



2024-2025

Parent Handbook

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I. BACKGROUND INFORMATION

Aquia Harbour Preschool (AHPS) was founded in 1977 in a private home with eight students. Since then, it has grown into a program licensed by the Virginia Department of Social Services (VDSS) offering classes for three- and four-year-olds taught by an experienced teacher and a classroom aide.

AHPS is a non-profit, co-operative (co-op) association whose existence depends solely upon the support of its membership. An elected parent board (Board of Directors) is responsible for the organization and administration of the program.

A Co-operative Preschool recognizes that parents are the primary educators of the young child, and in return for the parent's work and commitment provides the opportunity to share in their child's first academic experience and steps towards independence. Aquia Harbour Preschool maintains a racially non-discrimination policy in regard to its students and staff.

II. ELIGIBILITY AND ENROLLMENT

Residents of Aquia Harbour and non-Harbour residents may be accepted to enroll their child in the preschool program. The children must be toilet trained and their birth date must fall before September 30th of the current school year to be enrolled. A child wearing Pull-Ups is not considered potty trained. The Aquia Harbour Preschool, Inc. By-Laws defines who is eligible for membership as follows:

- Children are eligible for enrollment provided the child is toilet trained and, in the opinion of the teaching staff, can adjust to a school environment.
- All Students are subject to a 60-day probationary period based on teacher evaluation, and discretion. Includes but not limited to behavior, special needs, and ability to adjust to a school environment.
- There are two class levels: the 3-year-old class and the 4-year-old class. A child must be the age of the level by the date concurrent with the Stafford County Schools Kindergarten cut-off-date, which is September 30th.
- If a class is full a student can be placed on a "Wait List". We maintain a wait list for all classes. If an opening should occur, we call the students on the waitlist in the order that they were placed on the waitlist.
- Those students not yet 3 years old by September 30th, can also be placed on an "Age Waiver Wait List". Once a child turns 3, and if space is available, we will call those students on this wait list.
- This list will be maintained by order of each child's birth date, *not* the order in which they were placed on the waitlist.
- No one will be accepted off the Age Waiver Wait List after December 31st of the current school year.

The following forms **MUST** be completed in Jovial or provided before a child will be eligible to attend classes at Aquia Harbour Preschool:

- A. Birth certificate
- B. State Health Form and Immunizations sheet from a pediatrician's office. This form must be submitted for all incoming 3-year-old students, as well as *new* 4-year-old students. Returning 4-year-old students are not required to submit another medical sheet.
- C. Authorization for Treatment of Minors

III. PROGRAM

Classroom activities are designed to foster the following skills at developmentally appropriate stages:

- Social, emotional and language development
- Positive self-awareness and group relationships
- Safety and health standards
- Reading, writing and math readiness as appropriate
- Creative skills are promoted through storytelling, poetry, music, dance and arts and crafts.

The children will develop the basic letter and number concepts, fine motor development and visual recognition necessary for kindergarten readiness. Carefully planned field trips and special guests enrich the curriculum. A daily snack, provided by the students, allows further development of self-esteem and socialization skills.

IV. CLASSROOM STRUCTURE

A. SCHEDULING

Three-year-old classes are three hours per day, two days per week. Four-year-old classes are three hours per day, three days a week. Classes begin the Tuesday after Labor Day and run through the end of May. Regular Class Schedules are as follows:

- 3-year-old morning (3AM) Tuesday, Thursday 9:00am - 12:00pm
- 3-year-old afternoon (3PM) Tuesday, Thursday 12:30pm - 3:30pm
- 4-year-old morning (4AM) Monday, Wednesday, Friday 9:00am -12:00pm
- 4-year-old afternoon (4PM) Monday, Wednesday, Friday 12:30pm - 3:30pm

*All classes are in-person. Class schedules are subject to change based on enrollment numbers and other related factors.

B. DAILY PLAN

A typical day for classes will include these topics:

- *Welcome* – Children are greeted at the door by their teachers. Time is provided to place personal articles on hooks, meet with friends, and play at open centers.

- *Opening Circle* – This activity includes discussion of the calendar, weather, and activities for the day. Then the class recites the Pledge of Allegiance followed by a story, songs, or a learning video.
- *Centers, Art Time, and Small Group Instruction* – Children rotate through different centers where they have the chance to interact with classmates and explore different activities. Centers provide students the time for peer socialization and creativity with limited teacher intervention.
- *Large Group Activity* – Children return to the circle to participate in large group activities such as music, movement, readiness skills, or story time. Children will also take turns washing hands to prepare for snack time.
- *Outside Activities* (Curriculum and Weather Permitting) – Classes are taken outside when the weather permits. The AHPS playground is located inside a fenced area behind and along the side of the building. Children experience fine and gross motor skill development through the use of various pieces of playground equipment.
- *Closing Circle and Dismissal*

C. CLOSINGS AND TIME CHANGES

Holiday Half Days

We generally follow the Stafford County Public Schools' schedule for holidays and vacations.

Weather Related Delays

Due to extreme weather conditions, school may open late or close early. The AHPS Board of Directors will assess the County closings, as well as the local private schools in our area, and will make the final decision. Closings or delays will be announced via email, and posted on our social media pages and our website: www.aquiaharbourpreschool.org.

In the event of a delayed opening, our schedule will be:

- All AM classes 10:30-12:30
- All PM classes 1:30-3:30

Weather Related Early Dismissal

If our students are *already* in school and an Early Release is necessary due to weather related issues, then you will be given a phone call to come pick up your child. If the morning classes have an Early Release, the afternoon classes will be canceled. We will not subject our students to unsafe driving conditions unnecessarily.

Weather Related Cancellations

The AHPS Board of Directors will assess the County closings as well as the local private schools, which do not require busing, and will make a decision regarding weather related cancellations. Room Parents or designee will be in contact. Additionally, info will be posted

on our social media pages and our website: www.aquiaharbourpreschool.org. Three (3) snow days per class are built into our school calendar. Any days after three (3) per class have been missed, make-up days may be scheduled after discussion with the AHPS Board and General Membership.

V. CLASSROOM ACTIVITIES

Each month is filled with fun and creative activities designed for the developmental level of the students. Units are planned for 1-to-3-day sessions to give children an appropriate opportunity to grasp the objectives. Objectives include areas of social, science, motor, language, and math readiness skills.

Skills are introduced and enhanced in different approaches. For example, in the four-year-old classes, worksheets are used to help develop fine motor skills, improve student focus, and aid in lesson review. In all class activities, each child is helped at his or her developmental level to ensure successful completion of the task presented.

All children are encouraged to demonstrate responsible classroom habits. Following an activity, students are expected to help pick up toys and other items used during the activity. Having the children follow a daily routine develops a sense of personal belonging and stresses individual self-esteem by giving a positive approach to success.

VI. SPECIAL CLASSROOM ACTIVITIES

During the school year, each class has special events as a part of the classroom schedule. Some of these events may require parent participation. (Please note, when referring to “parent participation” this could also include grandparent, guardian, or designated substitute.) The activities are designed to enhance a specific teaching unit or provide parents the opportunity to participate in the preschool program. They are designed to be developmentally appropriate for the students.

A. BIRTHDAYS

Children are encouraged to celebrate their birthday with the class. The snack calendar will assign a child a “birthday” snack day as close to his/her birth date as possible. Students with summer birthdays are encouraged to celebrate unbirthdays, at the parent’s discretion. The class snack calendar will make appropriate adjustments for these.

B. FIELD TRIPS

Parents are to drive their own children (or find their own transportation) to field trips. AHPS is not responsible for transporting students. The teacher is in charge of the overall discipline and direction of the group. Parents are required to monitor all children they transport to the field trip, and for their overall safety.

C. PARTIES

There will be opportunities for parents to volunteer to assist during some class parties. Volunteer sign-up information will be provided by the teachers.

D. SPECIAL EVENTS

During the course of the year the teacher may incorporate special events for family or classmates to celebrate time together as a part of the class schedule. These may include Father's Day, Mother's Day, and Thanksgiving Feasts. Special events will be listed on the classroom calendar, Teacher Newsletter, and in the monthly calendar found in the President's Newsletter.

VII. PROCEDURES

To assist parents in making the most of our daily program, we have included a list of procedures to help develop an environment of mutual caring and acceptance essential for positive development in each child's social and academic endeavors.

A. ARRIVALS/DEPARTURES

Parents, guardians, and designated substitutes are urged to have children at the preschool on time. It is very disruptive to those already present to have late arrivals. It is also important to leave the preschool in a timely manner after dropping off your child, as lingering can disrupt the daily curriculum. Likewise, it is important to pick up your child promptly at the end of the scheduled class time. A fine will be imposed after **5 minutes** (See Late Pick-Up Fees in section IX). In case of an emergency, call the school so a designated driver can take your child. A designated driver should be on file at the school or permitted to do so by parents in writing.

B. STREET SAFETY

Each parent or authorized person is responsible to drop off and pick up their child at the front door. Per licensing, vehicles must be turned off and additional vehicle passengers need to accompany the parent or authorized person to the front door for student drop off and pickup.

It is imperative that parents or guardians arrive on time to pick up their student to allow teachers to clean up and prepare for the next class.

C. NON-PICK-UP PROCEDURE

If in the case of an extreme emergency, you are unable to notify the preschool or pick up your child at the end of the scheduled class, a staff member or board member will stay with your child. If all means in trying to contact a guardian or emergency contact person has

failed and no one authorized to pick up your child has been contacted or arrived, the Board of Directors will be notified as well as Social Services.

D. MEDICATION POLICY

Due to state licensing requirements, and not having a registered nurse on staff, we do not administer medications of any kind. Only in the case of a severe allergic reaction will an Epi-Pen be administered during school hours. In the event an Epi-Pen is administered during school hours, the teacher will also call 911. An Authorization Form (provided by the preschool) must be submitted by the guardian to include the prescribing doctor's signature and will be kept on file at the school. The Epi-Pen must be hand delivered to the teacher (not sent in the backpack) and remain in its original container and stored in a special locked box. This medicine is to be handled by the administration and recorded on a sheet marked with the time and name or initials of the person giving the dosage. When no longer in use, the Epi-Pen must be returned to the guardian. If not picked up from the preschool by the end of the year, no later than May 31, the Epi-Pen will be disposed of. Parents or guardians of the student are responsible to make sure the medication is current and not expired.

E. ATTENDANCE

Children are expected to arrive at the preschool on time and be prepared to participate in all activities. Parents should notify the teacher by email if a student is going to be absent, including the reason for the absence, especially for extended periods of time.

Any information provided regarding the reason for the absence is considered confidential and will not be shared, but will assist the teachers in ensuring the health and safety of other students (see *Section H* below for information regarding Illnesses).

F. CLOTHING

Students should be dressed appropriately for the active schedule of preschool, including art activities and outdoor play. Each student needs to bring a regular sized labeled backpack to school each day. It needs to be large enough to hold papers and art work being sent home on a daily basis.

G. DISCIPLINE

This is the positive direction of behavior toward established standards of conduct. It is necessary to promote a positive and orderly environment. If self-control fails, disciplinary action must be taken to protect and preserve the rights of everyone in the class. The general discipline policy of AHPS follows the standards set forth by the Virginia Code (Standard 7.227.32). The following steps or situations have been incorporated to develop a positive approach to help children learn and exhibit appropriate classroom behavior at AHPS:

- Children are expected to adhere to the classroom guidelines including sharing, listening, following directions, and helping to clean up.
- Proper manners are encouraged including sitting at the tables or in a group, leaving others' personal belongings alone, bathroom privacy and acceptable eating habits.
- For most classroom disruptions, children are given warnings. If the inappropriate behavior continues the child will be redirected to a different activity.
- If the behavior persists, the child will take a break from the activity. Following a reasonable time, the teacher and child will discuss his or her actions and the reason for the break, and how the student should act differently before the child returns to the group. The child may be asked to apologize to those he/she has harmed.
- If improper behavior persists to interrupt the class, teachers will provide a note to the parents. The teaching staff and Board retain the right to call a meeting with the parents to discuss the child's behavior and implement a plan of action for improvement.
- Violent or irrational behavior (including but not limited to hitting, biting, kicking or object throwing) may result in suspension or expulsion from class. These forms of discipline would be a final resort after all other avenues of correction have been explored.

Parents can help their preschoolers by emphasizing the importance of being good listeners, taking turns, and playing safely.

H. ILLNESS

Children who show signs of illness are encouraged to stay at home until they are no longer contagious and symptoms have improved.

AHPS does not have a licensed nurse on staff to diagnose your child's illness. Therefore, if you are unsure, please do not send your child to school. A sick child will not be able to perform well in school, may feel tired and cranky, and may make other students sick. It is not only unfair to your child who may need to rest, but also puts our teachers in a difficult position and could potentially spread illness to other children and their families.

Please notify the teacher in the event of a contagious illness, such as COVID-19, Norovirus, Flu, Hand, Foot and Mouth Disease, Chicken Pox, Strep Throat, Fifth's Disease, etc. All information provided to the teacher will be kept confidential.

Some guidelines for keeping your child at home include:

- Fever greater than 100 degrees during the past 24 hours
- Vomiting or diarrhea within the past 24 hours

- Conjunctivitis and Impetigo: Eye and skin drainage of yellow/green until on antibiotic treatment for at least 24 hours
- Chicken Pox: Contagious until all lesions have dried up and scabbed over. (7-20 days)
- Strep Throat: Until on antibiotic for at least 24 hours
- Cough: Production of colored sputum has ceased
- Persistent Rash: A doctor's note stating it is non-communicable will be required
- Head Lice: Student's head must have been treated and nit-free for a minimum of 24 hours before returning to school.

To assist in the prevention and spread of head lice, the AHPS Head Lice Policy incorporates guidelines that are consistent with the Center for Disease Control (CDC) recommendations (www.cdc.gov). Head Lice education and information packets are available for all parents and will be disseminated to the entire school if an outbreak occurs. To view the policy in its entirety, you can request a paper copy from any AHPS Board member and/or teacher.

NOTE: If a child becomes ill at school, parents will be notified as quickly as possible to come and pick up their child.

Parents are asked to give the name of two people for emergency contacts in case they cannot be reached. (Please notify the preschool of any telephone number or name changes during the school year).

I. PARENT-TEACHER COMMUNICATION

Student Performance Progress Reports are sent home midyear. The Teacher or parents can call special conferences at any time.

Monthly newsletters provide classroom and co-operative information. Calendars for the classroom activities and snack schedules are also included. This format is used to promote a constant open communication with parents to ensure a successful program for the students and a general understanding of school procedures for parents.

Please check your child's backpack and folder after each class day for information from the teachers. If preschool property is found in your child's backpack (toys, markers, etc.) please return it to the preschool.

Aquia Harbour Preschool is required by VDSS to report any sign of child abuse or neglect of any student.

J. SNACKS

A monthly snack calendar will be prepared so that each student can take his or her turn during the year in supplying a healthy snack and drink for the class and staff. Paper goods are supplied by the preschool. (Snacks for birthdays and parties are discussed under “Special Classroom Activities.”) The child who supplies the snack is the “leader” for the day. The “leader” performs special duties to develop responsibility and self-esteem concepts. Parents of a child with a food allergy requiring a prescribed Epi-pen are required to provide a separate, safe snack for their child during each class.

K. VISITORS

Parents are welcome to visit the Preschool. All visitors are to notify the teacher or a board member before coming to the building. An unexpected visitor may interrupt or distract children, causing everyone to feel uncomfortable. Visitors that do not currently have a child enrolled at the preschool will be accompanied by a teacher or board member.

L. EMERGENCY PLAN

Aquia Harbour Preschool Emergency Procedures

Note: For a complete version of these procedures, please ask one of the Board members.

- **FIRE:** Drills will be conducted every month. The children will be led to the back fence or Business Office next door, depending on which exit was used. In the event of an actual fire, the room parent as well as a board member will be notified and asked to contact all other parents letting them know where to pick up their children.
- **EVACUATION AREA:** In the event that the school must be evacuated, emergency accommodations will be provided at the Business Office next door. The room parent and a board member will be phoned first and asked to notify all parents as to where to pick up their children.
- **HURRICANE/HEAVY STORM:** The teachers will monitor county alerts. Should the teachers feel the building is not a secure facility and if there is ample time, the room parent and a board member will be called and asked to phone the other parents to pick up their children and/or the students will be taken to the Business Office. If remaining in the classroom and the storm is intense, safe zones will be in the interior bathrooms away from windows.
- **TORNADOES:** Drills will be conducted twice a year. In the event of a tornado warning or watch, the teachers will closely monitor county alerts and all warnings used by the weather service. The children will be led into the interior bathroom and shall assume protective postures during imminent danger. Children shall remain in the building until the warning has been lifted. If a tornado warning is issued during pickup, parents will be advised to remain in the building until the warning is over.

- **LOCKDOWN:** Drills are conducted once a year. The children will be led into the interior bathroom and shall assume protective postures and wait quietly. In the event of an actual emergency, the teacher will call 911.

M. DONATIONS

Aquia Harbour Preschool's membership, Board of Directors, and staff welcome donations from current membership as well as outside sources. All material donations exceeding \$100.00 in value must be presented to the Board of Directors for review prior to donation. Following a donation, you can contact the Board of Directors for documentation for tax purposes, if needed. Members may donate extra supplies and crafts at any time.

N. PROHIBITED ITEMS ON SCHOOL PROPERTY

The following items are prohibited on Aquia Harbour Preschool property:

- Tobacco products (including cigarettes, e-cigarettes, vapes, cigars, smokeless tobacco, chewing tobacco, etc.).
- Weapons, firearms, explosives, or other destructive devices that are designed, redesigned, used, intended for use, or readily converted to cause injury, death, or property damage.
- Toys that resemble prohibited items such as weapons.

This list applies to all parents, staff, students, and visitors.

VIII. CO-OPERATIVE (CO-OP) SYSTEM

A. OVERVIEW

In order to keep tuition lower than area preschools, parents perform the work needed to help operate the preschool. Each family is expected to make a commitment to participate in each of the areas of service or serve on the Board of Directors.

A co-op fee of \$400.00* will be collected before school begins. This fee will be refunded at the end of the school year *if* all co-op requirements are met. Any outstanding fees owed to the school and not paid in full by the end of the year will be deducted from the co-op fee before it is refunded.

This is a co-operative preschool and all parents are expected to participate.

B. CO-OP REQUIREMENTS

Cooperative Points System

Your participation is key in keeping our preschool successful!

The co-op system was created as a comprehensive and easy to follow way to communicate to the General Membership our specific needs. The idea is to encourage our families to be involved, informed, and feel the comradery that this preschool can provide while you are here! We appreciate all of your commitments to helping your child's preschool be successful.

- Each family must do their part to collect a total of **10 co-op points** split into 5 points per semester. Only when you have successfully collected the 10 total points does your co-op fee get returned to you at the end of the year.
- The school year has been divided into semesters - Fall/Spring - to ensure active participation throughout the year and more opportunities to collect your full points.
 - The Fall semester ends at **Winter Break**. The Spring semester ends at **Graduation**.
 - ****You MUST earn 5 points EACH semester.****
- There are MANDATORY requirements you MUST fulfill each semester & CHOICE points that you can participate in to collect your total points.
 - MANDATORY requirements - attending a meeting, fundraising, & cleanups
 - CHOICE options - class volunteering and participating in our many committees
- You are responsible for keeping track of the ways your family is earning points on a copy of this checklist found in the back of your student's daily folder. The checklist will be verified by the Board of Directors at the end of each semester to ensure your points have been collected.

Mandatory Requirements

FALL SEMESTER		SPRING SEMESTER	
General Membership Meetings Attend 1 meeting (in person or via Zoom) per semester at minimum.			
Fall Meetings <input type="checkbox"/> Orientation (August) <input type="checkbox"/> September, October, or November GM Meeting		Spring Meetings <input type="checkbox"/> Annual Budget Meeting (March) <input type="checkbox"/> January or April Meeting	
Fundraisers & Fundraising Events			

Fall Events <ul style="list-style-type: none"> <input type="checkbox"/> Fall Fundraising Event Volunteer <input type="checkbox"/> Fundraise at least \$100 during an online fundraiser (Cherrydale or Square 1 Art) 	Spring Events <ul style="list-style-type: none"> <input type="checkbox"/> Spring Fundraising Event Volunteer <input type="checkbox"/> Fundraise at least \$100 during an online fundraiser (Little Caesars Pizza or Square 1 Art)
Cleanups Attend 1 cleanup per semester.	
<ul style="list-style-type: none"> <input type="checkbox"/> August- Committee/ Chair <input type="checkbox"/> September - Committee/ Chair <input type="checkbox"/> October- Committee/ Chair <input type="checkbox"/> November - Committee/ Chair <input type="checkbox"/> December - Committee/ Chair 	<ul style="list-style-type: none"> <input type="checkbox"/> January - Committee / Chair <input type="checkbox"/> February- Committee / Chair <input type="checkbox"/> March- Committee / Chair <input type="checkbox"/> April- Committee / Chair <input type="checkbox"/> May- Committee / Chair

Choice Point Opportunities

FALL SEMESTER		SPRING SEMESTER	
<ul style="list-style-type: none"> <input type="checkbox"/> Play Dough (Sept/ Oct/ Nov/ Dec) <input type="checkbox"/> Fall Event Fundraising Volunteer <input type="checkbox"/> Class Event Volunteer _____ <input type="checkbox"/> Leaf/Snow Removal _____ 		<ul style="list-style-type: none"> <input type="checkbox"/> Play Dough (Jan/ Feb/ Mar/ Apr/ May) <input type="checkbox"/> Plaque Decorator <input type="checkbox"/> Leaf/Snow Removal <input type="checkbox"/> Class Event Volunteer <input type="checkbox"/> Spring Event Fundraising Volunteer 	
FULL Point Opportunities *Volunteering in these roles will meet your total CHOICE points required for the year*			
<ul style="list-style-type: none"> <input type="checkbox"/> Room Parent - 1 person per class <input type="checkbox"/> Memory Book Chair - 1 person per class <input type="checkbox"/> Clean up Chair - 10 people _____ (month Attended) <input type="checkbox"/> Fall Fundraising Event Chairperson- 1 person <input type="checkbox"/> Spring Fundraising Event Chairperson - 1 person <input type="checkbox"/> Fall Cleanup Coordinator (Sept- Dec)- 1 person <input type="checkbox"/> Spring Cleanup Coordinator (Jan-May) - 1 person <input type="checkbox"/> Plaque Chairperson - 1 person for entire year <input type="checkbox"/> Plaque wood cutter -1 person 			
Memory book Committee- (16 people) Maximum 4 per class	Clean up committee- Maximum 9 per month	Plaque Committee- Maximum 5	Class Volunteer- Maximum 2 per event

Personal Point Tracker			
Fall Semester		Spring Semester	
MANDATORY	/3	MANDATORY	/3
CHOICE	/	CHOICE	/
Fall Total =	/	Spring Total =	/
Total Number of Points for the YEAR			/20

Choice Point Descriptions

Below you will find the descriptions of all of the choice point opportunities. Please read through carefully so you may make the best fit to fulfill your co-op points.

1. **Cleanup Committee (*Required task, this will not earn you points but it will fulfill your requirement. 10 people needed)**
 - a. Holds the responsibility of ensuring cleanliness and tidiness with the school premises both indoor and outdoor areas. Their tasks include cleaning and disinfecting all areas, which cover but are not limited to toys and bathrooms. Additionally, the committee oversees the maintenance of outdoor spaces, including trash removal, raking leaves, trimming branches, and playground upkeep. If any task is completed ahead of schedule, it is expected that everyone will cooperate and provide assistance until all tasks are completed, as teamwork is pivotal for maintaining a consistently clean and well organized environment.
 - b. *Clean-ups will only be rescheduled in case of bad weather and the Board of Directors will make this determination.
 - c. *If you are unable to attend your scheduled clean-up, please refer to the sign up email and sign-up for another month.
2. **Class Volunteer (5 points per event, max of 2)**
 - a. Participates in various tasks assigned by teachers, both in-class and at-home activities that support the classroom environment. This can include offering support to students, preparing materials, and assisting with events and field trips. Sign-up opportunities will be provided by the teachers throughout the year.
3. **Graduation Committee (10 points, people needed)**
 - a. This committee is directed by Mrs. Dileo. There are 6 people needed for set up and ****We encourage 3s parents to sign up for this responsibility, allowing 4s parents to fully enjoy their child's graduation.***

- b. Two volunteers are needed for the clean up.
- c. Help provide essential support the day before graduation for the setup of the ceremony and provide assistance on graduation day for the clean up. The graduation ceremony will be held at the Harbour Inn. Participants will actively engage in setting up for all ceremonies, and contributing to post-event cleanup. ****We encourage 3s parents to sign up for this responsibility, allowing 4s parents to fully enjoy their child's graduation.***

4. Memory Book Committee (10 points, 16 people needed/ 4 per class)

- a. Each committee member will attend an equal amount of class events and take pictures for recording purposes. Each class committee may decide the distribution of volunteer roles of its corresponding committee. Members of this committee are then asked to upload their pictures to a designated website (provided to you by the Chairperson) after each event. Please take a few moments to go through your pictures and only upload the best pictures you have for each event. At the end of the school year, the Memory Book Committee may also assist the Chairperson with organizing and completing the memory book for their class.

5. Plaque Committee (10 points, 5 people needed)

- a. Each member is responsible for painting approximately 7-8 graduation plaques for the graduation ceremonies. Steady hands and patience required! Must start work on plaques early in the school year and have them completed by March. Supplies and detailed instructions on how to paint them will be provided.

6. Play Dough Committee (5 points, 9 people needed)

- a. Operates on a monthly rotation, making two batches of colored and themed coordinated playdough for the school. Teachers will provide the recipe for making the playdough a month prior. Must ensure that playdough is turned in by the first day of the month, Volunteers are responsible for purchasing supplies to make the playdough. You may only sign up for this 1 time each semester, making it a total of 2 playdough for the year.

7. Fall event Planning Committee (10 points, 10 people needed)

- a. Each member is responsible for all aspects of planning & preparing for the vendor fair/festival to include: pricing, vendor fair/festival signage, setting up the morning of the vendor fair/festival, working vendor fair/festival shifts, and cleanup and removal after the vendor fair/festival. All committee members must participate in more than one shift (of the above mentioned) to earn ALL 10 points and work the day of the vendor fair/fall festival.

8. Spring Event Planning Committee (10 points, 10 people needed)

- a. Work with Fundraising director and event chairperson with acquiring prize donations, supplies, beverage and food truck vendors, brochure, packet assembly, set-up, check-in, money collecting, and clean-up.

C. POSITIONS AND DESCRIPTIONS

COMMITTEE CHAIRPERSON

1. *Cleanup Chairperson (20 points, must serve two months consecutively)*

Organizing and overseeing two consecutive monthly cleanup events with designated Cleanup Committee members. This involves adhering to the agreed upon cleaning schedules, delegating tasks, ensuring effective communication, managing resources, addressing problems, maintaining safety of individuals and the building, and evaluating the success of the cleaning efforts. Additionally, this person should ensure that all tasks are complete within and outside of the facility. Lastly but not limited to, monitor a sign-in and sign out sheet to keep record of committee members' participation.

2. *Fall Festival Chairperson (25 points)*

Put up sign-up sheets for workers. Collect and store tables. Place advertisement in the local newspaper and online. Call workers to ask/assign them a job and time slot. Organize workers to help sort and price prior to the vendor fair. Call or email workers to remind everyone of their job and time slot. Mark off school parking for slots sold to private sellers. Oversee set-up and clean up. Make and put up signs throughout the neighborhood.

3. *Fundraising Chairperson (All points earned; no additional duties required)*

Present the Fall fundraiser plans during Orientation. Coordinate with the representatives from each company AHPs collaborates with, distribute information packets to families, send corresponding emails and provide reminders. In addition, gather order forms, process orders, and handle distribution. Arrange the t-shirt sale through the t-shirt company, distribute order forms and t-shirts before the October field trip.

4. *Memory Book Chairperson (25 points)*

Arrange memory book committee members for all class events. Establish timelines and hold quarterly meetings with the memory book committee to access their progress. Ensure the committee has adequate pictures of every student during the events. Be responsible for organizing pictures on designated websites (Shutterfly) and creating a final memory book, due by the end of April.

5. *Room Parent (25 points)*

One parent for each class. Plans and prints monthly snack calendars, contacts parents regarding special class days, events, and other classroom needs requested by the teachers.

6. *Spring Event Chairperson (25 points)*

Work with the Fundraising chair to assign volunteer duties: prize donations, supplies (BINGO cards, dabbers, decorations), beverage and food truck vendors, and preparing informational brochure and packet assembly. Volunteers are needed for the day of the event to set-up, check-in attendees from pre-sales, collect money, and clean-up. Monitor and check-in with volunteers to make sure tasks are being completed leading up to the event. During the event, monitor and help the Fundraising chair with any issues that arise.

COMMITTEE MEMBER

1. *Class Volunteer (5 points per event, max of 2)*

Participates in various tasks assigned by teachers, both in-class and at-home activities that support the classroom environment. This can include offering support to students, preparing materials, and assisting with events and field trips. Sign-up opportunities will be provided by the teachers throughout the year!

2. *Cleanup Committee (no points required; check the list when done, 10 people needed)*

Holds the responsibility of ensuring cleanliness and tidiness with the school premises both indoor and outdoor areas. Their tasks include cleaning and disinfecting all areas, which cover but are not limited to toys and bathrooms. Additionally, the committee oversees the maintenance of outdoor spaces, including trash removal, raking leaves, trimming branches, and playgroup upkeep. If any task is completed ahead of schedule, it is expected that everyone will cooperate and provide assistance, as teamwork is pivotal for maintaining a consistently clean and well-organized environment.

3. *Fall Festival Committee (10 points, 10 people needed)*

Each member is responsible for all aspects of planning & preparing for the vendor fair/festival to include pricing, vendor fair/festival signage, setting up the morning of the vendor fair/festival, working vendor fair/festival shifts, and cleanup and removal after the vendor fair/festival. All committee members must participate in more than one shift (of the above mentioned) to earn ALL 10 points and work the day of the vendor fair/fall festival.

4. *Graduation Committee (10 points, 6 people needed)*

Provide essential support the evening before and on graduation day at Harbour Inn for the upcoming graduation ceremony. Participants will actively engage in setting up for all ceremonies, participating in all ceremonies by providing backstage assistance to graduates before the commencement. Additionally, members play a key role in serving cake and punch to attendees after the ceremony, and contributing to post-event cleanup. *We encourage 3s parents to sign up for this responsibility, allowing 4s parents to fully enjoy their child's graduation.

5. *Memory Book Committee (10 points, 16 people needed)*

Each committee member will attend class events and take pictures. Members of this committee are then asked to upload their pictures to a designated website (provided to you by the Chairperson) after each event. Please take a few moments to go through your pictures and only upload the best pictures you have for each event. At the end of the school year, the Memory Book Committee will also assist the Chairperson with organizing and completing the memory book for their class.

6. *Plaque Committee (10 points, 4 people needed)*

Each member is responsible for painting approximately nine graduation plaques for the graduation ceremonies. Steady hands and patience required! Must start work on plaques early in the school year and have them completed in March. Supplies and detailed instructions on how to paint them will be provided.

7. *Playdough Committee (5 points, 1 per month)*

Operates on a monthly rotation, making two batches of colored and themed coordinated playdough for the school. Teachers will provide the recipe for making

the playdough. Volunteers are responsible for purchasing supplies to make the playdough.

8. *Spring Event Committee (10 points, 10 people needed)*

Work with Fundraising Chair and chairperson with acquiring prize donations, supplies, beverage and food truck vendors, brochure, packet assembly, set-up, check-in, money collecting, and clean-up.

D. REFUND POLICY

If you earn the required minimum amount of points and meet all necessary areas of participation, your \$350.00* co-op fee will be refunded to you at the end of the school year.

Any outstanding fees owed to the school and not paid in full by the end of the year will be deducted from the co-op fee before it is refunded.

Refund checks are mailed within 4-6 weeks after the last day of school.

IX. PAYMENTS

A. FORMS OF PAYMENT

We accept payments through Jovial (which has an auto-payment option) or with personal checks submitted in the Tuition Box located inside the preschool.

B. REGISTRATION

A \$50.00* non-refundable registration fee (per child) must accompany the registration form. If your child is put on a waiting list, the registration fee will not be due until class placement.

C. CO-OPERATIVE SCHOOL DEPOSIT

A \$400* co-op deposit is payable by each family as set forth on the registration form. The entire co-op fee is due by the date of August Orientation. The co-op deposit will be refunded in full at the end of the school year to those families who have met the co-op requirements (see VII. Co-op System). Any outstanding fees owed to the school and not paid in full by the end of the year will be deducted from the co-op fee before it is refunded. The co-op fee is waived for board members. Withdrawing any eligible child will terminate memberships. A thirty-day notice is requested in writing to the Vice President in charge of enrollment and to the Treasurer for consideration to obtain the co-op deposit back.

D. SUPPLY FEE

A \$75.00* supply fee, per child, is due by August Orientation each year. This money is needed to purchase various supplies for the preschool, such as paper, crayons, materials for crafts, etc.

E. TUITION

Tuition amounts are \$145.00* a month for the Tuesday/Thursday classes and \$170.00* a month for the Monday/Wednesday/Friday classes. If more than one child from a single family is enrolled concurrently, a 10% discount will be given on the lower child(ren)'s tuition. Tuition is due on the first (1st) day of each month. A \$25.00* late charge should be included for any payment received from the 10th to the 15th. An additional charge of \$10.00* will be added to the late fee after the 15th of each month.

As stated in the Aquia Harbour Preschool By-laws (Article 3, Section 4), Delinquent members who fail to pay their dues so that they are 30 or more days in arrears on any portion are deemed delinquent. Delinquents will be notified by the treasurer in writing of their status. If payment of past and present dues is not made within 10 days of that notification, the delinquent may be suspended from the membership rolls (child will be asked to leave school) and forfeit rights and privileges of that membership. If this delinquency is still outstanding in May the student will not be able to participate in the graduation ceremony unless the delinquency is paid by the date of graduation. His/her plaque, and diploma will be held until the monies owed are paid in full. If at the end of the school year a member is in arrears and payments still have not been made, the treasurer then shall be permitted to deduct fees owed to the Corporation from that member's co-op fee.

F. CAR Decal

All families not living inside the Aquia Harbour subdivision are required to purchase a current decal from the Aquia Harbour Property Owners Association (AHPOA) Business Office (per our lease with the AHPOA). The is valid from August 1st-June 1st and must be renewed annually. Members will be required to show proof of their vehicle registration and picture ID. The current fee is \$30.00 but is subject to change. One decal per car may be obtained per fee.

If a member fails to purchase a current decal by September 30th, reimbursement will be required from the member, paid to Aquia Harbour Preschool, as the Business Office will invoice the preschool the cost. Members will also be required to pay a \$20.00 late fee, paid to Aquia Harbour Preschool, assessed on October 1st. After notification of reimbursement and late fee, the Member has 30 days to settle the account.

If a member is assessed a reimbursement fee, they must then wait until the fee is paid in full to Aquia Harbour Preschool to obtain their decal from the Business Office. When the fee is paid, the current Treasurer will notify the AHPOA Business Office to allow the member to receive their decal and the member may then receive their decal at their convenience. The member will not be required to pay an additional \$30.00 to the AHPOA Business Office after the decal fee and late fee are paid to Aquia Harbour Preschool.

G. BOUNCED CHECKS

If a check is returned for insufficient funds, a \$40.00* fee will be imposed (as AHPS is charged by the bank). After two such occurrences, alternate payment methods must be used, such as a cashier's check or money order. After notification of bounced check(s), the Member has 30 days to settle the account.

H. STOP PAYMENT FEE

There will be a \$40.00* check stop fee for any lost or reissue AHPS checks; effective for all members including teachers and the Board.

I. LATE PICK-UP FEE

It is imperative that all parents be on time when picking up their children from class. A \$2.00* fine will be imposed for each minute a parent is late after 5 minutes. This fine is paid directly to the teacher(s). It is imperative that parents or guardians arrive on time to pick up their student to allow teachers to clean up and prepare for the next class.

J. WITHDRAWAL

If a parent wishes to withdraw his or her child(ren) from enrollment, a written thirty (30) day notice letter must be submitted to the Board. The Vice President and Treasurer are responsible for settling the account.

*All Fees are subject to change.

X. BOARD OF DIRECTORS

2023-2024 BOARD OF DIRECTORS

- Nickole Wayne, President
- Ivonne Luna, Vice President
- Michelle Bobbitt, Treasurer
- Taylor Pico, Secretary
- Kristen Beamon, Committee Director

XI. TEACHERS

- Maureen Crowe (3's Teacher) crowem1005@gmail.com
- Melissa Dileo (4's Teacher) mfdileo@gmail.com
- Heather Pierce (3's and 4's Teaching Assistant) sandhpierce@verizon.net

XII. PRESCHOOL WEB INFO

A. WEBSITE

www.aquiaharbourpreschool.org

B. EMAIL

aquiapreschool@gmail.com

C. FACEBOOK

www.facebook.com/aquiapreschool/

D. INSTAGRAM

www.instagram.com/aquiaharbourpreschool/