



Resilience ● Creativity  
Exploration ● Kindness ● Community

# Parent Handbook

## 2020 - 2021

### School Year

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[www.ccpcwns.com](http://www.ccpcwns.com)

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## WHO WE ARE

We are a non-profit community school that welcomes families of all faiths and backgrounds. CCPC Nursery School has been a valued ministry of the Chevy Chase Presbyterian Church for 62 years, making our school the oldest in the surrounding DC and Maryland Chevy Chase neighborhoods. Our Learning Through Play program is developed in keeping with the highest national standards for Early Childhood Education and honors the principles of Christian Education as defined by the Presbyterian Church, U.S.A. Our school is operated under the authority of the Session of the church, through the Christian Education Committee with guidance from the nursery school Parent Advisory Committee.

### **RELATION TO THE CHURCH**

“We, the Chevy Chase Presbyterian Church (CCPC) believe that

All children are gifts of God, created in God’s good image;

All children have a right to be children, nurtured in a safe environment;

All children are loved by God, regardless of race, gender, or creed.

To this end, CCPC Nursery School provides a safe and loving environment where children are encouraged to explore their world. The nursery school staff plans and implements a play-based, developmentally appropriate curriculum and commits to nurture the physical, emotional, intellectual, spiritual, and social growth of each child. Nursery school enrollment is open to those of all races, ethnic backgrounds and religious affiliations.”

### **PARENT PARTICIPATORY SCHOOL**

We want all parents to feel comfortable and welcomed during these first years of your child's education. We encourage you to join our wonderful community in the ways that most suit your individual schedule and interests. Your participation strengthens our school and helps build life-long relationships among families. Parents are welcome to volunteer in a wide variety of ways, big and small. We also understand that working and raising young children is a big job, so there is never an expectation that parents volunteer. For a detailed look at ways to participate, see the Parent Participatory Program section of “Our Program” on page 14.

## HEALTH AND SAFETY REQUIREMENTS

### REQUIRED FORMS

All children MUST have an up-to-date and complete student file in order to attend school. The required forms, which may be accessed via our website at [www.ccpcwns.com/our-forms](http://www.ccpcwns.com/our-forms), include:

- Confidential Student Information and Emergency Contact Form
- Parent Agreement Form
- COVID-19 Liability Waiver
- DC Universal Health Certificate
- DC Oral Health Assessment (required for students age 3 and older)
- DC Authorization for Child's Emergency Medical Treatment
- DC Travel and Activity Authorization
- DC Medication and Medical Procedure Treatment Plan (only required for students who require medication or treatment at school)
- DC Action Plan for Anaphylaxis (only required for students with a diagnosed allergy)

### MEDICATION AUTHORIZATION

No medication will be given, with the exception of emergency first aid, to any child unless CCPC Nursery School has on file the DC Medication and Medical Procedure Treatment Plan and the DC Action Plan for Anaphylaxis if applicable to your student. Both documents must be signed by the child's doctor and parent or guardian.

### ILLNESS

In case of illness or accident, the parent (or designated emergency contact if parent cannot be reached) will be phoned. The child will be taken to the hospital indicated on the Emergency Release Form if an emergency occurs and circumstances allow for hospital choice. Parents should notify the school if a child has a contagious illness. Our school makes every effort to protect the health and safety of the children. Cooperation of parents in helping prevent the spread of contagious viruses, colds and flu is crucial. Parents should watch their children for symptoms of any illness and keep them at home when they show symptoms such as sore throat, nausea or vomiting, coughing, diarrhea, or fever **until free of all symptoms for a 24-hour period.**

### CHILD PROTECTION

Early Childhood Educators are often in close physical contact with their students. Toileting and clothes-changing are usual activities that involve hands-on assistance as children develop these important self-help skills. All teachers are trained in appropriate health and safety standards around these practices. Teachers abide by the church's Child Protection Policies in addition to completing OSSE annual health and safety trainings. The DC government requires mandatory reporting of any and all concerns around child protection.

## SCHOOL POLICIES

### EMERGENCY PLANS

Our complete Emergency Response Plan (ERP) filed with the DC Office of the State Superintendent for Education (OSSE) is available as a separate document on our website.

#### **Drills** (Fire, Shelter In Place, and Lockdown)

As required by law, we will practice various safety drills each month, at different times of the day, and under different weather conditions in order to be prepared in the unlikely event of an emergency.

#### **Emergency Contingency Plan**

If an emergency occurs and we are unable to occupy our building, CCPC Nursery School staff will walk the children across Chevy Chase Parkway to Blessed Sacrament School. Teachers will wait with the children until parents/caregivers arrive.

### DISCIPLINE POLICY

For our youngest children (Toddlers and Twos), distraction and redirection are used. For children ages 3-5, we begin by talking with the child about the situation and praise them for using appropriate behaviors. At CCPC Nursery School we do not use "Time Out" as a means of discipline. We believe it is important for all children to learn to be part of the group at school, which is ideal for learning self-regulation and self-advocacy.

### DISMISSAL/EXCLUSION FROM SCHOOL POLICY

A child/family may be dismissed from CCPC Nursery School at any time, including, but not limited to, the following circumstances:

1. A child requires an excessive amount of individual attention
2. A child presents issues which cannot be successfully managed in this environment
3. A child exhibits excessively and consistently aggressive behavior
4. A family consistently fails to pay tuition on time

All students must have up-to-date and complete medical and emergency forms as required by our licensing agency, OSSE. Students may be excluded from attending school if forms are expired. All tuition payments continue to be due during any exclusionary period.

### CLOSURES: INCLEMENT WEATHER AND UNUSUAL INCIDENTS

**All closures will be posted on our website and communicated by email.** If DC Public Schools (DCPS) are closed, we are closed. If DCPS has a delayed opening of one or two hours, CCPC will open at 10:00am. We may choose to close even when DCPS is open under special circumstances related to particular concerns around our facility with neighborhood road plowing and available parking as well as sidewalk safety/clearing. **We do not make up or refund days lost because of weather emergencies.**

**For all other unusual incidents,** we will follow the guidelines of the Centers for Disease Control (CDC) and DC government recommendations. We may choose to close even when DCPS is open under special circumstances related to particular concerns around our facility and neighborhood. **We do not make up or refund days lost because of public health and welfare emergencies.**

### **SPECIAL NEEDS AND INCLUSION**

Each child who applies to CCPC Nursery School will be considered on an individual basis, making sure our program will meet the specific needs of the child. We welcome therapists and shadows into classrooms as needed, paid for by parents. Our teachers may administer confidential universal developmental screenings as recommended by the DC Office of the State Superintendent of Education's Early Stages program. Please notify the director if you choose to opt out of the screening process. For a directory of professional service providers recommended by the director and parents, please see Appendix B.

### **PRIVACY**

CCPC Nursery School will not disclose any information concerning children, families or staff.

### **STAFF QUALIFICATIONS**

All staff at CCPC Nursery School meet Washington DC's Office of the State Superintendent of Education current licensing requirements. For more detailed information, visit the OSSE website [www.osse.dc.gov](http://www.osse.dc.gov) section 165 on page 151. All staff are trained in First Aid, CPR, and AED use.

### **WORKING WITH FAMILIES OUTSIDE OF SCHOOL**

Lead Teachers may not work in your home when your child is enrolled in their class. We know that Assistant Teachers often do enjoy babysitting/housesitting for our wonderful families.

### **CELL PHONE USE**

We ask that you put your phone away when unloading and loading children in and out of your car, and also when inside our building to drop off and pick up. Children love your full attention at these important transition times.

Please be advised that our teachers use their cell phones as camera/video recorders to document observations and events at school. They also utilize cell phones for emergency communication.

## TUITION AND PAYMENT

2020 - 2021 School Year

### TUITION COMMITMENT

Each family commits to pay the full annual tuition amount one month after the payment of their enrollment deposit. Payments may be made annually (in September) or monthly (September - May). Please inquire with Director Noni Lindahl about scholarship need. CCPC Nursery School does not make up days or refund tuition for snow days or other unexpected closures due to, but not limited to, all mandated closings by the Office of the State Superintendent of Education and/or the District of Columbia or federal government.

Morning Class Schedule	Enrollment Deposit (1)	Monthly Tuition (2)	Annual Tuition
2 Days/Week	\$510	\$510	\$4,590
3 Days/Week	\$685	\$685	\$6,165
5 Days/Week	\$1,055	\$1,055	\$9,495

(1) Enrollment Deposit is due March 1, 2020 and will be applied to the May 2021 invoice.

(2) Monthly tuition payments are due September 2020 through April 2021.

Extended Day Schedule	Enrollment Deposit (3)	Monthly Tuition (4)	Annual Tuition
1 Day/Week	\$0	\$110	\$990
2 Days/Week	\$0	\$220	\$1,980
3 Days/Week	\$0	\$330	\$2,970
4 Days/Week	\$0	\$440	\$3,960
5 Days/Week	\$0	\$550	\$4,950

(3) There is no Enrollment Deposit for Extended Day Classes.

(4) Monthly tuition payments are due September 2020 through May 2021.

Additional Classes	Days	Times	Tuition
Early Drop-off (5)	Monday - Friday	8:15 - 9:00 am	\$10/day
Extended Day Drop-in (6)	Monday - Friday, as available	12:00 - 2:30 pm	\$40/day

These classes are both charged on the invoice received the month after the attendance date.

(5) There is no reservation required for Early Drop-off.

(6) Please call the school office in advance to request an Extended Day Drop-in spot.

## TUITION AND PAYMENT - Cont'd

### ACTIVITY FEES

Your child's activity fee pays for field-trip costs and also for the monthly special programs that come into our school to enrich your child's day with music and movement. This is a one-time fee, billed in September, that covers all your child's activity costs for the school year.

Toddler & Two-Year-Old Classes	Three-Year-Old Classes	Pre-K Classes
\$30	\$50	\$65

### PAYMENT METHOD AND CONVENIENCE FEES

Each family will create an account through our Parent Portal. Through the portal, parents receive invoices for regular tuition, drop-off/drop-in class tuition, and incidental voluntary expenses such as Special Event Fees and Annual Fund pledges.

Monthly invoices are sent on the 1st of each month and due on the 15th of each month.

Payment of these invoices may be made through the portal by setting up a credit card or bank account as the payment method. You can set your account to be automatically paid each month on the invoice due date, or you can choose to initiate the payments.

Monthly convenience fees will be added to invoices and based on the method of payment that you have chosen.

Bank Account EFT Payments	Credit Card Payments
No Charge	2.9%

Please Note: Payments for full annual tuition made in September will not be subject to any convenience fees.

## PARKING AND TRANSPORTATION

### PARKING

There is ample two hour parking on Patterson Street and Chevy Chase Parkway. Please look carefully at signage, as some spaces are designated as 15 minutes rather than two hours. Cars parked in restricted zones may be ticketed. If you have caregivers, relatives, or friends bringing or picking up your child, please let them know our parking situation. Please remind all drivers that children should NEVER be left in a vehicle unsupervised at any time—it is dangerous and will be reported by the nursery school staff as warranted to the appropriate authorities. PLEASE DO NOT PARK IN THE CHURCH PARKING LOT AT ANY TIME.

### TRANSPORTATION/LEAVING OUR PREMISES

There is no transportation provided for students at CCPC Nursery School. All parents must complete the Travel and Activity Authorization form for children to leave our building. Field Trips range from a nature walk around the block for our Twos to attending a performance at Imagination Stage or enjoying a morning at Homestead Farm for our older students.

### FIELD TRIPS

Field trips are generally taken monthly by the Pre-K classes. These trips widen the children's experiences and make them more aware of the world around them. Examples of past trips include visits to the local library, grocery store, fire station, farm, planetarium, nature center, the National Zoo, museums, theater and puppet shows. Field trips by classes of three-year-olds are less frequent, but may include the farm, zoo, and library. Children in the Two-year-old and Toddler classes do not take field trips, but may take occasional nature walks around our neighborhood.

On field trips, parents volunteer to drive a carpool of children from the school to the field trip locations and back. On the day of the trip, child car seats or booster seats must be provided by parents. In addition, although the teachers will be present for all field trips, each parent driver accepts responsibility for supervising and accompanying the children that ride with that parent throughout the entire duration of the field trip. We have a strict NO CELL PHONE policy for all drivers and other chaperones. Upon returning to the school, parent drivers must bring all children back into the children's classrooms so that the teachers can release and sign each child out to the appropriate caregiver waiting at the classroom. These measures help us ensure the safety of our children during these enriching experiences.

## CLASSROOM POLICIES

### COMMUNICATION

**Parents are encouraged to speak directly to their child's teacher or the Director if concerns arise.** Messages to Lead Teachers should be communicated by email. All messages to a teacher **MUST** be in written/email form. If your child is to go home from school with anyone other than the approved caregivers, you **MUST** bring a note to school or send an email to the Lead Teacher or Director. We will not permit a child to go with someone who is a stranger to us without advance notice from the parents.

Teachers will communicate with parents through e-mail or by phone. Staff phone numbers and e-mail addresses are included with the online directory. Any unusual incident during the school day will be reported to parents through e-mail or a phone call.

### PARENT/TEACHER CONFERENCES

Teachers are available for conferences with parents at any time during the year. Annual scheduled conference times are listed online. Conferences are held at school and alternate dates will be provided if you are not available on the scheduled date. **Parents are encouraged to initiate a conference with their child's teacher or the Director at any time with concerns about the child or the program.**

### SIBLING HELPERS

We love to have our alums visit to help. Please inquire in advance with your child's teacher and we will do our best to accommodate these requests up to two times per school year. There is limited space in our classrooms for helpers on any given day based on lesson plans.

### CLOTHING

Children should wear comfortable play clothes to school. **All clothes are to be clearly marked with your child's name.** Each child should bring a change of clothes (underpants, shirt, pants, socks) also marked, to be kept at school. Please change these according to seasons. Outdoor play is an integral part of the **daily** program. We also ask that rain or snow boots be brought in as needed. Please dress your child in clothes appropriate for outdoor play and cold weather, since **classes go outside every day.** Parents supply diapers for those children who need them.

### SNACKS

A mid-morning snack of filtered tap water and crackers will be provided at school. Parents are asked to donate fruit or vegetable **and** a protein periodically for the class to share. All donated food must be nut free and **not** manufactured in a facility that processes nuts. Please read product labels carefully. **CCPC Nursery School is a nut-free environment to keep all children in our care safe. For information, please see Appendix A.**

### **BIRTHDAYS**

Birthdays are very important days for young children. Parents typically provide "school safe" cupcakes or other special treats for their child to share with their friends at snack time. Teachers will coordinate these celebrations and provide specifics in advance of each child's special day.

Thanks for the kind invitation, but...

Teachers are generally not available to attend children's off-site celebrations due to their busy work schedules and family responsibilities.

### **PETS AND ANIMALS**

All classroom pets are kept in compliance with local ordinances governing the keeping and maintenance of animals. All pets or animals will be kept in appropriate cages or tanks and cleaned regularly.

### **SHARED SPACE GUIDELINES**

All of our classes share time on the playground and in our indoor common room, called the "Big Room." These spaces are also sometimes used by families before and after school. Please see Appendix C for more information.

## OUR PROGRAM

Chevy Chase Presbyterian Church Nursery School offers a program centered on a Learning Through Play early education curriculum based on the nationally recognized Creative Curriculum. Each Lead Teacher carefully develops lesson plans to help every child become an enthusiastic learner. We believe this philosophy provides the strongest possible foundation for future academic success. Our goal is to guide children and allow them to learn at their own pace and in ways that are age appropriate. Classes are generally divided by age with a gender balance. A variety of methods and materials encourage exploration and creativity for young children within thoughtful learning-through-play activities. The curriculum is not set up as formal isolated subjects, but as in-depth experiences which lay foundations for future learning.

Beginning concepts are acquired through:

### **Language and Literacy**

Speech and language development is a fundamental step in a child's ability to advocate for their needs, develop relationships, make connections, express feelings, and initiate play. Our teachers use a multi-faceted approach to supporting children's development of successful communication skills. Children join in singing, finger plays, and stories which build language skills and a shared vocabulary. Through modeling and scripts, children learn to communicate ideas, negotiate conflict, plan play, and initiate activities. Teachers introduce new vocabulary so that children can begin to use more complex sentence structures. With a gradually tiered approach, teachers help children develop listening and comprehension skills to follow instructions and respond to nuanced questions.

### **Community and Our World**

Being part of a classroom gives children their first sense of community outside the home. This begins as children form relationships with teachers and peers and participate in decision-making in the classroom, and grows to include community beyond the school, in the neighborhood, and in their greater world.

Skills are acquired through working in small groups on activities such as building with blocks, learning to take turns, and practicing leading and following. Mastering various jobs such as passing out cups/napkins at family-style snacks, opening doors, turning off classroom lights and other tasks as directed by a teacher all build self-reliance and confidence. Collaboration is modeled and encouraged throughout the day to help children successfully accomplish numerous different tasks. Lifelong skills of empathy and resiliency are fostered in this part of our curricular setting.

### **STEAM (Science, Technology, Engineering, Arts, and Mathematics)**

Science exploration promotes appreciation of the world around us. Children observe and react to the changing seasons, make hands-on observations of plant, animal and insect life cycles, are introduced to concepts of space and the solar system, are involved with classroom pets and their care, and perform experiments with water, magnets, and weights. Hand strengthening activities are emphasized through a wide variety of experiments and sensory activities, and help develop and build fine motor skills. Creative art activities are designed to explore a wide variety of materials and mediums including paints of all kinds, scissors, pencils, chalk, crayons, collage, play dough, sand, water, glue, and glitter to develop creativity and self-expression, as well as fine motor skills.

Development of number concepts such as one-to-one correspondence, classification of size, shapes, and weights through use of blocks, stickers, graphs, songs, and sorting lay a foundation for elementary mathematics. CCPC Nursery School does not use computers or televisions in the classroom.

### **Interest Centers**

Our classrooms each are designed with numerous distinct interest centers as prescribed by the National Association for the Education of Young Children (NAEYC). These environments offers ample and varied experiences for social and emotional learning such as persisting, sharing, cooperative play, developing self-esteem and resiliency, and successful problem solving. Developing fine motor skills, collaborating and inspiring imaginative play are also core components of the classroom environment.

### **Music and Movement**

Singing, rhythmic activities, listening, playing rhythm instruments, and exposure to a wide variety of music is often combined with dancing and marching to incorporate gross motor activity.

### **Social and Emotional Foundations for Early Learning (SEFEL)**

Developing skills around persistence, resiliency, and empathy foster successful interactions with peers and and create a feeling of success when problem-solving and managing conflicts.

### **Autonomy and Self-Help Skills**

We work with each individual child to help them acquire and practice desirable attitudes and habits including important self-help skills such as hand washing, eating and drinking safely, buttoning, zipping, dressing, putting on and off shoes and boots, and toileting. Gaining independence builds confidence.

### **Parent Participatory Program**

#### **Our Toddlers and Two-year-old Classes**

Our youngest children do not have parent participation inside the classrooms as it can be overly challenging for these ages. Transitioning successfully to school and feeling independent is a primary goal. Parents are invited to visit the classroom several times a year to get “an insider’s peek” during our Grown-Up Visiting Days and holiday celebrations.

#### **Classroom Volunteer (for Three-year-old and Pre-K Classes)**

Enjoy a full morning helping in the classroom or stop in and share a book or a cooking project for 15-30 minutes. We are an inclusive community and look forward to sharing your cultural traditions and customs with your children’s classmates. Teachers coordinate schedules for parent participation to fit with lesson planning.

#### **Field Trip Chaperone**

Driving and chaperoning is essential in getting everyone to our destinations as the children learn about our broader community.

#### **Library Walker**

Join your child’s class by walking to enjoy story time at our local library just a few blocks away. Check monthly dates and times with your teacher.

#### **Room Parent**

Room parents are responsible for coordinating communication and support for your classroom teacher’s volunteer/special event/special project needs.

#### **Classroom Support**

Each teacher has a list of jobs including occasional grocery purchasing, sewing repairs for dress up clothes, light carpentry needs, and pet helper. Find something that works for you! Teachers conduct sign-ups for these jobs at Back to School Night.

#### **Annual Auction**

Our auction committee works throughout the year planning our fun-filled annual fundraising event.

#### **Fall Family BBQ**

Support our school by working on our October BBQ. This is a great way to connect with parents outside of your child’s class.

#### **Parent Advisory Committee**

The Parent Advisory Committee supports the Director in considering new policies, programs and initiatives and serves as the primary support for all fundraising and special events each year. Monthly meetings are held in the mornings before school.

#### **CCPC Annual Fund**

We have a parent organizer who helps plan this campaign that asks every family to consider a financial donation to our school. These vital funds augment our operating budget for scholarships, special capital projects, teacher and parent continuing education, and other auxiliary expenses outside of our operating budget.

## A DAY AT NURSERY SCHOOL

A Morning Class at nursery school is made up of three periods: free play which involves exploration at various classroom centers, group time which includes structured teacher-led activities, and self-directed outside time which focuses on gross motor skill development and individual social/emotional growth. The order of occurrence and length of time for these three periods differ for each age group.

### **Free Play**

Free play allows children to become comfortable and confident in discovering and pursuing their own interests. All classrooms are arranged with specific learning centers that include blocks, dramatic play, manipulative toys, cooperative games, easels for art, a sensory table, and a wide variety of books to be enjoyed in a welcoming setting. Each child may spend time in any designated area of the room and may choose an activity according to their inclination each day. Each child is encouraged to use this time intentionally and to interact with other children. Caring for and putting away materials are important parts of free play.

### **Group Time**

This period encompasses several different areas: circle time, quiet time, snack time, and other teacher-planned lessons. Classes gather together at Circle Time. Number concepts and early literacy skills are presented through stories, flannel boards, and games. The child's music program is rich with songs, rhythms and rhythm band, and teacher-led movement. During quiet time children may listen to music, look at books, or play a quiet learning game. Children participate as helpers at family-style snack time, taking turns as cup or napkin helper and serving themselves food and water. We give thanks for our food before eating and encourage the use of acceptable table manners. Fine motor skills are strengthened as the child creates with art materials and manipulative toys such as pegboards, play dough, and puzzles. For 3, 4, and 5 year olds, art is typically created during free play as an interest area individually or in small groups. Toddlers and 2 year olds more often work as a whole group on art projects.

### **Outside Play**

Outdoor play is a fundamental component of each day. Playing on the playground equipment helps develop gross motor skills, offers abundant socialization and conflict management opportunities. We encourage appropriate risk-taking so children can propel their skills forward while learning to navigate their physical limits. Learning to get along with friends, learning about safety on the playground, and using imaginations in new and exciting ways are also important aspects of productive outdoor play. **Children play outside daily, weather permitting.** In the event that we cannot go outside, a 6,200 square foot indoor room, fondly called "The Big Room," is set up with a wide variety of play equipment such as tricycles, tumbling mats, climbers, slides, parachutes, balance beams, balls, and hula hoops.

## Appendix A - Healthy Eating Best Practices Policy

CCPC Nursery School has created this policy around best practices laid out by Zero to Three, the Early Childhood Learning and Knowledge Center, the National Center on Early Childhood Health and Wellness, the National Health and Safety Performance Standards Guidelines, and the American Academy of Pediatrics.

“Feeding and mealtimes are important for children to grow healthy and strong. But they are also about much more than promoting a child’s physical development. They provide rich opportunities to support your child’s overall healthy development, especially social and emotional development. In today’s busy world, the everyday routine of feeding can be a chance to slow down and connect with children. What’s on the table feeds your child’s body, but what happens around the table feeds her heart and mind.”

### What we DO:

- Sit down together at the table to model positive social engagement
- Share family-style snacks
- Encourage children to recognize their hunger and fullness cues
- Support healthy food preferences
- Allow children to choose what and how much they eat to develop and exercise their self-regulation skills
- Offer less preferred food multiple times
- Provide healthy choices of food

### What we DON'T DO:

- Force, trick or shame children into eating foods they do not want
- Use food as a reward
- Ask children to eat all the food they have available
- Ask children to eat certain foods before others (even dessert)
- Ask children to have “just one taste” of a food that they do not want to eat
- Ask children to eat a food to please their teacher or parent

## Appendix B - Professional Service Specialist List

The following list represents some of the area's specialist services, but is by no means intended to be comprehensive. Parents should do their own research and choose providers based on their child's personality and needs. Insurance coverage varies widely from practice to practice. We encourage parents to share with us any great therapist/resource services they recommend, and we will add to this list for our community.

### ***Publicly funded assessment and referral services:***

- **Strong Start DC Early Intervention Program** (DC EIP) 202-727-3665  
a citywide, comprehensive, coordinated, multidisciplinary system that provides early intervention therapeutic services and support to families with children, from birth through three, with developmental delays and disabilities.  
<https://osse.dc.gov/service/strong-start-dc-early-intervention-program-dc-eip-information-families>
- **Early Stages of Washington, DC** 202-698-8037  
a DC Public Schools diagnostic center for children between the ages of 2 years 8 months and 5 years 10 months. Early Stages helps identify any delays a child may have and arranges services to address them.  
<https://www.earlystagesdc.org/>
- **Child Find of Montgomery County** 240-740-2170  
provides free developmental screenings for children from three years of age until kindergarten.  
<https://www.montgomeryschoolsmd.org/departments/special-education/programs-services/child-find.aspx>
- **Montgomery County Infants and Toddlers Program (MCITP)** 240-777-3997  
MCITP provides early intervention services to assist families with their efforts to address their children's developmental and special needs. MCITP serves families with children between birth and the beginning of the school year following the fourth birthday.  
<https://www.montgomeryschoolsmd.org/departments/special-education/programs-services/infants-and-toddlers.aspx>
- **ChildLink of Montgomery County** 240-777-4769  
ChildLink is an information and referral service for families with young children.  
<https://www.montgomerycountymd.gov/HHS-Program/Program.aspx?id=CYF/CYFchildlink-p216.html>

### ***Private Assessment and Referral Services:***

- Child Development Consultants, 240-342-6066 [www.childdc.com](http://www.childdc.com)  
Offers child observations at home or school and then provides individualized support, strategies, and resources for young children, their families, and the professionals who work with them.

### ***Anxiety Disorders and Selective Mutism***

- Dr. Lindsay Scharfstein, Center for Anxiety and Behavioral Change, Rockville 301-610-7850  
[www.changeanxiety.com](http://www.changeanxiety.com)

### ***Behaviorists***

- Robin Allen PhD, Silver Spring [www.robinallen.com/index.html](http://www.robinallen.com/index.html)
- Jane Barbin PhD, Applied Behavior Analysis in Autism Spectrum, Developmental and Behavior Disorders, Herndon VA 703-855-4032 [www.behavioraldirections.com](http://www.behavioraldirections.com)

### ***Child Psychologists***

- Alvord, Baker & Associates, Rockville and Chevy Chase 301-593-6554 [www.alvordbaker.com](http://www.alvordbaker.com)  
Offers Play Therapy
- Wake Kendall Group PLLC, Washington, DC 202-686-7699 [www.wakekendall.com](http://www.wakekendall.com)

### ***Developmental Pediatricians***

- Kennedy Krieger Institute, Baltimore 443-923-9200 [www.kennedykrieger.org](http://www.kennedykrieger.org)
- Dr. Susan Pratt, Developmental & Behavioral Pediatrics, Gainesville, VA 571-247-4544
- Dr. Dan Shapiro, Parent Child Journey, Rockville 301 881-6855

### ***Feeding Therapy and Orofacial Myology***

- Pediatric Development Center, Silver Spring and Rockville 301-869-7505 [www.pdcandme.com](http://www.pdcandme.com)

### ***General Parenting Support***

- Gabriele Nicolet, Speech Kids, 202 306-0505 [www.speechkids.com](http://www.speechkids.com)
- Parent Child Journey, Dr. Dan Shapiro, Rockville 301-881-6855 [www.parentchildjourney.com](http://www.parentchildjourney.com)  
a parent training and support program
- Parent Encouragement Program (PEP), 301-929-8824 [www.pepparent.org](http://www.pepparent.org)
- Weinfield Education Group advocacy 301-681-6233 [www.weinfeldeducationgroup.com](http://www.weinfeldeducationgroup.com)  
Educational consultants providing advocacy and assessment for students with special needs

### ***Neuropsychologists (psycho-educational testing)***

- Children's National Center for Autism Spectrum Disorders 301-765-5430 <https://childrensnational.org/departments/center-for-neuroscience-and-behavioral-medicine/programs-and-services/center-for-autism-spectrum-disorders>
- Daisy M. Pascualvaca, PhD and Associates, Washington, DC 202-537-6155 [www.pascualvaca.com](http://www.pascualvaca.com)
- The Stixrud Group, LLC, Silver Spring, MD 301-565-0534 [www.stixrud.com](http://www.stixrud.com)
- Wake Kendall Group PLLC, Washington, DC 202-686-7699 [www.wakekendall.com](http://www.wakekendall.com)

### ***Occupational Therapists***

- Leaps and Bounds, Tenleytown/AU 202-237-8737 [www.leapsandboundsot.com](http://www.leapsandboundsot.com)
- Pediatric Development Center, Silver Spring and Rockville 301-869-7505 [www.pdcandme.com](http://www.pdcandme.com)
- Sensational Kids Therapy, Friendship Heights, LLC 202-244-8089 [www.sensationalkids-therapy.com](http://www.sensationalkids-therapy.com)
- Skills on the Hill, Washington, DC 202-544-5439 [www.skillsonthehill.com](http://www.skillsonthehill.com)

### ***Pediatric Neurologists***

- Dr. Marc Difazio, Neurology at Montgomery County Outpatient Center, Rockville 301-765-5400
- Dr. Bennett Lavenstein, Pediatric Specialists of Virginia, Fairfax, VA 703-876-2788  
specialist in involuntary movement disorders
- Dr. Terry Watkin, Pediatric Specialists of Virginia, Fairfax, VA 703-876-2788

### ***Pediatric Ophthalmologists***

- Eye Doctors of Washington, Chevy Chase 301-215-7100 [www.pediatric-ophthalmology.com](http://www.pediatric-ophthalmology.com)

### ***Physical Therapy***

- Pediatric Development Center, Silver Spring and Rockville 301-869-7505 [www.pdcandme.com](http://www.pdcandme.com)

### ***Social Skills Groups***

- Alvord Baker & Associates, Rockville and Chevy Chase 301-593-6554 [www.alvordbaker.com](http://www.alvordbaker.com)
- Basic Concepts, LLC Speech Language and Educational Services, Rockville 240-447-8013  
[www.basicconcepts.org](http://www.basicconcepts.org)
- Child Development Consultants, 240-342-6066 [www.childdc.com](http://www.childdc.com)
- Expressive Therapy Center, Rockville 301-869-1017 [www.expressivetherapycenter.com](http://www.expressivetherapycenter.com)

### ***Speech Therapists***

- Kids Communication Center, Tenley Town 202-237-7079 [www.thekidscommunicationcenter.com](http://www.thekidscommunicationcenter.com)
- Metropolitan Speech Pathology Group, Van Ness 202-237-2927  
<http://kathy-hosty.squarespace.com/about>
- Gabriele Nicolet, Speech Kids, 202 306-0505 [www.speechkids.com](http://www.speechkids.com) therapy at child's home or school
- Pediatric Development Center, Silver Spring and Rockville 301-869-7505 [www.pdcandme.com](http://www.pdcandme.com)

## Appendix C - "Big Room" and Playground Policies

CCPC Nursery School has created these policies to ensure the safety of all children in our community.



### Playground Use

The CCPC playground is reserved for use by the Nursery School, After School Program, and Christian Education Programs of the Chevy Chase Presbyterian Church. Parents and caregivers are welcome to enjoy the playground between 2:30-3:45pm, Monday-Friday and must accept full and complete responsibility for the safety of their children while using the

play space. Parents and caregivers are asked to be actively engaged with the children in their care while using the playground. The playground is locked after hours and should not be used.

Due to allergy concerns, **no food is allowed** on our playground except for classroom snacks served by teachers. You are welcome to enjoy food from home at our picnic table outside the playground near our entrance, but please, no NUTS.

**We are a nut-free facility throughout our property, indoors and out.**

### Big Room Use

The Big Room is reserved from 8:15-9:00am, Monday - Friday for our Early Drop-off Program. Parents who arrive to school before 9:00am are welcome to use the Big Room if it is not at capacity with children enrolled for Early Drop-off. Parents are responsible for close and thorough supervision of their child, allowing staff to focus on the children in the school's care.



Occasionally, the Big Room reaches capacity and will be closed to parents with children before school. At these times, families may head to either our playground or library spaces until classrooms open at 9:00 am. Capacity is at the discretion of the Early Drop-off teachers.

Due to allergy concerns, **no food is allowed** in our Lobby, Big Room, or Library spaces.

### Guidelines to Ensure a Nut-Free Facility

Children with allergies require careful control of their environments. Please do your part to follow these simple, but crucial guidelines to keep all of our children safe and healthy.



#### **Before you enter the facility (building or playground)-**

Please make sure that there is no food residue on your or your child's hands or open packets of snacks that may spill on the floors or ground. This will keep our stair railings safe to hold and our play equipment free of allergens.

#### **Before you enter the classroom-**

Every classroom has a station in the hallway by the door with wipes and a trash can. Children entering the class (and anyone accompanying the child into the classroom) are required to wipe their hands and mouth and dispose of their wipe before entering.

#### **SNACKS, LUNCHES & CLASSROOM COOKING PROJECTS**

Food from home might include:

- parent-provided snacks for the class to share
- lunches for Lunch Bunch participants
- parent-provided ingredients for class cooking projects

Please carefully read the food labels of any item brought into the classroom to ensure that the food is nut free and **not** manufactured in a facility that processes nuts. Any food sent to school that does not meet these requirements or that is not labelled will be sent home with a note. Homemade items that can not be shared with the entire class are discouraged.

#### **SHARED SPACES**

Please remember that even if your child or none of the children in your classroom has an allergy, all of the guidance still applies.

We share indoor and outdoor play spaces, hallways, and the picnic grove.

Children may only eat food provided by or approved by CCPC staff when on any of the facility grounds.