



“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (ESV)  
Ephesians 2:10

**[braddockbaptistchurch.com/braddockpreschool](http://braddockbaptistchurch.com/braddockpreschool)**

\*As of June 2025, this handbook is accurate. Braddock Preschool reserves the right to make necessary changes at any time



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## Welcome!

I would like to personally welcome you to Braddock Preschool! We are so glad to have you here with us, and we cannot wait to get to know you and your family this year. I pray that this ministry would be a blessing and encouragement to you, as well as support you as you raise your children with a Biblical foundation and early start to their education.

It is our desire that each child in our program grow in their independence, experience social development, and discover his/her own unique talents and abilities in a caring, Christian environment. Our goal is to ignite a love for the Lord, passion for learning, and foster a community of friendships through enrollment in our program.

Thank you for your support of Braddock Preschool. Please read this handbook carefully. If you have any questions, please feel free to ask any of our staff. You and your children are precious to us, and we are happy to help in any way that we can!

Blessings,

Lindsey Ramirez

Braddock Preschool Director



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## Public Disclosure Statement

The Code of Virginia Section 63.2-1716 allows child day centers operated by a religious institution the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and are included to meet the requirements of the exemption law.

**Exemption:** In compliance with the Code of Virginia, Braddock Preschool is religiously exempt from licensure and is classified as a Religiously Exempt Child Day Center.

**Qualifications of Personnel:** Staff position descriptions are posted for your review. Requirements are kept on file in the director's office and are available upon request.

**Description of Facilities:** Braddock Preschool operates out of the first floor of Braddock Baptist Church. The school uses 4 classrooms and a teacher workroom. The Fellowship Hall, Sanctuary, and Commercial Kitchen are available on an "as needed" basis. The outdoor play area consists of one fenced in playground / equipment.

**Enrollment Capacity:** The maximum number of children in attendance each day is 30. The local building inspector and zoning permits dictate the figure.

**Health Requirements for Staff:** All employees are certified by a practicing physician to be free from any disability that would prevent them from caring for children. Documentation is on file in the school office.

**Public Liability Insurance:** Braddock Preschool is covered by public liability insurance that provides coverage in the event someone sues for personal or bodily harm suffered during the operation of the school because of negligence. Braddock Baptist Church manages the insurance requirements.

**Licensing:** Braddock Preschool is regulated through the Virginia Department of Education, as a Religiously Exempt program. As such, it is exempt from state licensure and the qualifications of personnel employed. Annually, Braddock Preschool meets the Virginia Department of Education requirements as a Religiously Exempt Child Day Center. Braddock Preschool is inspected by the VA Dept. of Education, Fairfax County Health Dept., and Fairfax County Fire Dept.. Each year, staff members must be certified by a practicing physician to be free from any known disability that could prevent or impact their ability to care for young children. All lead teachers have a college degree or a minimum of 5 years' experience, are certified in Pediatric First Aid and CPR and are required to attend at least 6-8 hours of professional development training each school year.



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## Summer 2025 Calendar

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

First Day of School

Last Day of School

Deadline to register  
to ensure sufficient  
enrollment

Student Holiday



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## 2025-2026 SCHOOL YEAR CALENDAR

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

First Day of School

Last Day of School

Professional Workday /  
Student Holiday

Student Holiday



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## What is Braddock Preschool?

Braddock Preschool is an outreach ministry of Braddock Baptist Church. It is one way Braddock Baptist Church shares God's love with its members and the community and assists families as they raise their children while also providing them with some personal time each week.

**Our Mission:** As a Christian preschool, we strive to glorify God by helping children grow in awareness that God loves them and the knowledge of the Gospel of Jesus Christ. Our goal is to equip children with Biblical truths and a strong foundation to their education, so that they can walk in the unique plan God has for their life.

**Our Curriculum:** We teach children using Christian values and Biblical principles, as well as school curriculum to give them a firm foundation and head start to their education. Our textbook is the Bible and we supplement our teaching with the Abeka curriculum specifically written for your child's age. The Abeka curriculum is a program of learning that provides academic readiness for your child's future school of your choice.

**Our Program:** Our program is available for children **ages 2.5 through 6**. Braddock Preschool implements a variety of activities to ensure the children develop a love for learning and receive a well-rounded education. We implement a variety of learning styles to help the children grow in their ability to think, solve problems, gross and fine motor skills and language communication skills. While also promoting creativity through music, art, and play. At the beginning of each week, students are introduced to a Bible story and it is emphasized at the weekly chapel service. Twice a year students are evaluated on developmentally appropriate skills. The milestone checklist is derived from the CDC.

<https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

**Our Staff:** The teachers and staff members have a love for preschoolers and will help meet each child's individual needs, encourage independence, and develop creativity. All staff are routinely trained and certified in Pediatric and Adult First Aid and CPR. They are required to complete professional development training annually.

**Preschool Committee:** The program is overseen by our Preschool Committee (made up of members of Braddock Baptist Church). Policies are administered by the Braddock Preschool Director with the support of the committee.



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## Our Classes

**Staff to Children Ratio:** Each classroom is staffed with at least one lead teacher. The children to teacher ratios meet or exceed those required by the Virginia Department of Education and Social Services (VDSS). **Classes that are under enrolled may be combined or cancelled.**

Age	Days	Hours
2 ½ - 3 years	Monday - Friday	Half Day and Full Day
4 - 6 years	Monday - Friday	Half Day and Full Day

*Students are placed based on their age as of September 30. Some exceptions may apply.*

**Special Needs:** Should we observe that your child may benefit from specialized attention outside of our capabilities, we will talk with you about a referral to Child Find. This is a program available free of charge to Fairfax County residents.

<https://www.fcps.edu/academics/early-childhood-education/early-childhood-child-find>

**Operating Schedule:** Monday through Friday 9:00 AM to 3:00 PM

Our doors open at 9:00 AM, please DO NOT drop off your child before then unless they are registered for early care.

**Additional Care:**

Early Care: 8:00 AM to 9:00 AM

Extended Care: 3:00 PM to 4:00 PM

**Late Arrival / Pick Up:** We do not allow children to leave early or come late regularly because it disrupts the teacher and other children's day (an occasional exception is allowed). Once the staff has determined that this is reoccurring, the parent will be notified, and appropriate measures will be taken. The doors are always locked during the hours of operation. A doorbell is provided at the preschool entrance door. **If a child arrives after 9:15 AM, they are considered late. If you are not here to pick up your child within 15 minutes, a fee will be assessed for late pick up.**

**Absences:** If your child will be absent, please let the director know via Brightwheel.

**Schedule:** Each class has a daily schedule; this is posted in each room. Each day includes Bible stories, craft time, reading books, playtime, music, and lunch. All students participate in a weekly Chapel Service in the Church Sanctuary on Wednesday mornings. Chapel consists of singing and worship, as well as a Bible lesson.



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## Summer 2025 Tuition

### Monthly Tuition Rates (per child):

**Tuition is due on or before the 1st of the month.** If your child starts after the 1st of the month, tuition is due by their first day of school. Payment may be made by check (to Braddock Preschool), cash (in an envelope with your child's name and description), or online through Brightwheel. **If we are open 10 or less business days in a month, it will be ½ monthly tuition. If we are open for more than 10 business days, it will be the full monthly tuition rate.**

Tuition WILL NOT be refunded for sickness, vacation, holidays, school cancellations, or withdrawal from the program early in a month. **If tuition is not received within 5 days of the due date (1<sup>st</sup> of the month) and no explanation is given, it may be considered a withdrawal.**

\*If you do not want your child to start attending until July, you can pay June's tuition to hold their spot even while they're not attending, or you can wait and if there are still available spots in July, then your child may start. It is first come, first serve.\*

Days per Week	Half Day 9:00 AM -12:30 AM	Full Day 9:00 AM - 3:00 PM	Registration & Materials Fee New Student	Registration & Materials Fee Returning Student
3 Days (T-TH)	\$325	\$600	\$75	\$50
4 Days (M-Th or T-F)	\$385	\$675	\$75	\$50
5 Days (M-F)	\$420	\$750	\$75	\$50

### Additional Care:

Early Care (8:00 AM to 9:00 AM): \$25 per day / per child

Extended Care (3:00 PM to 4:00 PM): \$25 per day / per child



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## August 2025 - June 2026 Tuition

### Monthly Tuition Rates (per child):

**Tuition is due on or before the 1st of the month.** If your child starts after the 1st of the month, tuition is due by their first day of school. Payment may be made by check (to Braddock Preschool), cash (in an envelope with your child's name and description), or online through Brightwheel. **If we are open 10 or less business days in a month, it will be ½ monthly tuition. If we are open for more than 10 business days, it will be the full monthly tuition rate.**

Tuition WILL NOT be refunded for sickness, vacation, holidays, school cancellations, or withdrawal from the program early in a month. **If tuition is not received within 5 days of the due date (1<sup>st</sup> of the month) and no explanation is given, it may be considered a withdrawal.**

**NOTICE: Half Day hours are from 9:00 AM to 12:00 PM in the Fall**

Days per Week	Half Day 9:00 AM -12:00 AM	Full Day 9:00 AM - 3:00 PM	Registration & Materials Fee (non-refundable)	Registration & Materials Fee (Prorated if enroll after August)
3 Days (T-TH or M,W,F)	\$335	\$630	\$200	\$20 / month (September - May)
4 Days (M-Th or T-F)	\$395	\$745	\$200	\$20 / month (September - May)
5 Days (M-F)	\$435	\$810	\$200	\$20 / month (September - May)

### Monthly Tuition + Additional Care:

Early Care (8:00 AM to 9:00 AM): \$25 per day / per child

Extended Care (3:00 PM to 4:00 PM): \$25 per day / per child

If you need to cancel regularly scheduled additional care, refunds may be provided if there is a minimum of 24 hours notice to the director. **Cancellations less than 24 hours will not be refunded.**

**Additional Care (on an “as needed” basis):** Families may add early care or extended care on an “as needed” basis with advance notice to the director, **a minimum of 48 hours. Additional care on an “as needed” basis is a rate of \$30 / day per child.** \*We may decline requests if staff are not available\*

## Enrollment Procedures

### Enrollment Requirements:

1. Proof of Child's Identity (Copy of Birth Certificate, Passport, or Military ID)
2. Completed **Virginia School Entrance Health Form. Children must be fully immunized, unless using an exemption.** Standard exemptions listed on the form will be accepted as long as the required parts/forms are completed as outlined on page 3..
3. Completed information form (must include physician contact and emergency contacts)
4. Pick-up / Drop-off Permission Form
5. Signed Parent Handbook
6. Signed Financial Agreement
7. Signed Code of Behavior
8. Release to Consent to Publish
9. Monthly tuition payment by first date of school
10. Paid non-refundable **Registration and Materials Fee.**

**Changing Enrollment - Summer Program:** As outlined in the financial agreement, changing enrollment is permitted under these circumstances. "I/we understand that we have selected our enrollment for the summer program and that I/we cannot change our enrollment. There are a few exceptions:

- a. If we have available space, you can always increase your child's enrollment.
- b. If there is an extenuating circumstance such as: marriage or divorce, birth or adoption, significant job change, or serious illness or death of an immediate family member, **you may make changes to your child's enrollment within 45 days of the qualifying event.**"

**Changing Enrollment - School Year:** As outlined in the financial agreement, changing enrollment is permitted under these circumstances. "I/we understand that we have selected our enrollment for the designated school year and that I/we cannot change our enrollment. There are a few exceptions:

- a. If we have available space, you can always increase your child's enrollment.
- b. There is open enrollment from January 1 - January 15, where you may make changes to your child's enrollment.
- c. If there is an extenuating circumstance such as: marriage or divorce, birth or adoption, significant job change, or serious illness or death of an immediate family member, **you may make changes to your child's enrollment within 45 days of the qualifying event.**"



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## Fees and Discounts

### **Summer Registration and Materials Fee:**

**\$50 / returning student**

**\$75 / new student**

- Due at the time of Registration
- Holds your child's place for the summer program only (one time, flat fee)
- Pays for liability insurance and supplies
- If you do not want your child to start attending until July, you can pay June's tuition to hold their spot even while they're not attending, or you can wait and if there are still available spots in July, then your child may start. It is first come, first serve.

### **2025-2026 Registration and Materials Fee: \$200**

- Due at the time of Registration
- Holds your child's place for the 2025-2026 school year
- Pays for liability insurance and supplies
- Prorated to \$20 / month (September - May) If you enroll your child after August

### **Late Tuition Payment Fee:**

Any late payments MUST be approved by the director and Preschool Committee. A late fee of \$35.00 per preschool week will be assessed for **ALL** late payments. **A payment is late after the first of the month.**

### **Late Pick-up Fee:**

A fee of \$10.00 per child will be charged if you are later than fifteen minutes to pick up your child. An additional fee of \$15.00 will be charged for each additional 15 minutes late or a portion thereof. Late fees are due within 1 week.

### **Returned Check Fee:**

A fee of \$50.00 will be charged for returned checks. If we receive a second returned check, tuition will be required to be paid in cash or by money order for the remainder of the school year.

**Sibling Discount:** 10% discount given to the sibling with the lowest tuition. Sibling discount is only available for full time students (both children must be enrolled full day, does not apply to half day enrollment)



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## Communication With Parents

Please check your child's space in their classroom each day and take home any papers, crafts, or notes. Please read all notes as they contain very important information.

**Brightwheel:** Braddock Preschool uses a program called "Brightwheel" to communicate updates to the whole preschool, send messages to parents, add photos of the school day, and inform families about upcoming events. The director will add you to the class, then you can access Brightwheel through their app on any smartphone, or via their website, <https://www.mybrightwheel.com>.

**Monthly Newsletter:** The director sends out a monthly newsletter via Brightwheel to summarize the last month and keep families up to date on upcoming events and information.

**Website:** <https://www.braddockbaptistchurch.com/braddockpreschool>

**Email:** preschool@braddock.church

**Phone:** (703) 750 - 2963

Should you ever have questions or concerns, **please first talk with the Director.** If you need further assistance after speaking with the Director, you can reach out to the senior pastor via email at [mitch@braddock.church](mailto:mitch@braddock.church).

## Attire and Potty Training

**Attire:** Your child needs to come dressed in durable play clothes and shoes with rubber soles – **no open-toe sandals/shoes**. We do take the children to play outside, weather permitting. Please send your child in suitable clothing based on current weather conditions.

*For your child's safety and comfort, apply sunscreen and insect repellent as needed before school.*

**Extra Set of Clothing:** Please send a complete set of clothes (including underwear and socks) with **everything labeled**. If your child has an accident and does not have extra clothes, you will be called to bring a change of clothes and clean him/her up. **Clothes should be size and seasonally appropriate, so please exchange clothing as your child grows and seasons change.**

**Potty Training:** Children are expected to be potty trained by 3½. If your child is not potty trained, **you are expected to provide diapers and wipes**. Please print your child's name on everything.

**Label Everything:** Make sure that every item your child brings to school is labeled with his/her name. All lunch boxes, water bottles, jackets, clothing, folders, sleep mats (if applicable).



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## Special Events

**Birthdays:** Birthdays are special and fun to celebrate! If you would like to bring in a special snack for your child's class, please arrange this with your child's teacher in advance. We also ask that **unless you are inviting every child in the class to your child's out-of-school party please do not pass out invitations here at school.**

**Special Days:** Your child's teacher will let you know if there is a special day planned. **We do not allow children to bring toys from home**, unless it is for a special day (i.e show and tell).

**Celebrating the Holidays:** Braddock Preschool may add special events throughout the year to celebrate holidays. The Abeka curriculum includes some holidays to help children understand the Biblical reason for celebrating them. For example, when learning about Christmas and Easter we will focus on the birth and the resurrection of Jesus.

## Discipline Policy

We realize that children will “clash” over toys, push while standing in line, or respond if another child grabs something from them. This is normal in the day of preschoolers. The teacher uses these events to teach respect and sharing. But, if a child:

- acts aggressively repeatedly
- hits/bites/kicks without being provoked
- does not respond to timeouts or warnings

Then we must protect the other children in the class and allow the teacher to teach with minimal distraction.

### **Our policy is as follows:**

#### **Within a single school day:**

- Upon the first act of aggressive behavior (defined as unprovoked hitting [including hitting with objects], biting, scratching, or kicking), the child is placed in time out based on their age, if they are 3 years old, time out is 3 minutes.
- If when the child is returned to the group, he or she performs another aggressive act, then the child is removed from the classroom for a period of time.
- If when the child is again returned to the group, he or she again acts aggressively, then the parent is called to take the child home.

#### **Within a school year:**

- The next day that the child again acts aggressively, the parent is called, upon the first offense, to take the child home.
- The third day that the child again acts aggressively, the parent is called to take the child home and the child is withdrawn from the program

*If the safety and progress of any of the children or staff in the program cannot be maintained due to an individual student after all reasonable efforts have been made, the student will be withdrawn from the program.*



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## Arrival and Dismissal

**Early Dismissal:** If you plan on picking up your child early, please notify the school in advance, this allows us to get your child ready for early dismissal. Early dismissal is not permitted to reoccur on a regular basis as it disrupts the teachers and other students from their regular schedule, occasional exceptions for early dismissal are allowed.

**Authorization To Release Your Child:** We require **written authorization** to release your child to anyone other than those listed on their approved pick-up form. An emergency pick up / drop off form is provided in the online registration. We also will accept handwritten notes that are signed and given to us by the parent after the registration form has been turned in. Students are released only to parents, and other adults listed on the approved pick up and emergency contact forms. **A valid photo ID will be required of anyone that the staff members do not know or recognize.**

## Health Policies

We are inspected by the Fairfax County Health Department and Fire Marshall.

**Administering Medicine:** We are not allowed to administer medicines of any kind. This includes Tylenol, cough syrup, cough drops, inhalers, epipens, and prescription drugs. **We do not apply diaper cream, lotion, sunscreen, or insect repellent.** If your child must have medicine during their enrolled time, you may come in and administer it.

*At least one staff member on site has been certified in First Aid skills as required by the state.*

**Immunizations:** Each child must have a signed *School Entrance Physical and Immunization Record* on file BEFORE he/she can attend, or appropriate documentation for exemptions outlined on page 3 of the School Entrance Health Form. This is a requirement of the State of Virginia and the Fairfax County Health Department. This health certificate must be in the Office at least a week before school starts in August, or on the first day of school.

**Your child's teacher will inform you of any accidents that occur during the day. A call will be made home for accidents or injuries that require more than a band-aid.**

**Preventive Measures:** There is an inherent risk of exposure to illnesses in preschools, public spaces and wherever people gather. We take enhanced health and safety measures in our daily operating procedures.

- Virginia Law requires that each child receive a daily health screening.
- Staff will check all the children for signs of infection or illness when a parent reports a communicable disease.
- A student with signs of any condition that might adversely affect the child's ability or the other students to participate in the activities planned will not be accepted into the classroom.
- Staff members and children wash their hands frequently; upon entering the building, the classroom, before and after eating, after using the bathroom etc. to reduce the spread of illness and infections.
- When there is a concern about a communicable disease, parents will receive a health alert notifying them of which illness is present at the school and what symptoms to watch for at home.
- **Under the guidance of the Fairfax County Health Department and Virginia Department of Education,** additional measures including wearing personal protection equipment, masks, and temperature screenings may be employed.

## Health Policies Continued

Our priority is the health of all children and staff at Braddock Preschool, as well as what is best for your child. *The director and teachers reserve the right to question the health of any child.*

### **Virginia Health Department Exclusions from Child Care**

**Keep your child at home if they have any of the following symptoms:**

- Fever of 100.4 degrees or higher within the past 24 hours
- Vomiting within the past 24 hours
- Diarrhea or frequent, runny, watery stools within the past 24 hours
- Positive Covid test (at least 5 days from test)
- Uncontrolled coughing, wheezing, continuous crying, difficulty breathing or a barking or high-pitched whooping sound
- Eye discharge or Pink Eye (conjunctivitis)—thick mucus or draining pus, until drainage has stopped
- Runny nose or congestion that would make it difficult to participate in the class activities
- Unusual behavior or exhaustion that would make it difficult to participate in the class activities
- Blood in stool not explained by dietary change or medication, or hard stool
- Body rash with fever
- Sore throat with fever or swollen glands, or mouth sores with drooling
- Head lice or scabies - untreated
- Persistent abdominal pain for more than 2 hours or intermittent pain with other symptoms
- Tuberculosis, until cleared by health official
- Impetigo, until 24 hours after treatment
- Chickenpox, until sores are dried and crusted
- Mumps, until 10 days after onset of gland swelling
- Measles, until 5 days after onset of rash
- Rubella, until 5 days after onset of rash
- Ringworm

**If your child becomes sick during the day, he/she will be isolated and you will receive a call to pick up your child.**

**By enrolling your child into our program, you acknowledge that you understand and will abide by the above health & safety requirements.**

***Please contact the director in the event your child will not be in school and reason for absence.***

## Safety

*The safety of our students is a top priority for Braddock Preschool. The staff does everything possible to keep the students safe and protected.*

### **Here are some systems in place to keep your child safe:**

- All staff members are required to have regular criminal background checks, annual physicals, and routine TB tests to ensure that they are healthy and suitable for work with young children.
- Braddock Preschool has an Emergency Preparedness Plan in place.
- Fire drills and emergency drills are conducted regularly to ensure students and teachers are prepared.
- Accidents or unusual events are documented with an Incident Report that is signed by the Director and parents. Incident Reports are routinely reviewed by staff and the Director to identify potential safety hazards.
- First-Aid bags travel with the class throughout the building and grounds.
- Equipment, toys, and games used by the students are routinely cleaned and maintained to ensure that children are not exposed to unnecessary risks.
- Playground equipment and areas are inspected daily.
- Outside entrances to the building are locked during the school day.
- Students are dismissed only to parents or other adults authorized as Emergency Contacts.

### **Car Seat Safety** - Virginia's Child Passenger Law requires that:

1. All children under the age of 8 years must be in a proper child safety seat or booster seat in the back seat of the car.
2. Children ages 8 – 12 must be in the back seat and use a properly fitting seat belt.
3. Children CANNOT ride unrestrained in the rear cargo area of a vehicle.

**All** students enrolled at Braddock Preschool **MUST** be transported to and from school in a car seat. **Braddock Preschool is required by law to report anyone who does not do this.**

**DO NOT leave children unattended in the car or on school property.**

**Section 63.2-1509A of the Code of Virginia REQUIRES all teachers or other persons employed in a public or private school, kindergarten, or nursery school, when acting in their professional roles, to immediately report suspicions of child abuse or neglect (including proper car seat safety and use) that may have occurred both within and outside of the school setting. School employees reporting in good faith are immune from civil and criminal liability pursuant to Section 63.2-1512 of the Code.**

**Child Welfare:** The Braddock Preschool staff work to ensure the safety and welfare of your children; this includes reporting *any* suspicion of child abuse or neglect. All staff members must pass Child Abuse, Neglect and Prevention training.



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## Confidentiality and Privacy

**Confidentiality:** Braddock Preschool is committed to protecting the rights and privacy of all children, families, and teachers in our program. No records or information about families or teachers will be released without written consent *unless* withholding the information endangers a child.

Staff members will discuss information about students only with the family or with other staff members as needed. Names, addresses, and personal information are not commercially sold or distributed in the community.

*If you would like to set up a play-date or connect with another family, please ask them directly for personal or contact information such as their phone number, email, or address.*

**Photographs & Videos:** During the year, photographs and videos of the children will be taken for educational and informational purposes (class projects, bulletin boards, family events, and newsletter).

It is important that all of us protect our children's privacy. Do not take pictures of other children while you are at the school without permission. **Any pictures or videos you take during school events that include other Braddock Preschool children may not be posted to social media sites.**



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## Snack and Lunch Policies

Our program enforces a healthy lunch policy for children and staff. Please send in a health, age-appropriate snack (and lunch if applicable) and drink daily for your child. **We are not licensed to heat or refrigerate food for your children, so please pack lunches accordingly.** Parents are encouraged to send a refillable water bottle for their children to use throughout the day.

We encourage kids to eat their healthy food choices before sugary snacks. We do not restrict children from eating lunch due to behavior.

It is the family's responsibility to provide snacks and lunch. Dessert is allowed, but no extra candy or excessive sweets, please. We ask that you **label** your child's lunch box or paper bag with their name.

We eat lunch in the Church Fellowship Hall. This is a special time of fellowship for the preschool students and staff. It also serves to prepare the children for eating lunch in a cafeteria when they graduate from our program and enter public or private schools.

**Notice: During the summer program, all children will eat lunch at school. Starting fall 2025, if your child is enrolled in half day they will NOT be eating lunch at school, only a snack.**

**Allergies:** Please let us know if your child has any allergies, and provide a doctor's note. A list of allergies is posted in each room. **Our staff is not currently trained to administer medication to children, so if your child has a severe allergy with an epipen or requires an inhaler, please let us know so we can receive proper training in Medication Administration (MAT) in case of an emergency.** We are not currently nut-free, but if a nut allergy arises, we will notify parents to adjust their kid's lunches/snacks.



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## Weather Policy and School Closings

**Weather Policy / School Closings:** If Fairfax County Schools are closed, then we will be closed. If Fairfax County Schools open on a 2 hour delay, we will also open 2 hours late. You **will not** receive a phone call, so please listen to the local radio station for updates. Updates may be posted on Brightwheel, or sent out via email.

***If we open on a delay, dismissal time will remain the same.***

If we anticipate that school may close early, we will reach out to families via phone call. Please come and get your child as quickly as possible when you are notified of early dismissal.

**Holidays:** We observe most of the same holidays and teacher work days as Fairfax County Schools. Please see the school calendar for more information.



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## Withdrawal Policy

**Elective Withdrawal Procedure:** Should you choose to withdraw your child from the program, you are required to give us at least **1 month (30 days) written notice**. Tuition will not be refunded. If you decide to re-enroll your child, you will need to pay the registration fee (prorated) again.

**Required Withdrawal Procedure:** If the staff and/or teachers determine that your child is not ready for the program or the program is not meeting the needs of your child, we reserve the right to withdraw your child from the program.

**Disciplinary Forced Withdrawal:** If a child acts aggressively for a third time within a year, the child is withdrawn from the program. For additional information, see the discipline policy.



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## Braddock Baptist Church Schedule

Braddock Baptist Church invites you and your family to attend any of our services.

### **Sunday Mornings:**

9:45 AM - Bible Study (age 12 through adult)

11:00 AM - Church Service

### **Wednesday Evening:**

7:00 PM Prayer Service

Braddock Kids Ministry is available the first 3 Sundays of the month. This is for children who are walking through Kindergarten during our 11 o'Clock Service.

We hope to see you there!



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## Policies and Payment Agreement

**Privacy:** I am aware that during the school year, photographs/videos of Braddock Preschool students are taken and used for art projects, center décor, educational and information purposes. All photos are for use by Braddock Preschool only and will not be released to any third party. I agree to respect the privacy of other families and refrain from posting pictures or videos of any Braddock Preschool students, taken during Braddock Preschool hours and events, to any social media outlets.

**Withdrawal Policy:** A 30-day written notice is required for withdrawing a student once the school year has begun.

**Fees and Tuition:** Tuition payments are due on or before the first of the month. Payment may be made by check, cash, or online through Brightwheel. Payments received after the 1st will result in a \$35 late fee. All returned checks or accounts with insufficient funds are subject to a \$50 fee.

**Late Pick-up Policy:** If you or your designated care provider are 15 minutes late, a fee of \$10 will be assessed. An additional charge of \$15 will be added for each additional 15 minutes late or a portion thereof. Please be mindful of the staff's time and their family's needs. These fees are due within one week.



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## Policies and Payment Agreement Continued

**Health and Wellness:** I agree to inform Braddock Preschool within 24 hours if my child or any member of my household has developed a reportable communicable disease such as strep throat, chicken pox, head lice, pink eye, COVID 19. A complete list is in the Parent Handbook. Braddock Preschool will notify the parent/guardian or designated person whenever the child becomes ill and or needs to be picked up early from school. I, or designated person, agrees to pick the child up as soon as possible after notification.

**Emergency Medical Treatment:** I authorize the Braddock Preschool Staff to provide or arrange for the provision of first aid or emergency treatment to my child in the event of any accident, injury or illness and give permission for additional medical attention should the need arise. It is understood that this authorization is given in advance of any specific diagnosis or treatment and is given to provide authority and power to render care. Efforts shall be made to contact the undersigned prior to rendering treatment, but treatment will not be withheld if the undersigned cannot be reached. In consideration of my child's participation at Braddock Preschool, I release, to the fullest extent allowable by law, Braddock Preschool, its employees, and volunteers from liability for any accident or injury to my child so long as such injury is not the result of the gross negligence or willful actions/omissions of releases.

**General Policies:** Classes that are under enrolled may be combined or cancelled. I will notify the director about changes to any of our paperwork or registration at Braddock Preschool.

*I agree to follow all policies outlined in the Braddock Preschool Parent Handbook. I understand all the policies, especially those regarding illnesses, tuition, and withdrawal.*

**A signed copy of this is kept on file**



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## Signature Page

I have read, understand, and agree to the information contained in the Parent Handbook for Braddock Preschool Program.

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Parent Signature

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Date