



LOGOS ACADEMY

Parent Handbook 2026–2027

Table of Contents

Section 1: Welcome from the Head of School.....	5
• Head of School Letter	
Section 2: Mission, Vision, and Educational Philosophy.....	6
• Mission	
• Vision	
• Educational Philosophy	
• Christian Integration	
• Connecting Before Correcting	
Section 3: Governance, Licensing, and Oversight.....	8
• Organizational Structure	
• Licensing Information	
• Supervision Standards	
• Professional Standards	
• Parent Partnership and Conduct	
Section 4: Programs, Curriculum, and Daily Life.....	10
• Program Options and School Hours	
• Curriculum Overview	
• Language Instruction	
• Chapel and Faith Formation	
• Daily Schedule (Half-Day & Full-Day)	
• Outdoor Play	
• Classroom Expectations	
Section 5: Communication and Community Life.....	

- Primary Communication Platform
- Response Expectations
- Newsletters
- Parent-Teacher Conferences
- Family Involvement
- Social Media and Privacy

Section 6: Arrival, Dismissal, and Carpool Procedures.....

- Arrival Procedures
- Dismissal Procedures
- Late Pick-Up Policy
- Early Pick-Up
- Safety During Transitions

Section 7: Inclement Weather and Emergency Closures.....

- Weather Decision Process
- When FCPS Is Closed
- Delayed Openings
- Early Closures
- Communication of Weather Decisions

Section 8: Tuition and Financial Policies.....

- Tuition Structure
- Late Payments
- Returned Payments
- Late Pick-Up Fees
- Financial Responsibility

Section 9: Tuition Assistance, Withdrawal, and May Tuition Policy.....

- Tuition Assistance
- 60-Day Probationary Period
- May Tuition Policy
- Withdrawal Policy
- Enrollment Termination

Section 10: Health and Illness Policies.....

- Illness Exclusion Guidelines
- Illness at School
- Health Forms
- Hygiene Practices

Section 11: Medication, Allergy, and Head Lice Policies.....

- Medication Policy
- Approved Topical Applications
- Emergency Medications
- Allergy Policy
- Nit-Free Head Lice Policy

Section 12: Supervision and Safety.....

- Active Supervision
- Attendance Verification
- Staff Ratios
- Visitor Procedures
- Building Security

Section 13: Emergency Procedures.....

- Minor Injuries
- Serious Medical Emergencies
- Fire Drills
- Severe Weather Procedures
- Lockdown Procedures
- Missing Child Procedure

Section 14: Mandated Reporting and Child Protection.....

- Mandated Reporter Responsibilities
- Documentation and Confidentiality

Section 15: Student Guidance and Discipline.....

- Discipline Philosophy
- Positive Guidance Strategies
- Aggressive or Unsafe Behavior
- Prohibited Discipline Practices

Section 16: Suspension and Enrollment Termination.....

- Grounds for Termination
- Parent Conduct
- Financial Grounds
- Tuition Responsibility Upon Termination

Section 17: Toilet Training Policy.....

- Preschool & Pre-K Requirements
- Bright Beginnings Expectations

Section 18: Clothing, Personal Items, Lunch, and Rest Time.....

- Clothing Guidelines
- Personal Items
- Lunch & Snack Guidelines
- Rest Time

Section 19: Confidentiality, Records, and Photography.....

- Student Records
- Financial Confidentiality
- Photography & Media Use
- Family Photography at Events

Section 20: Visitation, Volunteers, and Fundraising.....

- Visitation Policy
- Head Room Parent
- Fundraising

A Final Word

Parent Handbook Acknowledgment

A Welcome from the Head of School

Dear Logos Families,

Welcome to a new school year at Logos Academy.

It is truly a privilege to partner with you during these precious and formative early years of your child's life. Early childhood is a season filled with wonder, curiosity, rapid growth, and meaningful milestones. We do not take lightly the trust you place in us each day when you drop off your child.

At Logos Academy, our mission is to build a strong Christian foundation for lifelong learning by cultivating academic curiosity, character development, and a love for God and others. Everything we do — from circle time conversations to playground interactions — is shaped by that purpose.

We believe that children flourish in environments where they feel safe, known, and valued. Our classrooms are structured and joyful places where learning happens through purposeful play, intentional instruction, consistent routines, and nurturing relationships. We aim not only to prepare children academically, but to shape hearts — encouraging kindness, responsibility, perseverance, and respect.

You will find that this handbook reflects both warmth and clarity. We are a relational community, but we are also a school that operates with professionalism, structure, and accountability. Clear policies allow us to maintain safety, consistency, and excellence for all families.

As we begin this year together, my prayer is that your child grows in confidence, character, and joy — and that your family feels supported and encouraged as part of our community.

“Train up a child in the way he should go, and when he is old he will not depart from it.”
— Proverbs 22:6

We are grateful you are here.

With gratitude,
Lillian Son
Head of School
Logos Academy

Section 2

Mission, Vision, and Educational Philosophy

Mission

Logos Academy is committed to delivering exceptional education grounded in the love of Christ, nurturing children spiritually, social/emotionally, and academically to become lifelong learners.

We empower preschoolers to embrace their unique God-given gifts with a Christ-centered, dual immersion language approach, providing children with joyful, play-based learning, and cross-curricular instruction to prepare them for kindergarten and beyond.

Importance of fulfilling the mission:

- Create an environment to grow and thrive in the teachings of Jesus Christ to provide a strong Christian foundation for growth
- Develop a sense of community in each student and their family, and teach the joy of service to others to help them appreciate the importance of giving of oneself and talents
- Enrich the mind, body and spirit and instill a lifelong thirst for learning in each child to build a spirit of intellectual curiosity

Vision

We walk alongside and empower families in Northern Virginia, encouraging a love for learning, building intercultural bonds and raising servants to transform our community.

- We prepare students for a lifetime of learning
- We instill the message of God's love and the joy of radiating his love to others
- We embrace our community in a spirit of service and gratitude

Our Guiding Principles and Values

1. *Love of Jesus Christ:* The love and hope of the gospel of Jesus Christ guides everything we do.
2. *Whole Child Development:* We nurture the whole child through joyful learning and support of their emotional, social, academic, and spiritual development.
3. *Community:* We believe in loving the community where you live and actively building real relationships with our neighbors.
4. *Service:* We serve children, their families, and one another, meeting people where they're at and seeking to care for their needs.

5. *Cultural Diversity*: We celebrate the beauty of cultural diversity and respect cultural differences. Our program accepts children without regard to race, color, creed or religious background.

Educational Philosophy

Logos Academy offers a developmentally appropriate program that fosters the wholesome development of each child. Using principles of early childhood education alongside Christian values, we provide a safe, structured, and joyful learning environment.

Children thrive in environments where expectations are clear and relationships are strong. Our classrooms are intentionally designed to balance:

- Purposeful play and guided discovery
- Small-group instruction and independent exploration
- Creative expression and academic skill-building
- Structure and flexibility

We recognize that young children learn best through active engagement. Play is not separate from learning; it is one of the primary ways children process new information, develop language, build problem-solving skills, and strengthen social competence.

Dual Language Immersion

We create an environment that embraces cultural differences and allows our students to learn and grow through these differences. One of the ways that we foster this philosophy is through learning a second language. At Logos Academy, students learn to communicate with students and teachers in both Spanish and English, to cultivate new skills and embrace new and different experiences

Christian Integration

Faith is woven naturally throughout the school day. Through chapel, prayer, Bible stories, songs, and daily modeling, children are introduced to the foundational truth that they are loved by God and called to love others.

Christian character formation is expressed through:

- Encouraging kindness and compassion
- Teaching forgiveness and reconciliation
- Practicing gratitude and humility
- Modeling respect and self-control

We do not approach faith as a separate subject, but as a framework for how we treat one another and how we approach learning.

Children and teachers of all faith backgrounds are welcome in our community. While Logos Academy is grounded in the Christian faith — and Christian teaching is the foundation of our instruction — we approach every family with respect, warmth, and a spirit of hospitality.

Connecting Before Correcting

At Logos Academy, we believe in connecting before correcting. Children learn best when they feel seen, heard, and understood. When challenges arise, we first seek to understand the underlying need or emotion before addressing behavior.

Our approach to guidance reflects grace, clarity, and consistency. We maintain strong boundaries while recognizing that early childhood is a season of learning and growth.

We aim not merely for compliance, but for heart transformation and skill development.

Section 3

Governance, Licensing, and Oversight

Organizational Structure

Logos Academy operates under the oversight of a Board of Directors and school administration. The Board provides governance and long-term vision, while the Head of School and administrative team oversee daily operations.

To maintain clarity and order, questions and concerns should follow the appropriate communication path:

1. Classroom Teacher
2. Assistant Head of School (if applicable)
3. Head of School
4. Board of Directors (as appropriate)

We encourage direct and respectful communication. Most concerns are best resolved at the classroom level first, where teachers know the children and context most closely.

Licensing

Logos Academy complies with the regulations set forth by the Commonwealth of Virginia for child day programs. We maintain required staff-to-student ratios, safety procedures, documentation standards, and training requirements.

Licensing oversight includes, but is not limited to:

- Staff background checks
- Health and safety training
- Emergency preparedness procedures
- Facility inspections
- Required documentation for each child

Families may contact the licensing office if they wish to obtain additional information about child day program regulations or to register a compliment or complaint.

Fairfax Licensing Office

3959 Pender Drive, Suite 320

Fairfax, VA 22030

(703) 934-1505

Supervision Standards

Children are actively supervised at all times while on campus. Staff position themselves strategically to ensure full visibility during classroom activities, outdoor play, rest time, and transitions.

Attendance is verified:

- Upon arrival
- During transitions
- Before and after outdoor play
- Prior to dismissal

Maintaining appropriate supervision is central to student safety and is non-negotiable.

Professional Standards

All staff members are selected based on experience, qualifications, and alignment with the mission of the school. Employees undergo required background checks and complete ongoing training in areas such as:

- Child development
- Classroom management
- Health and safety
- Emergency procedures
- Mandated reporting

We expect professionalism, confidentiality, and integrity from every member of our staff.

Parent Partnership and Conduct

Logos Academy values respectful partnership with families. Healthy communication and shared commitment to children's growth are foundational to our community.

Parents are expected to:

- Communicate respectfully with staff and other families
- Support school policies and procedures
- Model behavior consistent with our community standards
- Address concerns through appropriate channels

If parent behavior becomes disruptive, disrespectful, or undermines the safety or cohesion of the school community, administration reserves the right to review enrollment status.

Section 4

Programs, Curriculum, and Daily Life

Program Options and School Hours

Logos Academy offers programs designed to meet the developmental needs of early learners while providing flexibility for families.

Half-Day Program

8:45 a.m. – 12:45 p.m.

Full-Day Program

8:45 a.m. – 3:45 p.m.

Before Care (for enrolled families)

Begins at 8:00 a.m.

After Care (for enrolled families)

3:45 p.m. – 4:30 p.m.

Students must be enrolled in before or after care in advance. These programs are designed to provide structured supervision and a calm environment before and after the instructional day.

Curriculum Overview

Our curriculum reflects a thoughtful blend of academic readiness, creative exploration, and character formation.

We provide developmentally appropriate instruction in:

- Early literacy (letter recognition, phonemic awareness, vocabulary development)
- Early math concepts (number sense, counting, patterns, basic operations)
- Fine motor and pre-writing skills
- Social-emotional development
- Critical thinking and problem-solving
- Science and hands-on discovery
- Creative arts and expression

Instruction occurs through small groups, whole-group experiences, and center-based learning.

We intentionally build readiness skills that prepare children for kindergarten while honoring the importance of play in early childhood development.

Language Instruction

Language instruction is woven naturally throughout the day in alignment with each classroom's language model. Children engage in language learning through songs, stories, conversation, instruction, and interactive activities.

We believe early exposure to multiple languages strengthens cognitive flexibility, listening skills, and cultural awareness.

Chapel and Faith Formation

Chapel is a regular part of our weekly rhythm. Through age-appropriate Bible stories, songs, memory verses, and character lessons, children are introduced to foundational Christian principles.

Faith is not confined to chapel time. It is modeled daily through how teachers speak, resolve conflict, encourage perseverance, and demonstrate kindness.

A Typical Half-Day Classroom Rhythm

Each classroom follows a consistent daily schedule that provides both structure and flexibility. A predictable rhythm helps children feel secure and confident.

A typical half-day may include:

- Arrival and Welcome
- Circle Time
- Guided Learning Centers
- Story Time and Language Development
- Songs and Movement
- Small Group Instruction

- Child-Directed Center Exploration (dramatic play, blocks, manipulatives, books, art)
- Clean-Up
- Handwashing and Prayer
- Lunch
- Outdoor Play (or indoor gross motor during severe weather)
- Dismissal

Each class participates in Chapel and Library once per week. Pre-K and Kindergarten classes participate in additional enrichment experiences.

Full-Day Afternoon Rhythm

Full-day students transition into a calmer afternoon schedule following lunch.

Afternoon activities may include:

- Rest Time
- Snack
- Enrichment or Guided Activity
- Outdoor Play (weather permitting)
- Structured Dismissal

Rest time is developmentally appropriate and provides an opportunity for children to recharge. Children who do not sleep are encouraged to rest quietly.

Outdoor Play

Outdoor play is an essential part of the school day. Weather permitting, children go outside daily. We will go out as long as the weather is above 40 degrees.

Outdoor play supports:

- Gross motor development
- Social skills
- Risk assessment
- Emotional regulation
- Physical health

In cases of severe weather, indoor gross motor activities are provided.

Classroom Community Expectations

Children are expected to:

- Follow teacher directions

- Show kindness and respect
- Care for classroom materials
- Participate in daily routines
- Practice self-help skills appropriate for their age

Teachers guide children patiently and consistently toward meeting these expectations.

Section 5

Communication and Community Life

Primary Communication Platform

Logos Academy communicates primarily through ProCare. Families are responsible for regularly checking ProCare for:

- Classroom updates
- School-wide announcements
- Event reminders
- Billing notifications
- Important policy updates

Timely review of communication ensures families remain informed and aligned with school operations.

Response Expectations

Teachers and administrators monitor messages throughout the day. However, during instructional hours, staff are focused on student supervision and learning.

Families should not expect immediate responses during the school day.

For urgent matters requiring immediate attention, please call or text the school phone directly.

Newsletters

Families receive both school-wide and classroom newsletters. These communications may include:

- Monthly themes
- Upcoming events
- Academic highlights
- Important reminders

Newsletters are intended to strengthen the partnership between home and school.

Parent-Teacher Conferences

Formal parent-teacher conferences are held annually. These meetings provide an opportunity to discuss:

- Academic growth
- Social-emotional development
- Strengths and areas for growth
- Readiness for next grade level

Additional conferences may be requested by parents or teachers as needed.

Family Involvement

Logos Academy values family engagement. We believe a strong partnership between home and school supports a child's development.

Families are encouraged to participate in:

- Chapel programs
- Seasonal celebrations
- Graduation ceremonies
- Volunteer opportunities (by arrangement)
- Classroom events coordinated with teachers

Visits should be scheduled in advance to maintain classroom continuity and safety.

Community Standards

As a Christian school community, we value kindness, respect, and unity.

Families are expected to:

- Communicate respectfully with staff and other families
- Avoid gossip or public criticism of staff or students
- Address concerns directly through appropriate channels
- Support the school's policies and mission

Healthy community requires mutual trust and professionalism.

Social Media and Privacy

We ask families to respect the privacy of all students.

Parents may photograph their own child during events. However:

- Please do not post photos or videos of other children without explicit parental permission.
- Classroom photos shared through ProCare are for personal family use only.

Maintaining privacy protects all children and families.

Section 6

Arrival, Dismissal, and Carpool Procedures

Clear and consistent arrival and dismissal procedures allow us to maintain safety, efficiency, and calm transitions for our students. We ask families to follow these procedures carefully each day.

Arrival Procedures

Carpool Arrival Time: 8:45 a.m. – 9:10 a.m.

Entrance is through the designated gymnasium entrance unless otherwise communicated.

During carpool:

- A staff member will greet your child and assist with the transition from vehicle to classroom.
- Parents should remain in their vehicles during morning carpool.
- Parents should NOT pass the vehicle in front unless instructed by staff.
- Children should be ready to exit the vehicle independently, when developmentally appropriate.

If your child arrives after carpool has concluded:

- Please call or text the school phone upon arrival.
- A staff member will meet you at the designated entrance.
- Late arrivals should be limited to appointments or unavoidable circumstances.

Late arrivals can be disruptive to classroom instruction and should be kept to a minimum.

Dismissal Procedures

Half-Day Dismissal: 12:45 p.m. – 1:00 p.m.

Full-Day Dismissal: 3:45 p.m. – 4:00 p.m.

After Care Dismissal: 3:45 p.m. – 4:30 p.m.

For dismissal:

- Parents must display their official car tag.
- Only individuals listed on the Pick-Up Authorization Form may pick up a child.
- Identification may be required for unfamiliar individuals.

Children will not be released to anyone not listed on the authorization form unless written permission has been provided and confirmed by administration.

If there are changes to pick-up arrangements:

- Parents must notify the school in writing through ProCare, texted to the school phone, or emailed to teachers AND administration.
- Verbal messages through a child will not be accepted.

Late Pick-Up Policy

Late pick-up can be distressing for children and places strain on staff supervision ratios.

Late fees are assessed as follows:

- \$10 flat late fee
- \$1 per minute thereafter, per child

Late fees begin at:

- 1:01 p.m. for Half-Day students
- 4:01 p.m. for Full-Day students
- 4:31 p.m. for After Care students

Late fees are added to your ProCare account and are due promptly.

Repeated late pick-ups may result in a conference with administration and may require review of continued enrollment.

Early Pick-Up

If a child must be picked up early:

- Please notify the teacher in advance when possible.
- Call or text upon arrival.
- A staff member will bring your child to the designated area.

To preserve classroom continuity, we ask that early pick-ups be limited to necessary appointments.

Safety and Supervision During Transitions

Attendance is verified:

- At arrival
- Before and after outdoor play
- During transitions
- At dismissal

Children are supervised until physically released to an authorized adult.

Maintaining structured arrival and dismissal procedures ensures the safety of every child in our care.

Section 7

Inclement Weather and Emergency Closures

The safety of our students and staff is our highest priority. As an independent school, Logos Academy evaluates inclement weather decisions situationally and independently of Fairfax County Public Schools (FCPS).

While we monitor FCPS announcements, we are not required to mirror their closures. Each weather event is assessed individually based on conditions specific to our location and staffing.

How Weather Decisions Are Made

When determining whether to open, delay, close early, or close for the day, we consider:

- Road conditions in our immediate area
- Safety of parking lots and walkways
- Updated weather advisories
- Staffing availability sufficient to meet licensing ratios
- The ability to operate safely and responsibly

Our goal is to serve families whenever safely possible while prioritizing responsible decision-making.

When FCPS Is Closed

If FCPS announces a closure:

- Logos Academy may still open if conditions allow safe operation.

- Families should use personal discretion based on conditions in their neighborhood.
- Attendance during such circumstances may be lower, and instruction will continue in a modified but structured format.

We seek to reasonably accommodate families when safe to do so.

Delayed Openings

If a delayed opening is implemented:

- School will begin two hours later than the regular start time.
- Dismissal times remain unchanged for all programs.

For example:

- Half-Day dismissal remains at 12:45 p.m.
- Full-Day dismissal remains at 3:45 p.m.

A delayed opening impacts the start of the day only and does not extend dismissal times.

Early Closures

In the event of worsening conditions during the school day:

- Families will be notified as early as possible.
- Prompt pick-up may be required.
- After Care may be canceled during early dismissal situations.

We ask families to ensure emergency contacts are current in the event parents cannot arrive promptly.

Communication of Weather Decisions

Weather decisions are communicated through:

- ProCare
- Email
- Text message
- Logos Family Facebook Page

Announcements are made as early as reasonably possible.

Families are responsible for monitoring communications and ensuring contact information is accurate.

By evaluating weather situationally and communicating clearly, we aim to balance safety, responsibility, and service to our community.

Section 8

Tuition and Financial Policies

Clear financial policies allow Logos Academy to operate responsibly and maintain the quality of programming, staffing, and facilities that families expect. Tuition commitments enable us to plan staffing, classroom ratios, and curriculum for the entire academic year.

Enrollment at Logos Academy represents a full-year commitment.

Tuition Structure

Tuition amounts and payment schedules are outlined in the Parent/School Contract signed at enrollment.

Tuition is:

- Charged monthly
- Due on the 1st of each month
- Considered late after the 5th of the month

Tuition is not prorated for:

- Student absences
- Illness
- Inclement weather closures
- Holidays
- Family vacations
- Early withdrawal (subject to withdrawal policy)

As a private institution, our annual operating budget is based on full enrollment for the academic year.

Late Payments

A \$25 late fee is assessed if tuition is not received by the 5th of the month.

If tuition remains unpaid:

- Families may be contacted by administration.

- Continued non-payment may result in suspension of attendance until the account is brought current.
- Repeated late payments may result in review of continued enrollment.

We encourage families to communicate promptly if financial hardship arises so that we may determine whether support options are available.

Returned Payments

A \$30 fee will be charged for any returned payment.

Future payments may be required in certified funds if repeated returned payments occur.

Financial Responsibility

Families are responsible for maintaining accounts in good standing.

Failure to meet financial obligations may result in:

- Temporary suspension of attendance
- Withholding of records
- Termination of enrollment

Logos Academy reserves the right to pursue collection of unpaid balances as necessary.

We approach financial matters with professionalism and discretion, but also with clarity and accountability.

Section 9

Tuition Assistance, Withdrawal, and May Tuition Policy

Tuition Assistance

Logos Academy seeks to support families when possible through limited tuition assistance.

Tuition assistance:

- Is based on demonstrated financial need
- Is dependent upon available funds
- Is reviewed confidentially
- Is awarded on a rolling basis as funds allow

Families requesting assistance will be required to submit:

- A completed tuition assistance application
- Tax returns or W-2 forms
- Additional documentation verifying income

Awards are not guaranteed and may be adjusted if circumstances change.

All financial information is handled with strict confidentiality. Families are asked not to share their tuition rate or assistance arrangement with others.

60-Day Probationary Period

All enrollments are subject to a 60-day probationary period.

This period allows:

- The school to assess whether the program is a good fit for the child
- Families to assess whether Logos Academy meets their expectations

Concerns during this period will be communicated promptly. Either party may determine that the placement is not an appropriate fit during this time.

May Tuition Policy (Enrollment Protection)

At the time of enrollment, families submit payment for the month of May. This payment secures the child's placement for the full academic year.

Following the completion of the 60-day probationary period:

- May tuition becomes non-refundable.
- May tuition will not be refunded or credited, even if proper 30-day written notice of withdrawal is provided.
- May tuition will be forfeited if a family withdraws after the probationary period.

This policy protects the school from financial loss due to late-year withdrawals, as student placements cannot typically be filled near the end of the academic year.

We encourage families to carefully consider the full-year commitment prior to enrollment.

Withdrawal Policy

A 30-day written notice is required prior to withdrawal.

If proper notice is provided:

- Tuition will be due through the final 30-day period.

- Accounts must be paid in full prior to release of records.

Withdrawal does not override the non-refundable status of May tuition after the 60-day probationary period.

Failure to provide 30-day notice may result in additional tuition charges.

Enrollment Termination by School

Logos Academy reserves the right to terminate enrollment when necessary.

Grounds for termination may include:

- Ongoing unsafe or aggressive behavior
- Inability to meet a child's needs within the scope of our program
- Repeated violation of school policies
- Disruptive or disrespectful parent conduct
- Failure to maintain financial obligations

When possible, concerns will be communicated and documented prior to termination. However, the school reserves the right to determine that immediate separation is necessary in situations involving safety or significant disruption.

Tuition remains due through the required notice period unless otherwise determined by administration.

Our desire is always to work collaboratively with families, but we must also preserve the integrity, safety, and stability of the school community.

Section 10

Health and Illness Policies

The health and safety of our students and staff is a shared responsibility between home and school. Clear illness guidelines help protect the well-being of the entire community.

Families are asked to exercise discretion and caution when determining whether a child is well enough to attend school.

A child should be able to:

- Participate fully in classroom activities
- Engage in outdoor play
- Follow the normal daily schedule without requiring one-on-one medical supervision

If a child is not well enough to participate in the full school day, they should remain home.

Illness Exclusion Guidelines

Children must remain home if they exhibit any of the following:

- Fever of 100.4°F (38°C) or higher
- Vomiting
- Diarrhea
- Pink eye (conjunctivitis)
- Undiagnosed rash
- Contagious or communicable illness
- Persistent cough or symptoms that interfere with participation
- Any illness that prevents full engagement in the school day

Children must be symptom-free for 24 hours **without medication** before returning to school.

If a child is sent home due to illness, the 24-hour exclusion begins at the time of pick-up.

If a Child Becomes Ill at School

If a child becomes ill during the school day:

- Parents will be contacted for prompt pick-up.
- If parents cannot be reached, emergency contacts listed on the child's forms will be contacted.
- The child will be separated from peers while waiting for pick-up.

Prompt pick-up is required to protect the health of other students and staff.

Health Forms and Immunizations

Each child must have a current Virginia Health Form on file prior to attending school.

This includes:

- Up-to-date immunization records
- Physical examination documentation

Children may not attend school without required documentation.

Families are responsible for maintaining current records and submitting updates when necessary.

Handwashing and Hygiene

Handwashing is practiced regularly throughout the day, including:

- Upon arrival
- Before and after meals
- After toileting
- After outdoor play
- As needed

Teaching healthy hygiene habits is part of our commitment to community well-being. Handwashing procedures are posted at every station.

Section 11

Medication, Allergy, and Head Lice Policies

Clear medical policies ensure safety and consistency while maintaining responsible boundaries for school staff.

Medication Policy

Logos Academy does not administer over-the-counter medications intended to treat illness during the school day.

This includes, but is not limited to:

- Fever reducers (Tylenol, ibuprofen)
- Cold and flu medications
- Cough syrups
- Decongestants
- Cough drops

If a child requires medication to remain comfortable or functional during the school day, they should remain home.

Approved Topical Applications

The following topical items may be applied with written parent authorization:

- Diaper cream
- Petroleum jelly (Vaseline)

These items must:

- Be provided in the original container
- Be clearly labeled with the child's name
- Be accompanied by the required school medication form

We do not apply sunscreen at school. Families should apply sunscreen prior to arrival when needed.

Prescription and Emergency Medications

Prescription medications required during school hours must:

- Be in the original pharmacy container
- Include clear dosage instructions
- Be accompanied by physician documentation
- Be accompanied by required school authorization forms

Emergency medications, such as EpiPens or inhalers, require:

- A completed physician authorization form
- Parent authorization
- FARE form
- Medication supplied by the family

Emergency medications are stored in accordance with licensing regulations and are accessible to trained staff.

Allergy Policy

Families must notify the school of any diagnosed allergy at enrollment and provide appropriate medical documentation.

Peanuts and peanut products are not permitted on campus.

Other tree nuts are allowed unless a classroom-specific restriction is communicated due to documented medical necessity.

If a child has a severe allergy requiring an EpiPen or other emergency medication:

- The medication must be provided to the school.
- Required authorization forms must be completed.
- Parents are responsible for ensuring medication remains unexpired.

The safety of all students requires full transparency regarding medical needs.

Head Lice Policy (Nit-Free)

Although head lice are not associated with illness, they spread quickly through direct contact and can be transferred through shared items or soft surfaces such as carpeting, rugs, hats, or personal belongings, particularly when children are in close proximity.

Logos Academy maintains a nit-free return policy.

If live lice or nits are identified:

- Parents will be notified for immediate pick-up.
- The child may return only after treatment.
- The child must be free of both live lice and nits prior to re-entry.

Children will be checked by staff before returning to the classroom.

Maintaining a nit-free environment minimizes repeated outbreaks and protects classroom continuity.

Section 12

Supervision and Safety

The safety of every child entrusted to our care is of highest importance. Logos Academy maintains strict supervision standards in accordance with Virginia licensing regulations.

Children are actively supervised at all times while on campus.

Active Supervision

Active supervision means staff:

- Position themselves strategically to maintain full visibility of children.
- Continuously scan and count students.
- Monitor transitions closely.
- Remain engaged and attentive during all activities.

Supervision includes:

- Classroom instruction
- Outdoor play
- Rest time
- Bathroom transitions
- Arrival and dismissal

- Movement between spaces

Children are never left unattended.

Attendance Verification

Attendance is verified:

- Upon arrival
- Before and after outdoor play
- During transitions
- At dismissal

Teachers account for every child consistently throughout the day.

Staff-to-Student Ratios

Logos Academy maintains staff-to-student ratios in accordance with Virginia licensing standards.

Ratios are monitored continuously to ensure compliance.

If staffing levels cannot meet licensing requirements, the school may adjust operations as necessary to maintain safety.

Visitor Procedures

All visitors must:

- Check in with the school office upon arrival.
- Receive authorization before entering classroom areas.

Unannounced visits are discouraged to preserve classroom continuity and security. Families are welcomed to visit by arrangement.

Building Security

Exterior doors remain secured during the school day.

Access is controlled and monitored. Families must follow established procedures for entry.

Maintaining controlled access supports the safety of students and staff.

Section 13

Emergency Procedures

Logos Academy maintains comprehensive emergency procedures to respond to unexpected situations. Staff are trained in safety protocols and participate in regular drills.

Minor Injuries

For minor injuries:

- Staff provide basic first aid.
- The incident is documented.
- Parents are notified as appropriate.

Documentation is maintained in accordance with licensing standards.

Serious Injury or Medical Emergency

In the event of a serious injury or medical emergency:

- Immediate care will be administered.
- 911 will be called when warranted.
- Parents will be contacted immediately.
- A staff member will remain with the child until a parent arrives.

If transportation to a medical facility is required:

- A staff member will accompany the child when possible.
- Emergency contact information will accompany the child.

Fire Drills

Fire drills are conducted regularly in accordance with Virginia licensing regulations.

During a fire drill:

- Students exit using designated evacuation routes.
- Attendance is verified immediately.
- Staff remain with their assigned group at all times.

Evacuation maps are posted in classrooms.

Severe Weather Procedures

In the event of severe weather (e.g., tornado warnings):

- Students move to designated safe areas within the building.
- Attendance is verified.
- Staff remain with students until the threat has passed.

Families will be notified as soon as safely possible if circumstances impact dismissal.

Lockdown Procedures

In the event of a security concern:

- The building will be secured.
- Students remain in designated safe areas.
- Staff follow established lockdown protocols.

Communication with families will occur when appropriate and safe.

Missing Child Procedure

In the unlikely event that a child cannot be immediately located:

- Staff initiate an immediate search of the classroom and surrounding areas.
- Administration is notified immediately.
- The building and grounds are secured.
- Parents are contacted.
- Law enforcement and licensing authorities are notified as required.

Attendance checks throughout the day greatly reduce the likelihood of such incidents.

Section 14

Mandated Reporting and Child Abuse

The safety and protection of children extends beyond the classroom.

All Logos Academy staff members are mandated reporters under Virginia law.

Mandated Reporting Responsibilities

If a staff member suspects child abuse or neglect, they are legally required to report the concern to the appropriate authorities.

Signs that may prompt reporting include, but are not limited to:

- Repeated unexplained injuries

- Significant behavioral changes
- Indicators of neglect
- Statements made by a child suggesting harm

Reports are made confidentially and in accordance with state law.

Documentation and Confidentiality

Staff document observations factually and professionally.

Reports are handled discreetly and confidentially.

The school does not investigate allegations independently; reporting responsibilities are directed to appropriate authorities.

Commitment to Child Protection

Logos Academy is committed to maintaining a safe and nurturing environment.

Protecting children is a shared responsibility between school, family, and community.

Section 15

Student Guidance and Discipline

At Logos Academy, discipline is not merely about correcting behavior — it is about shaping character.

Our goal is to guide children toward self-control, empathy, responsibility, and respect in a developmentally appropriate manner rooted in Christian values.

Our Philosophy: Connecting Before Correcting

We believe children learn best when they feel seen, heard, and understood. Before correction occurs, we seek connection.

This means:

- Listening to understand the child's emotions
- Helping children name and regulate feelings
- Teaching appropriate replacement behaviors
- Reinforcing expectations clearly and calmly

Children are still learning self-regulation, impulse control, and social awareness. We approach discipline as a teaching opportunity rather than a punitive response.

However, grace does not remove boundaries. Clear, consistent expectations are essential to a safe and thriving classroom.

Classroom Expectations

Students are expected to:

- Follow teacher directions
- Keep hands and feet to themselves
- Use kind and respectful language
- Care for classroom materials
- Participate in routines and transitions appropriately

Teachers review expectations regularly and model them daily.

Positive Guidance Strategies

Teachers utilize developmentally appropriate strategies such as:

- Redirection
- Modeling appropriate behavior
- Logical consequences
- Structured choices
- Conflict mediation
- Encouragement and positive reinforcement

We intentionally teach skills such as:

- Sharing
- Taking turns
- Apologizing and forgiving
- Problem-solving
- Emotional regulation

Aggressive or Unsafe Behavior

Aggressive behaviors may include:

- Hitting
- Biting
- Kicking
- Throwing objects

- Physical intimidation
- Repeated defiance that compromises safety

If aggressive behavior occurs:

- Immediate intervention will take place to ensure safety.
- The incident will be documented.
- Parents will be notified.
- A plan for support may be implemented.

Repeated unsafe behavior may require:

- A parent conference
- A behavioral support plan
- Temporary suspension
- Enrollment review

Tuition remains due during suspension periods.

Prohibited Discipline Practices

In accordance with Virginia licensing regulations, the following practices are strictly prohibited at Logos Academy:

- Physical punishment of any kind
- Withholding food or drink
- Punishment for toileting accidents
- Verbal abuse, humiliation, shaming, or intimidation
- Threatening language
- Confinement in enclosed spaces
- Prolonged or inappropriate exclusion from the group

When a child requires a brief break from an activity due to unsafe or disruptive behavior, it is used only as a calm-down opportunity — not as punishment. Any temporary separation is:

- Developmentally appropriate
- Brief in duration
- Closely supervised
- Intended to help the child regain self-control

Children are never left alone or isolated without supervision.

Our approach to discipline reflects dignity, respect, safety, and professional care, while maintaining clear and consistent boundaries.

Section 16

Suspension and Enrollment Termination

While our desire is always to partner with families and work through challenges collaboratively, there are circumstances in which continued enrollment may not be appropriate.

Logos Academy reserves the right to suspend or terminate enrollment when necessary to preserve the safety, stability, and integrity of the school community.

Grounds for Suspension or Termination

Enrollment may be reviewed or terminated for reasons including, but not limited to:

- Ongoing unsafe or aggressive student behavior
- Behavior that poses risk to other children or staff
- Inability to meet a child's needs within the scope of our program
- Repeated violation of school policies
- Failure to maintain financial obligations
- Disruptive, hostile, or disrespectful parent conduct
- Actions that undermine the unity or safety of the school community

When appropriate, concerns will be addressed through:

- Documentation
- Parent conferences
- Behavioral plans
- Probationary review

However, the school reserves the right to determine that immediate separation is necessary in situations involving safety or serious disruption.

Parent Conduct

Healthy partnership requires mutual respect.

Parents are expected to:

- Communicate respectfully with staff
- Follow established communication channels

- Support school policies
- Avoid public criticism or gossip regarding staff or students

If parent behavior becomes disruptive, hostile, threatening, or consistently undermines the school's mission, enrollment may be terminated.

Financial Grounds

Failure to meet tuition and financial obligations may result in:

- Suspension of attendance
- Withholding of records
- Termination of enrollment

The school may pursue collection of unpaid balances as necessary.

Tuition Responsibility Upon Termination

If enrollment is terminated:

- Tuition remains due through the required notice period unless otherwise determined by administration.
- May tuition remains non-refundable following the 60-day probationary period.

These policies protect the stability of the school and allow us to maintain high standards of care and instruction.

Section 17

Toilet Training Policy

To preserve classroom routines and support developmental readiness, Logos Academy maintains clear expectations regarding toilet training.

Preschool and Pre-K

Children enrolled in Preschool and Pre-K must be fully toilet trained prior to attendance.

Fully toilet trained means the child:

- Communicates the need to use the restroom
- Remains dry throughout the school day
- Does not require pull-ups during school hours
- Can manage clothing with minimal assistance

Teachers encourage independence and may provide limited assistance when necessary (e.g., help with fasteners or hygiene reminders).

Repeated accidents may indicate that a child is not yet developmentally ready for the program. In such cases:

- A conference may be scheduled.
- Parents may be asked to come and change their child (after multiple occurrences).
- Temporary withdrawal may be recommended.
- Enrollment may be reviewed if readiness concerns persist.

Bright Beginnings

Children enrolled in Bright Beginnings should be actively working toward toilet training at home. Teachers support routines through reminders and encouragement, but toilet training remains primarily a family-led process.

Maintaining firm expectations regarding toilet training ensures classroom consistency and supports each child's success.

Section 18

Clothing, Personal Items, Lunch, and Rest Time

Daily routines run most smoothly when children are dressed and prepared appropriately for active learning.

Clothing

Children should wear comfortable, washable clothing suitable for:

- Active play
- Art projects
- Outdoor activities
- Independent bathroom use

Tennis shoes are strongly preferred for safety and participation in movement activities. Sandals, dress shoes, or open-toed footwear may limit a child's ability to participate fully in outdoor play.

To support independence, clothing should allow children to manage toileting needs with minimal assistance (e.g., elastic waistbands rather than complicated fasteners).

Children should bring a complete change of clothes labeled with their name.

Personal Items

Each child should bring:

- A labeled backpack large enough for daily materials
- A refillable water bottle labeled with the child's name
- A packed lunch (and snack for full-day students)

Please avoid sending toys or personal valuables unless specifically requested for a classroom activity. The school is not responsible for lost or damaged personal items.

Lunch and Snack

Students bring lunch daily from home.

Guidelines:

- Peanuts and peanut products are not permitted.
- For younger children, foods such as grapes should be cut appropriately to reduce choking risk.
- Lunches should not require staff preparation beyond simple assistance.

Full-day students should also bring a separate afternoon snack.

We encourage healthy, balanced meals that support sustained energy and focus.

Rest Time (Full-Day Students)

In accordance with Virginia Department of Education (VDOE) child day program licensing requirements, full-day students are provided with a minimum **30-minute rest period** each day.

Rest time is a structured and developmentally appropriate part of the school day. It provides children with an opportunity to pause, recharge, and regulate their bodies after a busy morning of learning and play.

Each child must provide:

- A labeled rest mat
- A fitted sheet
- A small blanket

Rest items are sent home weekly for laundering.

During the required 30-minute rest period, children are expected to lie quietly on their mat. Some children may fall asleep, while others may simply rest quietly. After the required rest period has concluded, children who remain awake may be offered quiet activities that do not disturb their peers.

Maintaining a calm and consistent rest routine supports emotional regulation, attention, and overall well-being, allowing children to participate more fully in afternoon activities.

Section 19

Confidentiality, Records, and Photography

Logos Academy is committed to protecting the privacy and dignity of every child and family.

Student Records

A file is maintained for each student and may include:

- Enrollment documents
- Health and immunization records
- Emergency contact forms
- Pick-up authorization forms
- Incident reports
- Tuition and financial documentation

Records are confidential and accessible only to authorized personnel.

Families may request to review their child's file in accordance with licensing regulations.

Financial Confidentiality

All financial arrangements, including tuition assistance awards, are confidential.

Families are asked not to share their tuition rates or assistance details with others.

Photography and Media

Photographs may be taken during classroom activities, school events, and special programs.

With signed media consent on file, photos may be used for:

- Classroom displays

- Newsletters
- ProCare updates
- School website and social media
- Marketing materials, including brochures and postcards

We do not hire professional photographers for school portraits unless otherwise communicated.

Family Photography at Events

Families may take photos of their own child during school events.

However:

- Please do not post photos or videos of other children without explicit parental permission.
- Classroom photos shared through ProCare are intended for personal family use only.

Respecting privacy protects all families in our community.

Section 20

Visitation, Volunteers, and Fundraising

Logos Academy values strong family partnership and welcomes parent involvement in meaningful ways.

Visitation

Parents are encouraged to participate in school life through arranged opportunities such as:

- Library volunteering
- Classroom assistance (by arrangement with the teacher)
- Birthday celebrations
- Chapel programs
- Seasonal events

To preserve classroom continuity and student focus, visits should be scheduled in advance.

All visitors must check in upon arrival.

Head Room Parent

Each classroom may designate a Head Room Parent to assist with:

- Coordinating celebrations
- Volunteer communication
- Teacher appreciation efforts
- Special classroom events

Participation is voluntary and deeply appreciated.

Fundraising

Fundraising efforts support:

- Classroom enrichment
- Special events
- Facility improvements
- Tuition assistance initiatives

Participation in fundraising is voluntary.

We are grateful for families who choose to contribute time, resources, or support as they are able.

A Final Word

We are grateful for the trust you place in Logos Academy.

It is a privilege to walk alongside your family during these formative years of growth and discovery. Our prayer is that each child feels known, valued, and encouraged as they develop strong minds and compassionate hearts.

May this year be marked by joy, learning, friendship, and growth.

“Train up a child in the way he should go, and when he is old he will not depart from it.”
— Proverbs 22:6

Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the Logos Academy Parent Handbook for the 2026–2027 school year.

I understand that the policies and procedures outlined in this handbook are intended to provide clarity, safety, and consistency for all families. I agree to abide by the policies and support the expectations set forth by Logos Academy.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name(s): _____