

Lord of Life Preschools

Fairfax



2018-2019 Parent Handbook

5114 Twinbrook Road, Fairfax, VA 22032

Preschool Office: 703 323-5581

Fax: 703 323-9352

www.lordoflifepreschool.org

Email: mclemons@lordoflifeva.org

Office Hours: Monday-Friday 9am-1pm

Martha Clemons, Preschool Director

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About Lord of Life Preschool

Lord of Life Preschool, a direct ministry of Lord of Life Lutheran Church, was organized in 1973 to serve the community by providing both a spiritual and an educational program for young children. The Church provides spiritual, financial, and physical support of the preschool.

Our Mission

We strive to provide a safe, loving, and nurturing environment in a Christian atmosphere for preschool children from both the church and surrounding community. We believe that play, in all its forms, is the foundation for development of a healthy, creative, and inquisitive person.

Our Curriculum

Our teachers plan activities that focus on the following areas:

- **Social**-assist the child in playing and working with others through a positive atmosphere
- **Cognitive**-To encourage exploration and experiences and enhance their skills by asking them questions
- **Creativity**-stimulate the child's creative thinking about the world around them
- **Physical**-promote healthy physical activity through structured and unstructured play
- **Language**-assist the child in developing age appropriate language, listening, and communication skills
- **Spiritual**- provide the child with a Christian atmosphere where they can discover God's presence, love and care in the world
- **Self-Confidence**-build the child's self-esteem by encouraging positive feelings about self and the world around them
- **Independence**-help the child in developing confidence in their decision making skills and ability to care for themselves and the world around them
- **Problem Solving**-assist the child in confronting problems and working toward beneficial solutions through the development of self-control and interpersonal skills

Our Program

Each child is encouraged to learn at his or her own pace through a program of daily activities that include:

Learning Centers	Movement	Science/Social Studies
Art	Literacy	Music
Math	Playground	Themed discovery

We also have special activities that enrich our program. These include:

In-house Experiences: Community Helpers, Reptiles Alive, and other special programs
Chapel School Garden Tiny Tots Concert fieldtrip
Lunch Bunch Enrichment Classes: Everyday Explorers and Zoofari
6-8 week Enrichment classes: Preschool Book Club, Cooking with Kids, Fitness Fun, Excite Soccer

Our Staff

Each staff member has early childhood professional training. Professional development is continued as the teachers attend workshops and courses in early childhood education. Teachers are CPR and First Aid certified. A staff member who has completed a Medication Administration Training course is always present. Staff members are required to undergo a criminal records check every three years.

Each classroom is staffed with a lead and assistant teacher. The children to teacher ratios exceed those required by the Virginia Department of Social Services (VDSS).

Our Classes

Age	Class	Days	Times
2 ½ to 3 years	Mastal/Reed	Wed/Fri	9:00am-12:00
2 ½ to 3 years	Kelsey/Jones	Tue/Thur	9:00am-12:00
3 year olds	Trupo/Reed	Tue/Thur	9:00am-12:00
3 year olds	Kelsey/Chowdhury	Mon/Wed/Fri	9:00am-12:00
3 ½ year olds	Malstal/Myers	Mon/Tue/Thur	9:00am-12:00
4 year olds	Lofton/Gramsche	Mon/Wed/Fri	9:00am-12:00
4 year olds	Trupo/Lewis	Mon/Wed/Fri	9:00am-1:00pm
4 year olds	Lewis/Woodward	Tue/Thur	9:00am-12:00
3 ½ year olds	Mastal/Myers	Mon/Tue/Thur	9:00am-12:00
4 ½ year olds	Mann/Miller	Mon – Fri 5 day	9:00am-12:00

Special Offerings: Children must be **toilet trained** to attend these classes

3 -5 year olds	Lunch Bunch	Mon/Tue/Wed/Th	12:00-2:00pm
4 year olds	Zoofari	Wednesdays	12:30-2:30pm
4 year olds	Everyday Explorers	Mondays	12:30-2:30pm

Fieldtrips-NEW!!

Each class may participate in field trips for which advance notice will be given to families. (office). Students without parent permission slip or who arrive after the class has left will not attend the field trip, but remain at the school under staff supervision. **No Siblings Are Allowed** during school sponsored activities. All children must report to school so that all children can be accounted for prior to leaving on the field trip. Due to licensing requirements, the children will be riding on a bus so that every child is with a staff member at all times. Every effort will be made to accommodate several parents from each class to chaperone. Parents may be asked to drive to the field trip on their own.

School Procedures

Arrivals and Departures

The school day begins at 9:00am. Please be prompt when dropping off and picking up your children. The preschool entrance is locked at 9:10am and reopened 10 minutes before dismissal. At dismissal, all children are picked up from their classroom by an adult.

Dismissal

Students are released only to parents, family members, caregivers or other adults listed on the Emergency Contact form. Anyone else picking up your child must be authorized in writing. A valid photo ID will be required of any party that the staff members do not know or recognize.

Kiss and Ride

We strongly encourage you to use Kiss and Ride to help with transitions and foster independence. After entering the church parking lot, turn to your right and continue around the building and form a single line. Kiss and Ride will start on **Tuesday, September 4** and lasts from 9:00 – 9:10am. As the staff member approaches your car, put the engine in park, turn off your engine and do not start the car until your child and the staff member have returned safely to the sidewalk. Staff members will not approach your car until the engine is off and the car is in park. Please park in front of the school when walking your child into the school.

Late Arrivals and Absences

If you bring your child to school after 9:10 you must enter through the front doors of the preschool. You may need to ring the doorbell to alert us to your arrival. **Please call the preschool office at 703 323-5581 to report an absence** or illness that might be contagious.

Late Pick-up

Your child must be picked up promptly at his/her classroom door at the end of the session. **If you are late in picking up your child, there will be a \$20 fee assessed for every 15 minutes that you are late.** Please call the preschool office at 703 323-5581 if there is an emergency that will prevent you from picking up your child on time.

Holidays, Emergency & Weather-Related Closing

Lord of Life Preschool follows the Fairfax County Public School (FCPS) calendar. If there is a two hour delay, 9-12 classes will meet 10-12 and 9-1 classes will meet 10-1. Lunch Bunch will meet on time. If Fairfax County Schools close early, morning classes will meet as scheduled but there will be no Lunch Bunch and no Zoofari or Everyday Explorers. Fairfax County school closings are announced on the radio, television, and www.fcps.edu. The school calendar can be found on the school's website at www.lordoflifepreschool.org or **the back of this book**.

Forms, Tuition, and Fees

Enrollment Requirements

1. Completed 2018-19 Registration form
2. Paid \$100 non-refundable Registration fee
3. Proof of Child's Identification(Passport or Birth Certificate)
4. Completed Virginia School Entrance Health Form
5. Completed Data Form
6. Emergency Form (must include physician contact and at least 2 emergency contacts)
7. Paid tuition deposit by June 1, 2018, or immediately upon registration. The deposit will be applied to your May 2019 tuition. May 2019 tuition is refundable until July 13, 2018.
8. Completed Agreement form

Monthly Tuition and Fees

Tuition is calculated based on the number of school weeks from September through May. This total cost is then divided into nine equal payments. September's tuition is due by September 1, 2018. Tuition for October through April is due on the first day of each month. Tuition payments received after the 10th of the month will result in a \$25 late fee. All returned checks are subject to a fee of \$30.

Tuition Rates per Month:

Two day Class 9-12	\$220	Three day Class 9-1	\$335
Three day Class 9-12	\$290	Three day Class 9-12 & Two day Class 9-12	\$470
5 Day Class	\$420	Three day Class 9-1 & Two day Class 9-12	\$515

Payment Options:

1. Check made payable to **Lord of Life Preschool** and put in the mail slot by the preschool office door or mailed to us OR
2. Cash placed in an envelope with your child's name on the outside put in the mail slot OR
3. Go to our website at www.lordoflifepreschool.org and set up an automatic payment online. **Please set your end date for April 10** (you have paid your May tuition in June).

Discounts:

10% discount off annual tuition for the second child enrolled from a family during the year
10 % discount for each child enrolled from a family member of Lord of Life Church
5% discount for a child with a parent/guardian on active duty military. This discount does not apply to families eligible for the second child discount or church member discount.

Lunch Bunch

Please fill out a preprinted envelope located outside the preschool office. Enclose your payment, and put envelope in mail slot by Friday at 1pm prior to the following week. Cost is \$8 per hour with a **one hour minimum**. **There is a \$5 late fee for signing up the same week. No refund for snow days or sick days. Payment must be received in full before your child attends. Children must be completely potty-trained.**

Late Pick-Up Fees

If you are late in picking up your child, there will be a \$20 fee assessed for every 15 minutes that you are late. Please call the office at 703 323-5581 if there is an emergency that will prevent you from picking up your child on time.

Refunds and Withdrawals

A 30-day advance written notice is required for withdrawal from the program. Tuition must be paid during any extended absence to secure the child's place in the class. Tuition will **NOT** be refunded if the school is closed temporarily due to health precautions or weather conditions.

Dismissal from the Program

A child will be dismissed for the following reasons:

1. Nonpayment of tuition fees
2. Not following school policies listed in the family manual
3. If Lord of Life Preschool cannot meet your child or family's needs adequately without jeopardizing the needs of the other children or families
4. If your child cannot make developmental transition to our preschool - such as being potty trained or able to separate from parents after a transition period, or able to interact and participate in a positive and productive manner

Such action may be finalized with a one week's written notice. Unused tuition will be refunded at a prorated basis.

Keeping Your Child Healthy and Safe

The safety of our students is a top priority for Lord of Life Preschool. The staff does everything possible to keep the students safe and protected. Safety procedures include:

- All staff members are required to have regular criminal background checks and routine TB tests to ensure that they are healthy and suitable for work with young children.
- Teachers and staff maintain First Aid and CPR certifications.
- We have an Emergency Preparedness Plan in place that can be viewed on our website.
- Fire drills and emergency drills are conducted regularly to ensure that students and teachers know what to do if an emergency situation arises.
- Two staff members are assigned to each class at all times.
- Accidents are documented with an Accident Report that is signed by the Director and parent.
- Accident reports are reviewed annually by the Director to identify potential safety hazards.
- First-Aid bags travel with the class throughout the building and grounds.
- Equipment, toys, and games are cleaned and maintained daily to ensure that children are not exposed to unnecessary risks. Consumer recalls are monitored to remove any recalled products.

- Staff members and children wash their hands upon entering, before and after snack, after toileting and blowing their nose to reduce the spread of illness and infection.
- Outside entrances to the building are locked during the school day.
- Students are only dismissed to parents or adults authorized on the Emergency Form.
- Our playground is inspected annually and discrepancies repaired.

Licensing

We are licensed by the Virginia Department of Social Services as a Child Care Center and undergo two inspections yearly. We are also inspected by the Fairfax County Fire Department on an annual basis. All staff members are trained in Daily Health Screening, First Aid, and CPR. They are required to attend at least 16 hours of training in early childhood development each year.

Medical Policies

Daily Health Screenings

Virginia Law requires that each child receive a daily health screening by a LOLP staff member. Staff members observe each child for signs of illness as they arrive. If a child has signs of any condition that might adversely affect the classroom or the child's ability to participate in the classroom activities, the child will not be accepted into the classroom.

Virginia Health Department Exclusions from Child Care

Please keep your child at home if they have any of the following symptoms:

- Fever of 100 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
- Sore throat or difficulty swallowing
- Headache or stiff neck
- Severe itching or rashes
- Mouth sores
- Significant tiredness, irritability, crying
- Difficulty breathing, chronic coughing or wheezing
- Any contagious condition including ringworm, bedbugs, head lice, or pink eye
- Unusual nasal discharge
- Constant pain in the stomach
- Behavior that seems slow, confused or disoriented.

1. If your child or any family member is exposed to a **reportable communicable disease**, as defined by the State Board of Health (you can call the Health Department's Epidemiology nurse at 703 246-2433 to ask about illness and disease), the preschool **must be informed** within 24 hours or the next business day. If it is a life threatening disease, this report must be made immediately.

2. If your child shows any of the above symptoms, you or your emergency contact will be called and asked to come immediately. Please respond promptly. Your child will be waiting in the office with a staff member.

3. If your child has symptoms of a communicable disease, you will be asked to bring a **note from a doctor stating the child may return to school** when the illness is no longer contagious.

Medication Administration

Several LOLP staff members are certified in Medical Administration Training (MAT) by the Board of Nursing and the Virginia Department of Social Services. If your child needs to have an inhaler, EPI-pen, daily medicine or other medical attention while at school, the child's doctor (MD) and parents must fill out a written form detailing the proper dosage and administration of medication. Please see the Preschool Office to receive the necessary form. Parents must pick up any medication at the end of the school year or it will be discarded.

Security

Students are released ONLY to parents or other adult authorized on the Emergency Contact form. **Please provide us with a written note authorizing a new person to pick up your child.** This applies to anyone not listed as an Emergency Contact, including play dates with other LOLP families. A valid photo ID will be required of any party that staff members do not know.

The LOLP Entrance is unlocked during arrival and dismissal times only. If you bring your child to school after 9:10 am or arrive 10 minutes before dismissal, you will need to ring the doorbell.

After School Pick-up Safety

Please park **ONLY in front of the school**, walk to the front entrance, and go to your child's classroom. Please supervise all siblings while at school. The Big Room is not available for play at dismissal time or after school. Please hold your child's hand in the parking lot. It is dangerous for children to play in the parking lot, on the stairs and railings, on the hill near the trash area, or in any area outside of adult view. **YOU MAY PLAY** on the playground **ONLY** after the last class for the day has been dismissed. **Your child becomes your responsibility when your child leaves his room to get his bag.** Your child may only be released to an adult.

Child Welfare

Virginia law requires all teachers employed in a public or private school to report suspected child abuse within 72 hours. All staff members must pass a Child Abuse and Neglect Training.

Section 63.2 -1509A of the Code of Virginia requires all teachers or other person 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.

Do not leave your other children unattended in the car when picking up your child at the preschool. Children must also be in car seats according to Virginia State Law.

Car Seats

Virginia's Child Passenger Law requires that:

1. All children under the age of 8 years, under 80 pounds, and up to 4'9" tall 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 proper fitting seatbelt.
3. Children CANNOT ride unrestrained in the rear cargo area of a vehicle.

Food and Food Allergy Policies

Lunch and Snack

Please send a healthy **lunch or snack in a lunch box or container labeled with your child's full name and current date**. Keep in mind that we cannot refrigerate lunches, so please use an ice pack in the lunch box if needed. Water is always served with snack and lunch, and children are encouraged to drink it throughout the day. Lunches should include a protein (e.g. cheese) plus a fruit or vegetable, and a starch (e.g. cracker). Snacks are required by the Virginia Department of Social Services standards to be two parts (e.g. fruit and starch). Children bring their own lunch from home to Lunch Bunch and for the 9am to 1pm classes.

Food Allergies

Food allergies are common among preschool children. Allergies, medical conditions, and special needs must be reported to the teachers and listed on the health and registration forms. Your teacher will advise you if they have a peanut-free class.

Confidentiality and Privacy

Confidentiality

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

Photographs and Videos

LOLP-Fairfax abides by the Lord of Life Church photo policy. Lord of Life photo policy states that unless an individual, family, group or other entity specifically directs Lord of Life Lutheran Church **not** to use photos containing their image or likeness, those photos may be made available for use in church communications. Additionally, the name(s) of any pictured individual(s) will never be published alongside a photograph in any medium, print or online unless specifically permitted by the individual(s). If you **DO NOT** want pictures taken of your child, **you may opt-out** by asking the Director or go to our website for a form. Individual staff members may make photos taken in class available for your viewing on a secure site. An additional permission form will be provided by those staff members to families.

Class Lists

A class list contains the student's name, parent's names, address, phone, and email. This list is for personal use only so that you may make contact with other families. The information may not be used for any business purposes.

Parent/Teacher Partnership

Communication

For your child to have the best school experience possible, it is important for the teachers and parents to work together. We utilize the following methods of communication:

- Monthly Classroom Newsletters
- Monthly School Newsletters from the Director
- Incident reports signed by parents, informing you of any injuries or significant occurrences which happen while your child is in our care
- Phone calls to parents regarding any special concerns or accomplishments
- Fall and Spring conferences with your child's teacher regarding child's goals, needs, and progress (If needed, an appointment can be made with your teacher at other times)
- E-mails from teachers and through the Director
- Follow us on our website at www.lordoflifepreschool.org
- Friend us on our Facebook page

Keeping Staff Informed

It is important for your child's teacher to have the information needed to help your child to grow to be a successful and happy person. It helps the teacher to know both happy and sad events happening in your home life (this will be kept private). You can touch base with your child's teacher at dismissal time regarding your child's day. Please call to arrange for a phone or in person conference if you need more time.

Special Concerns

Please discuss any special needs with your child's teacher and/or Director. If your child has an Individualized Education Plan (IEP) or Medical Treatment Plan, please provide a copy to the teacher so that we may provide the best learning environment possible for your child.

Emergency Communication

In an emergency, the director will make every attempt to contact you by email or phone or if deemed necessary 911 or the child's physician. When all immediate contacts have been unsuccessful, then we will contact the two emergency contacts listed on your emergency data form. Please refer to the Emergency Response plan found on our website.

Observations

We welcome parents to visit, volunteer or observe in your child's classroom. If you wish to make arrangements for a specialist to observe your child, please talk with your child's teacher and the Director to schedule the visit. We require written permission for outside specialists to work with your child. We welcome our partnership with the FCPS specialists.

Discipline

The discipline policy of Lord of Life Lutheran Preschool is based on the belief that children need guidance, understanding, and limits in order to learn appropriate behavior. It is our policy to guide and direct children in learning which behaviors are acceptable and unacceptable base on our knowledge of what is developmentally appropriate for each individual child.

The goals of classroom discipline are:

1. To help children notice and acknowledge their own emotions.
2. To foster a safe, pleasant, and successful learning environment for all students.
3. To help students develop self-regulating and appropriate school behaviors.
4. To help students to understand and deal with the emotions of others with respect and kindness.

Good classroom discipline begins with a predictable classroom schedule, appropriate modeling by staff members, and clear expectations. These expectations should be reinforced with positive comments when children are meeting the expectations, reminders about the expectations, and finally redirection when their behavior is unsafe or needs immediate intervention. These forms of guidance will guide children to make wise choices and accept responsibility for mistakes. The final step in classroom discipline is removal from the group so that the student can calm down and regain control.

Inappropriate behavior is dealt with immediately. Teachers individualize responses to the children's behavior. They keep in mind the needs of each child and the specific situation. They identify the cause of the inappropriate behavior and recognize that repeated behavior may be the child's way of signaling that he/she needs help in dealing with a certain task or situation.

No physical discipline or shaming is ever used with the children. Staff members treat children with respect and dignity at all times. Parents are always notified of any serious or repeated discipline issues involving their child.

If a student displays repeated inappropriate behavior and shows little progress toward changing that behavior, the teachers will call upon the Director and the child's parents to work cooperatively in developing strategies that will meet the child's needs.

If the safety and progress of any of the children 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.

Dress for Success

When you are in preschool, learning can get messy. Please send your child in clothes that are appropriate for preschool activities such as painting and crawling through a tunnel. Please send an extra set of clothing (shirt, shorts/pants, underwear/pull-up or diaper, and socks) with your child each day in a plastic Ziploc bag. All items must be labeled with their name.

Please send your child in closed-toed shoes that allow active play such as sneakers or tennis shoes. For your child's safety, avoid sandals, flip-flops, and Crocs on the playground.

Ready for the Weather

We go outside everyday if at all possible. Be sure to send in weather-appropriate clothing such as sweaters, coats, hats and mittens. If you would like your child to have sunscreen or insect repellent, please apply prior to bringing your child to school.

What to Send Daily

Your child will need the school provided tote bag, a snack (9-12 class) or lunch (9-1 class and Lunch Bunch) in a **lunch bag or box labeled with child's name and current date**, and a plastic bag with complete change of seasonally appropriate clothing and diapers if needed.

Label Everything

Everything your child brings to school should be labeled with their name. All jackets, show-and-tell items, lunch boxes, snack bags, extra clothing, and diapers should be individually labeled.

Tote Bags

Please have your child use the LOLP provided tote bag. Put their lunch or snack, change of clothes, and diapers in this bag every day.

Mailboxes or Folder

Please check your child's mail box or folder outside their classroom every day. Check for important information from your child's teacher and the LOLP office.

Tuition Mail Slot

The mail slot outside the preschool office door is for tuition payments, Lunch Bunch registration and payment, notes to staff, and any other information for the LOLP office. Please use this mail box for your convenience. **Please do not send tuition in your child's tote bag.**

Birthdays

Birthdays are a great time 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. If you plan to invite friends to a party outside of school, please use your class list for addresses of classmates. Invitations may be distributed at school if the entire class is invited. **We do not allow gift bags, balloons, etc. here at school.**

Volunteering

Parent and community volunteers are vital to the quality of our program. The volunteer hours that you donate to our school improves the overall educational environment for your child and all the children in the program. Being actively involved with your child's education enhances your child's experience.

There are many ways to volunteer with our program. Some activities are in the classroom and some are things that you can do from home. Please read newsletters from the office and class to find opportunities to volunteer. Even if you can't give a great deal of time, there are many smaller jobs that only require a few hours of time.

Here is a sample of the ways you can volunteer:

Box Tops for Education	Original Art Works	Teacher Appreciation
Chapel	Picture Day	Soups ON!
Classroom Help	Playground Maintenance	Room Parent
Chaperone Fieldtrips	Restaurant Fundraisers	

Board Led Opportunities

Soup's On: A tasty tradition: Each staff member is given a meal of homemade soup, bread or salad, and dessert.

Breakfast with Santa: Breakfast with Santa is an annual preschool event. This is a great way to enjoy a morning with preschool families and neighbors as well as get some great pictures with Santa.

Kindergarten Transition Meeting: This is an informational night we offer to our parents in the spring to help prepare you for kindergarten. Parents have the opportunity to learn about the kindergarten environment from local kindergarten teachers and what you can do to prepare your child for kindergarten.

Family Movie Night: Wear your pajamas and bring a blanket to watch a movie together!

Room Parent

Being a room parent is a rewarding way to help your child's class from behind the scenes. Each class will have one room parent. Room parents may be contacting you by phone and/or email.

Room parents help:

- Assist the teacher in finding volunteers for classroom events and field trips.
- Coordinate class gifts to teachers.
- Help plan events for their classroom teachers for Staff Appreciation Day.

Fundraisers

Fundraisers help to maintain our school and keep a high quality program for your child. New equipment, such as tables, carpets, books, games, puzzles, and equipment for the playground are all purchased with fundraiser monies. Here are a few of the fundraisers we have this year:

Spring Carnival	Spartan's Family Night
Box Tops for Education	Splendid Portraits

School Year Calendar 2018-19 Please refer to page 4 for Weather related closings	
August 29	9-10am Orientation for MWF and WF classes
August 30	9-10am Orientation for 5 day class, MTTh, and TTh classes
September 3	Labor Day-School Closed
September 4	Classes start for 5 day class, TTh, and MTTh classes
September 5	Classes start for MWF and WF classes
October 8	Columbus Day Holiday-Student Holiday-School Closed
November 5 and 6	FCPS Student Holidays-School Closed/Parent Conferences
November 16	LOLP Closed for NAEYC Conference/FCPS Open
November 21-23	Thanksgiving Break-School Closed
December 21- January 4, 2019	LOLP Closed Fri, Dec 21/FCPS open Christmas Break-School Closed
2019	
January 21	Martin Luther King, Jr.'s Birthday Holiday-School Closed
January 25	FCPS Student Holiday-School Closed
February 4	FCPS Student Holiday-School Closed
February 18	Presidents' Day Holiday-School Closed
April 5	FCPS Student Holiday
April 15-21	Spring Break/Easter-School Closed LOLP Closed Monday, Apr 21/FCPS open
May 23/24	Last Days of School
May 27	Memorial Day-School Closed
May 28-31 and June 4-7	*Summer Camp-Requires special registration

