

2022-2023 Parent Handbook

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I. BACKGROUND INFORMATION

Aquia Harbour Preschool (AHPS) was founded in 1978 in a private home with eight students. Since then it has grown into a Virginia state certified program offering classes for 3 and 4 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-discriminating policy in regards 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 three year-old class and the four 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 or provided before a child will be eligible to attend classes at Aquia Harbour Preschool:

- A. Birth certificate
- B. Medical sheet from 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:

In-Person Classes

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

*Class schedules are subject to change based on enrollment numbers and other related factors.

B. DAILY PLAN

A typical day for classes will follow this general pattern:

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 – Students gather to say the Pledge of Allegiance, discuss the calendar, weather, and planned activities for the day.

Centers, Art Time, and Small Group Instruction – Children are free to make decisions and work in open areas of the classroom. During this time the teacher works with small groups to complete the activity or art project of the day.

Large Group Activity – Children return to the circle to participate in large group activities such as music, movement, finger play or story time. Children will also take turns washing hands to prepare for snack time.

Outside Activities (Curriculum and Weather Permitting)

Closing Circle and Dismissal

C. CLOSINGS AND TIME CHANGES

Holiday Half Days

We generally follow the Stafford County 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. Room Parents or designee will be in contact. Additionally, all info will be 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 cancelled. 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. CLASS 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. At least one craft and one oral reading are a part of the daily class activity. Four-year-old classes may also include paperwork to help develop work habits. These writing samples are not graded, nor are they intended to be interpreted as graded papers or test sheets. In all class activities, each child is helped at his or her developmental level to assure 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 clear away papers and other items used during different activities. Hands are to be washed periodically throughout the day.. The restroom is to be used privately.

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.

A. OPENING

This activity includes discussion of the calendar and weather. The class recites the Pledge of Allegiance. A story is read or told with visual aids and is followed by discussion.

B. CENTERS

The largest block of time is titled "Centers." This is a multidimensional activity time. Children are encouraged to:

1. Paint
2. Role-play
3. Develop motor skills (block building, vehicle play, puzzles, clay or water table)
4. Get individual and small group readiness instruction (cutting, coloring, gluing, tracing, and introduction to shapes, numbers and the alphabet)
5. Discover scientific aspects (magnets, measurement, fossils and magnification)
6. Use the computer

One of the major attributes of this time is the peer socialization and creativity that is demonstrated with limited teacher intervention.

C. LANGUAGE DEVELOPMENT, READINESS SKILLS LESSONS, MUSIC & MOTION These large group activities are teacher directed to develop listening, thinking and reasoning skills. Participation in group discussions, songs and finger plays increases communication skills. Language development, reading and math readiness skills are enhanced by large group activities in which each child takes an active part.

Positive reinforcement by the teacher and peers in this format builds self-esteem and the ability to perform and respond in front of a group.

D. CREATIVE ART

These varied activities include coloring, cutting, gluing and designing skills. Creativity is encouraged for individual success and interpretation. Various materials are incorporated for tasks to give a wide scope of opportunity for expression. To ensure the knowledge of readiness skills, some crafts will have more teacher directed instructions. These would include such skills as knowing what actual shape and color specific items are, such as; ladybugs are red and black with 6 legs and 2 antennae. Projects include puppets, mobiles, models, hats and 3 dimensional displays. Various media include paper, clay, nature items, balloons and many other items.

E. OUTSIDE ACTIVITIES

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. Games are also introduced to promote group play.

VI. SPECIAL CLASSROOM ACTIVITIES

During the school year, each class has special events as a part of the classroom schedule. Usually these include 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 class leader calendar will assign a child a class leader day as close to his/her birth date as possible. The class helps to celebrate the day with special items prepared by the teacher. Students with summer birthdays are encouraged to celebrate unbirthdays, at the parent’s discretion. The class leader 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

Two parents for each class prepare a snack and lead the class in a craft relevant to the holiday. The teacher and/or Board of Directors may arrange certain aspects for a party.

D. READ-IN

A parent brings a book from home or the library to share with the class. The book could be related to the class topic for the day or just a special or favorite book of the child’s.

E. COOK-IN

A parent purchases a list of ingredients (from a recipe provided by the teacher) and brings them and any special cooking utensils required in lieu of sending in a prepared snack.

F. 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 Social and Thanksgiving Feasts. They will be listed on the monthly calendar found in the Newsletter and announced at the general membership meetings.

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 Policy 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 students. Because of necessary increased cleaning procedures in between classes, students may not be present when cleaning occurs.

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. 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 calling the school (540-659-5771) if a student is going to be absent due to illness, etc., especially for extended periods of time.

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 a change of clothes and papers/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:

1. Children are expected to adhere to the classroom guidelines including sharing, listening, following directions and helping to clean up.
2. Proper manners are encouraged including sitting at the tables or in a group, leaving others' personal belongings alone, bathroom privacy and acceptable eating habits.
3. For most classroom disruptions, children are given warnings. If the inappropriate behavior continues the child will be given a short break to think about the situation. 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. If necessary, the child will be expected to apologize to those he/she has harmed.
4. If improper behavior persists to interrupt the class, parents will be notified. 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.
5. 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 him/her 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.

Some guidelines for keeping your child at home include:

- Fever greater than 100 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 - See item "M" below for the AHPS Head Lice policy

If a child becomes ill at school, parents will be notified as quickly as possible to come and get 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.

Aquia Harbour Preschool is required by the Virginia Department of Social Services 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. A board member or their designee should accompany visitors who do not have a child currently enrolled in the AHPS.

L. EMERGENCY PLAN

Aquia Harbour Preschool Emergency Procedures

Note: For a complete version of these procedures, please ask one of the preschool's teachers and/or a Board

member.

a. FIRE

Drills will be conducted every month (Licensing Law). The children will be led to the back fence or Business Office next door, depending on which exit was used. The room mother as well as a board member will be notified first and asked to contact all other parents letting them know where to pick up their children.

b. EVACUATION AREA

In the event that the school must be evacuated, emergency accommodations will be provided at the Business Office next door. The room mother and a board member will be phoned first and asked to notify all parents as to where to pick up their children.

c. HURRICANE/HEAVY STORM

The teachers will listen to the weather reports to follow the weather pattern and all warnings used by the weather service. Should the teachers feel the building is not a secure facility and if there is ample time, the room mother 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.

d. TORNADOES

Drills will be conducted twice a year (Licensing Law). The teachers will listen to weather reports to follow the weather pattern and all warnings used by the weather service. The children will be led into the interior bathroom and during the warning shall assume protective postures during imminent danger, facing interior walls. 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.

M. HEAD LICE POLICY

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: Student's head must have been treated and nit-free for a minimum of 24 hours before returning to school.

N. 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. This does not include items donated for Aquia Harbour Preschool's annual Yard Sale. Members may donate extra supplies and crafts at any time.

VIII. CO-OPERATIVE (CO-OP) SYSTEM

A. OVERVIEW

In order to keep tuition lower than area preschools, parents perform the work needed to implement the program. Each family is expected to make a commitment to participate in each of the areas of service (maintained by a point system), or serve on the Board of Directors. A co-op fee of \$250.00* will be collected before school begins. This deposit will be refunded at the end of the school year upon completion of the

minimum point requirement of 55 points. Those fulfilling co-op points are eligible for pre-registration; however, the lottery may be used if enrollment is larger than class opening. This is a co-operative preschool and all parents must participate.

B. POINT REQUIREMENTS

Each family is required to earn 55 points to receive their \$250.00* co-op fee back at the end of the school year. Of the 55 points, 40 points must be earned in the following manner: 2 AHPS Cleanup (10 points each), 2 General Meetings (5 points each), 1 Major Fundraiser: Yard Sale OR Fun Run Committee OR \$100 in fundraising sales (10 points each). The remaining 15 points can be earned any way a family chooses. Points will be given for ALL events you or your family participates in. There is potential for 300+ points to be earned in a single school year.

C. POINT ASSIGNMENTS

AHPS Monthly Cleanup (2 required): 10 points each

General Meetings (2 required): 5 points each

Major Fundraiser (1 required): 10 points each

Committee Chairperson: 15-25 points

Classroom Parent: 25 points

Workers: 5 points

Classroom Helper 5 points

Leadership Points: 5 additional points are given to those who assume the duties as a Chairperson or Lead for cleanups and other committees.

D. COMMITTEE CHAIRPERSON DESCRIPTIONS

a. Memory Book Chairperson

25 points (20 committee points + 5 leadership points)

Photograph or schedule photographers for all class events. Set timelines and hold quarterly meetings with the memory book committee to check progress. Make sure committee has adequate pictures of every student. Be responsible for organizing pictures on designated website and creating a final memory book, due in April.

b. Fundraising Chairperson

All 55 points earned

Speak at Orientation about fall fundraisers. Organize each company we utilize by meeting with each representative, sending home packets of information, emailing and sending reminders. Collect order forms and enter orders. Receive, divide and distribute orders to families. Organize t-shirt sale with the t-shirt company, and distribute order forms and t-shirts prior to the October field trip.

c. Vendor Fair/Fall Festival Committee Chairperson

25 points (10 for required fundraiser + 15 leadership points)

Put up sign-up sheets for workers. Collect and store tables. Place ad in 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.

d. Fun Run Chairperson

25 points (10 for required fundraiser + 15 leadership points)

Reserve park (including the grill), moon bounce and snow cone machine. Put up sign-up sheets for workers and food. Order prizes and tattoos for games. Hire a clown for the event. Collect and purchase food. Call workers prior to the event and assign them a job at the start. Get the key for the

grill, ask Aquia Harbour to mow the park, call Aquia Harbour police to ask for an escort for runners/walkers and hang banners near the front gate.

E. COMMITTEE DESCRIPTIONS

a. Memory Book Committee (10 points)

Each committee member will be assigned children to photograph at all class events. 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.

b. 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. Posts classroom party sign-up sheets.

c. Graduation Committee – 5 people needed (5 points)

Assist in ironing about 10 gowns. Set up Harbour Inn for graduation night). Attend all ceremonies; assist graduates “backstage” prior to ceremony, serve cake and punch after ceremony and clean up the Harbour Inn after the ceremony. (5 people, 5 points each)

d. Plaque Committee (10 points each, 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. Detailed instructions on how to paint them will be provided.

e. Vendor Fair/Fall Festival Committee (10 points toward *major fundraiser*)

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.

f. Fun Run Committee (10 points toward *major fundraiser*)

Responsible for all planning and coordination for the Fun Run Event. Committee members will assist the chairperson with collecting donations from the community for the event. The committee will be required to attend all planning meetings associated with the event. The committee will be required to work the day of the event and assists with the one mile run, games for the event, as well as food and beverages.

F. OTHER POSITIONS

a. Board of Directors

Consists of five elected officers: President, Vice-President, Treasurer, Secretary and Committee Director. The day-to-day business and affairs of the Aquia Harbour Preschool are conducted by its Board of Directors. The tuition fee for board members may be waived if enrollment meets 60 students or more.

b. Workers (5 points)

Those who participate in any preschool event that asks for volunteers (if you are the committee chair, you are not eligible to receive additional points for working that event, that is part of your duties as a chairperson).

c. Classroom Helper (5 points)

At the discretion of the teachers, teachers may request the assistance of a classroom helper to assist with in-class activities.

G. REFUND POLICY

If you earn your 55 points and have met all the required areas of participation (2 school cleanups, 2 general meetings and 1 major fundraiser) you will have your \$250.00* co-op fee refunded to you at the end of the school year. Refund checks are mailed within 2-4 weeks after the last day of school.

If you earn 40 points for the required areas of participation but do not reach 55 points then you will be given your refund on a sliding scale. There will be a \$6.00* charge for every unearned point and that will be deducted from your \$250.00 co-op fee before it is returned. For example, if you only earn the 40 required points then you would receive a \$160.00 refund of your co-op fee [i.e., \$250 - \$90 (remaining 15 points x \$6 each point)]

IX. PAYMENTS

A. 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.

B. CO-OPERATIVE SCHOOL DEPOSIT

A \$250.00* 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 VIII. co-op Requirements). 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. The co-op fee is waived for board members. Withdrawing any eligible child may 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.

C. SUPPLY FEE

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

D. TUITION

Tuition amounts are \$115.00* a month for the Tuesday/ Thursday classes and \$140.00* 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. A \$35.00* charge will be incurred thereafter. 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.

E. CAR RFID

All families not living inside the Aquia Harbour subdivision are required to purchase a current Non-Resident Vehicle Radio-Frequency Identification (RFID) from the Aquia Harbour Property Owners Association (AHPOA) Business Office (per our lease with the AHPOA). The RFID 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. Two RFIDs may be obtained per fee, but two valid registrations will need to be presented. If a member fails to purchase or activate a valid RFID 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 Non-Resident Vehicle RFID reimbursement fee, they must then wait until the fee is paid in full to Aquia Harbour Preschool to obtain their RFID 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 RFID and the member may then receive their RFID 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.

F. 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.

G. 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.

H. 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. This fine is paid directly to the teacher(s). Kids may not be present during clean up time after each class due to chemicals needing to be used for cleaning. It is extremely important that a parent or guardian is on time to pick up their student.

I. 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

2022-2023 BOARD OF DIRECTORS

Cindy Davis, President

Elizabeth Williams, Vice President

Stacie Baggott, Treasurer

Cassy Bindis, Secretary

Jon Olson, Committee Director

XI. TEACHERS

Maureen Crowe (3's Teacher)

Melissa Dileo (4's Lead Teacher)

Heather Pierce (3's and 4's Teaching Assistant)

XII. PRESCHOOL WEB INFO

A. WEBSITE

www.aquiaharbourpreschool.org

B. EMAIL

aquiapreschool@gmail.com

C. FACEBOOK

www.facebook.com/aquiapreschool/