

Valley Christian Preschool Parent Handbook

The Road to Excellence

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Valley Christian Preschool is part of the Valley Christian Schools system in Dublin, California. Valley Christian Schools-Dublin serves over 1,000 families throughout the Tri-Valley area. At Valley Christian Schools-Dublin families can find continuing Christian care and education for their children from ages two years through Grade 12.

Mission

To inspire a passion for Jesus Christ and to awaken God's unique story in each student. To prepare all students for their specific callings through a Bible-based college preparatory experience that transforms them into forward thinking leaders, who are able to move beyond success to true significance within a complex global community.

*For I know the plans I have for you,
declares the Lord,
plans to prosper you and not to harm you,
plans to give you hope and a future.*

Jeremiah 29:11

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracle, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Source: The National Association of Evangelicals

LICENSE AND AFFILIATIONS

Valley Christian Preschool is licensed by the State of California, License No. 010205821. The Preschool is also a member of the Association of Christian

Schools International (ACSI) and the National Association for the Education of Young Children (NAEYC).

PRESCHOOL – FAMILY RELATIONSHIP

We believe God has charged parents with the primary responsibility for the training of their child. You have chosen us to *partner* with you in the education of your child and we count it a privilege to do so. We take this responsibility seriously and desire the same level of support from you. Your support is essential to the success of our school and vital for your child's self-esteem.

As an Early Education program, we will:

- Provide a safe and caring environment.
- Be clear and consistent in all we do.
- Provide a broad and balanced curriculum to develop the whole child.
- Acknowledge that each and every child is a unique individual created by God.
- Have clear goals and learning objectives for the children.
- Inform parents at an early stage of any concerns we have regarding a child's learning or behaviors.
- Ensure that we are available, by prior arrangement, to discuss progress, behavior, or any concerns that you might have about your child.
- Provide a consistently Biblical foundation for all teaching, striving to communicate God's love and His desire for an intimate relationship with each child and his/her family.

As the parent of a child attending Valley Christian Preschool, we ask that you:

- Support the school's philosophy, programs, policies, and procedures.
- Ensure that your child attends school regularly.
- Ensure that your child is at school on time.
- Let the school know the reason for your child's absence.
- Let the school know about any problems or situations that might affect your child's learning or behavior.
- Encourage and support your child in completion of his/her "schoolwork" and home reinforcement activities, being aware that expectations are different depending on the age of the child.
- Make every effort to attend meetings and events, showing your child a desire to participate in his/her education.
- Encourage your child to obey the teachers, rules, and play safely, with pride in his/her actions and learning.

- Cooperate with the school in the guidance and discipline of your child.

*Train up a child in the way he should go; and when he is old,
he will not depart from it. (Proverbs 22:6)*

EDUCATIONAL PHILOSOPHY AND GOALS

We view our preschool ministry as a service to the families and children of our community who desire quality Christian childcare and academic enrichment for their children beginning with preschool ages 2.1 years through our Junior Kindergarten program.

We believe that each child is a unique and special gift from God and should be encouraged to progress at his or her own rate of speed toward enriched experiences, self-discipline, and the ability to make good choices. Our goal is to provide an early education that develops the whole child by providing a preschool experience of lasting value with biblical values and principles woven throughout.

- **Intellectually:** by encouraging an enthusiasm for learning through exploring and hands-on experiences.
- **Physically:** by encouraging experiences that will develop large and small muscle coordination and motor skills.
- **Socially / Emotionally:** by encouraging whole group participation activities, getting along with others, and developing a feeling of security and belonging.
- **Spiritually:** by providing a Bible time, and by integrating a biblical worldview throughout the curriculum and learning environment. We model Christ-centered character qualities through the love of our staff and the responses given to the children in our care. Bible stories, songs, and prayer give children an awareness of God's love for them.
- **Creatively:** by encouraging the exploration of art mediums, creative experiences, and music.

The term Developmentally Appropriate Practices (DAP) is often used in early childhood education programs and is part of the philosophy of Valley Christian Preschool. It is our goal to provide children with an environment that will allow them to grow in all developmental areas. God tells us through scripture that children need time to grow. *"And Jesus grew in wisdom and stature, and in favor with God and Man."* (Luke 2:52) Different levels of activity, development, and learning styles are expected, accepted, and used to design appropriate activities. Our programs include a variety of activities allowing for differences in young children. There is a balance of free choice and planned activities. In all activities we strive to build the child's self-concept in a loving, secure, and accepting environment.

PROGRAMS / CLASSES

Preschool Twos:

- 2.1 years of age by the first day of school.

Preschool Threes:

- 3.0 years of age by December 1

Pre-Kindergarten Fours:

- 4.0 years of age by December 1.

Junior Kindergarten:

- 5.0 years of age by December 31.

Valley Christian Preschool offers both half-day and full-day programs for Preschool Threes, Pre-Kindergarten Fours, and Junior Kindergarten Fives. We offer half-day only programs for Preschool Twos. All programs include Bible, school readiness curriculum and skills, visual and motor perception activities, art, science, music, and Spanish.

Each child should be ready for the type of group experience that our preschool has to offer. Children with special needs such as emotionally, physically, or cognitively challenged will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children in the class.

Toileting Requirements

Preschool Twos - Children enrolled in our Two-Year old program are **not** required to be potty trained to participate in this class, but should be demonstrating developmental readiness for toilet training and should be sent to school in pull-ups or other training-type underwear. During your child's time in the Preschool Twos, we will work with you and your child to provide him/her the assistance and support needed through the various stages of toilet training.

Preschool Threes, Pre-Kindergarten, Junior Kindergarten - Children are required to be fully potty trained in order to enroll in our Preschool Threes, Pre-Kindergarten Fours, or Junior Kindergarten Fives programs. Children enrolled in the Preschool Threes should also be maturing in responsibility for own toileting needs (able to pull down pants, wipe with direction, etc). All children are required to wear underwear under their clothing. Pull-ups are considered diapers and are not allowed if enrolled in the above-mentioned programs. Staff will speak to a parent if the child is coming to school in pull-ups or without the appropriate underwear. While we take into consideration that young children have accidents, if toileting difficulties arise and/or persist, parents will be asked to make other arrangements until success in this area is achieved

Enrichment Classes

Valley Christian Preschool also offers a variety of enrichment opportunities for an additional fee paid to the vendor. Some of our offerings have included dance, soccer, computer, science, and music.

Preschool Summer Camp

In addition to our academic school year programs, Valley Christian Preschool offers a summer camp program. The dates for the summer program, themes, and tuition rates will be provided in March/April before the summer session begins.

CURRICULUM

"Curriculum" is a term used to describe all of the components or elements used in our early education program. Curriculum includes directed activities, play and exploration centers, outdoor physical development, thematic activities, instructional materials, and texts.

Bible is integrated throughout the day. We will use Bible stories, character building stories, music, and prayer as part of our curriculum. We want the children to know God loves us, Jesus is our friend, the Bible is God's Word, and prayer is our time to talk to God. Doctrine from any particular denomination is not taught.

Our core curriculum consists of A Beka Book, High Reach Learning, Group Publishing, GEMS Science, and The Mailbox Education for Early Childhood.

Development of the whole child is a team effort, with instruction and experience in the classroom being supported and reinforced at home.

You can help your child get the most out of his/her learning opportunities as well as continue the learning experience at home by talking with your child about class activities. Ask your child's teacher for suggestions or activities to reinforce what is being stressed in the classroom. Your child's teacher will also provide a weekly or monthly newsletter describing class activities.

OPERATING PROCEDURES AND POLICIES

Hours of Operation

Valley Christian Preschool operates from 7:00AM to 6:00PM Monday through Friday.

Holiday and Vacation Breaks, School Closures

School vacation, breaks, and observed holidays are similar to those of a traditional academic calendar. Please refer to the school calendar in the registration packet for all school closures as well as the school's monthly newsletter.

Admissions

Valley Christian Schools' admissions policies shall not be influenced or affected by an applicant's race, color, sex, national origin, age, disability, or any other characteristic protected by law. The School does not discriminate in the admission of its students on the basis of religious belief.

Registration and Enrollment

Registration is on a first come-first served basis beginning in January of each year for the regular school year. Registration takes place in the following order:

1. Currently enrolled Valley Christian Preschool children, siblings, Valley Christian Schools' alumni, and Valley Christian church families.
2. Public.

Program Changes

Please note that each child is enrolled for a specific program schedule. Due to capacity limitations and staffing needs it is not possible to rotate days within a program. For example, a child scheduled for a 3-day program on Monday, Wednesday, and Friday must attend those days and per the program- morning or afternoon. If a permanent change is needed, this must be requested in writing to the preschool *in advance of any change being made*. Changes can be made only as space is available.

Sign-In/Sign Out Procedures

For your child's safety and protection, the following sign-in and sign-out procedures will be followed without exception:

The Department of Social Services/Community Care Licensing requires an **authorized adult (18 years or older) to SIGN each child in and out of the preschool daily, noting the arrival and departure time of the child**. It is each authorized adult's responsibility to be sure the teacher acknowledges the child's arrival and departure from class. Please do not leave your children unattended in the classroom or on the playground.

If someone other than you will be picking up your child, we must have *written* permission from you **prior** to releasing your child to an authorized person- even if that person's name is listed on your child's emergency card. In order to authorize someone to pick-up your child by phone, you will be asked a specific personal question from your child's file to verify who you are if there is question. The person picking up your child **must** have photo identification. We will ask to see photo identification for those people we don't know, including parents.

Court Orders

Valley Christian Preschool **must have a certified court order on file regarding parental custody matters.** We cannot and will not refuse a parent pick-up rights unless we have a court order on file about those rights. **Please notify us immediately of any changes in custody orders.**

Your children are very precious to us. These rules are here to protect them and to ensure their safety.

Arrival

We ask that children arrive at school on time. Because of the nature and design of our programs, we value and reserve these times for the children and their experiences. Late arrival makes this difficult to maintain because of the disruption of the continuity and flow for the children in the classroom. However, we are aware that there are circumstances that may necessitate a late arrival. When that happens, we ask that you please call and let us know when to expect your child so we can prepare for and transition your child in the best possible manner to already occurring activities.

Vacation, Illness, and Absence

We ask that parents notify the teacher when their child is absent from school and, if at all possible, at least one week in advance of planned vacations.

Student Placement and Progress

We view each child placement very seriously. When deciding in which class to place a child, we review numerous criteria and evaluate what is best for the individual child and for the group as a whole. Criteria include but are not limited to age of the child, developmental readiness, schedule, gender, and social development. Parent feedback is welcomed and considered but is not necessarily a determining factor. **As advocates for young children, our main goal is to provide placement that is best for the individual child in the preschool setting.**

Classroom teachers do observations of the children throughout the year. A progress report will be provided to you and will address a variety of aspects of your child's development. Parent-Teacher Conferences are scheduled mid-year. Please check the school calendar for dates. Conferences can, however, be requested anytime by the parent, child's teacher, or Director. It is our desire to keep the lines of communication open at all times, so please feel free to talk with your child's teacher or the Director. **Please be mindful that when children are present, the teacher's primary responsibility is the safety and well being of the children.** Please make conversations *brief* or schedule an appointment to talk at a later time.

Parent Orientation

The Director will set aside time before the first day of school for a Parent Orientation evening. There will be a brief overview of policies and procedures as well as an opportunity to meet the preschool staff and our enrichment staff. You will also be able to visit your child's classroom. At that time your child's teacher will provide you with a daily schedule and curriculum overview. There will also be time to answer any questions you may have.

Open Door Policy

It is our desire to be available to parents' questions and concerns. Parents are welcome to visit their child's classroom at any time. In fact, we encourage you to visit at least once. When visiting the school for any reason, please check-in at the office prior to entering a classroom.

Adjustment Period

Starting school for the first time can cause anxiety in some children and in some parents as well. We recommend that you visit our school before the first day of school with your child, allowing him/her to meet the teacher and see the environment. **Time will be made available in August for "Meet Your Teacher Day."** Please check the preschool calendar for dates. For those children entering our school mid-year, we suggest you visit the school with your child before leaving him/her for the day. We will make every effort to work with you to make this adjustment period a positive experience. **We recommend that you give your child at least one month to adjust to the preschool experience. Two months is recommended if your child attends a Tuesday-Thursday morning program.**

For our youngest children (two and three year olds) we ask that parents do not volunteer in the classrooms for at least 3-4 weeks after the start of school so the children can adjust to their new school experience.

Items Parents Provide

- **ALL CHILDREN** are to have a **change of clothing** in a "Ziploc" bag. Please label the bag and all clothing items as well.
- **ALL FULL DAY** and **JUNIOR K** students are required by Community Care Licensing to have a rest or nap period each day, which each child will rest or nap on a mat. All full day and Junior K students need to bring a **twin sheet** to cover the mat and a small blanket. All full day and Junior K students will be given a Valley Christian Preschool "nap" sack from the preschool office before the beginning of the school year. **ALL** nap items **must** fit in the nap sack. Please **LABEL** all nap items. Bedding will be left here all week and you are to take it home on Fridays for cleaning and return it on Mondays.

Redirection and Discipline

Redirection and discipline has an important place in an early childhood education program. Parents and teachers need to work together in order to be consistent and effective in training young children to make appropriate choices in a classroom setting. Questions or concerns should be addressed *first* with the appropriate staff member, then if further interaction is needed for resolution, with the Director. We want to be compassionate to our young children and their families knowing that the children bring into the classroom what they are familiar with from home.

We believe our program provides a formula for discipline that is appropriate in shaping and encouraging responsible behavior. We strongly believe in and practice assertive discipline and prevention. Positive reinforcement, praise and modeling are the main methods used to maintain a child's behavior. In cases where a child needs to regain self-control or is in danger of hurting themselves or others, the child may be momentarily separated from the group for a "time out." No child shall be shamed, humiliated or otherwise intimidated as a part of correction. Corporal punishment is not practiced at Valley Christian Preschool. We strive to facilitate conversation and communication among the children even in discipline issues. Our goal is to be proactive in preventing potential problems by redirecting a child or helping children resolve conflicts by using their words to communicate their feelings and thoughts.

It is important to remember that at times *mildly* aggressive feelings in young children are a normal part of the developmental process of growing.

Each teacher has a goal to help the child develop self-control over those feelings while still helping to build positive self-esteem. Most aggressive tendencies at preschool can be controlled using various techniques. Teachers are trained to be alert to potential areas of frustration both in the classroom and outdoors. When possible, teachers intervene before physical disruption takes place.

However, biting, scratching, kicking, and hitting behaviors can jeopardize the safety of other children. If aggressive behavior becomes excessive, the preschool staff will communicate with parents through verbal conversations or an "incident" report. We will also initiate a discussion with parents regarding the inappropriate behavior, redirection that has been effective at home, and agreed upon procedures for when the child is at school. Continued occurrences may necessitate picking up your child from school immediately following an incident. Also, we may request that the child stay home from school the following day. If, however, after efforts between home and school are exhausted and the pattern of behavior continues, we will require that you withdraw your child from the preschool.

Discipline is designed to promote self-direction, self-control, understanding of choice and consequences, and respect of others. This is accomplished through consistency and fairness.

Snack and Lunch Information

A nutritious snack is served to all Valley Christian Preschool children. Children who attend full day programs are provided two snacks on a daily basis, one in the morning and one in the afternoon after rest or naptime. Children who attend half days are provided one snack. Snack is included in your tuition. All children will be served milk unless otherwise arranged by parents and/or if the child has an allergy to milk.

Children who attend all day as well as Junior K children are offered the opportunity to purchase a hot lunch at an additional cost or to bring a cold lunch from home. Please pack a healthy lunch for your child. Lunches should include vegetables and fruits, breads or bread alternatives such as crackers, and meat or meat alternatives such as cheese along with a beverage of milk, water, or 100% fruit juice. We encourage the children to try the foods they are provided.

Food is never denied to a child as a form of punishment or redirection. Conversation is encouraged, self-help skills are fostered, and good nutrition habits are promoted.

Menus for snack and lunch are posted in advance on the Parent Board.

FINANCIAL POLICIES

Tuition

Tuition is based on a school year amount and is a set fee. Tuition for children starting *after* the first day of school is calculated based on exactly how many days are left in the school year.

Families are offered two options to pay tuition:

1. Full payment due by April 15. Full payment by this date will constitute a discount as determined by current school year policies (please contact our Accounting Office for assistance with determining your discount) or
2. 11 monthly payments beginning in May using the FACTS tuition management program. With this option, families can choose to pay beginning on May 20 through March 20 or beginning on June 5 through April 5. The funds will be electronically transferred from your personal bank account. With FACTS you can be assured of protection of your bank account. Neither FACTS nor the school will have knowledge or direct access to your bank account. You may choose to set up a separate "custodial" bank account in your child's name in which tuition can be processed

Summer Program Tuition

Tuition for Valley Christian Preschool's 7-week summer session is paid in two equal payments due the first of May and the first of June. You will be billed as a separate invoice from FACTS.

Fees

1. There will be a yearly registration fee and a back-to-school fee.
2. A service fee of \$25.00 will be assessed for all returned checks. After 2 returned checks subsequent payments must be made by cash, cashier's check, or certified funds.
3. A missed payment fee of \$25.00 will be charged by FACTS for each missed electronic payment attempt.
4. Late pick-up fees of \$1.00 per minute will be assessed for each minute after the class ending time. The fees will be assessed according to the time on the preschool clock(s).

Credits / Refunds

No tuition credit is given for any of the days a child is absent due to illness or vacation days on regularly scheduled school days. Tuition is not charged for regularly scheduled school holidays according to the preschool calendar. Registration fees and back-to-school fees are non-refundable in the event your child is withdrawn from the preschool.

Withdrawal

In order to initiate a withdrawal a written notice 30 days in advance of the final date of the child's attendance must be provided to the Preschool Director.

Tuition is payable for the entire thirty days for any child whose enrollment covers any portion of that 30-day period. All charges related to the child's enrollment must be paid current to the date of withdrawal.

Cause for Termination

- Services provided by Valley Christian Preschool do not meet the needs of the child as determined by the Director.
- A child having physical, emotional, behavioral or psychological disorders that are beyond the capabilities and/or expertise of the teaching staff as determined by the Director.
- Uncontrollable behavior can lead to discontinuation of a child attending Valley Christian Preschool.
- Parent(s) or guardian in disagreement, or non-supportive, of the preschool's philosophy of education, discipline, and/or policies and procedures.

Fines

Throughout the year children will be using items that belong to the school and/or the teaching staff. These include books, toys, and other materials and equipment. If school or teacher-owned materials are **deliberately** damaged, you will be asked to either replace that item or your account will be charged a monetary fine representing a fair repair cost or replacement value.

HEALTH AND SAFETY INFORMATION

Upon enrollment, Community Care Licensing requires the submission of a health form signed by the child's physician.

Daily Health Checks

We are required by the State of California to make a daily observation of each child on arrival at our school for signs of communicable diseases or other evidence of ill health. If we see signs of suspected illness, you will be asked to take your child home or to pick-up your child from school. You may also be asked to provide us with a doctor's note.

Absences / Illness

If your child is unable to attend class, please notify the preschool office. If your child is absent due to illness with a communicable disease such as chicken pox or strep infection, please let us know as soon as possible. We are required by the State of California to notify all parents that their children may have been exposed to a communicable disease. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If your child becomes ill while at preschool, you will be contacted. A parent or authorized adult is **expected to pick-up the child within 60 minutes of a call from the school**. Sick children will be separated from other children until the parent's arrival. A cot or mat will be provided so that a sick child may rest comfortably until the parent arrives. The sick child will be properly supervised by the administration of Valley Christian Preschool.

We will do our best to keep our school healthy, but we need your help, too!

If your child displays any of the following symptoms, he/she **must** be kept at home:

- Fever of 100 degrees or higher.
- Diarrhea – two or more watery stools within the past 24 hours.
- Nasal secretion that is thick, yellow or green, which is an indication of infection. Cloudy or colored nasal secretions may indicate an allergy. Please check with your child's doctor.
- Sore throat with fever or throat spots.

- Cough accompanied by fever, chills, or coughing up of green or yellow mucous.
- Vomiting or nausea.
- Eye drainage of any type should be checked by your physician to rule out bacterial infection.
- Unusual rashes.
- Child not feeling well, such as lethargic behavior and increased crying.

If a child is fussy, cranky, and generally not him/herself it is **recommended** that the child stay home. Rest during these times may prevent the development of serious illnesses and prevent the spread of potential infection to others.

Your child may return to school after illness when:

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection.
- Child is feeling well again and normal behavior has returned.

When children are sent home ill from school with fever, vomiting, or diarrhea, they may not attend school the following day (the 24 hour "rule").

If a child has been absent due to surgery, broken bones or other atypical medical conditions/symptoms, a physician's release may be required.

Medication

We frequently receive requests from parents to administer medication to their child. There are certain requirements mandated by the State of California that must be met before we are permitted to assist you. Valley Christian Preschool shall administer the medication if the following conditions are met:

- Parent or guardian's permission for the school to administer medication. You must read, complete, and sign the medication form AND hand medication to preschool office personnel. Medication forms are available at the preschool office. A **physician's signature** is required for any **prescribed medication**.
- All medication must be in original containers with physician's name, medication name, dosage, time to be given, what the medication is for, and any side effects to watch for.
- Over-the-counter medications must be in original containers as well with the name of the medication clearly visible. The child's name, amount to be given, and when must also be written and signed by the parent.

Under no circumstances will Valley Christian Preschool administer the FIRST dose of medication. NO medication of any kind may be left in a child's backpack or cubby. Please help us keep all of our children safe.

Sunscreen

We will apply sunscreen if we have written permission from you and the sunscreen is labeled with your child's name. Sunscreen must be kept in the preschool office.

Allergies

All allergies to medications and other substances including insect stings must be stated on the emergency and medical forms. Information about children with allergies will be posted in all classrooms, in the kitchen, and in the emergency and field trip backpacks located in each classroom.

Accidents and Minor Injuries

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries sustained at school are reported to parents on an "accident" report. A copy of the report is given to the parent and one copy is retained in the child's file. Parents are called immediately in the event of any serious or questionable injury, or a bump to the head.

State Mandate on Reporting Child Abuse

All staff of Valley Christian Preschool is required by California State Law to report any sign of or suspicion of child abuse.

California Department of Justice Background Check and Megan's Law

In keeping with the policies and procedures of Valley Christian Schools and Community Care Licensing to protect our students, staff, and families, and to promote a safe school environment, we will utilize publicly available search engines, databases and websites such as the Megan's law website (convicted sex offenders) and the Department of Justice databases.

Dress

Please dress your child in comfortable, easily washable play clothing. Young children can get messy and dirty in the course of activity and active learning. Play is their "work." **For safety reasons, thongs and other flip-flop or plastic type footwear are not permitted.** Please send your child in sturdy play shoes with non-slick soles. Please be certain that all items are clearly labeled with your child's name. We ask that children not wear clothing representing violence, sorcery, or supernatural powers. Since we are located up on a hill and the weather can be unpredictable, dressing your child in layers is most helpful. Layers will help keep your child comfortable in any type of weather.

Inclement or Excessively Hot Weather

On days of inclement or excessively cold or hot weather, children's activities will be kept inside the classrooms and/or Fireside Room as appropriate. Special activities will keep children involved and comfortable. The preschool building has both heating and air conditioning for your child's comfort.

EMERGENCY INFORMATION AND PROCEDURES

Valley Christian Preschool has at the minimum one staff member at all times on campus that is certified in infant/child CPR and first aid and universal health precautions. In the case of a minor accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or Director and you will be notified. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called per the policy of Valley Christian Preschool.

Please inform us immediately of any changes in phone numbers, emergency contacts, etc. It is your responsibility to keep your child's emergency card current.

In accordance with the State of California, *emergency drills* (fire and earthquake) are held on a random schedule in order to familiarize the children with proper and safe procedures for emergency exit of the building. The Preschool is prepared with food, water, and other supplies in the event of an earthquake. Additionally, we will practice *lock down drills* ("stranger danger") at least once per year. In the event of a real lockdown, we will be locked inside the facility, the children will be gathered in a "blind spot" and we will read a story with the children until the all clear is given.

In the event of an unexpected school closing or delayed opening, early dismissal, or other emergency such as fire we will implement the **One Call Now** school-to-parent notification service. This service allows us to quickly contact all preschool families in a matter of minutes with any urgent school news and other pertinent school information.

The Fire Marshall inspects our facility on a regular basis. Emergency evacuation routes are posted in each classroom as well as other areas of the facility.

RIGHTS OF STATE OF CALIFORNIA LICENSING AGENCY

Valley Christian Preschool is licensed by the California Department of Social Services, Community Care Licensing Division (CCLD). License No. 010205821. The State of California Department of Social Services has the right to visit Valley Christian Preschool and perform inspections of the classrooms and programs, including interviewing of students and staff, as well as to examine all childcare and facility records without prior consent.

ACCESS TO INFORMATION IN CHILD'S FILE

It is the policy and practice of Valley Christian Preschool that only the parent(s) or legal guardian(s) whose signature(s) is on the child's Admission Application may *view* the contents of said child's file. The term "file" is used to refer to the information inspected by the State of California Community Care Licensing that contains all enrollment paperwork and required forms including medical and contact information. Copies of custody agreements or court orders are also kept in this file. Absent any restraints placed on parental rights subsequent to enrollment application, parent/guardian signers on the Registration and Admission Application will be permitted to view child's information as defined above.

OPPORTUNITIES TO PARTICPATE

We welcome parent involvement. Parents are encouraged to participate in the classroom. Each teacher will let you know when the best times are to participate. Parents can participate in their child's school experience in a variety of other ways, too, such as chaperoning preschool field trips, assisting teachers in prep work for activities (cutting out items, filing), special themed day events, and various parent-teacher events such as Teacher Appreciation. All parent volunteers must check in at the office. This allows us to be aware of who is in the preschool at all times.

Family Events

We plan several family events throughout the school year such as Ice Cream Social, our class Christmas programs, Harvest Festival, Teddy Bear Storytime, Art Show and Science Fair, Muffins for Moms, and Donuts for Dads. We find these to be special, enjoyable times to spend with your child and other Valley Christian families and we encourage you and your family to take part in them.

Fundraising and Donations

Our fundraising activities may include a cookie dough sale, Scholastic Book Fair, and others. Information will be provided as to what the fundraiser will be, when it will take place, and what the proceeds will go toward. We strive to limit the number of fundraising activities and participation in any fundraising activity and/or donations is optional although *greatly* appreciated by the Preschool.

Missions

As a community we are blessed in ways that most of the world will never experience. We believe it is important for children to learn to give as well as to receive. During the year Valley Christian Preschool sponsors several opportunities to bless others through global and community missions.

FAMILY VALUES STATEMENT

Valley Christian Preschool is a ministry of Valley Christian Center and exists to demonstrate God's love for children and parents of this community. We are a Christian preschool and because we believe in the truth and relevance of the Bible we honor the parenting roles and child development principles taught in Scripture. *"So God created people in his own image; God patterned them after himself; male and female he created them."* (Genesis 1:27) We believe that the family as God intended is, whenever possible, a partnership between a husband and a wife who share responsibility and submit to one another out of love and respect for each other and respect for God. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God. *"And further, you will submit to one another out of reverence for Christ... Don't make your children angry by the way you treat them. Rather, bring them up with the discipline and instruction approved by the Lord."* (Ephesians 5:21, 6:4)

GRIEVANCE PROCEDURES

Occasionally during the course of the year, questions or concerns about activities, curriculum, classroom procedures, or other incidents may occur. The Valley Christian grievance procedure is based on the Biblical principle set forth in Matthew 18:15-17.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."

If you have a concern, first and foremost pray about it. Ask God to help you express your concerns in such a way that it will result in the betterment of our school. Concerns or complaints should be expressed first to the individual in question. Please set up an appointment to talk with the individual privately. **Please express your concerns only to the person(s) who should hear it. Unneeded worry, harm and hard feelings results when problems and dissatisfaction are expressed to persons other than those directly involved with the problem or situation.** If the situation cannot be worked out, the parents should meet with the teacher and/or the Director to seek resolution with a spirit of reconciliation. If another meeting is still deemed necessary, the Director will notify her immediate supervisor Valley Christian Schools' Superintendant, who calls on all parties as deemed necessary, all in the spirit of reconciliation.

PARENT COMMUNICATION PROCEDURES

We want to do our best to keep all our families informed about what is happening at Valley Christian Preschool. A school newsletter will be emailed to you at the beginning of each month as well as posted on our Parent Board. It will include important dates, calendar changes, special events, and more. Each teacher will send home a class newsletter (weekly, bi-weekly, or monthly), which will include class activities and field trip information. Please check the **Parent Board** periodically for special school wide events, preschool lunch and snack menus, and other important items. **Please take the time to read everything we give you.**

STAFF

At Valley Christian Preschool all staff are committed believers who have a strong personal walk with Christ and a sincere love for children.

All staff members meet or exceed the requirements of the State of California for training experience and early childhood education, are fingerprinted, and have a Child Abuse Index clearance. Our teaching staff is certified in First Aid, CPR, and blood-borne pathogens and universal precautions. Our staff continues to grow professionally by participating in early childhood workshops, seminars, classes, and more.

GENERAL INFORMATION AND GUIDELINES

Field Trips

Field trips- both in-house and off site, enrich the class learning themes. Teachers plan their own field trips. The teachers will give you prior notice regarding a field trip opportunity. **Children enrolled in our two-year old program will not participate in field trips off campus.** The main source of transportation will be from parents of each class. Each driver must be at least 25 years of age and provide a copy of proof of current car insurance. Only parents or guardians are allowed to drive children on our field trips.

If you have more than one child at Valley Christian Preschool in different classes and only one of the classes is going on a field trip, we ask if at all possible that you go with that class and leave the other sibling at school in his/her class. Younger siblings not yet in school may accompany parents on some field trips. Many destinations have their own rules and requirements for field trip visits and our teaching staff must abide by those rules. Watch your newsletters from your child's teacher for details.

Please note that if a teacher feels a child in her class may need special attention on the field trip, she may ask a parent to accompany their child on the field trip.

All safety precautions are observed on Valley Christian Preschool field trips. Car seats or booster seats must be used according to the Department of California Highway Patrol regulations.

- As of Jan. 1, 2002, **ALL** children must be in a car seat until they are either six years old or 60 pounds.
- All other children and adults must wear seatbelts.
- Children may not ride in the front seat- back is best; it's the law.
- No smoking in cars with children.

Effective January 1, 2005, changes to the California CPS Law (VC 27360 and 27360.5) will cite the parent/guardian for each child who is not properly restrained in the rear seat unless the child is 6 years old or older, or weighs 60 pounds or more.

Toy Policy and Show & Tell

While we realize that all children have special treasures such as stuffed toys, recent gifts, etc., we encourage these to be left at home except on Show & Tell Days. Each class has a scheduled time and/or theme for sharing set by your child's teacher. Your child's teacher will notify you in advance of share days. Remember to take your child's share day treasure home at the end of the day. We cannot assume responsibility for items left at the school. **Please do not permit your child to bring any fragile items.** We also ask that children not bring in anything violent in nature such as toy guns, knives, swords, etc. If a child does bring in a questionable item, it will either be sent home upon arrival or be put in the cubby and not shared. Please check with your child's teacher if you have any questions.

Birthday Celebrations

Each class may observe or celebrate birthdays differently. Your child's teacher will share with you how your child's class will celebrate birthdays. In consideration of the feelings of our young students, please do not send birthday invitations to school unless every classmate is invited. Your sensitivity in this matter will help us avoid hurt feelings.

Scholastic Book Club

We strongly believe in the importance of reading and urge parents to read to their young children regularly. Offering books through Scholastic is one way to provide literature for children at a reasonable cost. However, we do not endorse

every item offered through Scholastic. We urge you to carefully screen all book orders before making selections. Your child's teacher will provide you with monthly book order forms.

Lost and Found

We place all unmarked and lost items in Lost and Found. We donate to charity items not claimed within one month.

School Pictures

We hire a professional photographer to take individual and class pictures in the fall. Purchase of these pictures is entirely optional.

Child's Cubby

It is very important that you check your child's cubby in the classroom on a **daily** basis. Children's work, newsletters, and other important forms of communication will be placed in the cubby.

Class Celebrations

Many classes hold special theme or holiday celebrations such as Thankful Feasts, birthday parties for Jesus, Easter celebrations, Chinese New Year or a Mexican fiesta.

CLASSROOM PLEDGES

American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and I will hide its words in my heart that I may not sin against God.

A Day in the Life of A Preschooler

Block Area: When I play with blocks I learn concepts of shape, size, length, and location, all reading and math skills. I also learn to use my imagination and cooperate with others.

Dramatic Play: In the dramatic play area I learn to improvise and use things in a symbolic way to represent something else. This is abstract thinking. I also am able to try on different big people roles and to solve social problems through negotiation with friends.

Circle Time: In circle time I learn to listen, sit still and play with and understand language. I learn to listen to others.

Story Time: At story time I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of thoughts and ideas in the plot of a story. These are all pre-reading skills.

Sensory Activity: During sensory activities I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills.

Science: During science I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause and effect, questioning and logic.

Coloring/Writing: During coloring and writing I learn to hold a crayon and a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

Outside Play: When I am outside I use my energy in a constructive way. I am able to show my physical strength, coordination, and balance, I use my imagination and learn to cooperate with others when involved in group play.

Arts and Craft: I am able to use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are math and reading skills.

Snack Time: At snack time I practice using my manners. I visit with my friends and teachers as we eat snack and when we are done I throw away my trash. I am learning to be independent and social skills, too.

Clean-up Time: At cleanup time I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to categorize.

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