



2022 – 2023

# PARENT HANDBOOK

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703-765-8687

[www.BLPS-TOTS.com](http://www.BLPS-TOTS.com)

[www.bethanybobcats.com](http://www.bethanybobcats.com)

 @BLPreschool

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Serving God's children and their families since 1959.

## 2022-2023 BLPS School Calendar

DATE	EVENT	PARENT PARTICIPATION
Monday, August 22	Teachers and staff return to BLPS	
Thursday, September 1	Orientation + Meet the Teacher	11:00am - 12:30pm
Friday - Monday, September 2 - 5	Labor Day Holiday	No School
Tuesday, September 6	Elementary Classes Begin	8:45am - 2:45pm
Tuesday, September 6	Preschool Classes Begin	9:00am - 1:00pm
Friday, October 7	ME Museum	Early Release @ 12PM noon
Monday - Tuesday, October 10 - 11	Parent/Teacher Conferences	No School
Monday, October 31	Family Day at Nalls Produce	No School
Friday, November 11	Veterans Day	No School
Monday - Friday, November 21 - 25	Thanksgiving Holiday	No School
Friday, December 2	Christmas Event	Early Release @ 12PM noon
December 19 - January 2	Christmas Holiday	No School
Monday, January 16	M. L. King Holiday	No School
Friday, January 27	Staff/Student Holiday	No School
Monday, February 20	President's Day Holiday	No School
Friday, March 3	Teacher Workday	No School
Friday, March 31	Easter Event	Early Release @ 12PM noon
Monday - Friday, April 3 - 7	Spring Break	No School
Monday, April 10	Easter Observed	No School
Thursday - Friday, April 20 - 21	Parent/Teacher Conferences	No School
Monday - Friday, May 8 - 12	Field Trip Days	Preschool on-site   Elementary off-site
Monday, May 29	Memorial Day Holiday	No School
Friday, June 9	Last Day of School   Summer Bash	Early Release @ 12PM noon
Monday - Thursday, June 12 - 15	Teacher Clean Up Days	Have a great summer break!

# CLOSING ALERTS

**Non-scheduled days off (snow days, etc.)** Days will be made up after 11 missed days.

- If there is another state-mandated lockdown due to COVID-19, the school will be closed until further notice. *All classes will continue with virtual (online) learning from home.*
- If Fairfax County Public Schools have a delayed opening of any length due to emergency weather conditions, Preschool class hours are 10 a.m. - 1 p.m. Elementary class hours are 10 a.m. - 2:45 p.m.
- If Fairfax County Public Schools have an early closing due to emergency weather conditions, all after-school activities are cancelled. Dismissal will begin at 12:00 noon.

## CONTENTS

<b>Purpose</b>	2
<b>Admissions</b>	3
<b>Beginning the School Year</b>	3
<b>Tuition</b>	4
<b>Notification of Withdrawal</b>	5
<b>Parent / Teacher Communication</b>	5
<b>Dress</b>	6
<b>Snack and Lunch Time</b>	6
<b>Behavior Policy</b>	7
<b>Discipline Policy</b>	8
<b>Health and Safety</b>	9
<b>Health and Safety (continued)</b>	10
<b>Arrival and Dismissal</b>	11
<b>Parking Lot Safety   After School Activities</b>	12
<b>Emergency Preparedness</b>	13
<b>Weather Policy</b>	13
<b>Regulation Information</b>	14
<b>Kid Recipes   Stay Connected</b>	15
<b>Verse of the Year   Handbook Agreement</b>	16
<b>Health and Safety Guidelines (updated addendum)</b>	17-21
<b>Safety   Fire Drill Procedures   First Aid</b>	22-23
<b>Security   Reporting Child Abuse and Neglect</b>	24-25
<b>Guidelines for Remaining Open</b>	25-29



*Serving God's Children and Their Families Since 1959.*

## PURPOSE

Bethany Lutheran Preschool was founded in 1959 to provide a Christian education for young children and to be an outreach to their families. The school is an extension of the educational ministry of Bethany Lutheran Church, a Missouri Synod congregation. The school includes children of the congregation, children of other congregations, and children whose families have no church affiliation.

The Christian faith is the foundation of Bethany Lutheran. The school program is designed to develop children's knowledge and skills in all developmental areas — spiritual, social, emotional, physical, and intellectual — and to help children become lifelong learners.

Each child is a child of God; our objective is that children come to know God and His love for them. To achieve this, we tell Bible stories about the life of Jesus and hold regular chapel services led by the Pastor.

The concept of individual self-worth is basic to our program. Each child has an individual pattern and timing of growth, as well as an individual personality, learning style, and family background.

Curriculum and instruction are responsive to individual differences in ability and interests. Different levels of ability, development, and learning styles are expected, accepted, and used to design the curriculum. Children are allowed to move at their own pace in acquiring important skills including language arts, math, science, social studies, art, etc.



## ADMISSIONS

Bethany Lutheran Preschool admits students of any race, color, creed, national or ethnic origin. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of educational and admission policies.

**A completed health form, signed by a physician, and proof of the child's identity and age must be in the school files before a child may attend classes. These documents are required by law.**



## BEGINNING THE SCHOOL YEAR

The first day of school is very important for both parents and children. Your school staff would like to make the first day the beginning of a growing Christian relationship among parents, teachers, and children. We begin the school year with Meet the Teacher appointments. This will give you and your child the opportunity to see their new classroom and spend some one-on-one time with their new teacher(s).

The week before school starts, you may want to get your child accustomed to the daily schedule to be followed for the school year. Begin by having your child select school clothes and breakfast for the next day. Help your child get to bed early and rise at the time normally set to get up for school. Also, limit nighttime activities if the next day is a school day.

Try to project a calm attitude for your child on the first day. You may want to explain that going to school is important and that learning is interesting and fun.

When you take your child to school, reassure him or her that you will come back. Many children are afraid their parents will not return. Usually children will say goodbye and mingle with the other children. However, some experience separation anxieties.

School may seem scary, even if they attended the year before. When you drop your child off, say that you are leaving and that you will come back after school. Be sure to be on time when you pick up your child. A minute seems like an eternity to a waiting preschooler.

# TUITION

Tuition is based on the actual costs of operating the school. The tuition is an **annual** tuition. Tuition may be paid in one of three ways: *in full*, *semi-annual* (two payments made in August and January), or *installments* (ten equal installments made August 2022 – May 2023).

**The Installment Tuition Plan** begins with the first payment due August 15, 2022 and the final payment due May 15, 2023. A payment record sheet with our tax identification number can be found online at [www.mybrightwheel.com](http://www.mybrightwheel.com). We encourage you to use this sheet to maintain your records for tax purposes.

## Making Installment Payments

- Cash payments should be made to the Director or Assistant Director in person so that a receipt may be provided to you.
- Check payments may be placed in the wooden lock box outside of the main office, or mailed to the school. Checks should be made payable to BLPS with the student's name recorded in the memo line.
- Automatic Withdrawals can be set up by editing your billing profile on [www.mybrightwheel.com](http://www.mybrightwheel.com) or via the Brightwheel app.
- Electronic payments may be made prior to the 15th of each month at [www.mybrightwheel.com](http://www.mybrightwheel.com) or via the Brightwheel app.
  - Please keep in mind: debit and credit card fees are your responsibility. An additional 2.9% of the tuition (or registration fee) will be added to your payment total.
- If monthly tuition is more than 15 days late (or BLPS receives notice of insufficient funds), a late fee of \$25 may be charged. If special payment schedules need to be arranged, please see the preschool office or email [preschoolfinance@bethany-lcms.org](mailto:preschoolfinance@bethany-lcms.org).



## NOTIFICATION OF WITHDRAWAL

If at any time during the school year your child is unable to continue attending preschool, whether due to relocation or other factors, please notify the preschool office in writing, at least 45 days in advance of the child's last day of school. If less than 45 days' notice is given, parents are responsible for tuition for the next monthly installment. There are no refunds or prorating of tuition for withdrawals after May 1, 2023.

The school reserves the right to dismiss a student when ...

- Required documents are incomplete
- Tuition payments are 45 days late
- A child's behavior threatens others
- A child exhibits behaviors of unreadiness such as severe anxiety

Dismissal may occur after a conference with the Director, Assistant Director, child's teachers and child's family.

## PARENT/TEACHER COMMUNICATION

Teachers and parents greatly enrich the lives of children by sharing ideas and information. Aside from informal contacts, parents receive weekly updates every Monday that include a calendar of events, describe learning activities, and share school experiences.

Special days are scheduled for formal parent/teacher conferences. Parents may also speak with their child's teacher over the phone or via the Brightwheel app. Please avoid lengthy discussions during the busy times of drop-off and pick-up.

For more personal conversations at arrival or dismissal, it is best to check with the teacher or the office beforehand concerning the teacher's availability.



**Babysitting:** We discourage staff members from providing private child care or babysitting services on their own time. If a staff member does provide babysitting services, the staff member is acting in their individual capacity. We will not be responsible for the performance of babysitting services by members of our staff, including transportation of your child(ren).

## DRESS

Children will be more comfortable and ready to engage in play if they wear clothing suitable for play. Learning how to manage snaps, belts, zippers, tights, etc. is something to be responsible for at home, as well as at school. It is helpful to dress children in clothes that can be easily pulled down and up by the child in the bathroom. Younger children should wear clothing that makes diaper changes easy and quick.

It is equally important that children's clothing be suitable for mess and fun. Painting and running on the playground can mean spills and dirty clothing. Pretty dresses or dress slacks place a burden on the child to keep clean and reduces their opportunity for playing with their friends.

Appropriate shoes for play are important. Children's shoes should provide support and traction for play. Shoes, such as sneakers, are recommended. Sandals, plastic shoes, or cowboy boots are dangerous on the playground and not safe for climbing.

Clothing and personal belongings, such as a backpack, should be labeled with your child's full name. Coats or sweaters are strongly advised for those "uncertain weather" days.

## SNACK AND LUNCH TIME

Time is set aside in the early part of the day for a light snack and during the latter part of the day for lunch. Parents are responsible for providing their child's snack and lunch. Please note: staff are unable to heat up snacks and/or lunches. **Make sure your child's snack is in a labeled Ziploc bag, separate from their lunch, to avoid confusion.** Bethany Lutheran Preschool cannot provide utensils, so make sure your child has everything that they need in their lunchbox each day.

Healthy snacks are often the most popular with children. Please help keep snack and lunch time simple, healthy, and in child-size portions.

Some favorite snacks enjoyed by the children include:

fresh fruit slices, fruit cups, applesauce,  
carrots or celery sticks with salad dressing for dipping,  
yogurt, cheese and crackers

If your child has a medical condition that impacts dietary needs, please inform your child's teacher. Parents are responsible for providing any special foods for their child. The following are prohibited items at school for snacks or lunch...

**NO tree nuts such as walnuts, almonds, macadamia nuts, etc.**

**NO peanuts or peanut products**

This includes, but is not limited to, peanut cookies, peanut butter, trail mixes or granola bars with nuts and products containing peanuts or tree nuts.



## BEHAVIOR POLICY

Our mission is to ensure that each child has an equal right and opportunity to receive a quality Christian education in a safe, secure, and nurturing environment. Teachers make every effort to address disruptive and unsafe behaviors through age appropriate behavior management techniques.

Behaviors that interfere with learning or the safety of others will be addressed. Disruptive behaviors impact the child who exhibits the behaviors, the individual who may be directly affected, and the entire class. Disruptive behaviors include, but are not limited to, aggressive behaviors such as hitting, kicking, biting, or attempting to bite, throwing objects at another individual, and severe anxiety such as inconsolable crying.

*In the event a child exhibits aggressive behaviors, the following is practice at BLPS:*

1. The event is discussed with the teacher and child involved. There will be an age-appropriate discussion of acceptable behavior as well as making good choices.
2. At the judgement of the staff, students may be removed from the room to discuss the event and more appropriate conflict resolution.
3. Parents of all children involved will be made aware of the event.

*If there are reoccurrences of aggressive behavior:*

1. The parent(s) of the child will be notified and instructed to come get the child as soon as possible.
2. A meeting between parent and staff may be required to better address the issue, to explore positive intervention techniques at school and home, or to discuss continuation in the school program.

It is our desire that both parents and school work in Christian harmony to help the children interact in appropriate ways. Parents may be required to meet with staff to best resolve issues. Resolutions may include, but are not limited to, abbreviated days for the child or parents remaining at school for a period of time.

The school maintains the right to terminate enrollment at any time.



## DISCIPLINE POLICY

Bethany's discipline goal is to help children learn self-control and build good habits. Staff will help children learn self-control by treating them in a way that promotes their self-esteem and self-image. We believe that discipline means to teach.

*Acceptable discipline techniques include:*

1. Guiding children by setting clear, consistent, fair limits for classroom behavior that are appropriate and understandable to the children
2. Valuing mistakes as learning opportunities
3. Redirecting children to a more acceptable behavior or activity
4. Listening when children talk about their feelings and frustrations
5. Guiding children to use words to resolve conflicts and modeling skills that help children to solve their own problems
6. Patiently reminding children of rules and their rationale as needed
7. Arranging equipment in a way that promotes desirable behavior

*Discipline techniques DO NOT include:*

1. Physical punishment or disciplinary action administered to the body such as spanking or forcing a child to assume an uncomfortable position
2. Shaking a child
3. Withholding or forcing snack or punishing toilet accidents
4. Belittling remarks

**At no time is physical punishment an option.**



## HEALTH AND SAFETY

It is our desire to provide a safe and healthy school in which all of our preschoolers can learn. In order to do this, it is important that we all think of and care for one another. When our preschoolers come to school sick, they are not ready to learn and they can make their friends sick, too! If your child is sick and shows any of the symptoms listed below, please be mindful of the welfare and well-being of your child and of all the children at BLPS. Keep your child home even if they beg to come to school.

It is school policy that children must be symptom-free for a full 24 hours (without medication to reduce fever or other symptoms) before they may return to school. We appreciate your thoughtful consideration of the health of your child and all of the children at Bethany. **Please see pp. 17-21 for more detailed guidelines.**

SIGNS of illness	EXCLUDE until ...
Fever over 99.9°	fever disappears for 24 hours without the aid of medication
diarrhea or increased number of runny stools	diarrhea has stopped for 24 hours
vomiting	vomiting stops for 24 hours
lethargy, uncontrolled coughing, difficulty breathing, wheezing, etc.	symptoms disappear
mouth sores and drooling	doctor determines the condition is non-contagious
rash with fever or behavior changes	a doctor determines the condition does not indicate a communicable disease
pink or red conjunctivitis	24 hours after treatment is started
scabies, head lice or other infestation	24 hours after treatment is started
impetigo	24 hours after treatment is started
strep throat or other streptococcal infection	24 hours after treatment is started and no fever is present
chicken pox, measles, rubella	6 days after onset
respiratory symptoms which limit the child's comfortable participation in activities or significantly increases the level of necessary care	symptoms disappear
Tests positive for COVID-19	10 days after positive test result (this includes registered siblings as well)

Abuse and neglect are serious concerns for everyone. We must, by law, report any suspected cases to Child Protective Services.

All children must have a School Health Form and proof of identity on file. Without these documents, we cannot permit children to attend class.

## HEALTH AND SAFETY continued...

The following are standard procedures for the 2022-2023 school year.

- We will continue taking temperatures of staff and children upon entering the facility.

**TIP: Take your child's temperature each morning before leaving the house to avoid the inconvenience of having to return home if your child is found to have an elevated temperature.**

- Children's and staff's hands will be washed and sanitized first thing in the morning upon arrival and periodically through the day.
- Sick policy for staff and children: Children with a temperature over 99.9 degrees will not be permitted to attend until the temperature is under control for 24 hours (without the use of medication). Staff who are sick cannot return to work unless fever free for at least 24 hours (without the use of medication).
- We will continue to strictly adhere to keeping our small class sizes each day.
- Staff will clean and sanitize frequently used surfaces daily, deep cleaning every Friday.

We hope that these policies and procedures will keep our families comfortable in bringing their children to school with us and their friends. Our main priority is to ensure the safety and well-being of all of our students and staff alike.

***UPDATE 08/15/22: Please see the Health and Safety Guidelines addendum on pp. 17-21***



## ARRIVAL AND DISMISSAL

Keeping a routine and schedule is a vital part of learning at school. Our Elementary program begins at 8:45 a.m. and Preschool begins at 9:00 a.m. when teachers are prepared to assume responsibility for the class and welcome each child. Parents will escort children from their cars to the classroom.

School doors are locked at all times during the day. Late arrivals check in with the school office before entering their classroom. We often do not realize that entering a classroom when friends have settled in can be confusing to some students and disruptive to others. Routine late arrival impacts your child as well as their classmates. Instructions for the day occur in most classrooms within the first 25 minutes of the day. ***Elementary Families:: If your student is more than 15 minutes late to class, they will be considered tardy. 4 tardies equal 1 absence. If a student has 9 or more unexcused absences during the school year, they will not be eligible to move on to the next grade level.***

Preschool classes end at 1:00 p.m. and Elementary classes end at 2:45 p.m. Children are released from the classroom to their parents in an orderly fashion. Names of persons authorized to pick up your child must be kept current on the child's emergency preparedness form and on Brightwheel. No child will be released to a person not authorized by the parent(s). Identification may be required until the staff are familiar with faces. Please inform the school in writing of any changes in pickup routine.

Please pick up your child on time. Children do not have the same understanding of time as adults and five minutes late to a child can seem like an hour. **Children must be picked up no later than 10 minutes** after their scheduled dismissal time. Charges for a late pick up are as follows:

◆\$10.00 for 10 minutes after dismissal.

◆\$30/half hour or any part of the half hour after the first 10 minutes.

*According to state guidelines, children whose parents/guardians are one-half hour late and have not communicated with the preschool are considered abandoned.*

*Virginia law requires the school to report the event to Child Protective Services.*



## PARKING LOT SAFETY

For the safety of children and parents, please drive slowly and enter the parking lot by driving towards the rear of the lot. A diagram of parking lot travel is included below.

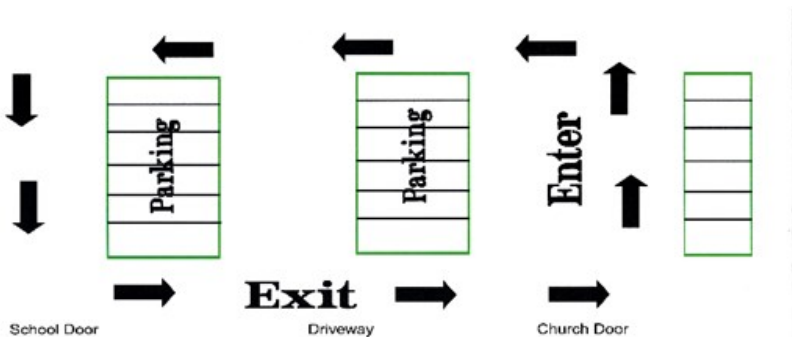
*According to the Commonwealth of Virginia, leaving a young child unattended in a vehicle for any length of time is considered abandonment.*



## RAINY DAY DROP-OFF/PICK-UP

Rainy day / inclement weather drop-offs and pick-ups are conducted curbside. Enter the lot by driving towards the rear of the lot, as usual. Continue across the rear of the lot and form a line beginning at the school door. BLPS staff will escort children from your vehicle into the building.

**Elementary Drop-Off begins at 8:40 a.m. and Pick-Up begins at 2:40 p.m.  
Preschool Drop-Off begins at 8:50 a.m. and Pick-Up begins at 12:50 p.m.**



## AFTER-SCHOOL ACTIVITIES

Enrichment classes are an opportunity for children to play and socialize with a variety of Bethany friends or to learn a sport or explore other activities. Offerings have included martial arts classes, cooking classes, soccer classes, etc.

Children must be between the ages of 3 - 6 years old *and be bathroom independent*. Fees for enrichment classes are separate of tuition.

**When in session, all after-school activities are 1:00 - 1:45 p.m.**

## EMERGENCY PREPAREDNESS

Crisis plans and emergency preparedness have unfortunately become a way of life. In the event that Fairfax County Public Schools (F.C.P.S.) declares Emergency Preparedness mode, Bethany Lutheran Preschool will act as follows:

1. In the event that F.C.P.S. emergency plans go into effect before the start of our school day, Bethany Lutheran Preschool will be closed.
2. If F.C.P.S. emergency plans go into effect during our school day, children will be kept indoors in a safe, secure environment.
3. Parents or a designated adult are expected to pick up their child as soon as possible, unless instructed otherwise.
4. A staff person will remain with children until all children are united with a family member or designated adult.
5. We will communicate via mobile text alert, email, and the Brightwheel app.

In the event that an emergency or unsafe condition occurs at the school which may cause us to close the building, children will be escorted away from the building in fire drill fashion. All classes will assemble at the furthest end of the parking lot. Families will be contacted by mobile text alert informing them to pick up their children. Children will be kept safe and secure with a staff member.

It is important that parents keep their child's emergency information up to date. Please notify the preschool office of any changes in phone numbers, address, or persons with permission to pick up their child, as well as any changes in medical information. **See pp. 22-25 for more detailed Safety and Security measures.**



Our school calendar is similar to Fairfax County Public School's calendar. *There are exceptions, so please check the school calendar found at the front of this booklet.*

When Fairfax County Schools (K - 12) close due to inclement weather, BLPS closes. Closings are announced on local radio and television stations. Mobile text alerts (via Brightwheel) are sent out to email addresses and phone numbers on file.

Any late openings for FCPS will delay the opening of all preschool and elementary programs to 10:00 a.m. Dismissal will be at the regularly scheduled time.

If Fairfax County closes early due to any emergency, all after-school activities will be cancelled and pick up will begin at 12:00 p.m.

## Regulation Information

Virginia State Law Section 63.1 - 196.3 of the Code of Virginia, allows preschools operated by religious institutions the opportunity to file for an exemption from license by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared and distributed to meet requirements of the exemption law.

1. The maximum number of children the preschool can have at any one time is 80.
2. BLPS is located at 2501 Beacon Hill Road, Alexandria, VA. There is more than 3,084 square feet of school space. The enclosed playground is beside the school and contains swings, slides, and preschool size playground units. The kitchen is made available for our use, however, we do not provide food services.
3. All staff are certified by a physician to be free from any disability which would prevent them from caring for children. A negative tuberculin skin test is also required.
4. All staff are required to pass a criminal record check.
5. Staff qualifications: The preschool director interviews prospective staff members and makes preliminary hiring recommendations. Final approval for selection must be decided by the Board of Christian Education of Bethany Lutheran Church.
6. Bethany Lutheran Church and Preschool is covered by Public Liability Insurance through Brotherhood Mutual Insurance Company, Fort Wayne, Indiana. The agent is National Church Group Insurance Agency, Falls Church, Virginia.





## Preschool Recipes

### Bethany's Best Play Dough

2 cups flour

1 cup salt

2 tablespoons oil

4 teaspoons cream of tartar

2 cups water

Food coloring



Mix all the ingredients in a large pot. Cook over medium heat. Stir until it forms a ball in the pot. Knead. Store in an air-tight container.

Note: soak pot immediately!

### Bethany Bubbles

2 cups dish washing detergent (Dawn is the best)

6 cups water

$\frac{3}{4}$  cup Karo corn syrup (clear) to help bubbles keep their shape

In a bowl or recycled plastic bottle mix all of the ingredients well. Let sit for thirty (30) minutes.

Use a wand or try a variety of items around the house.



We have several ways you can see what's happening at Bethany Lutheran Preschool.

You can follow us on social media:



@BLPreschool



@blps\_tots

Our preschool web address is [www.BLPS-TOTS.com](http://www.BLPS-TOTS.com)

Our elementary web address is [www.bethanybobcats.com](http://www.bethanybobcats.com)

You can also contact the School Office via phone or email

703.765.8687 | [preschool@bethany-lcms.org](mailto:preschool@bethany-lcms.org) | [office@bethanybobcats.com](mailto:office@bethanybobcats.com)

Bethany Lutheran Preschool's Verse of the Year

**And walk in love, as Christ  
also has loved us and given  
Himself for us, an offering  
and a sacrifice to God...  
- Ephesians 5:2**

## Parent Handbook Agreement

By signing this agreement, I confirm that I have received  
a link to the 2022-2023 BLPS Parent Handbook.

[www.blps-tots.com/about](http://www.blps-tots.com/about)

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Parent Name (printed)

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Parent Signature

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Child(ren)'s Name(s) (printed)

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Child(ren)'s Class(es) (printed)

*Please return signed agreement to your child's teacher or the school office.*

# Health and Safety Guidelines – COVID-19 and Monkeypox

*Last Revision Date: August 15, 2022*

**Policy Purpose:** Bethany Lutheran Preschool is focused on ensuring the safety and well-being of all employees and children. To promote infection control and mitigate risks, the following policies are in effect for all. This policy serves as an addendum to the policy in the Staff/Parent Handbooks.

## **Glossary:**

**Outbreak** – A sudden increase of a specific illness in a small area.

Three or more epi-linked cases (cases with known exposure or close contact to one another) that occur within 14 days of another case in a single group, such as a classroom. Report an outbreak to the Fairfax County Health Department [here](#).

**Isolation** – Separates sick people with a contagious disease from people who are not sick.

**Quarantine** – Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

## **Emerging Infectious Diseases**

### **COVID-19**

COVID-19 is caused by a coronavirus called SARS-CoV-2. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Symptoms appear 2-14 days after exposure to the virus.

## Signs and Symptoms\*

**Fever or chills**

**Cough**

**Shortness of breath or difficulty breathing**

**Fatigue**

**Muscle or body aches**

**Headache**

**New loss of taste or smell**

**Congestion or runny nose**

**Nausea or vomiting**

**Diarrhea**

\*This list does not include all possible symptoms of COVID-19. Refer to the CDC for the latest information on COVID-19.

### **How it spreads**

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch.

Anyone infected with COVID-19 can spread it, even if they do **NOT** have symptoms.

This risk classification is based on metrics developed by the CDC for COVID-19 community levels and are based on recent hospitalizations, hospital capacity, and the number of cases in the community. This guidance applies to the general population including childcare programs.

The classification table and actionable steps / BLPS policies can be viewed on the website version of this document [HERE](#) under Health and Safety Guidelines, pages 2-4.

## **COVID-19 Outbreak**

An outbreak of COVID-19 is defined by the Fairfax County Health Department as three (3) or more epi-linked cases (cases with known exposure or close contact to one another) that occur within 14 days of another case in a single group, such as a classroom or after-school activity.

The Virginia Regulations for Disease Reporting and Control requires outbreaks to be reported directly and immediately to the local health department. If you identify three (3) or more COVID-19 cases in a class or group at Bethany, please report it to the Health Department's Containment Branch through the [REDCap Reporting Survey](#).

Containment will review the submission and determine whether or not the situation meets outbreak criteria, as well as provide guidance on next steps.

**Note: Three (3) sporadic cases in the facility with no known link to each other does not constitute an outbreak.**

For an up-to-date COVID-19 status (low/medium/high), please [CLICK HERE](#). Data provided by the CDC updates every Thursday by 8pm ET.

**Bethany Lutheran Preschool will follow Fairfax County Public Schools (FCPS) if they move to mask mandatory. All Fairfax County mask mandates will supersede BLPS policy.**



## **Monkeypox**

Monkeypox is a rare disease caused by infection with the monkeypox virus. Monkeypox symptoms are similar to smallpox symptoms, but milder. Monkeypox is rarely fatal. Monkeypox is not related to chicken pox. There are no treatments specially for monkeypox virus infections. However, monkeypox and smallpox viruses are genetically similar, which means that antiviral drugs and vaccine developed to protect against smallpox may be used to prevent and treat monkeypox virus infections.

### **Signs and Symptoms**

**Rash** that can appear on the face, mouth, chest, hands, genitals, or feet. The rash will go through several stages including scabs, before healing. It can simply look like pimples or blisters and may be painful or itchy.

**Fever**

**Chills**

**Swollen lymph nodes**

**Exhaustion or fatigue**

**Muscle aches and backache**

**Headache**

**Respiratory symptoms (e.g. sore throat, nasal congestion, or cough)**

A person can experience all or only a few symptoms. Sometimes people complain of flu-like symptoms before the rash. Monkeypox symptoms usually start within 3 weeks of exposure to the virus. If someone has flu-like symptoms, they will usually develop a rash 1-4 days later.

Monkeypox can spread from the time symptoms start until the rash has healed, all scabs have fallen off, and a fresh layer of skin has formed. The illness typically lasts 2-4 weeks.

## How it spreads

Monkey pox can spread in a few ways:

It can spread to anyone through close, personal, often skin-to-skin contact.

Direct contact with monkeypox rash, scabs, or body fluids from a person that is infected.

Touching objects, fabrics (clothing, bedding, towels), and surfaces that have been used by someone with monkeypox.

Contact with respiratory secretions (cough/sneezing)

**Note: A person can spread monkeypox to others from the time symptoms start until the rash has fully healed.**

The classification table and actionable steps / BLPS policies can be viewed on the website version of this document [HERE](#) under Health and Safety Guidelines, page 6.



## **SAFETY:**

### **Fire Drill Procedures**

In the event of a fire or drill, a fire alarm will be sounded. Fire Drill practices are planned and unplanned. The first four drills are required by the end of October. Drills may include a variety of scenarios including blocked exits, or an out of order alarm system. If the alarm is out of order, the fire drill supervisor will make an announcement over the walkie talkies or will blow a whistle. Data concerning the fire drill is maintained in the "Fire Alarm" manual located in the school office.

1. Proceed in an orderly fashion to the nearest exit. Teachers will take their attendance books, class lists, and students' emergency information forms with them during fire drills.
2. Classroom 1/3, Classroom 2 and Classroom 4/6 - use the breezeway exit towards the sanctuary. If the breezeway is unsafe, proceed out the front door.
3. Classroom 7 - use the playground exit to the left of the classroom. If the playground exit is unsafe, use the front door.
4. Classroom 8/9 - use the playground exit to the left of the classroom. If the playground exit is unsafe, use the front door.
5. Classroom 11 - use the rear exit in the classroom. If this exit is unsafe, use the front door.
6. Adult Ed Room 1 - use the rear exit in the classroom. If this exit is unsafe, use the front door.
7. All classes will meet at the far end of the parking lot near the dumpsters. Teachers will take attendance and notify the fire safety supervisor of any discrepancy.
8. The appointed fire safety supervisor will check all rooms, including bathrooms and storage rooms before exiting.
9. The supervisor will also take the Emergency Preparedness - Student Information Book from the school office. This book contains a record of students and staff. The fire safety supervisor will take the medical aid kit located in the hall closet across from the school office.



10. If the fire alarm sounds, ADT will notify the local Fire Department.
11. If there is no alarm, Call 911. Give the school name and location. The Preschool is located between Route 1 and Quander Rd.
12. After a fire drill, the fire safety supervisor must record relevant information in the Fire Record folder.

## **First Aid**

Supplies are located in each classroom and in the school office. Please keep all supplies in order and notify the Director if an item is used or missing so it can be replaced. Children may not administer first aid to themselves -- a teacher must be present. Children cannot be administered any drugs, insect spray, sunscreen, ointment, etc. by any BLCP staff member. Parents must administer before drop-off.

In case of a medical emergency that is beyond basic First Aid, the teacher must 1) follow their training and ensure that the child is in a safe area, 2) immediately notify the office who will then contact the appropriate individuals (ie: parents, 911, etc.). Should the paramedics or medical professionals be called, the student must have a doctor sign our written statement and declare when the child is safe to return to school. Should a student need their epi-pen administered, the teacher should notify or come to the office immediately in order to retrieve it.

Teachers/Assistants must notify in writing or by phone the parent/guardian of a child who is injured. Injury or "Boo-Boo" reports can be found on the Brightwheel app.



## SECURITY:

- Make sure the front doors remain locked/closed at all times unless a staff member is standing guard (even during arrival, drop-off and pick-up).
- Individual classroom doors must also remain locked at all times, even when propped open.
- Lockdown Procedures (*A lockdown will occur when the threat is possibly inside the building (i.e. aggravated person, active shooter, etc.)*)
- If you hear any disturbance, immediately close your classroom door, which should already be locked. If you see any children or adults seeking shelter, pull them inside your classroom. Call on the walkie your classroom name and **CODE BLUE** (ie: “Bobcats, code blue!” - repeat 3 times). Any classrooms who hear a **CODE BLUE** should immediately lock down and follow the procedures below...
- Move everyone to the back corner of the room.
- Look for protection to use in the classroom. Blockade the door with furniture where possible.
- Remain quiet. Silence phones.
- Call 911, even if you can’t speak, just leave the line open.
- Stay in place until law enforcement arrives and gives you the command to move.
- Put down any items in your hand, put your hands up and keep them visible.
- Evacuate as directed.

## Reporting Child Abuse and Neglect

The Commonwealth of Virginia requires that “... any teacher or other person employed in a public or private school, kindergarten or nursery ... who has reason to suspect that a child is an abused or neglected child, shall report the matter

immediately, ... to the local department of the county wherein the child resides or wherein the abuse or neglect is believed to occur ... Any person required to file a report ... who fails to do so within 72 hours of his/her first suspicion of child abuse or neglect shall be fined ..." In the event an employee suspects abuse or neglect, they are obligated by law to report the suspicion to Social Services (Fairfax County 703-324-7400). Additionally, a report must be made to the school office for the child's file including - reason for suspicion, action taken, and response by the agency. The Preschool is not required to notify parents/guardians, but notification may be suggested. By law, Child Protective Services may interview children without the permission of their parent/guardian.

### **Guidelines for Remaining Open**

Please know that the safety of our children, staff and families is our preeminent concern. Therefore, all safety measures will be strictly enforced for the safety and wellbeing of all. The general guidance for BLPS is based on the CDC, VA Health Department and the VA Department of Education. As always, if you have any questions or concerns, please feel free to contact the school office.

### **BLPS GUIDELINES**

Hours of Preschool Operation:

Our preschool program hours of operation are  
Monday-Friday from 9:00 a.m. to 1:00 p.m.

Hours of Elementary Operation:

Our elementary program hours of operation are  
Monday-Friday from 8:45 a.m. to 2:45 p.m.

### **Drop-off and Pick-up:**

Drop-off and Pick-up will be done by parents and/or guardians outside of the student's classroom door. At no time are parents/guardians permitted inside the classroom, unless invited in by the Teacher.

All parents are required to submit a daily digital wellness screening prior to Drop-off via the Brightwheel app. The wellness form must be submitted before you drop off or your child will not be permitted into the building.

All students will have their temperature checked before entering the classroom. Children with a temperature reading of 100 degrees or more will not be allowed in school that day.

Children and staff must wash/sanitize their hands upon arrival.

Pick-up will work the same as Drop-off. Preschool Pick-up will begin at 12:50p.m. Kindergarten Pick-up will begin at 2:40p.m.

Early pick-ups will be done curbside. Should you need to pick up your child early, please call the school office from the curb (703-765-8687) and a staff member will bring your child to you.

We are aware that after any long period of time being away from the routine of school drop-off, this transition will be difficult for many of us. Please talk to your child about coming back to school and how their teachers will be taking them into their classroom. Expect a few tears in the beginning, this is very normal. We will provide loving arms and comfort to help them through the transition. Please make your “good-byes” as brief as possible, this will help us with drop-off procedures. We thank you in advance for all of your help and support!

### **Meal Time:**

- Preschool classrooms ages 3+ are required to attend lunch with their pod in the cafeteria or outdoor picnic area. There should be at least 1 teacher per table and all teachers must engage with students during lunch time. Lunch times will be scheduled for each classroom pod (see page 43).
- Toddlers and 2s classes will eat lunch in their classroom.
- Snack time will take place in the classroom.

## **Cleaning and Sanitization Procedures:**

- Hand sanitizer is available in all classrooms.
- The school will be professionally cleaned and sanitized daily.
- Increased hand washing and sanitization for children will be required.
- Playground equipment will be wiped down each morning.

## **Water Bottles:**

- In order to reduce the spread of germs, communal water fountains will no longer be used, but water filling stations are available.
- Each child will be required to bring a water bottle, labeled with their name. Their water bottle will be available for them to use throughout the day. Water bottles are stored in individual compartments. All bottles must be taken home, washed, and returned daily.

## **Group Size and Ratios:**

Classroom capacities/ratios will be limited as follows:

- Toddlers: (1:3) 8 people maximum including (2) teachers.
- 2s: (1:6) 14 people maximum including (2) teachers.
- 3s: (1:6) 14 people maximum including (2) teachers.
- Junior Kindergarten: (1:7) 16 people maximum including (2) teachers.
- Elementary Classes: (1:7) 16 people maximum including (2) teachers.
- With the exception of chapel time and special events, children will remain with their “class pods” throughout the day to reduce possible exposure to illness. Each pod is comprised of two (2) assigned classrooms.
- The same teachers will be with each class throughout the day to reduce possible exposure to illness.

## Face Coverings:

Throughout the school year, all STAFF are required to wear a well-fitted mask during indoor activities.

Per the Fairfax County Health Department (FCHD), if community COVID-19 levels reach the High (Red) Zone\*, all individuals ages 2 and over will be required to wear a face mask indoors. Masks will be removed during snack and lunch times only. **Please view the Health & Safety Guidelines Addendum for additional detailed information (pp. 17-21).**

\*Per the FCHD, the following metrics (developed by the CDC) are used to determine community COVID-19 levels: "... *metrics for COVID-19 community levels are based on recent hospitalizations, hospital capacity, and the number of cases in the community. These levels, organized as Low, Medium, and High, describe the prevention steps that individuals and organizations should take based on those community levels. This guidance applies to the general population including child care programs.*"

**Bethany Lutheran Preschool will follow Fairfax County Public Schools (FCPS) if they move to mask mandatory. All Fairfax County mask mandates will supersede BLPS policy.**

Low	Medium	High
<ul style="list-style-type: none"><li>Stay <u>up to date</u> with COVID-19 vaccines</li><li><u>Get tested</u> if you have symptoms</li></ul>	<ul style="list-style-type: none"><li>If you are <u>at high risk for severe illness</u>, talk to your healthcare provider about whether you need to wear a mask and take other precautions</li><li>Stay <u>up to date</u> with COVID-19 vaccines</li><li><u>Get tested</u> if you have symptoms</li></ul>	<ul style="list-style-type: none"><li>Wear a <u>mask</u> indoors in public</li><li>Stay <u>up to date</u> with COVID-19 vaccines</li><li><u>Get tested</u> if you have symptoms</li><li>Additional precautions may be needed for people <u>at high risk for severe illness</u></li></ul>
<p>People may choose to mask at any time. People with <u>symptoms, a positive test, or exposure</u> to someone with COVID-19 should wear a mask. Masks are recommended in indoor public transportation settings and may be required in other places by local or state authorities.</p>		

Source: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

- All students must come to school daily with 2 masks in their backpack. Students > 2 years old, who are fever free but exhibiting cold symptoms (yellow/green nasal discharge or cough), are required to wear a well-fitted mask while indoors, or must be picked up immediately.

**Illnesses:**

- Children must be symptom-free prior to entering the school. Symptoms include, but are not limited to: shortness of breath, coughing, fatigue, muscle pain, sore throat, runny nose, rash of unknown origin, nausea, vomiting, diarrhea, lethargy, watering eyes, fever of 100 degrees or higher, and chills. Apart from a fever, should your child exhibit any of the above symptoms they must stay out of school for at least 24 hours and have a signed “Safe to Return” waiver before returning to school. In case of a fever, your child must stay out of school for at least 24 hours, only returning when they are fever-free without the use of fever reducing medication. Your child **MUST** be cleared by a doctor in order to return to school. **All fevers need to be reported to the school office immediately.** Children who develop the above listed symptoms at school must be picked up within one hour and be cleared with a doctor’s permission to return to school.

**Miscellaneous:**

- Each child must always have (1) change of clothes on hand. Children in the Toddlers, 2s and 3s classes must always have (2) changes of clothing on hand. These must be in a Ziploc bag (not a personal bag) clearly marked with their name. An extra change of clothes includes a shirt, shorts/pants, underwear, socks and an additional pair of close-toed shoes.
- Personal belongings from home are NOT permitted apart from diapers, wipes and extra clothes.

Class		Outdoor Recess	Indoor Recess	Lunch
Toddlers	Titi	10:00 to 10:30 tof lot	9:00AM	(in classroom)
2s	Becky	10:40 to 11:10 tof lot	9:30AM	(in classroom)
K/1 <sup>st</sup>	Tammy	10:00-10:30/2:00-2:30	10:00AM*/2:00PM	11:00 to 11:30AM
3s	Rachel	10:40 to 11:10	10:00AM	11:20 to 11:50AM
3s	Ruthie	10:50 to 11:20	10:30AM	11:30 to 12:00PM
Jr. K	April	11:30 to 12:00	11:00AM	12:10 to 12:40PM
Jr. K	Wilma	11:40 to 12:10	11:30AM	12:20 to 12:50PM

\*in classroom

