

**FPP Parent Handbook 2007-2008**

Addendum 001

Effective October 30, 2007

On page 8 of the Fairfax Presbyterian Preschool Parent Handbook 2007-2008, delete the “Tuition Adjustments” table in its entirety and replace it with the following (changes in **bold**):

**Tuition Adjustments**

<b>Fees – Paid to FPP</b>	
Nursery Care	\$10.00 per child <b>paid in cash or by check on the day of nursery use.</b> This fee is paid when your child is in the nursery while you work in the classroom. <b>This fee is also imposed if you have a nursery space reserved for your child and fail to give two days cancellation notice; the failure-to-cancel fee is imposed after your first warning. In case of sudden illness, call the Preschool by 8:55 am.</b>
Nursery Worker Late Fee	<b>\$7.50. This is paid when you are the scheduled Nursery Worker and you arrive in the nursery after 8:55 a.m. This fee is imposed after your first warning. There is a 10 minute grace period.</b>
Late Pick Up	\$10.00 for the first 15 minutes or part thereof. \$1.00 for every minute thereafter. This is paid when you have not arrived by 12:15 p.m. to pick up your child at the end of the day. <b>This fee is imposed after your first warning. Contact the Preschool if your delay is due to an emergency.</b>
Paid Parent Helper	\$20.00. This is paid when you are unable to switch with another parent in your child’s classroom, and you are giving up your parent participation day.
Parent Helper <b>and</b> Nursery Worker No Show Fee	\$30.00 (paid <i>in addition</i> to Paid Parent Helper <b>or</b> Nursery Worker fee). This is paid when you have <u>not</u> made any arrangements for another parent to switch helper days or for another parent to act as the <b>paid parent helper or nursery worker</b> on your participation day.
Parent Helper Late Arrival Fee	<b>\$15.00. This is paid when you are the scheduled Parent Helper and you arrive in the classroom after 9:00 a.m. This fee is imposed after your first warning. There is a 10 minute grace period.</b>
Late Tuition Payment	\$20.00. This is paid when you are paying your tuition after the 15 <sup>th</sup> of the month. <b>Tuition is due at minimum one month in advance. For example, tuition for October is due on September 1<sup>st</sup> and must be received no later than September 15<sup>th</sup>.</b>

### Credits – Paid to You

Nursery Worker / <b>Paid Nursery Worker</b>	\$15.00. This is received when you are the parent working in the nursery. This is normally handled as a tuition credit.
Substitute Teacher	\$30.00. This is received when you are the lead teacher for a preschool classroom. This is normally handled as a tuition credit.
Paid Parent Helper	\$20.00. This is received when you volunteer to act as the <b>paid</b> parent helper in one of the preschool classrooms. This is normally handled as a tuition credit.

## FPP Parent Handbook 2007-2008

### Addendum 002

Effective October 30, 2007

On pages 9 and 10 of the Fairfax Presbyterian Preschool Parent Handbook 2007-2008, delete the "Curb Service" section in its entirety and replace it with the following (changes in **bold**):

### **Curb Service**

Curb service is a privilege provided for parents in the morning and at dismissal. In order to participate in curb service, parents/caregivers must request a carpool number from the Director or Administrative Assistant. Carpool numbers are initially offered during Parent Orientation/Parent Participation Training, but parents can request this number at any time within the school year. Use of curb service is always optional.

To provide the safest environment for the children during curb service, the following rules apply to curb service use.

#### *Arrival Procedures*

- Curb service begins at 9:10 am and ends at 9:20 am.
- **In the Preschool driveway circle, between 8:30 am and 1:30 pm, drivers must remain inside their vehicles at all times while waiting in the line. If your child needs help unbuckling the seat belt, a staff member will do so. If you know your child will need assistance unbuckling, place your child's car seat so that it is reasonably accessible by a staff member (not in a third row seat).**
- **Once in the Preschool driveway circle, drivers must remain in line throughout the process. Do not pass cars in the driveway circle for any reason between 8:30 am and 1:30 pm.**
- **Children must remain inside their vehicle until a staff member opens the door of the vehicle to escort them into the Preschool building. Under no circumstances may you drop off your child(ren) in the care of any adult other than a staff member or allow your child(ren) to exit your vehicle unattended by a staff member.**
- Children **must** unload from the curbside only.

#### *Dismissal Procedures*

- Dismissal begins at 12:00 pm (noon) and ends at 12:15 pm.
- Drivers are to remain in their vehicles at all times **while waiting for their child to be brought to their vehicle and until the entry way has been cleared by at least two vehicle lengths.**
- Drivers must remain in line throughout the process. Do not pass cars in the **driveway circle for any reason between the hours of 8:30 am and 1:30 pm.**
- Carpool number must be visible at all times until the child(ren) is in your vehicle.
- Children are loaded from the curbside only.

### *Safety Rules*

- **Speed limit in the parking lot is 10 miles per hour.**
- **Speed limit in the curb service driveway circle is 5 miles per hour.**
- **At no time is a vehicle to be parked and left unattended in the driveway circle.**
- **Do not leave a child unattended in a parked vehicle at any time.**
- **Under no circumstances is a child to be dropped off outside the building if there is no staff member present to meet the child at your vehicle. If this does occur, the Preschool reserves the right to immediately expel your child(ren) from the Preschool without further notice and no tuition reimbursement will be made.**
- **The windsock indicates that curb service is underway. If the windsock is not visible, pull into the parking lot and escort your child(ren) to their class or come into the building to pick up your child.**

The Director and/or Administrative Assistant will give warnings to drivers who violate the curb service rules. Three warnings **noted in your family's file will** result in the **suspension** of your curb service privileges **for the remainder of the school year. If you use curb service during your suspension, the Preschool reserves the right to immediately expel your child(ren) from the Preschool without further cause or notice and no tuition reimbursement will be made.**

**It is your responsibility to ensure that** all persons who pick up or drop off your child(ren) are aware of these rules. Curb service begins after the first few weeks of school. **Please remember that there is no curb service at "Lunch Bunch" dismissal.** Again, this is a privilege, and you jeopardize your right to use it if you violate the established rules.