



Preschool FAQs

Q: What Items Are Required for Successful Registration?

A: For your registration to be considered complete and for your child to participate, in addition to enrolling in the program you will need to:

- Create an account with ePACT (invitation to system sent via email following enrollment)
- Complete your child's registration form in ePACT
- Complete and upload immunization and physical records to ePACT. The records should have been completed no earlier than a year prior to the start of school, and both documents should be signed by your child's physician. If you are religiously exempt from immunization, then you must provide the proper form, signed by a notary.
- Provide allergy and medication forms for your preschooler, as applicable.
- Provide the original copy of our child's birth certificate, passport, or VA State ID to the site you are attending for staff validation of this information in person with an original document.
- Pay required program fees.
- Continue to make changes, as requested/needed, to your family's account.

Q: What Curriculum does your preschool follow?

A: The Prince William County Department of Parks & Recreation aims to provide the best overall Preschool program possible. The Preschool program is designed to provide exciting group experiences for children ages 3 to 5 in a positive and safe environment. We believe that play is a child's primary vehicle to learning and that young children respond well to small group and individual activities. Therefore, our play-oriented activities offer choices and freedom of expression. Letters, numbers, colors, and shapes are incorporated with daily creative art, music, and movement.

Q: What are the enrollment requirements for my child?

A: Children enrolled in a Prince William County Department of Parks & Recreation Preschool must:

- Meet the minimum program age by September 30.
- Be potty trained. Potty training is not required, but it is encouraged for our 2-year-old class.
- Prior to enrollment, it is necessary for your child to meet the following participation skills:
 - Ability to participate in an environment with an age-specific staff to child ratio.
 - Ability to make the transition from leaving parent within one month.
 - Ability to participate for the duration of the class.
 - Ability to follow simple/single instructions.
 - Ability to eat and dress independently.
 - Ability to respect others and their property.

Q: What should I bring/send to with my child?

- A:**
- Please pack a spare set of clothes and shoes to keep at school.
 - Make sure your child is dressed in comfortable, easy to care for clothing that is appropriate for the prevailing weather.
 - A small water bottle.
 - Please label all belongings brought to school. Lost items will be kept in the classroom for a short time.
 - Children are to wear closed-toe shoes every day.
 - Please do not bring personally owned toys to school unless it is requested from your teacher.
 - This can cause conflict in the classroom and teachers cannot be responsible for items that may be lost or broken.

Q: Are parents allowed to stay and observe preschool?

A: Often parents or guardian's presence during preschool can be distracting for some children as well as staff. For this reason, we do not allow parents/guardians to stay.

Q: Can we switch from one preschool program/ location to another?

A: Yes, if space is available. If you have registered for a preschool at one location and wish to change locations, you can transfer your money paid for the school month prior to the start of class. If deciding to cancel from the program, a two-week notice is required to receive a refund of your money, minus a \$25 admin fee. Registration fees are transferable, but not refundable.

Q: What do you do for inclement weather?

A: DPRT Preschools operate independently of Prince William County School closure decisions. Decisions will be made internally based on actual weather conditions or expected forecast for closures, late openings, or early closings. The Department will make every effort to communicate a decision by 8pm the night before for closings or late openings.

Q: Do I have to sign up for the entire Preschool year or can I choose specific months?

A: Committing to a full preschool year is required. Participants are registered for the entire year, so if your child cannot attend one month of school, we still expect payment monthly to retain your child's spot in the program.

Q: What if my child has allergies, food intolerances, cultural/religious food preferences?

A: All allergies, intolerances, and religious preferences should be noted on the appropriate section directly on your child's ePACT account.

If your child has asthma, or a diagnosed food allergy then the Allergy Action Plan must be completed by a parent/guardian and/or physician.

If your child requires prescription and/or nonprescription medication, a Medication Authorization form must be completed by a parent/guardian and/or physician. A qualified Prince William County Department of Parks

& Recreation staff will administer all age-appropriate medication in accordance with the labeled instructions and the Medication Administration Training (MAT). Over The Counter Medication (OTC) that will need to be administered for less than 10 days requires parent/ guardian authorization on the Medication.

Q: What if my child has a disability?

A: The Department of Parks & Recreation offers inclusion-based programming. Please find more information on our Inclusion page or contact Veronica Laughman, ADA Coordinator: vlaughman@pwcgov.org. Submission of the [Inclusion request form](#) a minimum of 21 days prior to the start of the program is preferred.

Q: What are your COVID-19 Protocols?

A: We are following current CDC guidelines for isolation/quarantine regarding positive COVID-19 cases and exposures. We ask that parents please self-monitor your child for signs/symptoms of COVID-19 (including temperature checks) daily and to refrain from attending the program if any symptoms develop. Any student or staff exhibiting symptoms will be isolated and sent home immediately.

The wearing of masks is optional for all students and staff. Families may determine if their child should be masked when in attendance.

Classrooms and items therein are cleaned daily. Frequent hand washing by all children and staff is required.

Q: What is your payment/refund policy?

A: Payments are due at the first of each month, beginning September 1st. A \$50 late fee will apply. Refunds will be issued, minus the registration (\$45) and admin fees (\$25) for all cancellations received at least two weeks prior to the start of the preschool month. We do not offer prorated fees or discounts for partial attendance. For more information, please see the [Parent Handbook](#).

Q: Where Can I find more information?

A: For more information regarding preschool, please visit our [Preschool Page](#).

For more information regarding preschool policies and procedures please visit our [Parent Handbook](#).