is based on the predictable sequences of normal infant development in the areas of motor skills, language and communication, cognition and socialization.

Reinforcement of these basic stages of development are provided by our caregivers who play with the children, talk with them, make faces with them, and respond to them.

Consistency in response makes a child's environment more predictable and comfortable. Varied experiences such as textures, different foods, shapes and sounds, going for strolls outdoors, watching birds and animals, are all offered to help stimulate your child to respond to his/her environment.

No child is ever left unattended, even when asleep. Our staff is highly qualified, loving, and patient. We do not allow a child to "cry it out", but rather try to comfort the child in every way possible. We encourage nursing mothers to continue as their individual schedules permit. Mothers may bring a day's supply of fresh breast milk.

Each child has his/her own crib or cot. When a child is not asleep or eating, he/she is free to move around the room and to explore and interact with others. The children are held, rocked, talked to, sung to, and as appropriate, taught basic concepts of language.

We will ask you to furnish a daily schedule for your infant with regard to eating, sleeping, and other routines. We will adhere to it as much as possible. Any special request can be made to our staff on a daily basis by making written entries on your child's daily record sheet. The child's daily record will include detailed information on foods your child has eaten; how long your child slept; your child's disposition and activity level; noted symptoms of illness or discomfort; special experiences during the day; and any extraordinary achievements such as a new word or a first step. The form will be returned to you at the end of the day as a record of your child's activities during the hours when you were separated from him/her. Remember to label all personal items for your child, such as bottles, baby food, diapers, blankets, and any spare clothing that will be left at the Center.

#### **Toddler Program (17mo-23mo)**

The toddler room is designed to serve children between the ages of 17 months through 23 months. Social skills such as sharing toys and positive interactions are stressed throughout the day. The positive atmosphere in the toddler rooms enhances a child's good feelings about himself/herself and those around him/her.

#### **All-Day Two Year Old Program**

The All-Day Two Year Old room is designed to serve children that are 24 months old through preschool age. Communication and academic skills are introduced in the two year old room as well as self-help skills, such as table manners, and children dressing themselves. Self-help and social skills will focus on potty training, sitting in chairs, eating with utensils and other fine motor development activities.

#### **All-Day Preschool Program**

As children continue their experience at Open Arms new considerations are given to their increased attention span, activity level and the need to satisfy their curiosity. A more structured environment is created in the

classrooms and the opportunities for exploration are increased. The All-Day Preschool program serves potty-trained children that are 3 years old. Emphasis is placed on cognitive skills, and our curriculum includes pre-reading activities, pre-mathematics, science, creative art, and music. Planned activities are used to reinforce the natural learning that is part of every activity in a child's day. We encourage the children to learn by doing and experiencing, in a safe and well-supervised environment. We use age appropriate field trips and other special experiences to extend the children's knowledge of the world around them. Trained professionals present all these activities in a positive, caring atmosphere.

Consistency is given through routine. Variety is promoted through activities to stimulate all areas of development. Social interaction is encouraged; communication and cognitive skills enhanced, and emotional and spiritual development are carefully nurtured.

Spiritual values are strongly promoted through exemplary interaction, as well as, Bible stories, prayers before meals, and weekly chapel worship. Our main objective is love and individual attention through proper stimulation by the environment.

#### **All-Day Prekindergarten Program**

The All-Day Prekindergarten program serves children who are 4 years old after October 1<sup>st</sup>. Programs for older children include early development of pre-reading skills, language development, math, science, art, music, and nature studies. The children select activities from a variety of interest centers throughout the classrooms. Learning activities alternate with indoor and outdoor play periods every day, weather permitting. The prekindergarten program at Open Arms is designed to provide children with the security of a "home" room, and the flexibility of experiencing various structured activities at learning centers throughout the classrooms.

#### **Half-Day Preschool Program**

Our Half-Day Preschool Programs serve potty-trained children between the ages of 2 ½ to 5 years. Emphasis is placed on cognitive skills, and our curriculum includes pre-reading activities, pre-mathematics, science, creative art, and music. Planned activities are used to reinforce the natural learning that is part of every activity in a child's day. We encourage the children to learn by doing and experiencing, in a safe and well-supervised environment. We use age appropriate field trips and other special experiences to extend the children's knowledge of the world around them. Early Childhood trained professionals present all these activities in a positive, caring atmosphere.

Consistency is given through routine. Variety is promoted through activities to stimulate all areas of development. Social interaction is encouraged; communication and cognitive skills enhanced, and emotional and spiritual development are carefully nurtured.

Creativity is promoted in an uninhibited environment. Our close staff-to-child relationships contribute to the development of a positive self-image. All developmental areas are given equal attention. Spiritual values are strongly promoted through exemplary interaction, as well as, Bible stories, Jesus-time, prayers before snacks, and weekly chapel worship. Our main objective is love and individual attention through proper stimulation by the environment.

The Half-Day Preschool Program includes early development of pre-reading skills, language development, math, science, art, music, and nature studies. The children select activities from a variety of interest centers throughout the classrooms. Learning activities alternate with indoor and outdoor play periods every day, weather permitting. The Half-Day Preschool program at Open Arms is designed to provide children with the security of a "home" room, and the flexibility of experiencing various structured activities at learning centers throughout the building.

#### **Full-Time Kindergarten**

Our Full-Time Kindergarten is a full day of core academics, enriched with music, art, drama, religion, and community service projects. Kindergarten is a time of abundant gross and fine motor development, so our children are provided with a variety of physical activities to aid their growth. Our teachers assist your child in the development of social skills through opportunities to make positive choices, and coping and self-concept skills.

#### **After-School Age Program (ASA's)**

We offer an after school program to children in kindergarten through 5<sup>th</sup> grade. Transportation will be available from most of the local schools to Open Arms within the driving radius of our school. Transportation is only available on days when Loudoun County Public Schools are in session. The After School Age Program will provide your child with a nutritional snack and a supervised homework period. If your child is in the After School Kindergarten program, they will be provided with a hot lunch, as well as an afternoon snack. Outdoor activities will

take place, weather permitting, as well as both organized and free choice activities such as arts and crafts, music, science and nature studies. There will be no regular TV viewing. An All-day School Aged Program will be available for registered children on school holidays, school vacation weeks, snow days and during the summer when Open Arms is open, please see the Hours section of this handbook.

## **POLICIES OF OPERATION**

### **Parent Information and involvement**

General parent information will be found near the office at the main entrance to the Center. A Family Communication Board by each classroom door will also keep you posted on any pertinent information that your child's teacher may have for you. During the school year you will have an opportunity to receive newsletters from Open Arms Christian Child Development Center and from Our Savior's Way Lutheran Church. Please use these forms of communication to stay current on the happenings of both Our Savior's Way Lutheran Church and the Open Arms Christian Child Development Center.

Visits to Open Arms by parents are always welcome. However, we do ask that if you wish to visit in your child's classroom, that you first make arrangements with your child's teacher. We do this to try and minimize disruption in your child's day, since some children have little concept of time and think that when they see you, it is time to go home. A parent's departure after a short visit can be very unsettling to a small child.

Communication between staff and parents is always encouraged. Although daily reports are posted and/or submitted in most classrooms, we urge parents to speak with teachers and caregivers in your child's classroom at any time. Try to keep us informed of any significant events that may happen in your home. This will allow us to deal sensitively in all situations.

We recognize that because of your interest in the welfare of your child, you will on occasion wish to confer with a teacher, an administrator, or the Executive Director. Conferences can be arranged upon request. Parent conferences for all children are offered twice per year to discuss your child's progress. Any questions, which may arise, should be discussed openly with your child's teacher. If satisfaction is not reached through the child's teacher, please speak with the Executive Director.

All families of the Open Arms Christian Child Development Center are welcomed into the fellowship of Our Savior's Way Lutheran Church. Your family is invited to attend all the activities of the Our Savior's Way congregation and the Open Arms Christian Child Development Center. Should any situations arise in your family life, which could benefit from counseling, Pastor Bill Mann and Pastor Ralph Wiechmann are readily available.

### **Hours**

The Center operates from 6:30 a.m. to 6:30 p.m., Monday through Friday, year round, except for the following holidays: New Year's Day, Good Friday (center closes at 1pm), Memorial Day (last Monday in May), Independence Day (July 4th), Labor Day (first Monday in September), Thanksgiving Day **and the Friday following**, Christmas Eve (center closes at 1pm), and Christmas Day. In addition, if a holiday occurs on Saturday, the previous Friday is observed as a holiday. If a holiday occurs on Sunday, the following Monday is observed as a holiday. The Half-Day Preschool Program operates on the Loudoun County Public School system's school year, including holidays and breaks.

**For weather related closings**, Open Arms follows the Federal Government's weather-related delayed opening or closing recommendations. If it begins to snow during working hours and the Government declares an early closing, we will remain open until the last child is picked up. However, we encourage parents to please pick up your child as soon as possible in snowy weather in order to allow our staff a safe journey home also.

Open Arms' Half-Day Preschool Program follows the **inclement weather policy** of the Loudoun County Public Schools. If Loudoun County Schools **ARE CLOSED**, Half-Day Preschool **IS CLOSED**. If there is a 1 or 2 hour delay for Loudoun County Schools, the Half-Day Preschool will run on a modified schedule for that day (see weather closure schedule at the back of this Handbook). If there is an early dismissal for Loudoun County Schools, **Afternoon Half-Day PRESCHOOL CLASSES ARE CANCELLED**.

To obtain an obligation-free email notice concerning Open Arms school closings/schedule changes, you may

subscribe to SCHOOLSOUT.COM by going to [www.schoolsout.com](http://www.schoolsout.com) or visit our website and click on “News & Calendars, Sign up for Alerts”. Open Arms posts only operational closings with NBC 4 News.

#### **Admissions**

Open Arms Christian Child Development Center is open to children of any race, color, or creed from the ages of 6-weeks through 5<sup>th</sup> grade. Upon completion and submission of the required enrollment forms and fees, students are admitted to Open Arms when space is available. Enrollment priority is given to currently enrolled students and/or their siblings, Our Savior’s Way Lutheran Church and Staff members, and returning Open Arms alumni.

If your child has an Individualized Education Plan, IEP, we ask that you submit a copy upon registration.

Open Arms reserves the right to dismiss a child for problematic behavior from Open Arms at the sole discretion of the Executive Director. In assessing whether to dismiss a child, the Executive Director shall consider the best interest of all stakeholders including the center, the child, staff and other children. Dismissal is a last resort action to situations, as such; the director and teachers should make a reasonable effort to work with the child and the parents to eliminate the problematic behaviors before dismissal is invoked. These problematic behaviors include but are not limited to children that: endanger their safety or others, have an inability to adjust to the group, or have an inability to benefit from the programs offered.

#### **Tuition, Fees and Schedule Changes**

##### ***Registration & Activities Fees***

All initial Registration, Activities and Re-enrollment Fees are **non-refundable**.

Each child pays a Registration Fee that is assessed upon initial registration and then an annual Re-enrollment Fee thereafter. The Registration Fee for simultaneously enrolled siblings is charged at a reduced rate for additional children. Members of Our Savior’s Way Lutheran Church and Open Arms Staff members are responsible for the initial Registration Fee, but the annual Re-enrollment Fee is waived if their child/ren remains continuously enrolled year-round or return the following school year in the Half-Day Preschool Program.

Each child two-years old and above is charged an activities fee to your tuition account in August for the upcoming school year. This fee covers any and all field trips and in-school shows and events for the regular school year. Please be aware that this fee does *not* include field trips or in-school show events in the summer or during school breaks. Any extracurricular activities or classes (ie: Creative Dance, Happy Feet, etc.) are charged by and paid to the outside vendor and are not included in the Activities Fee.

##### ***Wait List***

Wait List Fees are **non-refundable**.

To add your child’s name to our wait list, a Wait List Fee is required upon submission of your Registration Form in order to be considered for future enrollment opportunities. Our wait list process is on a first come first served basis according to the date your application is received in our office. If you are offered a future placement, the Fee is then applied towards the initial Registration Fee. While we can document a desired projected start date, we cannot guarantee or hold a space longer than 30 days from the desired projected start date. Phone/email offers will be made within the 30 days of your desired projected start date, contingent on space availability.

In order to fairly offer enrollment opportunities to the entire community, Open Arms does not accept Half-Day Preschool Program applications throughout the year. To receive an invitation to our Annual Open House held in January you may contact our office and we will gladly take your name and email address.

##### ***Tuition Responsibilities***

**Full tuition is due even if your child is not in attendance.** In order to maintain proper staff ratios and correct operational costs, Open Arms has based costs on our current enrollment. Therefore, no exceptions are made for illness, vacations, holidays, or inclement weather.

Any payments received late will be assessed a **\$10.00** late fee; charged per week until the tuition is paid. If an account remains delinquent for two weeks, an EFT (Electronic Funds Transfer) must be put in place for all delinquent and future tuition charges. A payment plan must be arranged in writing with the Executive Director if it is done before tuition is past due.

After two weeks delinquency without an EFT or arranged payment plan, the child/children will not be allowed to

return to the Center. Open Arms may collect any outstanding payments, without a current and agreed upon payment plan in place, using liens, wage garnishments or any other means available.

Checks should be made payable to Open Arms. We also offer a **FREE** electronic funds transfer payment plan. We do *not* accept credit cards for payment.

A charge of **\$35.00** will be applied for all returned checks. After a third returned check, tuition and other payments will be accepted only as cash or certified funds.

#### ***All-Day Program Tuition Payment Schedule***

Tuition is due on the Monday of the week your child is attending. If tuition has not been paid by noon on Friday, it is considered late and late fees will be assessed.

#### ***Half-Day Preschool Program Tuition Payment Schedule***

Tuition for our **2, 3 and 4-year-old Preschool Programs** is payable on a **monthly** basis and is due the **1<sup>st</sup> week of the month**. If tuition has not been paid by noon on the first Friday of the month, it is considered late and late fees will be assessed. Tuition for the **Mon-Fri Half-Day Pre-Kg Program** is payable on a **weekly** basis and is due on **Monday** for that week's attendance. If tuition has not been paid by noon on Friday of the attended week, it is considered late and late fees will be assessed.

#### ***Fixed Part-time Schedules (All-Day Program)***

If your child is enrolled with a fixed part-time schedule (Example: Monday, Wednesday, Friday), please be aware that switching scheduled days is **not permissible** (i.e.: Switch Monday for Tuesday).

Staffing, operational expenses, and teacher/child state licensing ratio requirements are based on your child's **fixed part-time schedule**.

In the event of an emergency, an additional day's attendance outside your child's Fixed Part-time Schedule may be requested in writing to the Center Administrator. If Open Arms is able to ensure ratio requirements, availability of additional meals, and once teachers are notified of the schedule change the parent will receive approval from the Center Administrator. Once approved, you will be charged the additional day. Keep in mind that tuition is due for the requested additional day, even if your child is not in attendance.

#### ***Vacation Credits (All-Day Program)***

At the discretion of the Open Arms Administration, each family enrolled in a **year-round, full-time or fixed part-time program, whose tuition account is current, and paid in full**, receives a one week vacation credit (up to 5 consecutive days) at the time of enrollment, to be used for that calendar year. A written request for vacation credit must be submitted two weeks prior to the use of the credit, enabling Open Arms to adjust staffing and food service. The child may not be in attendance during the days/week of vacation; if in attendance the family request for vacation credit will be void and the family will be billed their normal tuition amount. The vacation credit does NOT apply to students who have any portion of their school year attendance interrupted. Vacation credits are reissued on January 1<sup>st</sup> and must be used during the calendar year and may not be carried from year to year.

#### ***Late Pick-up fees***

Children become anxious when it's time to go home and no one has come for them yet. It is not only unfair to your child, but to the teachers as they cannot perform their end-of-class duties. For these reasons, late fees are assessed at \$20 for every 15 minutes late. The fee will be charged to your account the following day and is to be paid no later than the next tuition week. Please keep in mind that the Late Pickup Fee affects every All-Day (Full-Time & Part-Time Schedules) and Half-Day Preschool Program, including Lunch Bunch.

If late pick-up occurrences become frequent, you may be asked to make other pick-up arrangements for your child/ren.

#### ***After School-Age (ASA's) Schedule Changes***

Parents of ASA's (After-School Age) children are responsible for notifying the Center when your child's schedule changes, including if they are out sick. Bus drivers will wait at your child's school until the school confirms your child's absence (or that they had taken alternate means of transportation home). Open Arms must be notified (before 10:30am for Kindergarteners and before 2pm for 1st grade & up) that your child is not to be picked up from school. Families who fail to notify the center will be charged a \$20 fee. Again we ask families to please consider the staff and children on the bus pick up route.

Open Arms busses will only run on days when Loudoun County Public Schools are in session. Enrolled students from other non-LCPS schools are welcome to attend the center on days when Loudoun County schools are closed;

however, no transportation will be provided.

#### **Withdrawal from the Center**

You are required to notify the Center, in writing, **two weeks prior to your child's last day**. Any balance on your account must be paid in full during this period. If proper notice is not given, two weeks additional tuition will be assessed for students enrolled in the All-Day Program, and the entire month's tuition will be charged for students enrolled in the Half-Day Preschool Program.

#### **Permission to Pick Up**

At the time of your child's enrollment, you are expected to provide us with the names of at least two persons (locally) to whom we may release your child to in the event of an emergency. If this should change at any time, please provide those changes in writing. No child is released to anyone without prior written authorization. If someone other than a parent comes to pick a child up, they must show proper identification and have written permission to pick up.

#### **Daily Attendance**

We value the time your child may be able to spend at home with you or relatives. However, if your child is ill or absent for any reason, please call the center and let us know.

#### **Arrival and Departure**

In the interest of safety, children must remain with you during drop-off and pick-up times. Please walk your child to their classroom and sign them in or out with a designated Open Arms staff person before you leave each day. This helps us to know who is in the building at all times. Access to the building can *only* be obtained through the security doors using your parent access code.

#### **Toys from Home**

Generally, we discourage children from bringing toys from home, except for specific program purposes such as "Show and Share Days." The toys often cause conflict, and we cannot be responsible for their safekeeping. We request that no weapons (play guns, knives, swords, etc.) be sent with your child for we do not consider them toys.

However, bringing a "piece of home" is often important to children. It is possible to work out an arrangement with your child's teacher to have a "special toy" that travels from home to Open Arms. Please be sure to label your child's toys as best as possible and place it in their cubby.

#### **Food from Home**

Children should not bring food into Open Arms. Adequate meals and snacks are provided. Food exceptions are not made for individual children except in the case of allergies or a special written diet prescribed by a physician. Please send to the Center the necessary food your child must have in these cases. Please feel free to discuss any specific concerns with your child's teacher.

**Open Arms is a peanut-safe center**, meaning that any products containing peanuts may not be brought to the center but items made in the vicinity of peanuts may, at times, be present at the center.

#### **Meals**

Snacks are provided for your child every day. Lunch is provided to all of our children enrolled in the All-Day Program (except children enrolled in our Infant Program). In regards to infant care, we do not provide baby foods, cereals, formulas, or bottles. We request that each family label these items with the infant's name and date with a written daily feeding schedule, indicating the amounts and times to be fed.

Once your child transitions from formula and baby food, milk, juice, and previously introduced table foods are provided. Parents should communicate with teachers the menu options that children can and cannot eat. Prior to entering the toddler classroom children will eat from the full Open Arms snack and lunch menu.

Breakfast is available (and voluntary) to students enrolled in the All-Day Program, for \$1.00 per day between 7:45 and 8:15a.m. We stop serving breakfast promptly at 8:15a.m.

A vegetarian lunch plan is available on request. Parents who wish to enroll in this plan should contact an administrator.

If your child requires an alternative to cow's milk, parents will be required to provide this option by supplying the alternative labeled with child's name and date. An allergy form must be on file and current.

All meals and snacks meet the nutritional standards as set forth by the Child Care Food Program of the USDA.

Recommended Dietary Allowance (RDA) Guidelines are followed to promote optimal growth and development. Monthly lunch menus are posted on our website. Snack menus are posted in each classroom. The children are served lunch and snacks in their classrooms, with their teachers in order to promote a family environment.

Children are given as much time as needed to eat. Children are encouraged to be interested in the food before them, and assisted when needed, but no child is forced to eat any food. Special eating problems or marked changes in lunchtime behavior will be reported to the parent at once.

### **Birthdays**

Birthdays may be celebrated at the Center, and we ask that you make arrangements one week in advance with your child's teacher. Parties are held in your child's classroom during their snack time, and can be as simple as cupcakes, ice cream or fancy cookies and party napkins and/or plates (PLEASE DO NOT BRING IN PEANUT PRODUCTS). Parents are always welcome to join in the fun, and picture taking is certainly encouraged.

### **Transportation/Field Trips/In-School Shows**

All of our classrooms enjoy taking walking trips to explore our property and the community. Children are always accompanied by their teachers and the proper staff-to-child ratio will be maintained at all times. We send home permission slips prior to all field trips, off of the Open Arms property, to inform parents where we will be going and when.

Children 4 years of age and up, enrolled in our All-Day Program, will ride on our Center vans and buses and are expected to use all of our safety rules, which include using quiet voices, following teacher directions, remaining in their seats while the vehicle is moving, and always keeping their seat belts locked until the vehicle is stopped, and parked. We ask that parents talk to their children before all field trips and remind them of our Center's Van/Bus Safety Rules. If a child is continually disruptive on the van or bus during field trips, which causes a hazard to the safe operation of the vehicle by the driver, that child may not be allowed to participate on future trips.

The Half-Day Preschool Program relies on parent carpooling to and from all non-walking field trips.

### **Discipline**

Children are not expected to immediately understand or fully comply with all of the rules; rather they are to be gently taught, reminded, and when necessary, redirected. The staff is responsible for setting up an environment that encourages positive reinforcement, cooperation and sharing, rather than negative and aggressive behavior.

There may be times when children may actually endanger themselves or others by their actions. Due to these actions, specific behavior guidance steps have been set up. Logical consequences will be established for problematic behavior. For example, a child who throws or damages a toy may be prohibited from the use of that toy for the rest of the play period in question. Verbal reminders, which are brief statements of the problem behavior, are used to explain to a child that his/her behavior is unacceptable and what the acceptable alternative behavior is. At times, a child may just require a little time to themselves to calm down and redirect their thinking.

Open Arms Christian Child Development Center complies with all federal, state and other relevant laws that prohibit corporal or abusive punishment in a Preschool. Additionally, staff is expressly prohibited from using unproductive, shaming methods of punishment.

Open Arms Christian Child Development Center believes that parents and teachers must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression, or other issues. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors. Children who do not adjust to the group environment, do not benefit from the programs offered, are a significant impediment to the success of the center, class or other children, or endanger the safety and well being of others, may be dismissed from \*Open Arms\* at the sole discretion of the Executive Director. The Executive Director and teachers should make a reasonable effort to work with the child and the parents to eliminate the problematic behaviors."

### **Physical and Immunization Records**

A certificate of immunization and current physical record for your child (signed and dated by a Physician/Physician's Assistant or Registered Nurse) is required upon enrollment. Updates are required at the following ages: 6 months, 12 months, 18 months, 24 months, and once between 4-6 years old. An Administrator will send written reminders home if records may be required in the near future.

## Health Procedures

We promote the health of your child by providing a clean, smoke-free environment, with safe toys that are regularly disinfected, and supervised physical activities that are offered daily. Therefore, in order to protect the children in our care, we must enforce the following rules regarding illness and the administering of medications.

### Illness

**Sick children should remain home.** Please do not bring your child to the Center if he/she is showing any signs or symptoms of illness. Some clearly unacceptable signs and symptoms are:

- Temperature of over 101 degrees within last 24-hour period
- Unusual spots or rashes on the skin
- Continuous mucus from the nose accompanied by upper respiratory symptoms
- Diarrhea
- Vomiting
- Unusual behavior
- Child is lethargic
- More crying than normal
- General discomfort

Children may attend Open Arms with a slight cold, as long as their temperature is less than 101 degrees and none of the above mentioned symptoms are present. Any child with a fever of 101 degrees or higher is not permitted to remain at the Center. **We cannot allow Tylenol or any other pain reliever to be given to mask a fever if a child is ill.**

Tylenol or any other pain reliever **must be accompanied by a written doctor's note before they can be administered**, and may only be given for the following reasons:

- If prescribed by a doctor
- For teething pain
- For immunization pain
- To reduce sudden high fevers in an emergency

If a child has two diarrhea stools, a staff member will notify the parents. After a third diarrhea stool, the parents will be called to pick up their child. To eliminate the spread of infection, children who are sent home with diarrhea may not return to the center until at least **24 hours** after the last soft stool. The child must be symptom free or have a doctor's note stating that the child is not contagious.

In the case of conjunctivitis ("Pink Eye"), any child with redness, swelling, or discharge of the eyes will be sent home. "Pink Eye" is highly contagious. Therefore, a child with "Pink Eye" may return to the Center only after prescription eye drops have been administered for a period of **24 hours**.

Exclusion from Open Arms is required when the teachers and an administrator feel that a child is in a contagious phase of an illness which may require more care and observation than can be offered in the Center, or if a child can no longer be comfortable in the Center. Children who become ill on the premises will be isolated from the other children, and their parents will be contacted for early pick-up.

**If we send your child home, he/she must remain out of the Center for at least 24 hours.** This means that a child may NOT return to Open Arms the day after being sent home. A parent will be asked to sign a "sick policy" form acknowledging their child's illness and minimum "return to" school date, unless you provide us with a dated doctor's note stating the child is **not** contagious. Children excluded from the Center for health reasons may return to the Center under one of these conditions:

- Child is fever free (under 101 degrees) for at least 24 hours without the use of Tylenol (or the like).
- Child's pediatrician has indicated in writing that the child may participate in group care.
- Child has completed one full course in antibiotic treatment (usually one day's worth), and is eligible for return because symptoms are within guidelines.
- Child's symptoms are lessening and child is getting well.
- Child has fully recovered.

If your child had a doctor's visit, please bring a note with the doctor's diagnosis and recommended treatment for your child.

Some communicable diseases may be reported to Public Health authorities so that control measures can be used. Parents and staff are asked to notify Open Arms within 24 hours after a child, a person in that child's immediate family, and/or staff member, have developed a known or suspected communicable disease or any other illness of any type.

#### **Medication**

If your child is to receive any medication (Prescription or Over the Counter), while at Open Arms, the correct forms must be filled out and accompany the medication. All medicine needs to be in the original container with the child's name clearly written on it and dosage to be given.

A 10 day or less **Short Term** form needs to be filled out and signed by the parent and by an Open Arms Administrator. This form does **not** need an authorization from your child's Doctor.

Medication that is needed for 11 days or more, a **Long Term** form needs to be filled out and signed by the parent, physician, and Open Arms Administrator.

For an **Epi-Pen** a **Food Allergy Action Plan** form must be filled out in addition to the **Long Term** form.

For sunscreen, diaper cream, lotion, lip balm and insect repellent a **topical** form must be filled out.

All medications will be returned at the Expiration Date.

**A separate form needs to be completed for each type of medication that is to be administered.**

**PLEASE DO NOT LEAVE MEDICATIONS IN YOUR CHILD'S CUBBY.** So that you don't have to take medicine home each evening, it may be helpful if you ask your pharmacist to put your child's prescription medications in two labeled containers so that you have one for the Center and one for your home.

#### **Accidents (Incident Report Forms)**

In the event of an accident, appropriate procedures will be followed and parents will be notified. Incident Reports are kept on all accidents and copies are available to the parents at the end of the day when they come to pick-up their child. In the event a child needs emergency care and we cannot reach the parents, the child will be taken to the Loudoun Hospital Center at Lansdowne or a previously requested emergency facility.

#### **Emergency Response**

In the event that Open Arms were to relocate to our temporary evacuation center at KinderCare next door, parents would be contacted by the Open Arms staff via our center cell phones. All pick-up procedures and policies would still apply and an authorized adult would need to sign out your child/ren. In order to contact Open Arms during an evacuation you may call (703) 459-0516.

#### **Reporting Suspected Child Abuse**

State law requires that childcare workers report suspected child abuse directly to Child Protective Services. In keeping with state law, any report made remains confidential. Once a report has been made, the entire matter is out of the hands of the Center, and any further questions should be referred to Child Protective Services.

#### **State Licensure**

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well being of a child for any part of a 24 -hour day, are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and the ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to be investigated if it violates a standard.

Compliance with standards is determined by unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Our local office is:

Fairfax Licensing Office  
11320 Random Hills Road, Suite 200  
Fairfax, Virginia 22030  
703-934-1505

## **YOUR CHILD'S PERSONAL ITEMS**

### **Clothing**

Please have your child wear play clothes to school that are comfortable and easy for your child to manage as we encourage children to do as much for themselves as possible. This is part of the learning process and helps to build self-esteem. It is important that your child be allowed to get dirty and to get wet. Therefore, we require that your child have a complete change of weather-appropriate clothing (including underwear and socks) at the Center at all times. Any soiled clothing from the day will be placed in your child's cubby. Each item of clothing should be clearly labeled with your child's name, including jackets or sweaters that are worn.

### **Other Personal Items**

Students who have "rest time" each day are allowed to bring pillows, blankets and stuffed animals from home, but may only be used during "rest time". Parents are responsible for ensuring the cleanliness of such items. Pillows, if used, are required to have a pillow cover. Blankets and pillows must be taken home every Friday to be washed. As stated earlier, cot sheets are provided by the Center and are washed once a week or when they become soiled in between.

### **Records**

Your child's records are maintained in an accessible manner at Open Arms. These records include the following and must be kept current and accurate:

- Your child's identifying information (name, birthdate, etc.).
- Parent(s) name, address, home and business phone numbers.
- Name, address, and telephone numbers of persons, including the child's physician, to contact in emergencies.
- Name of person(s) to whom the child may be released.
- A signed statement by the parent regarding any allergies and other known health problems (medical, mental, emotional, developmental) and any special procedures that should be used in caring for the child.
- Parental agreements for obtaining emergency medical care for the child when the parent is not available.
- Current Physical and Immunization Records.
- IEP (Individual Education Plan)
- Center agreements and releases

Information pertaining to your child will not be disclosed to persons other than the Center Staff or other authorized personnel, unless you have granted written permission to do so.

**TWO-YEAR-OLD PROGRAM OBJECTIVES**

**Introduction To:**

- Uppercase letters
- Numbers
- Basic Shapes and colors
- Months, days, seasons, and weather
- Numerous pre-reading activities
- Zipping and snapping skills

**Continuing Development of:**

- Fine motor skills through pre-cutting and pre-writing activities
- Self-reliance skills
- Listening and speaking skills
- Social and emotional skills
- Individual and group work habits
- Gross motor skills

**Exposure to:**

- Various Christian prayers, ideals, stories, and songs
- Secular songs and stories
- Music, Instruments, and Dance
- Art activities (coloring, drawing, painting with a variety of medium, cutting, and gluing)
- Sensory play
- Citizenship
- Sign Language
- Spanish

## PRESCHOOL PROGRAM OBJECTIVES

### **Introduction To:**

- Uppercase letters
- Numbers 1-10
- Letter sounds
- Basic shapes, patterns, and colors
- Months, days, year, and seasons
- Numerous pre-reading activities
- Zipping, buttoning, and snapping skills

### **Continuing Development of:**

- Fine motor skills through pre-cutting and pre-writing activities
- Self-reliance skills
- Listening and speaking skills
- Social and emotional skills
- Individual work habits
- Gross motor skills

### **Exposure To:**

- Various Christian prayers, ideals, stories, and songs
- Secular songs and stories
- Citizenship
- Sign language
- Spanish
- Various special needs

## PRE-KINDERGARTEN PROGRAM OBJECTIVES

### **Introduction To:**

- Lowercase letters

### **Recognition Of:**

- Uppercase letters
- Numbers 1-20
- Basic shapes and distinction between shapes
- Colors (at least 8)

### **Continued Exposure To:**

- Patterns
- Recognition of letter sounds
- Months, days, year, and seasons
- Numbers 1-31
- Citizenship ideals
- Sign Language
- Spanish
- Special needs
- Christian prayers, songs, ideals, and stories
- Secular songs and stories

### **Advanced Exposure To:**

- Pre-reading activities

### **Fine Motor Development:**

- Master cutting skills
- Continuation of various pre-writing activities
- Advancement of zipping, buttoning, and snapping skills

### **Fine Advancement Of:**

- Self-reliance skills
- Listening and speaking skills
- Social and emotional development
- Individual work habits
- Gross motor skills

## **Social/Self-Help**

- Pencil grasp (crayons, markers, chunky pencil)
- Ability to recognize personal space
- Listen and follow directions (both 1-step and 2-step)
- Able to operate a backpack
- Use scissors (how to hold and use properly)
- Proper use of glue and paint
- Be able to hold and handle a book properly
- Able to put on and take off jacket/coat (i.e. zip, snap button)
- Know how to line up and walk in line
- Able to separate from parent
- Raise hand to speak
- Able to express bathroom needs and properly use the restroom
- Starting to learn how to tie shoes

## **Math**

- One to one correspondence up to 5
- Rote count to at least 10 and recognize corresponding numbers
- Identify basic shapes

## **Language/Literacy**

- Exposure to rhyming
- Exposure to patterns
- Discrimination between letters and numbers
- Recognition of first name (orally and visually)
- Know letters in first name
- Print first name (block print)
- Recognition of colors
- Able to sing A B C song
- Exposure to alphabet – able to identify uppercase letters
- Phonetic sounds of letters
- Introduction to lowercase letters
- Listen to a story attentively and without interrupting
- Various print experiences
- Understand and demonstrate positional/directional words
- Understand opposites

**HALF-DAY PROGRAM  
INCLEMENT WEATHER SCHEDULES**

**2's, Preschool, and Prekindergarten Half-Day Preschool MORNING Programs**

If Loudoun County Schools declare a:	Then Open Arms Half-Day Preschool schedule is:
School Closure	Cancelled
1 or 2 hour delay*	10:15am – 12:15pm (8:50am classes) 10:30am – 12:30pm (9:00am classes)

\*In the case of school delays, LUNCH BUNCH will still be available for A.M. program children with a minimum sign up of 4 children, and will end at 2pm.

**Developmental Prekindergarten Half-Day Preschool Program**

If Loudoun County Schools declare a:	Then Open Arms Half-Day Preschool schedule is:
School Closure	Cancelled
1 or 2 hour delay	10:15am – 1:50pm

**Preschool and Prekindergarten Half-Day Preschool AFTERNOON Programs\*\***

If Loudoun County Schools declare a:	Then Open Arms Half-Day Preschool schedule is:
School Closure	Cancelled
1 or 2 hour delay	1:30pm – 3:30pm

\*\*If there is an early DISMISSAL for Loudoun County Public Schools due to weather, the afternoon classes will be cancelled.

## CONTACT INFORMATION

Please feel free to contact us at:

Open Arms	Phone	703.729.9144
	Fax	703.729.9149
	Emergency	703.459.0516
		<a href="http://www.openarms-ccdc.org">www.openarms-ccdc.org</a>

Ellen Mattheus, Executive Director

[ellen.mattheus@openarms-ccdc.org](mailto:ellen.mattheus@openarms-ccdc.org)

Adrienne Muich, Enrollment Coordinator

[adrienne.muich@openarms-ccdc.org](mailto:adrienne.muich@openarms-ccdc.org)

Brooke Horwith, Center Administrator

[brooke.horwith@openarms-ccdc.org](mailto:brooke.horwith@openarms-ccdc.org)

Emilie Dubert, Staffing Manager

[emilie.dubert@openarms-ccdc.org](mailto:emilie.dubert@openarms-ccdc.org)