



# Linton Hall School's Little Sprouts Family Handbook 2020 – 2021



**Michelle Adzima, LHS Little Sprouts Director**  
**Heather Lattig, LHS Little Sprouts Assistant Director**  
**Elizabeth Poole, Head of School**  
**Archie Catalfamo, Assistant Head School**



9535 Linton Hall Rd., Bristow, VA 20136  
(571) 428-2565 (preschool), (703) 368-3157 (main office),  
Fax (703) 368-3036  
[littlesprouts@lintonhall.edu](mailto: littlesprouts@lintonhall.edu)  
[www.lintonhall.edu](http://www.lintonhall.edu)

*Each of us, parent, teacher, or friend, influences the life of a child.*

### **When You Thought I Wasn't Looking... by a Child**

*When you thought I wasn't looking,  
I saw you hang my first painting on the refrigerator,  
And I immediately wanted to paint another one.*

*When you thought I wasn't looking,  
I saw you feed a stray cat,  
And I learned that it was good to be kind to animals.*

*When you thought I wasn't looking,  
I heard you say a prayer,  
And I knew there is a God I could always talk to,  
And I learned to trust in God.*

*When you thought I wasn't looking,  
I saw you make a meal and take it to a friend, who was sick,  
And I learned that we all have to help take care of each other.*

*When you thought I wasn't looking,  
I saw you give of your time and money to help people, who had nothing,  
And I learned that those who have something should give to those who don't.*

*When you thought I wasn't looking,  
I felt you kiss me good night,  
And I felt loved and safe.*

*When you thought I wasn't looking,  
I saw you take care of my house and everyone in it,  
And I learned we have to take care of what we are given.*

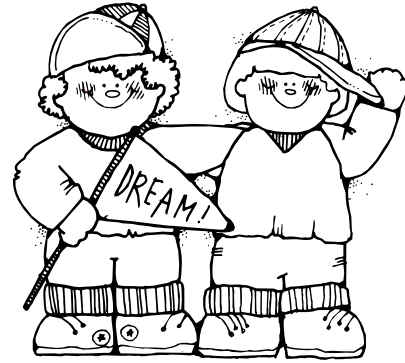
*When you thought I wasn't looking,  
I saw how you handled your responsibilities, even when you didn't  
feel good,  
And I learned that I would have to be  
responsible when I grow up.*

*When you thought I wasn't looking,  
I saw tears fall from your eyes,  
And I learned that sometimes things hurt, but it is all right to cry.*

*When you thought I wasn't looking,  
I saw that you cared,  
And I wanted to be everything that I could be.*

*When you thought I wasn't looking,  
I learned most of life's lessons that I need to know to be a good and productive person when I grow up.*

*When you thought I wasn't looking,  
I looked at you and wanted to say, "Thanks for all of the things I saw when you thought I wasn't looking."*



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**WELCOME FROM THE HEAD OF SCHOOL**

Linton Hall School is a special place. I know this as the Head of School, and more importantly, as a parent. All three of my children are Linton Hall School graduates! As an administrator, I can attest to the quality and diversity of our teachers and the education they provide. As a parent, I am profoundly impressed by the commitment to academic achievement, respectfulness, and faithfulness that was evident in my children as they completed their tenure at Linton Hall School.

Linton Hall School is a ministry of the Benedictine Sisters of Virginia. As such, our focus is on educating the whole person, mind, spirit, and body, and promoting the moral development of our students within the context of the Catholic faith. We encourage all students to pursue intellectual excellence, spiritual discovery, creativity, environmental awareness, and physical well-being.

Grounded by the Benedictine charism, we strive to educate our students so that they are able to enter high school prepared to successfully negotiate the academic, spiritual, and social challenges they may face.

We look forward to an exciting year with you and your family.

Warm Regards,  
Liz Poole  
Head of School

**WELCOME FROM THE PRESCHOOL DIRECTOR**

Welcome to our FAMILY! Linton Hall School Little Sprout Preschool is a “home” for everyone and a wonderful place to raise a family together. We hope that you will feel the love and joy each and every day. Seeing life through the eyes of our preschoolers reminds us just how truly amazing our world is for all of us to enjoy.

Thank you for entrusting us with the most important parts of your lives. We promise to love and care for your little ones as our own.

Love,  
Michelle Adzima “Mrs. A”  
Preschool Director



# Little Sprouts Family Handbook

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## Little Sprout Family Release / Signature Form 2020 – 2021 School Year

Child's name: \_\_\_\_\_

This Form acknowledges that we understand that, as Linton Hall School students and parents, we are asked to support the School and its mission and to acquaint ourselves with, and abide by, the School's policies and procedures.

We understand that this Handbook is for informational purposes only, and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the Enrollment Agreement signed by us determine our relationship with the School. We further understand that the School may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year and such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2020-2021 Parent/Student Handbook and agree to abide by the School's policies and procedures, as outlined in the Handbook.

I understand that this Acknowledgement may be electronically signed, and by indicating my assent below, I am agreeing to the use of electronic signatures. I understand and agree that my electronic signature will have the same legal effect and validity as a written signature, and that this Acknowledgement is valid and will be given the same legal effect as a written and signed Acknowledgement. I understand that if I do not wish to sign this document electronically, I can print the document, sign it, and return it to the School.

### ***Child Safety Seat Release:***

- I agree to follow the Virginia laws regarding car seat or booster seat use for my child while on school grounds and parking areas. I understand that the school is not liable for my child after my child is placed in the vehicle. I agree to follow the school policies for the parking lot.

### ***Record Release:***

- I give permission for LINTON HALL SCHOOL to release my child's records to the school he/she will be attending next.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ADMINISTRATIVE

#### Introduction

##### Contact Information

Little Sprouts Preschool Office: (571) 428-2565

Main Office: (703) 368-3157

Fax: (703) 368-3036

Email: [littlesprouts@lintonhall.edu](mailto:littlesprouts@lintonhall.edu), [madzima@lintonhall.edu](mailto:madzima@lintonhall.edu), [hlattig@lintonhall.edu](mailto:hlattig@lintonhall.edu)

Website: [www.lintonhall.edu](http://www.lintonhall.edu)

#### Our AMAZING 2020-2021 Little Sprout Staff

- **Preschool Director** - Michelle Adzima; **Assistant Director** - Heather Lattig
- **LHS Head of School**- Liz Poole; **Assistant Head of School**- Archie Catalfamo
- **2-Day Preschool (Fish)** –Brandi Bryden, Britney Franklin, Julie Shively
- **3-Day Preschool (Bears & Turtles)** –Julie Shively, Mary Alipio, Brandi Bryden, Britney Franklin, Kimberly O’ Dea, Angie Gioffre
- **5-Day Pre-K (Frogs & Elephants)** – Lisa Doheney, Lindsey Long , Gretchen Danna, Kirsta Bebar, Lenore Kendall
- **5-Day Pre-K Bridge (Monkeys & Honeybees)** – Christina Pajak, Mary Cole, Teresa Eickman, Mary White
- **Distance Learning (Lynx)** – Mary Alipio
- **Music & Movement Specialist** - Danita Lemmer
- **Art Specialist** – Kim Hall
- **Hands-On-Science Specialist** – Keri Teboe
- **Spanish Specialist** – Michelle Hummel
- **Library**– Lisa Winch
- **Extended Day**-- 7-9am and 1:00-3:15pm, Mary White, Keri Teboe, Lindsey Long, Gretchen Danna
- **Housekeeping/Maintenance** –Ode, Magda, Rosenda, Ronnie

#### Facilities

Little Sprouts, located in Bristow, Virginia, is licensed by the State of Virginia’s Department of Social Services. The preschool occupies 4 classrooms on part of the first floor and 3 classrooms on the second floor. Little Sprouts may enroll a capacity of 116 students in accordance with the local building inspector. Health and safety inspections are performed by the Fire Marshall and Health Department in accordance with regulations set forth by the Virginia Department of Social Services (VDSS Contact Information: 540-347-6345). Outdoor play space is provided by a fenced-in playground located in the back of the school, as well as a field area for free, imaginative play.

#### Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the School. These plans are available and accessible to the public at the School’s Business Office.

This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

### **Governance**

The School is governed by a Board of Limited Jurisdiction, subject to reserve powers held by the Board of Trustees of the Benedictine Sisters of Virginia. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the School consistent with the School's mission and philosophy. The Board is responsible for the selection of the Head of School subject to the Board of Trustees approval and works in close collaboration with the Head of School, though the Head of School is responsible for the implementation of policy and the day-to-day operations of the School. For a list of the School's current Trustees, please visit the School's website.

### **Nondiscrimination Clause**

Our policy is to admit and respectfully teach all children. The School, administered under the authority of the Benedictine Sisters of Virginia, Inc., admits qualified students of any race, color, national or ethnic origin, ancestry, sex, mental or physical disability, or any other status protected by law applicable to the School, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, mental or physical disability, or any other status protected by law applicable to the School in the administration of its admissions, financial aid, and loans, and its educational, athletic, and other programs.

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The School will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

We are committed to building a diverse, equitable, and inclusive educational community where we honor the uniqueness of each individual and embrace diverse backgrounds, values, and points of view to build a strong, Inclusive community and to prepare students for lives in a multicultural society.

### **Liability Insurance**

In accordance with the Virginia Department of Social Services guidelines, Linton Hall has active accidental liability insurance and civil liability insurance policies.

### **Notice Concerning Changes to Our Handbook**

Our Parent/Student Handbook (the "Handbook") is published and distributed to members of the LHS community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between LHS and any parent, guardian, or student affiliated with or attending the School. LHS may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year.

### Introduction to Linton Hall School

**The Benedictine Charism and Philosophy:** With the Gospel and Rule of St. Benedict as their guides, the Benedictine Sisters of Virginia (BSV) follow a 1,500-year-old tradition begun by St. Benedict of Nursia and his twin sister, St. Scholastica, in the 6<sup>th</sup> century. Benedictine monastic life worldwide holds three core elements in common: living in community within a monastery led by a Prioress or Abbot; daily prayer, both individual and the communal prayer of the Liturgy of the Hours; and service to others. The Benedictine way of life can be summed up in their motto: Ora et Labora...prayer and work. The BSV charism statement echoes these core values: "We, the Benedictine Sisters of Virginia, as monastic women, are called to seek God in community through prayer and ministry." Throughout their more than 150 years of existence, they have sought to discover the needs of their local community, especially those relating to education.

**History of School:** The Sisters' service to Catholic families in the Commonwealth can be traced back to 1868, the year several Benedictine Sisters from St. Mary's, Pennsylvania came to make a religious foundation in Richmond, Virginia at the request of the local Bishop who needed teachers for the children of German immigrants. (St. Mary's, the first U.S. Benedictine women's foundation, came from Eichstätt, Germany.)

In 1894, the Sisters moved their primary monastery to Bristow, while leaving Sisters to continue living and teaching in Richmond. The Sisters opened a girls' school in Bristow: St. Edith's Academy, which enjoyed an excellent reputation throughout its 28 years of operation. By 1922, the rural area became less attractive to parents of young girls, but the Sisters discovered a need to educate young boys. Adapting to their Bristow community's needs, the Sisters decided to relocate St. Edith's to Richmond, where it became the all-girls independent Catholic Saint Gertrude High School owned and operated by BSV. Recently, SGHS and Benedictine College Prep, the all-boys Catholic high school ministry of the Richmond monks, have joined to become the Benedictine Schools of Richmond, each maintaining their single sex school programs, but co-located on the Goochland, Virginia campus of the monks. Their first school year in this Coordinate Program model is 2020-21 with the Sisters still providing a sponsoring role. The Sisters then focused on opening Linton Hall Military Academy in Bristow, a boarding school for boys, in 1922. Ten years later, firmly established in its military program, the school became Linton Hall Military School. In the 1950s, the School expanded its international student body by accepting male students from Cuba and Mexico. A new building was erected in 1960 to house the steadily growing population of all-male boarders. The school remained a residential military academy until 1974 when it introduced a day-student program for boys. As Prince William County continued to grow, the Sisters again listened to their local community, and in 1988 LHMS transitioned to a co-ed, independent Catholic day school, Linton Hall School, to educate Kindergarten through eighth grade students. A full-day Pre-K program was added in 2010 and expanded in 2013 to a Pre-School program called the Little Sprouts. LHS continues today in the Benedictine tradition educating and preparing the whole student.

**Other BSV Ministries:** In response to the growing immigrant population in Prince William County, **BEACON for Adult Literacy** was founded in 1992 to meet the educational needs of adult learners. BEACON has served more than 400 students taught by over 130 volunteers each year and has earned awards for its excellent program and service to an underserved population. For more information about BEACON, see their website: [beaconliteracy.org](http://beaconliteracy.org).

The **Benedictine Pastoral Center** (BPC) was established in 1983 to share the Benedictine tradition of



reverence for learning, shared experience of prayer, community, and hospitality through spiritual direction, retreats, spiritual programs, lectio divina, and the natural beauty of the monastery grounds for individuals or groups. For more information about BPC, see their website: [benedictinepastoralcenter.org](http://benedictinepastoralcenter.org).

The newest ministry, the *Place of Peace Columbarium*, resulted in 2014 at the request of the local community who felt the BSV grounds could provide a special place for their departed loved ones to rest. It has become a special way to welcome all as Christ. More information about this ministry can be found on the Sisters' website: [osbva.org](http://osbva.org).

### **Our Community**

#### ***Our Staff***

At Little Sprouts, we are very proud of our staff. A majority of our staff hold masters and/or bachelor's degrees in areas such as Early Education, Special Education, Elementary Education, Secondary Education, Spanish, Biology, and Fine Arts. We also have staff experienced in a multisensory approach to reading/phonics, Handwriting Without Tears, Conscious Discipline, and DRI Floortime Model. Further, some of our staff originate from foreign countries, which offers an international experience and flavor to share with the children. We conscientiously and professionally select diversely trained and experienced staff to ensure that your child receives the finest early education available in an environment that fosters caring and compassion for each child. Each staff member loves children and is dedicated to providing the best learning experience for your child.

All staff members undergo extensive and ongoing educational training and background checks and regular TB checks to ensure their readiness for the classroom. Our staff also attends trainings on prevention of Child Abuse and Neglect, how to perform daily health screenings of children on their arrival at the school and to recognize the symptoms of typical childhood illness and conditions like anaphylaxis and asthma attacks, and Playground Safety. Because your child's safety is one of our top priorities, multiple members of our staff are trained in First Aid, CPR, and PMAT/MAT (medicine administration) and will be present at the school at all times during school operation.

Staff members also participate in monthly staff meetings in which curriculum ideas are shared, at least 16 hours of educational training per year, and regular peer collaboration activities and peer observation opportunities.

#### ***Our School***

Linton Hall School is a Catholic independent school. The school is owned by the Benedictine Sisters of Virginia. The development of the student is based on Christian beliefs and values: a reverence for God, self and others, and all creation. The guiding principle for achieving the fullest development of the student is the collaboration of students, school personnel, and family.

The educational environment fostered at Linton Hall School is characterized by the Benedictine tradition of a friendly, secure, family spirit which encourages a balance of praying, working, and living together in peace and harmony. The Benedictine elements of hospitality, stewardship, beauty, discernment, ministry, and community are stressed.

We are so proud of our school which embraces and loves children providing them a place to grow from 2 years old all the way through 8<sup>th</sup> grade. Linton Hall School is a warm, nurturing place that gives children the opportunity to feel God's presence each day and allows each student to get the support and challenges that he/she needs to develop into the very best that he/she can be! Excellent student/teacher ratios, engaging activities and curriculum adapted to meet the needs of each child, a sense of community, and a place that allows each child to feel connected and appreciated makes Linton Hall School the best place to raise our children! Students leaving Linton Hall School are prepared for further educational successes and have a solid foundation in the skills needed to meet the challenges of our global society.

*The mission of Linton Hall School is to provide a Catholic education experience that empowers students to master academic skills, to develop a sense of self-worth and integrity, and to learn to live effectively and responsibly with others.*

### ***Our Students***

Our students are the life of our school. They bring smiles, big hugs and joyful noise to our halls and teach our staff and everyone they encounter to slow down, ask questions, be imaginative and enjoy every day. We treasure our students.

### ***Our Alumni***

Our alumni are always welcome for a visit. We encourage them to come read to our classes, help out with special projects and attend our annual festivities. It is so much fun watching them blossom into the incredible individuals that we hoped. In order for us to send you updates and invitations to our events, please keep your contact information up to date, by emailing us or calling us with changes.

### ***Our Parents***

Since parents have given their children life, Linton Hall School and the Catholic Church recognize parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

Our parents are the root of our success and we truly value them. Studies show that when families are positively engaged in their children's education, children are excited about school and learning, they achieve higher grades and test scores, have consistent attendance in school, and display more positive attitudes and behaviors overall.

At Little Sprouts, we are grateful to have so many parent volunteers. Our parents help in the class by reading to students, making play dough, volunteering to assist in the class, helping with preparations for classroom projects, attending field trips and being room parents to plan classroom events. Our parents also help out school wide by participating in our Sprouting New Friends Buddy Family Program, planning and running school activities and fundraising through our Guild, helping with maintenance in the building, providing office support, and participating in various committees. Little Sprouts could not be what it is without our amazing parents.

### ***Our Parent Group***

***Parent School Guild and Room Parents-*** This is our parent leadership in Linton Hall School with representation from preschool-upper school. The School Guild focuses on community building events

and staff appreciation. Room Parents support the classroom teachers directly and assist with school events. All are welcome and encouraged to be a part.

If you are interested in learning more about our Parent School Guild or becoming involved, please contact the school office at [littlesprouts@lintonhall.edu](mailto:littlesprouts@lintonhall.edu).

### **PROGRAM OVERVIEW**

#### **Linton Hall School Overview**

At Linton Hall School, faculty and staff realize that each person's experience in school is unique; therefore, initiative, self-discipline, and creativity are encouraged. The Linton Hall academic program is designed to teach the basic skills of reading, writing, computing, thinking, and communicating clearly. Technology, fundamental teaching methods and techniques, and enrichment are used to challenge and encourage students to reach their potential.

Linton Hall School has three divisions:

- Preschool (2-5 year olds) - half day program with extended day option
- Lower School (grades K-4)- with extended day options
- Upper School (grades 5-8)- with extended day options

Lower and Upper School classes are small, limited to twenty-two students, hence, the ratio of faculty to students allows for a more individual approach to learning and close student-teacher relationships. In exceptional circumstances, the School Board has given the Principal the discretion to accept 24 students in a class.

#### **Little Sprout Program Description**

Linton Hall's Little Sprouts Preschool is guided by Benedictine charisms. The Preschool operates on a school calendar extending from August to May. The Preschool program enrolls up to 116 students (with approximately 85 in attendance per day) and is divided into three groups: 2-day Preschool (ages 2 ½-3), 3-day Preschool (ages 3-4), and 5-day Pre-Kindergarten & Pre-Kindergarten Bridge Program (ages 4-5, students entering Kindergarten the following fall).

#### **Little Sprout Program Overview**

Linton Hall School's Little Sprout Preschool is a wonderful place to raise a family. We value all children and encourage their unique differences, interests, gifts and talents. Guided by Benedictine charisms, children develop a reverence for God, self, others, and our world. Our core values of creativity, compassion, respect, and stewardship provide children a strong foundation to become engaged and successful, active participants in the world in which they live. All while having fun at school!

Our amazing staff creates an environment that includes a lifetime love of learning for the whole child – mind, body, and spirit. By incorporating hands-on learning, virtue lessons, prayers, and songs, enrichment programs such as art, music, science, and language, and daily experiences with nature, we nurture the children to develop goodness of heart and challenge each child to reach his/her fullest potential.

Our programming provides a safe, nurturing and stimulating environment where children can be kids, build self-confidence, fulfill their natural curiosity and to learn about themselves and the world around them. We use a 'whole child' and developmentally appropriate approach to our teaching, based on the

idea that children will use every aspect of their senses and bodies to learn about the world in which they live. We are aware that children have different learning styles. Our philosophy is that good teaching requires good planning. If a child does not learn the way we teach, then we must teach the way a child learns. Some children are visual learners, auditory learners, or tactile learners while others are a combination of styles. We provide educational activities that challenge our children to absorb information and problem solve at a level and pace that are best for each child. By offering all of these styles in the classroom we will help each child learn and build on a strong sense of identity. When children are comfortable in their classroom they are ready to learn. When children are ready to learn, we can stimulate a child's sense of wonder by creating an atmosphere that sparks curiosity each and every day.

### **Our Guiding Principles**

Guided by the Benedictine charisms and our core belief of "Growing Goodness", we seek to foster and develop the mind, body, and spirit of each child. Our goal is to see the "best" in every child and help them achieve their potential – intellectually, emotionally, socially, creatively, physically and spiritually! We strive for excellence one child at a time.

### **We believe...**

- That each child should be celebrated for their unique differences, interests and talents.
- That using positive, developmentally appropriate, child-centered experiences, we will prepare the students with a foundation of skills necessary for academic and social success and will foster a life-long love of learning.
- That family plays a key role in a child's early education experience and families and staff working together as a TEAM reinforces the learning process and the foundation for success.
- That through play, natural curiosity and making learning fun, children will explore, question and investigate to learn about the world around them and how to interact in it. Play is the work of childhood.
- That fostering independence and self-discipline by creating a warm, loving, patient atmosphere will allow our children to learn to make appropriate choices and solve problems appropriately.
- That if we create a safe, nurturing atmosphere and establish a predictable routine, children will develop strong confidence, self-esteem and a sense of belonging in their community where they respect themselves and one another for who they are.
- That if we encourage and recognize daily acts of kindness and love, our children will develop a sense of spiritual fulfillment in God's love which includes a strong sense of security, happiness, and confidence in every child.
- That if we promote quiet moments to find joy in God, people, animals and nature, our children will develop a sense of responsibility and respect towards the environment, nature, animal life, and the world around us.

It is through these beliefs, that we have developed an enriching learning atmosphere and developmentally appropriate curriculum that educates the whole child by incorporating the best ideas we have learned over our 30+ years of experience in early childhood educational practices from a variety of early childhood philosophies. It is from this knowledge and understanding of what is best for engaging children in learning through purposeful play, that we have created an environment where we can work together to realize your child's fullest potential!

### ***Our programs are designed to:***

- G**row a life-long love of learning
- R**einforce problem solving & social skills through positive interactions with peers & adults
- O**bserve and create healthy habits for our mind and body
- W**ork magic by turning the ordinary into the extraordinary
  
- G**ain connections and knowledge through enriching programs incorporating creative arts
- O**ptimize excitement, exploration and curiosity
- O**pen minds and hearts to allow each child to see his/her self as uniquely special and loved
- D**evelop each child's confidence, self-esteem, positive self-image and independence
- N**ourish an awareness and appreciation of the environment & how to be good stewards of our world
- E**ncourage creativity, self-expression, and individuality
- S**hare kindness and compassion & spread love and good deeds throughout our community and world
- S**timulate the mind of each child through activities and materials that are engaging, developmentally appropriate and individualized to meet their needs and interests

### **Accreditation**

As a Catholic independent school, Linton Hall is accredited by the Virginia Association of Independent Schools and is a member of the National Association of Independent Schools, National Catholic Educational Association, Virginia Catholic Education Association, and National Association for the Education of Young Children.

### **Code of Conduct**

Since Linton Hall School is a Catholic School, it is imperative that the students learn to live and interact with others in a Christian manner. Behavior is based on respect for others, kindness, awareness, safety, and pride in our School. Behavior is governed by two rules: you cannot hurt yourself, and you cannot hurt others. More than that, however, our expectations of student conduct are aligned with the concepts of character development that underlie all of our guiding principles for students. We expect all students to abide by the School's rules, as described in this Handbook, and to conduct themselves in a manner which reflects the Benedictine values and principles of the School.

### **Curriculum**

The curriculum of Little Sprouts delivers a purposeful blend of multiple learning approaches; emotional, social, creative, physical, intellectual, and spiritual well-being. These are the components we feel are fundamentally key to the successful developmental and emotional growth of our children. Academically, our primary goal is for children to develop a strong foundation for success as lifelong learners, who are critical and creative thinkers, who are not afraid to try new things, who are determined problem solvers and are excited about learning. Our curriculum encompasses everything we do and every interaction we have with every child throughout the day. It starts with the trust and loving attachments we build with children and their families. We respect parents as the children's first and most important teachers. We recognize children come to school with prior knowledge and experience that influence who they are and how they view the world. We work closely with families to build on these experiences to meet the needs of each child.

Studies show that social and emotional factors play a big part in the early learning process. Children are more likely to be motivated to participate if curriculum content has meaning in their lives. Our teachers act as guides, valuing each child's voice, cultural background and learning style. By observing and interacting closely with the children, we provide the materials and opportunities each child needs to discover and grow.

We believe process is more important than product. Children learn by doing and it is the journey and the experimenting and exploration that have the most value. Children have natural curiosity and questions about the world. We will build on their natural curiosity and interests.

Inquiry is a large part of our curriculum and is used as a vehicle for learning. As we work with the children's interests and create long-range projects, we incorporate needed academic fundamentals while encouraging characteristics which are true indicators of children's later academic success. We approach learning with a blending of hands-on child chosen and teacher selected experiences in large group, small group and independent/individualized settings.

*“Every child should have mud pies, grasshoppers, water-bugs, tadpoles, frogs, mud-turtles, elderberries, wild strawberries, acorns, chestnuts, trees to climb, rocks to wade in, water-lilies, woodchucks, bats, bees, butterflies, various animals to pet, hay fields, pine cones, rocks to roll, sand, snakes, huckleberries and hornets: and any child who has been deprived of these has been deprived of the best of his education.”– Luther Burbank*

We use technology in our classrooms. We are following the position statement made by The National Association for the Education of Young Children (NAEYC) which says computers may have a “positive effect” on children's learning but in no way replace highly valued early childhood activities and materials. For us this means the children will have occasional opportunities to use computers but they will not take the place of developmentally appropriate materials. The children will have varied and ample opportunities to express themselves and practice skills using a large variety of artistic and explorative expression. This means we will be making messes for creative purposes and playing with actual objects.

Our rich natural environment and small class sizes allow for a wide range of opportunities for exploration and discovery. During the school year children will experience the joys of gardening, running through the grass, observing wildlife or stomping in the stream. They can climb on the playgrounds, create a construction zone in the sand, act out a story, participate in yoga games or express themselves with all manner of visual and performing arts. All while building and enhancing needed skills for school readiness. We show our children how to take a deep breath, slow down, and wonder at the beauty of nature and the world around them. Children are curious by nature. To them, everything is a wonder. We encourage children to stop and look at things with attention and marvel at the beauty and miracles of nature- be it a spider web, butterfly or budding flower.

*All Classes at Little Sprouts:*

- Follow the Virginia Foundations of Early Learning Building Blocks Standards for Literacy, Mathematics, Science and Social Science and the good practice standards set forth by the NAEYC (National Association for the Education of Young Children)
- Contain teacher and assistant in each classroom with a low student/teacher ratio
- Participate as a family in weekly Morning Prayer gatherings; have daily prayer time in class
- Provide time for children to eat a healthy home-packed lunch

## Little Sprouts Family Handbook

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- Attend enhancement classes like Spanish, Music, Movement, Art, Technology, Library, and Hands-on-Science
- Attend Field trips, both in house special programs and trips to places in our community

Our overall curriculum focuses on nurturing and developing the mind, body, and spirit of each child. We have utilized our 30+ years of early childhood education and experiences and developed what we feel are the fundamentally key areas of educating the whole child: intellectual, emotional, social, creative, physical and spiritual. We have created a nurturing, developmentally appropriate learning environment designed to ensure ALL children will be the very best that they can be while having fun at the same time. Our students' interests and needs are our number one priority as we adjust and adapt to meet their needs!

Our small class sizes promote strong attachments and lots of individualized attention.

## Little Sprouts Family Handbook

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### Our Programs at a Glance

Our Programs at a Glance	2 Day Preschool	3 Day Preschool	5 Day Pre-Kindergarten	5 Day Pre-Kindergarten Bridge
<b>Age (as of Sept. 30)</b>	2 years to 3 years	3 years to 4 years	4 years to 5 years	4 years, 5 months to 5 years, 5 months
<b>Tuition</b>	\$2,839 per year	\$3,228 per year	\$4,187 per year	\$5,150 per year
<b>Supply/Activity Fee</b>	\$150	\$150	\$175	\$175
<b>Times</b>	9:00am-1:00pm	9:00am-1:00pm	9:00am-1:00pm	9:00am-1:45pm
<b>Days</b>	W/F	M/T/TH	M-F	M-F
<b>Class Size</b>	11-13	11-13	14-16	14-16
<b>Snack Provided</b>	No, students bring own snack in labeled bag separate from lunch	No, students bring own snack in labeled bag separate from lunch	No	No
<b>Lunch from home</b>	Yes	Yes	Yes	Yes
<b>Potty Trained</b>	No	Yes	Yes	Yes
<b>Enhancement Classes</b>	Art, Music, Movement, Science	Art, Music, Movement, Science, Library	Art, Music, Movement, Science, Spanish, Technology, Library	Art, Music, Movement, Science, Spanish, Technology, Library
<b>Extended Day</b>	7:00-9:00am 1:00-3:15pm \$8.00/hr	7:00-9:00am 1:00-3:15pm \$8.00/hr	7:00-9:00am 1:00-3:15pm \$8.00/hr	7:00-9:00am 1:00-3:15pm \$8.00/hr



### **2 Day Preschool Class**

Children in the 2-Day Preschool Program learn the routines of school and how to be a part of a group by exploring and investigating the world around them. They invent. They solve problems. They discover new things every day as they begin to take a real interest in the world and want to take an active role in it. At Little Sprouts, we give children the guidance and tools they need to explore and learn about the world in a comfortable, secure environment. The class size remains small allowing children and teachers to create strong, trusting bonds. They cannot tell time, so they begin to understand and make sense of their day by knowing what happens next and following a schedule. We provide a safe, nurturing environment and consistent schedule each day. Through purposeful play, song, rhyme, storytelling, movement, crafts, and hands-on explorations, our two year olds develop oral language, self-help, social, emotional, and cognitive skills that stimulate their growing minds and help them build self-confidence. As our children are ready for a little more of an academic day, they are exposed to the curriculum from the 3-Day Preschool Program as they are ready. This class is a complementary blending of the best of both programs and individualized to meet the needs of each child.

### **3 Day Preschool Class**

The 3-Day Preschool Program is specially designed to focus on creating more independent and active learners. We encourage this by increased vocabulary development, physical coordination, higher level thinking, and increased social skills. We use an engaging, theme-based creative curriculum to foster emotional and social growth, while introducing pre-reading, math, science, and social studies skills. The beginning stages of handwriting will be introduced as students learn the foundations of “Handwriting without Tears” and hands-on activities that will develop their hand and arm muscles. Language will be reinforced through music, talking, and listening. Through language play and lots of telling and retelling of stories, students will learn rhymes, play with sounds within words, learn the parts of a story, and expand vocabulary, which are key steps in pre-reading development. Our teachers use developmental assessments to identify each child’s unique needs and then plan specific activities to help every child meet his or her learning goals.

### **5 Day Pre-Kindergarten Class**

Everything we do at Little Sprouts is, in some way, preparation for Kindergarten. This program builds upon the skills targeted in the Preschool Programs and is specifically designed to help your child master the skills necessary to succeed in school and in life beyond. The curriculum of this program has a greater emphasis on cognitive skill and is geared toward preparing the children for a full-day, structured learning experience. Through the use of music, movement, and developmentally appropriate activities which stimulate all areas of the brain, this in-depth and focused curriculum expands their cognitive, physical, social, creative, spiritual and emotional skills. This stimulation helps our students become active learners as they learn to problem solve, make connections, expand their vocabularies, and practice language play. To develop language skills, we focus on letters, their sounds, words, numbers, and early science and math concepts. In addition, students will participate in the developmentally appropriate “Handwriting without Tears” Program where they will learn to put the sounds they know into the early stages of writing through class books. To stimulate young imaginations, teachers have children engage in arts and crafts, dramatic play and storytelling. Throughout their day, children have opportunities to make self-directed and guided choices, participate in small groups and projects. Whether our students are engaged in math, science,

language or social studies, we make sure everything is presented in a stimulating environment with a big dose of fun.

### 5 Day Pre-Kindergarten Bridge Class

The Pre-Kindergarten Bridge Program is designed specifically for those students who are almost 5 and just miss the cut off for Kindergarten and or who are 5 and families are choosing to give that "years' gift of time" or those who just want that little longer day to bridge the gap to a full day Kindergarten program. The Bridge Class follows the same curriculum as Pre-K, but the teachers are able to provide more enrichment opportunities and move through the curriculum at a pace the kids create. The program individualizes to meet the needs of each student in order to help him/her develop the confidence and tools needed to make learning successful.

### Religion

Linton Hall is a Catholic School based on the Benedictine charisms and accepts all faiths. Little Sprouts strives to help our little ones see God in all that they do. At Little Sprouts, we strive to foster an awareness of God's love in our lives through various forms of prayer, service learning, action, song, story and thanksgiving. We also promote a sense of family and community and how we fit into making the world around us a better place. We will stop, love and listen to Jesus during our learning journey.

Students attend **Morning Prayer** as a preschool family twice a week. We read stories relating to our monthly virtues, talk about God's love for us and how each of us was made special, sing bible songs, say a prayer, and celebrate birthdays and any other special occasions. Students then blow a kiss for a great day at Little Sprouts to be the "best that we can be" and give a hug or high five as they head back to their classrooms. What a wonderful way to start our day as a family! Little Sprout families are welcome to join us any time. **\*\*preschool morning prayer will occur virtually this year**

### Monthly Virtues/ Growing Goodness Helpers

Each month during Morning Prayer, we will discuss a virtue such as "kindness", "compassion", "sharing". As students exhibit these virtues, their names will go into a special drawing. Each month, students' names will be drawn and they will be recognized as "God's Little Helpers". They will receive a certificate and special recognition at Morning Prayer to remind them that we are thankful for their kind hearts and for sharing God's Love.

**September:** Self Control & Obedience (listen with the ear of your heart to grow in wisdom)

**October:** Friendship & Hospitality (be open to others and treat all with respect)

**November:** Thankfulness & Stability (be thankful for our blessings and embrace the traditions of daily life of our community)

**December:** Kindness & Community (call to serve the community and common good)

**January:** Discipline (focus energy on setting goals and attention on what's important)

**February:** Love (of God, self, and others)

**March:** Perseverance & Prayerfulness (Believe you can, practice and communicate with God)

**April:** Stewardship (respect the beauty and goodness of creation as an act of God)

**May:** Humility & Gratitude (recognize our gifts and those of others)

Through God's endless love with our children, we plan to:

- Develop a sense of responsibility and respect towards nature, animal life, and the world around us.
- Promote quiet moments to find joy in people, animals and nature.
- Teach the responsibilities towards another living being and creating a sense of community.
- Promote and recognize daily acts of kindness and love.
- Develop a strong sense of God's love which includes a strong sense of security, happiness, love, confidence and the feeling of belonging in every child.
- Strive to be the very best that we can be each and every day.
- Our Pre-K will learn The Lord's Prayer, The Hail Mary, and The Sign of the Cross

### Specials Program

Our Specials Programs provide unique learning opportunities that allow our students to connect their classroom experiences to the world around them. Through an array of subjects like foreign language, experiential art and fun lessons on famous artists, interactive storytelling and drama, music appreciation and exploration, it's fundamentals and musical instruments, creative movement, and hands-on science learning, we strive to provide innovative ways to bring learning to life for our students. We strongly believe that these enriching opportunities help develop curious learners and imaginative, well-rounded children. Due to the continuous, generous support of our families and community, our students are fortunate enough to encounter a wide range of fantastic programs.

As part of our "Whole Child" approach to education, we offer enhanced programs that allow children the opportunity to learn and grow while playing and exploring creative outlets. The Tree of LIFE Program also sponsors the daily enrichment class that your child has each day:

- **Art:** the overall process is emphasized, not the final product. Exploring as many creative mediums as possible, the children will learn about drawing, painting, clay, colors, line/shape, 3-dimensional projects and famous artists and the artwork that is associated with them.
- **Music/Movement:** a creative extension of our daily learning environment that gives opportunities to explore music and sound through active involvement in singing, moving, listening, finger play, and playing instruments as well as being introduced to a variety of types of music, drama, interactive story-telling and creative expression. Basic sign language is also taught. Also, fundamental physical education skills like balancing, throwing, jumping, catching and skipping are introduced and built upon to build a strong foundation and awareness of one's body's capabilities.
- **Science:** opportunities to explore insects, animals, plants, rocks/minerals, and the world around us through activities, stories, and music as well as opportunities with natural and physical sciences and hands on experimentation. Learning about the natural world and how to be good stewards of our planet, caring for the environment, gardening, sustainability and recycling are also an important part of our program.
- **Spanish:** taught by a native Spanish speaking teacher, children are given an introduction to the language and culture, basic vocabulary (feelings, colors, numbers, greetings, family, animals, body parts etc.) taught through games, songs, videos and other activities as well as a Cinco de Mayo fiesta. The earlier a child begins to learn and experience a foreign language, the easier it is for them to find success.

- **Technology:** we recognize that technology is an integral part of our world. PreK students will visit the technology lab once a month to learn how to use various educational programs and will be given time on individual computers.
- **Library:** story time occurs twice a month in the library and our PreK students have the opportunity to check out a book each time.

In addition, in-house programs and presentations that enhance our themes will be incorporated throughout the year.

### **Field Trip & Transportation Policy **\*\*Due to the pandemic, we will not be scheduling field trips this year but we will still have in house presentations to enhance our curriculum themes****

The Director will coordinate school field trips (in house and out of house) during the year. Field trips are a developmentally appropriate way for preschool children to learn. For all out of house field trips, we use the carpool system to transport our children. In order to ensure the safety of our children prior to, during and returning from field trips, the following routine has been established:

#### *Procedures prior to field trip*

- Parents will be given written notification that includes all details of the trip (description of location, departure and return times, cost, and acknowledgement that LHS is not liable for any injuries/accidents before, during, or on return from the field trip, etc.). This form will need to be signed, returned, and/or provide an emergency number for the day if not attending field trip, and returned prior to the field trip. No child will be allowed to leave school grounds if the completed and signed form is not received.
- Parents are responsible for transporting their children to and from the field trips. If parents cannot transport their own child they can make arrangements to have their child car pool with another child. If parents elect to opt out of the field trip, parents are responsible for making alternative child-care arrangements during the field trip as it is expected that the child will not be in school that day.
- If parents make alternative arrangements to have their child taken to the field trip by another family, the child's parent is responsible for making sure their child's car seat is safely installed in the driver's vehicle.
- Teachers bring the class emergency care bag to include, first aid kit, emergency contact cards, essential life-saving medication and a cell phone for use if an emergency arises.
- Parent volunteers are asked to participate to keep the student/adult ratios down to a manageable level (3-5 students to each adult).

#### *Procedures during transport of children*

- Please be sure all bathroom breaks are taken prior to departure to allow us to leave on time.
- All car seats must be installed in the appropriate cars prior to departure by parents not attending the field trip. This means staff will need to make a list of parents driving and the students who will be riding with them. All parents driving on field trips should arrive at least 15 min. prior to departure.
- Children are to be seat belted in a seat, booster seat, child car seat, or restraining harness as appropriate based upon the age and weight of the child.
- Each class will load in cars at the designated times. However, NO cars should move from their parking spaces until they see that all students are safely in their cars.

- Children will be prohibited from eating, drinking, standing, or other dangerous or distractive activities during transportation.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the school and again before leaving the field trip location.
- All travel routes and emergency contact numbers will be provided in advance.
- Field Trip Return: After the field trip, each class will gather and sit together until they have been dismissed to the cars.
- We may not be able to signal everyone when we are leaving, so wait until you see that all children are loaded safely into cars before you pull out.
- When cars return to school, please have children remain in the car until ALL cars are parked.

### *Vehicle Requirements*

- Only insured, licensed, well-maintained vehicles will be used to transport children. 18-passenger vans are not permitted.
- All vehicles are required to have current inspections by the Department of Motor Vehicles.
- A cell phone will be available in case of emergency.

### *Driver Qualifications*

- Drivers must be at least 18 years old and have valid driver's license.
- Drivers shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will obey all traffic regulations.
- Drivers will be familiar with the planned route ahead of time.
- Drivers will have evidence of a safe driving record for the previous 5 years.
- To prevent distractions the driver is not permitted to talk on a cell phone or play loud music.

This policy reflects the best way to keep preschool children safe while allowing them the opportunity to participate in the hands-on learning process that field trips allow. By transporting their own children to and from field trips, parents no longer have to worry about their safety.

### **Community Service- Growing Goodness**

At Linton Hall School, it is our goal to make a positive impact on our community. We would like to see a world where random acts of kindness are less random. It is through care, that our children learn respect and compassion for all living things, including themselves. A key element of our preschool program is to show our children through God's love what caring means. Role modeling and supporting them in their efforts is a much more meaningful experience than just written words. We focus on observation, patience, and respect for all living creatures, in and outside the classroom. We strive to teach our children how they fit into their community, the importance of community and their ability to directly impact their community. Through service-oriented experiences, we hope to instill a desire to volunteer, a commitment to service and a sense of pride in their community. Our school is full of eager learners ready to serve.

### **Budding Scholars Extracurricular Activities**

At Little Sprouts, we are very fortunate to be able to offer a vast variety of extracurricular programs, classes and camps to our students and our community. We are proud to offer the following types of extracurricular activities to our families:

**After School Enrichment Program** **\*\*we will not be offering after school enrichment at the start of school, but we will reevaluate as the year progresses.**

Our students will be offered the opportunity to participate in after-school enrichment classes throughout the year. We typically have 3 or 4 sessions (6 weeks long) running from October through May. Each class is 1 hour long and will include a snack. Class topics may include Spanish, Little Picasso Art, Ballet & Tap, Fit Kids, Recycling, Super Sleuths, Music, Ready-Set-Grow, Cooking & Children around the World and soccer. Class themes will be based on interest of teachers providing the classes. *If you are interested in learning more about our classes or teaching a class, please contact our office.*

### **Extended Day: Before & After Care**

Childcare is provided before and after school at an additional price from 7:00am-9:00am before school and 1:00-3:15pm (this might extend to 6:00pm depending on staffing). Children at school at least 5 hours will be given a one-hour rest period (without masks) as well as an opportunity to eat a home-packed snack. A variety of activities are offered in our after-school program. *For more information or a registration form, please contact the preschool office.*

### **Camps**

Our Summer 2020 Camps were changed to virtual due to the pandemic but we hope to be back up and running for 2021!! Our teachers are always thinking of ways to develop creative, fun camps to excite the children and enhance their minds without having to sit at a desk in the classroom. Our camps are interactive with fun hands-on activities and lots of movement. We provide two types of camps: Holiday Break Camps and Summer Camps. If you are interested in learning more about our camps or teaching a camp, please contact our office.

## **ENROLLMENT**

### *Admissions*

- Inquire and Visit **\*\*virtual tours will be offered this year**

A visit to Little Sprouts is one of the best ways for you and your child to see and feel our school first-hand; for this reason we strongly encourage all families considering Little Sprouts to either attend an Open House or to schedule an appointment for a tour of the school.

Visiting our school is the best way to get to know us and feel the sense of community within our walls. We want to ensure that you and your child are comfortable in our learning environment, so please feel free to schedule an appointment to observe in our classrooms. If you are unable to attend an open house or would like to schedule an observation, please contact our office.

- Apply  
Little Sprouts welcomes children of all religions, races, nationalities, ethnic origins and sex. Registration for the upcoming school year opens in January and remains open on a rolling basis until all classes are full. Once a class is full, a wait list is created to fill vacancies.

Eligible children are accepted into our school in the following priority: (1) currently enrolled students and their siblings, (2) wait-list families (having registered and paid the registration fee) from the past school year, and (3) all other new applicants. We do not accept applications more than one year prior to the school year for which admission to the preschool is sought. To provide the best class placement for your child, when registering, please provide additional documents that you may possess like, records from previous school, special education evaluations, etc with your registration form.

*A registration form is considered complete with the following documents:*

- Complete registration form
- Registration fee of \$100
- New applicants must include:
  - Completed Student Recommendation Form
  - For best class placement for your child, please provide additional documents that you may possess like, records from previous school, special education evaluations, etc. with your registration form

### *Registration*

Registration starts in January for the upcoming school year that starts in September. In order to register your child for enrollment in Little Sprouts, you must submit, either by email or by mail, a completed registration form with \$100 *non-refundable* registration fee. This registration fee covers administrative expenses as well as reserves a spot on our waiting list, if necessary, and the convenience deposit will be put in an account to offset the cost of field trips and special programs throughout the year. Within 2 weeks of our receipt of your completed registration, an Acceptance or Wait-list Letter will be mailed to you. See below for further guidance.

### **Upon getting an Acceptance Letter:**

1. Tuition deposit (one month's tuition) and signed enrollment agreement is required in our office within 2 weeks. This deposit will become a *non-refundable* tuition payment for the school year in which you register.
2. You will receive a letter in July with information regarding required supply list items, required supply fee, tuition and important back-to-school orientation dates.
3. Parents of newly enrolled children will be required, by law, to provide child's original birth certificate and proof of current immunization records by the start of school.
4. Upon receipt of your child's application, you may be contacted to schedule a classroom visit and testing to determine class placement.

### **Upon getting a Wait-list Letter:**

1. You will be contacted if a spot becomes available. If no spot opens up by October, you will receive an email to ask if you would like to continue on the wait list.
2. By staying on the wait list, your child will be given priority registration for the following school year.
3. The *non-refundable* registration fee for the following year will be \$50, versus the standard \$100 fee.
4. A registration form will be emailed to you in January for the following school year.

### *Mid-Year Admissions Policy*

Little Sprouts remains open for enrollment until all vacant spots are filled. Those interested in applying mid-year to Little Sprouts must submit a completed registration form, to include the applicable registration fee. Acceptance will be based on space availability. Upon acceptance into our program, the following items are required prior to starting school:

- One month's tuition deposit, which will be applied toward the last tuition installment.
- Signed enrollment agreement
- Applicable supply fee
- Copy of child's current immunization records
- Child's original birth certificate
- Remaining tuition due will be prorated based on the remaining months of the school year

\*All fees (registration, supply and tuition deposit) are non-refundable.

### *Class Size*

Our school enrolls 11-13 children in our 2- and 3-Day classes, and 14-16 children in our 5-Day Pre-K classes. There is a teacher and co-teacher in each classroom.

### **Tuition Rates**

*2020-2021 school year tuition is as follows:*

- 2-Day Preschool program \$2,839/yr., supply/activity fee of \$150
- 3-Day Preschool program \$3,228/yr., supply/activity fee of \$150
- 5-Day Pre-K program \$4,187/yr., supply/activity fee of \$175
- 5-Day Pre-K Bridge program \$5,150/yr., supply/activity fee of \$175
- *Supply/Activity Fee - these fees offset the cost of a school tote bag, yoga mat, classroom memory book supplies, field trips and special programs and paid directly to the Business Office*

***Tuition Payment Schedule*** (tuition paid to Business Office based on the payment schedule you choose)

For families enrolling multiple children, we offer a \$200 discount per additional child after paying full tuition for the first child and a full tuition deposit. A \$100 discount is given to families who pay their total annual tuition bill by August 1.

### **Re-Enrollment or Enrollment of New Family Member**

All financial responsibilities for a current school year must be met prior to enrollment for the upcoming year. No student will be permitted to return to school if all prior year tuition and fees have not been paid in full.

No student will be permitted to begin School unless the tuition has been paid in full or a family is participating in one of the payment plans and is current with payment. The School does recognize that families may experience extenuating financial circumstances. While the School is willing to work with families in these instances, all accommodating payment plans must be approved in writing by the Head of School and payments must be received on a regular basis.

If an account is more than 60 days' overdue, it will be brought to the attention of the Head of School and Asst. Head of School. The School will review the case, make appropriate arrangements regarding collection, and may decide the student will not be permitted to return to School for the remainder of the



school year. No student is permitted to re-enroll if there is an outstanding account balance from the previous school year. Furthermore, the School will not release any student records, to the extent permissible by law, and may litigate for monies due.

### **Student Withdrawal and Tuition Refund Policy**

In the event that you find it necessary to withdraw your child from Little Sprouts, we require that you send us a written notice at least 30 days in advance of your child's last day. Because our excellent student/teacher ratios affect our budget, we plan on your child's tuition for the entire year. Therefore, tuition will not be refunded because of withdrawal. We will make every effort to fill your child's vacated spot, but if we are *unable to fill your child's place, parents will be responsible for the remainder of the year's tuition. Tuition, deposits, and all fees are non-refundable.*

Little Sprouts reserves the right to suspend or terminate a student's enrollment at the school if we feel we are unable to meet the student's needs (academically, physically and/or emotionally). Other potential reasons for dismissal include consistently late or insufficient payments and not fulfilling the signed contract at the time of enrollment. Before dismissal, attempts will be made to work through the problem area. A meeting may be held with the directors and parents, to help develop a plan to resolve the issues. If this cannot be resolved, the child will be dismissed from the preschool. This is the sole determination of Little Sprouts. If Little Sprouts terminates a child's enrollment, the family will be absolved of the responsibility to pay the remaining tuition due after enrollment ends.

## **FAMILY INVOLVEMENT**

### **Supporting Our Vision**

By sharing your time, talents or treasure, you allow Little Sprouts to focus on our top priority-your child. A contribution to our LHS Annual Fund directly benefits our school programs and teachers allowing our staff to participate in innovative professional development opportunities and your child to experience new and exciting curriculum and presentations. By volunteering in the classroom or in our school, you give our staff the time to devote to your child. Through fundraiser purchases, you give us the ability to purchase much needed supplies and equipment greatly needed to provide an enriching experience for your child.

The four primary ways that you can support our school are:

- **Marketing**- word of mouth is our best form of advertising so spread the word!!
- **Contributing to our Annual Fund**
- **Family involvement** through volunteerism
- **Fundraisers**

*Other ways you can support our school are by collecting our "Trash to Treasure" items, collecting Box Top labels, using the Benedictine Sisters of VA link when purchasing from Amazon Smile, or by signing up your store cards to support LHS.*

### **Marketing**

We are all an integral part of advertising for Linton Hall School- preschool-8<sup>th</sup> grade, so please speak and use social media positively at all times and share the many amazing things we do with others. **Word of mouth** advertising is the best, but we also ask you to **share flyers and brochures** in places you think might be a great way to reach out to others. Another marketing tool is to put **reviews** out there on our

Facebook page and other preschool search engines. If you are engaged in social media, we ask you to **"like" our Facebook pages** (*both Little Sprout and Linton Hall School*) and "follow" us on Twitter and Instagram.

### **Family Involvement *\*\*although we will be limiting the visitors in our building this year due to the pandemic, we will still have many ways for families to volunteer***

Families enjoy numerous opportunities to volunteer in and out of the classroom at Little Sprouts. Partnering with families allows parents to stay connected with their child, teacher and our school throughout their education at Little Sprouts. By interacting with teachers, administrators, and other parents on a regular basis, you'll gain a firsthand understanding of your child's daily activities, strengths and areas for growth. Parent volunteers offer a huge resource and support base for the school community while showing their kids the importance of participating in the larger community.

Research has shown that children whose parents help in at school have a better mindset and achieve higher grades. Teachers who have support in the classroom are happier and are more successful with the students. Additionally, parents who participate in the classroom are better equipped to support their child with academic and social needs. Parents are asked to volunteer or help in the school as often as possible.

You can see parents of students helping out in our building every day. They are the backbone to our program, and we are very grateful for all of them. From volunteering in the classroom, being a room parent, making a special themed snack, chaperoning a field trip, participating in the planning of a school wide event or joining our LHS Parent Guild, there is a way for **everyone** to participate and contribute their time, talent or treasure! So even if your time is tight, squeezing in some volunteer work can make all the difference in your child's success. **Together, as a TEAM, we can establish a firm foundation for a lifetime of success.**

For the safety of our students, our visitor policy includes parents, family members, alumni, and visitors from outside of the School community. Upon arrival, all visitors are requested to check in with the School Office to obtain an identification tag. Special events for an entire class and all School meetings are exceptions to this policy.

### **Sprouting New Friends "Buddy Family" Program *\*\*we are sad that we were not able to offer this program during the summer of 2020 but we plan for it to be back for 2021***

This is a wonderful program that matches current families with newly enrolled families to build new friendships. This volunteer mentorship program helps to answer questions, assist with learning the routines at school, schedule play dates to establish friendships and preschool connections and so much more.

### **Substitute List *\*\*we are in need of subs this year so please let us know if you are interested in completing paperwork to get on our list***

All interested family members can sign up to be on a volunteer classroom substitute list. Please let us know if you are interested in helping.

### Fundraisers

Fundraisers are scheduled throughout the school year, but we have really tried to focus more on providing services and community building. The proceeds from these fundraisers are used to purchase educational materials to support our curriculum needs as well as support our operating budget. We have four types of fundraising:

- **The LHS Annual Fund** – helps to generate income for all school needs including special programs, curriculum/equipment for school, and professional development for our staff.
- **Family Nights/Events**- Our Fall Fun Fair (**we are sad to skip this wonderful event this year but it will be back!**) and Family Events are fundraisers for our school but the main focus is to build school spirit and community!
- **Service Fundraisers**- Fundraisers that do not generate a lot of income for our school, but provide a service that some families find useful and are meant to provide affordable, unique conveniences for your family, like ordering Thanksgiving pies or Holiday wreaths or Original Art Work products.
- **Spirit Fundraisers**- these generate minimal proceeds for our school, but provide opportunities to show your school spirit. For example, Scholastic book orders, purchasing spirit wear, attending camps, or attending family spirit dining out evenings.

\*Another way that you can stay involved is to collect for **our trash-to-treasure** wish lists (*we will share these lists in our weekly emails as needs arise*).

### POLICIES

#### Absences

If a child will be absent from school, please call or email the office. A phone message (571-428-2565) or email ([littlestrouts@lintonhall.edu](mailto:littlestrouts@lintonhall.edu)) should include your child's name, teacher, and reason for absence (*this helps us with daily planning and the monitoring of school illnesses*).

#### Assessment Policy

Little Sprouts uses assessment as part of their system for tracking a child's progress in our program. More formal, but developmentally appropriate, assessments are done at least twice a year; once at the beginning of the year to see at what level to begin teaching each student. Then we assess children again at the end of the year to document each student's progress. We use informal assessments and observations on a daily basis to help teachers know how to design our curriculum to best meet the needs of each individual child as well as for the group as a whole. This will make the experience each child has unique from the experience other children have and gives teachers information to pass on to parents to keep them informed about their child's progress each year. It enables each child to progress as far and as quickly as he/she is ready to progress. Assessment information is shared with parents twice a year, through progress reports in February and May, however, our staff meets with parents if ever we have concerns or suggestions/ideas so that we can work as a team to help each child be the best that he/she can be.

**Birthdays** **\*\*we will still be celebrating birthdays in special ways, but teachers will have guidance on birthday celebrations this year so that we can keep everyone healthy and safe during this time.**

We invite you to celebrate birthdays at school but please note that we have a “limited sweet” birthday treat policy meaning please avoid cupcakes with lots of frosting or cookies or excessive sweets (*see the Office any time for alternative ideas*). As we have many birthdays to celebrate all year long, our goal is to keep our sugar consumption down and focus on other ways to celebrate. The parent/guardian should contact the classroom teacher a few days prior to the child’s birthday to make arrangements. Summer birthdays may be celebrated at any time during the year. Please make prior arrangements with your child’s teacher.

If a student is planning a birthday party or another type of gathering outside of regular school hours, we encourage parents to be sensitive to the feelings of classmates. Parties that include all the boys, all the girls, or the entire class are preferable to parties in which one or two students have been excluded. As a general rule of thumb, we respectfully but earnestly request that students invite all students. We also ask that invitations, cards, and the like not be distributed in School unless they are distributed to the entire class.

### Communication

The success of our program is based on good school-parent relationships. Frequent and open communication, mutual respect, and a TEAM approach to learning is what a thriving relationship is built on. We strive to keep parents up-to-date and thoroughly informed about preschool and whole school events, classroom events, curriculum, safety issues, contact information, and much more. At the same time, we try to be environmentally responsible by limiting the amount of paper copies we make and distribute.

Your child should have a folder that will go back and forth from school and home. This is a way that teachers will send important materials home and a way for you to send communication to your teacher or the school office. **Please take the time to look and read through your child’s folder and Little Sprout bag each and every day and mark important dates on your personal calendars.** Please return your child’s folder each day so we can disseminate information. In an effort to reduce costs and reduce the use of paper, we will attempt to send most communications via email and our classroom SeeSaw accounts. Please make sure that your correct email address is on file in the office. If you do not have access to email, please advise the office and a hard copy of all communication will be sent home to you through your child’s folder.

We want your child to have a successful year. Our teachers share developmental milestones and any concerns with you, and we encourage you to do the same with us. Please let us know about concerns or ideas right away so we can work together to help each child find happiness and success. Drop-off and pick-up times are often very busy, so please contact your teacher in the off-hours, by phone, or email or set up a time to talk in person.

At Little Sprouts, we encourage open dialogue, so please ask questions, talk to staff, and share ideas. We can continue to enhance and improve our program through your thoughtful suggestions and support.

In order for the School to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally,

information regarding who the primary caregiver is should be communicated to the School, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips, or other issues, the School should be informed. These situations can be stressful for parents and confusing for students, and assistance in minimizing the School's phone calls for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

### ***Ways we communicate with our families:***

- Daily folder in Little Sprout School Bag
- Weekly outlines and monthly newsletter from your classroom teacher, Teachers will be using the SeeSaw platform to share information with families
- Weekly e-reminders from the Preschool Office- emailed every Sunday
- Weekly school-wide e-newsletter- "Poole's Page" emailed every Thursday
- Progress Reports and Individual parent conferences offered as needed in November and January/February
- Our website [www.lintonhall.edu](http://www.lintonhall.edu)
- Pre-scheduled appointments with your classroom teacher or the director

### **Confidentiality**

All personal information about students is kept confidential. All records related to preschool children and their families, and information contained in those records, are to be shared with other staff only if that person has a legitimate educational interest. Requests from third parties must have parent/guardian written permission, except in the case of maltreatment, before personal information is provided. These permissions are maintained in the child's record. All children's records are stored in locked file cabinets. Records are stored for five years after the child leaves Little Sprouts and then the files are destroyed.

All employees are prohibited from discussing children and families with, or in the presence of, other children and families. We ask that all parent volunteers respect student confidentiality and refrain from asking specific information about student's other than their own children, and that they do not discuss students with other parents.

*The following individuals have access to these files during the school year:*

- Parents/Guardians
- Child's Teachers /Assistant Teachers
- Directors/School Principal
- Special Needs Consultants (with permission given from parents)
- Health department
- Courts if subpoenaed in divorce proceedings

### **Counseling**

A part-time School Counselor is available to speak with students to help facilitate educational, social, and emotional support, on an as-needed basis. The School Counselor is part of a team of faculty members and administrators who collaborate with respect to students' educational experience at the School. As part of

this collaborative effort, the School Counselor may share information obtained from parents and students on a "need-to-know" basis with other employees of the School and a student's parents. The School Counselor is not engaged as any student's private therapist. Should the School determine, in its sole discretion, that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the School, a School Counselor or Office Administrator may assist in a referral for such services.

The School Counselor is also available to talk with parents on issues regarding their children.

### **Discipline**

Preschool students want to please others and be loved and recognized for their hard work. Little Sprout staff will strive to continually catch students "being kind" and incorporate positive reinforcement all day, every day. Praise is an effective way to direct students to appropriate behaviors. Staff will help students learn the skills of responsibility and self-control by fostering self-esteem and providing role models. Some techniques might include:

- Encouragement/modeling to use words to express feelings and resolve conflicts peacefully
- Always letting students know they are entering a loving and learning environment, being proactive in setting up positive classroom structure
- Teaching and modeling and role playing expectations rather than simply announcing them
- Reteaching with patience and understanding - the job is never done
- Being prepared (proactive versus reactive) and monitoring the room to make adjustments as needed
- Being a positive role model with a good sense of humor
- Setting fair and clear limits and consistently, patiently, and calmly enforcing
- Offering choices
- Teaching respect, responsibility and social skills
- Sharing positive reinforcement
- Redirecting to more appropriate activities; provide "calming" time to relax our bodies and problem solving together

At no time is corporal punishment, intimidation, shaming, shouting, time outs, or other forms of humiliating and/or frightening "discipline" tolerated. It is our belief that while some behaviors cannot be accepted, each child must always feel accepted and loved. An example of patience, love, positive guidance and forgiveness is our foundation and philosophy.

*Children are different and different children and different situations require different solutions. Fair doesn't mean treating everyone the same way, fair means meeting everyone's individual needs.*

### **Drop-Off & Pick-Up Procedures**

#### *Arrival*

Children must be dropped off and picked up on time. Please be aware of the specific drop off and pick up times for your child's class. It is essential that your child arrive on time to school each day. A late arrival can disrupt other children who have settled into class; as well as a child arriving late will miss out on morning activities and learning opportunities. The same is true for the importance of picking up your child

on time each day. Every child anxiously waits to be picked up at the end of the day. Please be on time for your children.

### *Pick-Up*

- Only authorized persons may pick up children. An authorized person has been given PRIOR WRITTEN permission from the child's legal guardian or parent (is on the pick-up list). Identification may be requested if the person is not known to the staff. If someone other than a pre-authorized person will be picking up a child, the parent must send a written authorization stating who will be picking up the child. *Who May Pick Up A Child From Preschool:* The school will release a child to the custody of his mother/father or legal guardian. If another individual is to pick up a child from school, the school must receive advance written authorization from the parent. Proof of identification will be requested for the individual picking up the child. Please note that the Preschool is obligated to release a child from school to either his/her mother or father unless the school has received a copy of a court order indicating that one parent is prohibited from picking up the child.
- If the child has not been picked up within 10 minutes of child's class end time, your child will be moved to After Care in which After Care Rates apply; and Little Sprout Staff will attempt to reach the parent or guardian by phone at any and all numbers provided on the emergency contact form and registration form.
- If we cannot reach the parent and the child has not been picked up within 30 minutes of the child's class end time, we will begin calling those contacts listed as emergency contacts provided on the emergency contact form and registration form, in the order listed until we reach a contact willing to pick up your child or we have exhausted the list. If the child has not been picked up by 3:30pm and the Little Sprout Staff is unable to reach the parent or a suitable emergency contact for pick-up, Little Sprouts' reserves the right to contact the Virginia Department of Social Services and/or call the police for assistance in locating the parent or a suitable emergency contact or for guidance on the next steps to be taken to ensure the safety of the child.
- If a late pick-up is unavoidable, please contact the school office to make special arrangements.
- Afternoon Extended Day runs from 1:00-3:15pm. If picking up between 3:15-3:30pm, the afternoon carpool line can be utilized.
- Preschool staff never transport preschool students.

We wouldn't trade having parents come in to our school each day for anything as we believe strongly in "making connections" and the importance of having families "feel" the life in our building each day, however, this year we will be implementing "Kiss and Ride" each day for drop off and pick up so we can limit the number of people in our building.

- **W/F: 2-day arrive 9:00, dismiss 12:45**
  - 9:00 drop off and 12:45 pick up Front Preschool Entrance
- **M/T/TH: 3-day arrive 9:00, dismiss 12:45**
  - 9:00 drop off and 12:45 pick up Front School Entrance: Bears
  - 9:00 drop off and 12:45 pick up Back Preschool Entrance: Turtles, Hedgehogs
- **M-F: PreK and PreK Bridge arrive: 9:15, PreK dismiss 1:00 and PreK Bridge dismiss 1:45**
  - **Drop Off:**
  - 9:15 Front School Entrance Drop Off: Frogs, Elephants

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- 9:15 Back Preschool Entrance Drop Off: Honeybees, Monkeys
- **Pick Up:**
- 1:00 Back Preschool Entrance Pick Up: Frogs & Elephants
- 1:45 Back Preschool Entrance Pick Up: Monkeys & Honeybees
- **Additional Details:**
  - Siblings: parents can drop off and pick up at the earliest time so only have one drop off and pick up
  - Front of School Entrance: parents pull up to front step area
  - Back Preschool Entrance: parents pull into the tot lot loop
  - **Parents:**
    - Wear masks during drop off and pick up
    - Have family name prominently displayed in front passenger side dash board- 8x11 paper with last name in BOLD letters
    - At drop off, have kids unbuckled and out of car seat and with bags ready to exit when staff comes to car
    - Answer safety questions
    - At pick up, assistant will put child/bag in vehicle, parents will pull forward into designated spaces and buckle child in (front= spaces ahead of the front steps so these spaces cannot be used for parking; back= spaces next to the gym)
    - Once your child is out of the car and your vehicle door is closed, please carefully and slowly continue on around the building to exit- watching carefully for any vehicles that might be passing on your left to park.
    - Please be sure all lunches and water bottles and separately packed snacks are labeled each day with your child's name and date.
    - If a child is due to arrive from another program and is more than 15 minutes late, the office will contact the child's parent to let them know.
    - If you or your child have difficulties with this transition please speak to a teacher or director about developing a plan to help with this separation.
    - If a child will be absent from school, please call our office at 571-428-2565 or email the office, [littlesprouts@lintonhall.edu](mailto:littlesprouts@lintonhall.edu) .
  - **Students:**
    - Wear face covering (mask or face shield) for drop off and pick up

### Food (Snacks & Lunch)

2/3-day families should plan to pack a snack for their child each day. Please make sure it is labeled with your child's name and date each day and packed in a different bag than your child's lunch box. Please be sure your child has a **refillable water bottle**, clearly labeled with child's name and the current date, at school each day. Extended Day students must bring a snack labeled with their child's name and date for each afternoon.

Children will eat lunch prior to leaving the school each day. Children will bring their lunch to school. Lunches should be in a container that is easy for your child to open and close and **clearly labeled with**



**your child's name and the current date.** We ask that you make every effort to send in a lunch with healthy food choices. Please be aware of any prohibited foods in your class due to serious food allergies. We also encourage you to pack a pollution-free lunch (reusable containers, utensils, cloth napkins, etc). Teachers will encourage students to make healthy food choices and that children should eat healthy food prior to enjoying desserts. Hand washing and prayers will be done prior to and after all snacks and lunches.

**\*Allergies:** We will do our best to accommodate food allergies. It is the sole responsibility of the parents to inform our staff of their child's allergies. Parents are asked to make sure that Little Sprouts has a completed Food Allergy Action Plan on file and that their contact information is always up to date with the school office. If a child suffers from a serious food allergy, we strongly recommend that the parents provide safe snacks for their own child. If a child has a serious, life-threatening allergy to a particular food, that food will be restricted from the classroom (i.e. if there is a child with a serious peanut allergy, the class will be made peanut free and no products containing peanuts will be allowed in the class).

### **Going "Green" Initiative**

Linton Hall School strives to be "green" in any ways that we can. Let's set the foundation for our little ones to take care of this beautiful world God has created for us. Each classroom will make it a priority to assist with our going "green" efforts and assign a classroom helper to take on some of these recycling jobs. Our good examples will lead the way to a lifetime of good habits.

*Here are ways we go "green" throughout the year:*

- Recycle mixed paper and cardboard, aluminum and plastic
- Recycle used printer cartridges and cell phones
- We will make every effort to send correspondence via email to families and only send hardcopies to those who elect to or are unable to receive email.
- "Oldest & Only" – we cut back on papers sent home by sending fliers (that do not have to be signed and turned back in) to only the oldest child and only child in a family.
- Email bulletins and Instant Alert
- Refillable water bottles –We strongly encourage each child to have their own refillable water bottle sent to school on the first day of each week. It will stay at school and then will be sent home on the last day of the week. This will allow us to cut down on our consumption of paper cups. Please note that prefilled water bottles are meant for single uses and have been said to leach toxins into the water upon each refill. Aluminum or BPA free plastic bottles are recommended.
- Encourage "Green" packed lunches without a lot of wasteful packaging
- Turn off lights when leaving room/building
- Trash to treasure items
- Buy in bulk
- Each classroom will teach about being good stewards of the Earth.

### **Instant Alert System- School Messenger**

Linton Hall utilizes School Messenger for emergency notices or unexpected changes to schedule (It is not used for typical weather closings and delays). Within minutes of an emergency, school officials can use our system to deliver a single, clear message to the students' parents or guardians by telephone, cell

phone, or e-mail. More information will come home at a later time regarding this system and when a test of our system will be sent to families.

### Independence

Children will be encouraged and taught to do the things they can do for themselves. Teachers will help if a child is getting frustrated, but the amount of help should be minimal; our job is to help each child feel success and to believe in him/herself.

### Parent-Teacher Conferences ***\*\*these will be offered virtually this year***

Parents and students will be invited to attend parent-teacher conferences at least once a year. At these conferences, participants focus on a child's interests and talents, setting goals for growth and development. Parents may request conferences as needed.

### Parking Policy ***\*\*we will be utilizing a Kiss & Ride this year so families will most likely not be parking; if you need to pick up your child early from school, families will park and enter through the front main entrance at LHS.***

- Little Sprout Families will park on the far side of the black top beyond the basketball hoops.
- Please use caution while driving in our parking lot, park in rows so there is an easy flow of traffic in and out of the parking area, and be mindful of children walking between cars.
- Please do not drive in the parking lot while older students are playing out at recess. You can use the parking in front of the school during those times.
- Please adhere to the one-way traffic flow and the **5mph speed limit** around the building as there are many blind spots.
- *Please drive cautiously and with a careful eye.* Especially be aware of our crosswalk to and from the playground area and always stop and look for children who may be crossing.
- Children should always be accompanied by an adult while on the school grounds and in the parking lot.
- Children should be buckled in car seats/seat belts while your car is in motion on our school property.
- No child should be left unattended in a vehicle. If you have a sleeping or sick child in the car and need help dropping or picking-up your child, please contact the office and a staff member will assist you.
- Lettered parking spaces prior to the Little Sprout playground are reserved for staff Monday-Friday during the school year from 7:00am-4:00pm.

### Pets on Campus

Family pets need to be left at home at all times for health and safety reasons. They should not be in attendance during the school day or at special occasions. If a student wishes to bring a family pet for Show and Tell, a brief visit can generally be accommodated. Parents need to discuss the visit ahead of time with the teacher and, if approved, remain with the animal at all times. No matter how gentle and beloved, we do not want an animal introduced into a classroom, hallway, or play area where a student may have severe allergies or fears that can be triggered by the presence of animals.

### Photos/Videotaping

In order to portray its program accurately and vibrantly, the School makes a concerted effort to highlight

the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the School, in a variety of media formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students, and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the School magazine, marketing materials, the School website, press releases, social media outlets (including, but not limited to, Facebook and Twitter), newsletters, and local newspapers. Photos and some videotaping are an important part of our curriculum. They are used for the classroom scrapbook, the end of the year slide show, for certain creative art projects, and our social media pages.

While the School strives to abide by parent/guardian wishes, we do not guarantee use of a student's name or image will never occur. Parents are asked to contact the School if they would like to opt out of the use of Student Media Information.

### **Scholastic Book Order**

Scholastic book orders will go home a few times per year. Orders may be placed online or by completing and returning the order form with check payment. A school-wide Book Fair will be held twice a year.

### **School Directory**

The School has a directory of class lists and contact information for families. The Directory is updated each September and made available to families in print and online. The Directory may only be used for School-purposes and to help foster car pools, play dates and friendships, but is not for business purposes.

### **Search and Seizure**

The School may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the School suspects a student may be violating the law or violating a School rule or code of conduct. Lockers and desks are the property of the School. Students exercise control over their lockers and desks from other students, but not from the School and its officials. As a result, the Head of School and the Head's designees, as well as law enforcement officials, may search lockers and desks as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard.

Parking on School premises is a privilege, not a right. As such, any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

### **Special Events *\*\*we will be finding creative ways to celebrate holidays and events this year as we adjust to our new norms during the pandemic***

Special in-house events during the school day may include a Fall Harvest Party, a Thanksgiving program, a Christmas program, End of Year Class Celebrations, Pre-Kindergarten Graduation. There will also be some family events that occur outside of school hours.

**Suggestions**

Little Sprouts encourages families to submit ideas and suggestions to the Directors to improve our school. It is a TEAM effort to make Linton Hall a special place for ALL to grow, from preschool –8<sup>th</sup> grade.

**School Closings**

*Little Sprouts typically follows the Prince William County School District schedule for closings and delays, but as PWCS are currently only running virtually, please stay tuned for information from our Head of School for any closings or delays.*

- If there is an emergency, families will be contacted by means of selected option through Power School (home phone, cellular phone &/or email) with pertinent school information.

*Inclement Weather School Closing Schedule*

Class (Regular Start & End Time)	One Hour Delay Start Time	One Hour Delay End time	Two Hour Delay Start Time	Two Hour Delay End Time
2-Day Preschool 9:00am-1:00pm	10:00am	1:00pm	11:00am	1:00pm
3 -Day Preschool 9:00am-1:00pm	10:00am	1:00pm	11:00am	1:00pm
5-Day Preschool 9:00am-1:00pm	10:00am	1:00pm	11:00am	1:00pm
5-Day Pre-K Bridge 9:00am-1:45pm	10:00am	1:45pm	11:00am	1:45pm

- *Three Hour Delay or more – Little Sprouts will be closed.*
- *If there is a school opening delay, the after-school programs and activities will be held and will end at their normal time regardless of one hour or two-hour delay.*

**Toilet Training Policy**

Little Sprouts prefers that all of our students be toilet trained before they begin school. See the below table for specific requirement for specific classes. Potty Training can be a long process. Please speak to the Director if you have any concerns. We ask that a complete change of clothing for each season, clearly labeled with your child’s name, be left at school. Children will wash their hands with soap and running water after using the toilet and before snacks, meals, or handling food.

Class Name	Toilet Training Requirement
2 Day Preschool Classes	We accept 2½ -3 year old children in our 2-Day Programs, who are not yet toilet trained with the provision that diaper changes will be kept to a minimum. If diaper changing becomes disruptive to the class; the child will be sent home at the school's judgment until the child has reached a more advanced level of toilet training.
3 Day Preschool Class	Our school does not accept nor will keep in school any child who has reached the age of 3½ and is not toilet trained. Children in our

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	3- Day Preschool Programs must be fully potty trained and not wearing pull ups.
5 Day Pre-Kindergarten & Kindergarten	Children in our 5-day Pre-Kindergarten and Kindergarten Programs must be completely potty trained and have independent toileting skills.

### **Visitors *\*\*we will be limiting visits this year due to the pandemic, but we promise to find lots of ways for families to feel a part of our school***

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign in/out, and wear an identification tag when visiting the school. We have an open door policy at Little Sprouts. If you are a parent with a child **currently** enrolled, you may visit the school at any time and may visit your child's classroom after you have made arrangements with your child's teacher. No parents will be allowed unsupervised access to any children but their own. All visitors, including parents, are required to check into the Main Office and acquire a badge and then check into the Director's office prior to visiting a classroom. All visitors, other than parents with currently enrolled students, must schedule an appointment through the Director's office to visit Little Sprouts.

## HEALTH & SAFETY

### **Emergency Plan**

Linton Hall School has an extensive Emergency Plan to address emergency situations that may arise. The school reviews the plan monthly and also has regular emergency drills.

### **Fire/ Safety Drills**

The School takes the safety of its students and the community very seriously. There are systems in place in the event of an emergency on campus, and regular drills are conducted to make all those on campus aware of the procedures. Fire drills are conducted on a non-published schedule each week during the first month of school and once a month thereafter. To coincide with the Great South East Shakeout, an earthquake drill will be held in October. There will also be two tornado drills during the school year, one in November and again in March to coincide with the Statewide Tornado Drill. Other Emergency Drills will be conducted during the academic year.

Fire regulations require that no car be parked directly in front of any entrance to the school. In case of fire, emergency vehicles require access to the building. Only school vehicles may be parked in the area between the kitchen and gym. All others must park in the designated parking area.

### **First Aid Kits**

First-aid kits are compiled in "emergency care bags" at the beginning of each year. They are restocked as needed from supplies kept by the school office, in a cupboard that is out of reach to the children. Teachers have the kits with them during specials, outside, and on field trips. They also bring them outside during emergency drills. The school has a large emergency kit with larger items, kept in the school office. It is replenished as often as it is used.

### **Food Allergies**

Linton Hall School enrolls children with a variety of food allergies and sensitivities. While avoidance of exposure to allergens is critical to preventing reactions, the risk of accidental exposure or cross-contamination in school buildings is always present. The school setting is a high-risk environment due to the shared use of space, the presence of a large number of students, and the possible cross-contamination of tables and other surfaces.

In accordance with the recommendations of health professionals, the preschool staff monitors high-risk areas and activities such as classrooms, food sharing, field trips, and celebrations but we also rely on the vigilance and cooperation of parents/guardians. We work to educate the child to assist in managing his/her allergies.

We will do our best to accommodate food allergies. It is the sole responsibility of the parents to inform our staff of their child's allergies. If a child suffers from a serious food allergy, we strongly recommend that the parents provide safe snacks for their own child. If a child has a serious, life-threatening allergy to a particular food, that food will be restricted from the classroom (i.e. if there is a child with a serious peanut allergy, the class will be made peanut-free and no products containing peanuts will be allowed in the class). If your child requires medication to be kept at school, please refer to our Medication Policy.

Prior to the school year beginning, the classroom teacher will complete a "Food Allergy Action Plan". This is completed in order to get a better understanding of the child's medical issues and necessary actions required to keep the child safe while in Little Sprouts care. The classroom teacher will include this information in the classroom substitute folder and make the office aware of child's allergies and desired action plan. The classroom teacher will also coordinate with the parents of children with known food allergies to make sure all classroom and school-wide events that include food will be safe for all students.

### **General Safety**

We all take great pride in sharing with families that they can feel comfortable that their children will, above all, be SAFE and LOVED at Little Sprouts. We know each of us carries this mission strongly in our heart, so we need to constantly monitor, review, and find ways to make sure we are always doing the best we can. Reminder-no child should ever be alone anywhere in or outside the building.

- The preschool entrance door is open from 8:55-9:10 am and from 12:55-1:10 (1:40-1:55 for Bridge Class dismissal). All exterior doors will be locked during the school day. If preschool doors are locked, please ring the doorbell in the main school entrance.
- All classrooms will be equipped with an emergency care bag that will be carried at all times. Emergency care cards are kept in emergency care bags and by the office phone.
- All classrooms will be equipped with phones to maintain communication among the staff.
- All classrooms have an Emergency and Fire Escape Route posted.
- Drills: monthly fire drills, twice a year tornado drills, and twice a year safety drills
- Staff is trained in CPR, First Aid, and general safety procedures.
- Staff will perform a daily sweep of the playground to ensure its safety before each use.
- At least 2 staff members must be on the playground at all times.
- Staff will do head counts at all transitions and regularly throughout the day.
- Staff will monitor all children in the bathrooms.

- Staff will greet all unfamiliar persons or persons not wearing a LHS badge in the hallway and walk them to the Office to check in. Staff and parents should be aware of things around and report anything that seems out of the ordinary and pay attention to details.
- Weather radios are used to monitor local weather conditions during storms.
- Confidentiality: All information regarding our students is confidential. If anyone asks you for information on students in our school or anything else out of the ordinary, please do not share any information and direct them to the Director.
- Staff pays close attention to students at dismissal and monitors who is picking up for the day, making sure no child is dismissed with someone that has not been preapproved by the child's parent!!
- Staff does a daily morning visual health inspection of each child and reports any concerns to the Office right away (ie., eye discharge, rash, out of the ordinary bruises, scabs or infections, etc...)
- Staff checks Medication Administration Forms **daily** to determine who in the class needs medication; they also double check that medicine is in its original container and that it has not expired.
- Staff completes a monthly emergency prep checklist and reviews the school Emergency Plan.
- CHOKING- staff teaches children to pound on table or something to get attention if ever choking.
- We ask all parents and staff to make the Office aware of any safety issues or concerns.

### Hand washing

Handwashing will occur frequently throughout each day. We have purchased portable sinks for any classrooms that did not have a sink. All staff and students must use proper hand washing techniques after diaper changing, bathroom use, and prior to and after meals. Children and Adults will wash their hands with soap and water:

- Before and after each snack or meal
- Before and after every transition
- After using the bathroom or diaper changing
- After any contact with bodily fluids (coughs, sneezes, etc...)
- In situations where there is a child with food allergies in a class and a child has come in contact with a known allergen
- In order to avoid waste, encourage your students to do one squirt of soap and use one paper towel for drying.

### Health & Immunizations

All children are required to have had a physical examination and be completely up-to-date on immunizations prior to the first day of school. A copy of their health form and immunizations must be on file in our office by September 1. NO child may attend school unless his/her medical form is completed and provided to the school by September 1. Any child starting school mid-year must have their health form submitted prior to the child's first day of school.

### Health Screenings

All staff members must perform daily health screenings of children upon their arrival at school. All observations of significance must be documented and immediately reported to the Office. Each fall the staff receives training on first aid, allergies, daily health observations, and "Recognizing Child Abuse and Neglect".

An individual certified in First Aid/CPR & PMAT or MAT will be present at the school at all times.

### Illness Policy

If your child becomes ill at school or if there is a contagious disease/illness in your classroom and we believe other children have been exposed to it, parents will be contacted at once. Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

We will be following the CDC guidelines and recommendations so a health plan will be submitted to the Virginia Council for Private Education and shared with families. **It is of the UTMOST importance that parents do their part to keep students home when sick or running a fever and alert faculty and staff of any exposure to communicable diseases. This one precaution can be something that will allow us to remain open! This holds true for any illness, not just COVID-19.**

- If both parents work outside the home, make sure you have a plan in the event that your child can't come to school due to illness. Please, please do not send your child to school if he/she is sick! We will ask all families to self-monitor for signs and symptoms of COVID-19 at home and to stay home if there are any indications that a student may be getting sick. We will all need to err on the side of extreme caution in keeping children home who may be ill. Make-up class assignments will be available at the end of each school day for K-8 so students can keep up with classwork if they can't attend school due to an illness. Teachers will work with families to support students with extended absences. Temperatures will be taken at drop off and again mid-day. For those staying for extended day, temperatures will also be taken.
- In order to maintain a safe and healthy environment for students and staff, we ask that no one enters the school with any of the following: headache, fever/chills, stomach ache, muscle or body aches, nausea/vomiting, diarrhea, persistent cough or sneezing, extreme tiredness, shortness of breath/difficulty breathing, sore throat, new loss of taste/smell, profuse discolored discharge from nose or eyes; constant or severe earache; a contagious rash or a rash that blisters, pusses, or is otherwise uncomfortable.
- A temperature of 100.0 degrees F or greater is considered a fever.
- Students must be symptom-free for 72 hours (without the use of fever-reducing medication) before returning to school and have a doctor's note.
- We ask parents to notify the School if their child or anyone in the family has tested positive for Covid-19 or been exposed to someone who has tested positive.

*The best rule of thumb is, if in doubt, keep your child out. An extra day resting at home will only make your child stronger and ready to participate fully in all activities.*

It is expected that all children will go outside during playground time, weather permitting. Outdoor play is essential for good physical development and general health. We want every child to have a successful day, so if your child is not feeling well or too tired to play outside or join into the normal day's activities, please keep your child home for another days rest.

In cases of EMERGENCY or serious injury, we will attempt to contact the parents and/or those persons listed on the child's emergency treatment form. If the situation warrants emergency care, an ambulance will be called, and the child will be taken to the appropriate medical facility for treatment. We will continue to make every effort to make contact with the parents during this process. Payment for services



rendered during emergency care is the sole responsibility of the parent. Please make sure all contact information on file is always current.

### **Incident Reports**

An Incident Report form will be filled out for **any and all** injuries during school hours. Parents will be called to be informed of any head bumps or injuries. Completed forms are signed by the teacher, Director, and parent, and kept in the student's file.

### **Medical Concerns**

The office should be made aware of all medical issues concerning students. The office will work with teacher, student and parent to address all medical issues (via medical plan, asthma action plan, food allergy action plan, etc) to make sure all necessary issues are addressed and the student has everything necessary to have a successful day at school.

### **Medications**

By state law, no child may bring to school nor have in his/her possession any prescription or over-the-counter medication or products of that nature. Medication may only be administered when a Virginia Department of Social Services Medication Administration Consent Form has been completed and provided to Little Sprouts. All medication must be in the original container and labeled with the child's name, dosage, and time given. Prescription medicine must be in the original container with the original prescription label affixed. All medications will be stored in a locking cabinet or bag so as to be inaccessible to children. Any student who needs medication during the school day for any reason (but especially those with life-saving medications like as Epi-pens &/or inhalers) must have a fully completed and up-to-date medication consent form on file with the school office. Parents must also provide the medication to the school in its original packaging prior to the start of school. No child needing life-saving medications may attend Little Sprouts without all completed forms and medications in the possession of the school office.

- *Consent forms for prescription medication must be completed and signed by the prescribing physician.*
- *Consent forms for over-the-counter medication must be completed and signed by the child's parent.*

The policy also applies to over-the-counter products, such as sunscreen, diaper ointment, lip balm, cough drops, bug spray, etc. These items may not be administered without following the above guidelines.

*Only staff with a current MAT certification is qualified to administer prescription medication. Staff with current PMAT certification is qualified to administer over-the-counter products as well as Epi-Pen Jrs., as long as proper paperwork is completed and on file.*

### **Playground/Outside Time**

Our students will be spending a lot of time each day playing and learning, weather permitting. Parents should apply sunscreen before school, as necessary, and dress children accordingly. All students will have rain boots and rain ponchos as school so they can be outside even if it is wet. All jackets must be worn when temperatures dictate. If a jacket/coat is sent in with the child, the child is to wear the jacket/coat while outside when conditions require it. Outside time can include walks, nature hunts, structured games, parachute, etc... It is important for kids to be able to release energy but also have

parameters/boundaries *i.e.*, no aggression or pretend fighting, kicking, wrestling. We encourage children to find ways to channel energy into positive things.

### **General Playground Safety Reminders**

- Prior to going outside each day, our staff will do a playground check to be sure equipment is safe and in working order and to remove any trash. All playground concerns should be reported.
- One employee will monitor the gate at all times to be sure no child leaves without an adult. This means an adult will be standing in front of the gate.
- When leaving gate duty, a staff member will clearly pass along the job to a specific person, never leaving it unattended.
- One adult will be walking around the playground monitoring play around the perimeter and inside play houses.
- Staff will regularly review playground safety rules and enforce them.

Our playgrounds will be closed this year for before and after school use by families for safety reasons.

**\*All staff is trained in Playground Safety**

### **Reporting of Suspected Child Abuse & Neglect Policy**

Little Sprouts (staff & teachers) is required by law to report any apparent incidence of child abuse or neglect. All staff members have taken a course on Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators.

## Family Resources & Reading List

### Online Resources

- ABC Ya: [www.abcya.com](http://www.abcya.com)
- Book It- free reading resources: <https://www.bookitprogram.com/articles/tips-tricks/free-reading-resources>
- Brain Pop: [https://go.brainpop.com/accessrequest?fbclid=IwAR3cCeJ8pA-gk8iVB8ZO01Xi2iHUbltuLyte6zqF65s-t9z\\_Z6R4y1Rvimo](https://go.brainpop.com/accessrequest?fbclid=IwAR3cCeJ8pA-gk8iVB8ZO01Xi2iHUbltuLyte6zqF65s-t9z_Z6R4y1Rvimo)
- ABCmouse: <https://www.abcmouse.com/abt/homepage?8a08850bc2=S2903374926.1584015881.2112>
- Funbrainjr.com
- Gonoodle.com
- Harry Potter at Home: <https://www.wizardingworld.com/collections/harry-potter-at-home>
- Highlights Kids, [www.highlightskids.com](http://www.highlightskids.com)
- Nat Geo for Kids, [www.kids.nationalgeographic.com](http://www.kids.nationalgeographic.com)
- National Emergency Library - free ebooks  
<https://archive.org/details/nationalemergencylibrary>
- Nickjr.com
- PBSkids.org
- Pinterest
- Preschooleducation.com
- Raz-Kids: <https://www.raz-kids.com/>
- Scholastic: <https://classroommagazines.scholastic.com/support/learnathome/grades-prek-k.html>
- Starfall.com
- Suessville, [www.seussville.com](http://www.seussville.com)
- Switcheroo Zoo, [www.switcheroozoo.com](http://www.switcheroozoo.com), (watch, listen, and play games to learn all about amazing animals)
- Twistynoodle.com
- Zoo: <http://cincinnatizoo.org/news-releases/cincinnati-zoo-temporarily-closing-to-the-public-starting-sunday-march-15/>  
<https://cicletimefun.com/>, free code: homefun1
- Virtual Field Trips:  
[https://docs.google.com/document/d/1SvIdgTx9djKO6SjyvPDsoGlkgE3iExmi3qh2KRRku\\_w/mobilebasic](https://docs.google.com/document/d/1SvIdgTx9djKO6SjyvPDsoGlkgE3iExmi3qh2KRRku_w/mobilebasic) OR <https://adventuresinfamilyhood.com/20-virtual-field-trips-to-take-with-your-kids.html?fbclid=IwAR2kHjvGXpkJMyxGimkr3XUkznc7fo7WEfUrlqLYo7dRRGVouWo4qlZQiI>
- Museum Tours: <https://www.travelandleisure.com/attractions/museums-galleries/museums-with-virtual-tours?fbclid=IwAR3ghH8DliAxcRdpI2g5NDpB8V8qkSDXfRiW2iW3afkwGYyYI9h69X73rEw> ; <https://artsandculture.google.com/partner?hl=en>
- National Gallery of Art: <https://www.nga.gov/education/kids/kids-app.html>
- Online Storytelling/Books:  
[https://www.youtube.com/channel/UCR18JvB63klUUABQrw\\_0TAQ](https://www.youtube.com/channel/UCR18JvB63klUUABQrw_0TAQ)
- <http://www.magickeys.com/books/>

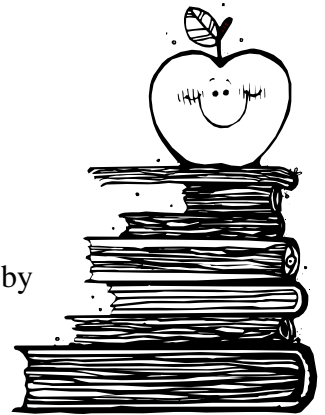
- FREE children's literacy resource featuring the world's best storytellers reading books aloud. Each video includes an activity guide with lessons for K-5 students to do at home. <https://www.storylineonline.net/>
- VOOKS: <https://www.vooks.com/>
- Center for Puppetry Arts: <https://puppet.org/center-for-puppetry-arts-home/>
- Story Online: <https://www.youtube.com/watch?feature=youtu.be&v=7j0OY3236jw&app=desktop>
- Famous People Reading Stories Online: [https://www.romper.com/p/famous-people-reading-childrens-books-is-one-good-thing-during-the-coronavirus-shut-in-22621288?fbclid=IwAR2oAPQadQZ38EdUJr-yl3u7rvbHnwWdtj5-lm1XL1ZEf8nwMT\\_n3w\\_NqIM](https://www.romper.com/p/famous-people-reading-childrens-books-is-one-good-thing-during-the-coronavirus-shut-in-22621288?fbclid=IwAR2oAPQadQZ38EdUJr-yl3u7rvbHnwWdtj5-lm1XL1ZEf8nwMT_n3w_NqIM)
- Storyline Online: <https://www.youtube.com/channel/UCnBdzaRy-Ky9Vh54XJfz1Q>
- <https://www.instagram.com/savewithstories/>
- Storytime in Space: <https://storytimefromspace.com/>
- LHS You Tube Channel for LHS Staff Storytelling <https://openlibrary.org/>
- Was Tank shares some Rap Dr. Seuss Stories: <https://m.youtube.com/channel/UCcuLSr4UhAU8Rdegc264srg>

### **Social Stories:**

- **Greeting my teachers and friends:** [greetings during COVID.pdf](#)
- **What is Social Distancing:** [What Is Social Distancing Story](#)
- **Masks:**
  - [Wearing a Mask Story for Children.mp4](#)
  - “I can Wear a Mask” from the Autism Research Institute <https://www.autism.org/wp-content/uploads/2020/04/face-mask-social-story.pdf>
  - “The Task of the Mask” by Joan Morganstern (Parent Coach at centers pediatrics) <https://consciousdiscipline.com/resources/the-task-of-the-mask/>
  - Mask Songs: <https://www.youtube.com/watch?v=NMVsCwKeARQ>, <https://www.youtube.com/watch?v=a9QTxUkIE0w>
- **Separation:** [separation anxiety.pdf](#)
- **Big Feeling Self Hug:** <https://www.facebook.com/watch/?v=273057103686891>
- **Free Social Skills Stories & Songs:** <https://wedolisten.org/?autoallowyt=noWashing>
- **Hand Washing Videos and Songs:** [https://fun-a-day.com/hand-washing-songs/?utm\\_source=ActiveCampaign&utm\\_medium=email&utm\\_content=Hand+washing+songs+to+engage+the+kids&utm\\_campaign=Hand+washing+songs+to+engage+the+kids](https://fun-a-day.com/hand-washing-songs/?utm_source=ActiveCampaign&utm_medium=email&utm_content=Hand+washing+songs+to+engage+the+kids&utm_campaign=Hand+washing+songs+to+engage+the+kids)

**Parenting Resources:**

- ❖ <http://www.naeyc.org/play>
- ❖ **Stand Tall Molly Lou Melon** by Patty Lovell
- ❖ **Mud Pie Annie** by Buchanan and Shafer
- ❖ **How To Talk So Kids Can Learn** and **How To Talk So Kids Will Listen and Listen So Kids Will Talk** by Adele Faber and Elaine Mazlish
- ❖ **1-2-3 Magic** by Thomas Phelan
- ❖ **Smart Moves** by Carol Hannaford
- ❖ **Ready For Reading: A Handbook For Parents of Preschoolers** by Ashley Bishop
- ❖ **Transition Magician For Families** by Chvojicek, Henthorne & Larson
- ❖ **Mind In The Making** by Ellen Gallosky
- ❖ **Parents Are Teachers Too: Enriching Your Child's First Six Years** by Claudia Jones
- ❖ **Raising a Sensory Smart Child** by Lindsey Biel
- ❖ **Wonderful Ways To Love A Child** by Judy Ford
- ❖ **Let's Pretend: The Why and How of Dramatic Play** by Melanie Bazarte, Ed. D.
- ❖ **Before the Basics: Conversations with Children** by Bev Bos
- ❖ **The Spiritual Life of Children and The Moral Life of Children** by Robert Cole
- ❖ **What to Expect at Preschool** by Heidi Murkoff
- ❖ **Parenting With Love and Logic** by Cline and Faye
- ❖ **Mindsets for Parents: Strategies to Encourage Growth Mindsets for Kids** by Mary Cay Ricci
- ❖ **Last Child in the Woods** by Richard Louv
- ❖ **Mama's Little Book of Tricks** by Lynn Brunelle
- ❖ **Unplugged Play: No Batteries. No Pugs. Pure Fun** by Bobbi Conner
- ❖ **Dr. Daniel Siegel- Minding the Brain**



## The Importance Of Play...

**When I examine and sort the objects on display...**

I learn to observe, identify, compare, contrast, and classify objects using concepts such as size, weight, color, and texture.

**When I ask about the objects on the science table...**

I develop curiosity, expand my vocabulary, and learn to use language to gain information about the world.

**When I use tools to dig in the rocks or soil or sand...**

I learn to make choices and observations, and I develop skills in eye-hand coordination and problem solving.

**When I look for the piece that will fit in my puzzle...**

I develop skills in visual perception and shape recognition by putting parts together to make a whole.

**When I carefully add each piece to my puzzle...**

I develop habits of perseverance, patience and concentration.

**When I create a painting...**

I learn about math and the science concepts of shape, texture, form and color, and about how my mind and hands work together as I create.

**When I put on dress-up clothes...**

I learn to use my small muscles well and I increase my self-help skills.

**When I invent the roles I play...**

I learn to stretch my imagination, to expand my vocabulary, to think creatively, and to experiment with language and conversation.

**When I work with others to build a tower...**

I learn to be considerate of the rights of other children and to adapt my own needs to the needs of others in the group by sometimes taking turns or sharing attention.

**When I play a riddle game...**

I learn to experiment with language and rhyme, to take turns, and to follow simple rules as I play.

**When I sing a song with my friends...**

I learn to appreciate the diverse sounds of music, to move in time to its rhythms, and to build my auditory memory of words and melodies.

**When I notice how many children can play in one particular area...**

I learn to consider an array of possibilities, and to make decisions based on my interests and preferences.