

**Volume**

**6**

DETSKIY SAD “SOLNISHKO”

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School Policies

# Administrative Policy Guide

DETSKIY SAD SOLNISHKO

# **Administrative Guide**

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## Preface

This daycare kindergarten is for children from ages 2 to 5 years old and the primary language spoken is Russian. We hope to provide your child with an interesting and educational experience with the Russian language, as well as nourishing your children with authentic homemade Russian meals. We hope that you and your children benefit from the reinforcement of the Russian language, as well as the cultural traditions that are taught in our Russian kindergarten. We have developed an exclusive program and are proud of our school.

## School hours

The normal hours of operation are from 8:00 AM until 6:00 PM on Monday through Friday. We appreciate that you promptly meet your children by 6:00 PM, but we know there may occasionally be unforeseen reasons that delay you, so a 15 minute grace period will be given as long as it is not abused. If it is abused, late charges may apply.

Late policy:

- Pickup between 6:15 PM and 6:30 PM ~ a \$10.00 late fee will be assessed.
- Pickup between 6:30 PM and 7:00 PM ~ an additional \$15.00 late fee will be assessed.
- Pickup between 7:00 PM and 8:00 PM ~ an additional \$25.00 late fee will be assessed.

## School Supplies

An annual \$100.00 supply fee will be assessed each calendar year per child in order to cover some costs of the materials. Upon enrollment the initial \$100.00 supply fee will be charged and then again each year after.

## Guidance Policy

- Adults will model for children positive methods of guidance, which demonstrate problem-solving skills and self-control.
- Physical abuse (spanking, swatting, hitting, grabbing, shaking, squeezing, biting, pinching a child) will never be used by any adults at this facility.
- Mental and verbal abuse (shaming, humiliating, and frightening a child) will never be used by any adult at this facility.

- A child may be removed from an activity for a short period of time to give them the chance to calm down away from the group (but not isolated or unsupervised).
- Children may occasionally firmly—but gently—held by an adult to prevent them from harming themselves, or others, or property.
- Child guidance methods and/or consequences will never be related to eating, sleeping, or toileting.
- A child’s behavior will be discussed confidentially with his/her parents so consistent guidance methods will be used at home, and at this facility.
- Parents may be asked to remove a child from this facility if behavior problems occur which cannot be handled in the best interest of the child.
- This facility will focus on preventing behavior problems by providing an organized physical environment and a variety of age appropriate adult-directed and child-initiated activities. Whenever possible, children will be given the opportunity to make real choices about what they will do and where they will play.
- To provide for smooth transitions from one activity to another, children will be given ample notice when an activity time period is nearly over so they may complete their play or prepare for the change.

## Sick Day’s Policy

When your child is too ill to come to Detskiy Sad Solnishko for the day, please try to contact us before 9:00 AM in order for us to adjust our schedule. Please notify us of the nature of the illness and the anticipated length of time your child will be absent if known. Your child will not be allowed to return to until his/her body temperature has been less than 100 degrees Fahrenheit for a 24-hour period without medication.

**Due to the fact that we hold a place for your child, payment is expected in full for days missed.**

## Inclement Weather Policy

We will be open during most bad weather days unless extreme and dangerous weather conditions exist. You can call to check for school closures. If you cannot make it to daycare please call as soon as possible and notify us of your absence. Full tuition is expected on closed days.

## Vacation Policy

When your family plans to vacation, please provide us with at least 1 week’s written notice. You will not be expected to pay for tuition during your vacation not to exceed 6 weeks per year. If you do not provide at least 1 week’s written notice before your vacation you will be expected to pay for tuition. Vacations taken in excess of 6 weeks during a 1 year period will require that full payment will be expected during your absence. A week is defined as from 1 to 5 days depending on how many days per week your child regularly attends school.

## Emergency Illness or Injury

If your child becomes too ill to remain, you will be contacted immediately. If you cannot be reached, we will contact the person designated on the emergency card on file.

### EMERGENCY INJURY:

All caregivers have certified training in CPR and First Aid. Emergency medical care will be secured, if deemed necessary. Parents are required to sign emergency care forms that will be kept on file. Parents will be notified immediately if any injury or serious accident occurs. If you cannot be reached, we will contact the person designated on the emergency card on file.

## Cancellation Notification

You are expected to provide at least one weeks written notice that you are withdrawing from daycare. If you do not give at least one weeks written notice you will be liable for 5 days (one week) tuition even if you only attend part time. Verbal notice is not sufficient.

## W-10 IRS Tax Information

You will be issued IRS form W-10 for tax identification purposes if requested.

## Special Requirements

You are expected to properly dress your child for seasonal outdoor play. Hopefully it will never occur, but we are not responsible for missing or lost articles of clothing. You are expected to have at least 2 sets of full changes of clothes so that we may change their clothes during accidents and messy incidents.

### DIAPERING AND TOILET TRAINING:

You are expected to supply all diapers and wipes. Diapers should be disposable and the correct size for your child. The caregiver changes your child's diaper when they are soiled or wet. You are in charge for insuring that your child has enough diapers and wipes at the school.

Toilet training is planned cooperatively between you and the child's primary caregiver. This ensures the toilet training routine established is consistent between us and the child's home.

## Health

### MEDICATIONS:

- Before any medication may be administered to your child, you must first complete a 'medical release form.'
- All medication must be stored in original containers. Prescription medication must be marked with the pharmacy label. The label must contain all of the following information:
  - Date
  - Child's name
  - The type of medication
  - Expiration date
  - Administration instructions and dosage
  - Name and telephone number of prescribing physician
- Written parental permission and instructions are required allowing us to administer dietary supplements and any non-prescription medication such as ointments, teething gels, powders, sun block, etc.
- All medications will be given by the child's primary caregiver ONLY.
- If your child is taking a new medication, we ask that you administer the medication to your child at least 24 hours prior to attending school in order to provide ample time for you to observe your child's reaction to the medication.

### COMMUNICABLE DISEASES:

There is a chance that your child may become in contact with communicable diseases since your child will be in contact with a few children throughout the day. If your child is ill with any contagious disease, please call us AS SOON AS POSSIBLE. A signed physician's note will be required stating your child is no longer contagious before he/she can return to school. The list of possible diseases could include: Chicken Pox, Encephalitis, Hepatitis, Impetigo, Influenza, Lice, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Ringworm, Rubella, Scabies, Scarlet Fever, Strep Throat, Whooping Cough or others.

### ALLERGIES:

You are responsible to note any allergies your child may have, in writing, on an emergency card, or enrollment forms. This includes allergies to medication, foods and/or environment. We are better able to determine the difference between a sick child and one suffering from allergies, if properly informed of the child's individual health status.

## HEALTH SURVEILLANCE MEASURES:

An unhealthy child is not comfortable in an active environment. We are responsible for reporting to the parent any observed changes in their child's health or any accidents that their child may have been involved in. We will observe and make you aware of any unusual signs in your child's behavior or any of the following symptoms: pale or flush skin color, unusual number of bowel movements, headaches, stomach aches, earaches, rashes, hives, bumps, running nose, elevated temperature, wheezing, coughs, vomiting, gagging, lack of energy during play, or any sign of distress (i.e. excessive crying). Not all cases will lead to dismissal for the day, but will be monitored and recorded for future reference.

The caregiver will place a child who is too ill to remain in the group in a separate area where he/she may be comfortably cared for and supervised until taken home or suitably cared for elsewhere. Items including coats, bedding, utensils and toys used by any ill child removed from the room. Toilets and lavatories used by the ill child will not be used by any other person until those facilities have been thoroughly cleaned. The caregiver will contact you when these measures are necessary.

## School Closures

The school will loosely follow the Loudoun County Public Schools Calendar except workdays. In addition the school will be closed approximately 8-10 weeks for summer break following the Loudoun County School System. During Spring Break, Summer Break, Fall Break, and Winter Break tuition is not expected. If you attend daycare on any of the following Holidays payment is expected although the daycare will be closed. The exact dates are in accordance with the Federal Government Official Holidays Calendar :

**Martin Luther King Holiday (January)**

**Presidents Day (February)**

**Memorial Day (May)**

**Labor Day (September)**

**Columbus Day (October)**

**Veterans Day (November)**

Note: For the following Holidays payment is NOT expected, as they are part of a break period.

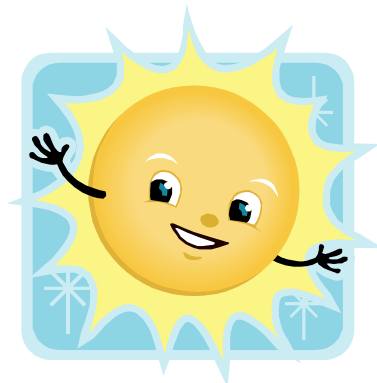
*Spring Break* (Following Loudoun County Schools Spring Break)

*Independence Day* (Summer Break)

*Thanksgiving Day* (Fall Break- WED/THU/FRI of the week of Thanksgiving)

*Christmas Day and New Years Day* (Winter Break and dates vary year to year; typically the same as the Loudoun County School System)





We thank so much for allowing us to take care of your children. We understand and respect the fact that your children will spend a lot of time with us. We sincerely hope that it will be rewarding for both the children and yourselves.

This is not meant to be an all inclusive policy letter. With proper notice, we reserve the right to add, amend, or retract from this policy. All previous editions are cancelled.