

**VCC DAYCARE**  
**2011/2012 PARENT HANDBOOK**

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***VCC SCHOOL AND DAYCARE***

Facility #: 364818052

**Pastor Tom Aversa:**      **School Administrator**

**Lisa Baldwin:**            **School Director**

**School: 760-365-9049    Church: 760-365-6774**

**Website: [vcchapel.org](http://vcchapel.org)**

## **WELCOME**

### **Our Daycare**

Thank you for choosing VCC Daycare. We are a licensed Child Care Center currently serving students from 2 to 12 years old. We offer child care before and after school hours on regularly scheduled MUSD school days. We also offer a full day summer program. We look forward to partnering with you in nurturing and educating your child. We are excited to see what the Lord has in store for us in the upcoming year.

### **Our Church**

Valley Community Chapel is a non-denominational, evangelical body of believers who have been brought into one family through faith in the Lord Jesus Christ. We'd love to have you join us for one of our Sunday morning worship services or any of our scheduled Bible studies.

#### **Sunday Service Times**

**9am & 11am**

**Wednesday Bible Study—6:30pm**  
**Children's classes and Youth Group**

## **Our Philosophy**

We base our philosophy of childcare on the Christian principals laid out for us in the Word of God – the Bible. We believe that each child is a special gift from God and should be treated with love as modeled by Jesus Christ. That's why our school's theme verse is 1 Thessalonians 3:12-13.

*And may the Lord make you increase and abound in love to one another and to all, just as we do to you, so that He may establish your hearts blameless in holiness before our God and Father at the coming of our Lord Jesus Christ with all His saints.*

Our daycare is also in compliance with the highest standards laid out by local, county and state requirements. VCC Preschool and Daycare operates as an integral entity of Valley Community Chapel who, as the main body of the over-all operation, has the ultimate responsibility of insuring this compliance.

## **Our Staff**

Our staff has been carefully chosen to reflect our philosophy and goals. Each member is trained in Early Childhood Education and meets State requirements for working in a licensed preschool. Each member is a Christian who is dedicated to creating an atmosphere of love and care for your child. Our staff participates in a continuous program of in-service training and seeks to stay informed of Early Childhood Educational needs in an effort to support and serve our families and students.

## PURPOSE AND GOALS

The purpose of VCC Daycare is to provide a safe and loving Christian environment for your child before and after school. The total program at VCC is Christ-centered. God and His love for us are not just limited to “Bible time”, but are included in all areas of study and play throughout the day. Our primary goals are to provide:

- Opportunities for Christian growth through daily Bible time talks.
- Opportunities to develop self-esteem and self-confidence through group games and activities.
- Time for children to work and play cooperatively and develop social relationships.
- Assistance with homework and reading skills.

## PARENTS

Your child can only benefit from clear and open communication between our staff and your family. If we feel there's a need, we may schedule a conference with you. This is an opportunity for you and the daycare teacher to share observations concerning your child's experience here at VCC Daycare. (See the section on **Parents' Responsibilities** for more information.)

Please feel free to consult with your child's teacher whenever a problem arises or if you simply have questions. Our staff is here to assist you in your efforts to provide the best childcare possible for your child.

## REGISTRATION

When you decide to enroll your child in VCC Daycare, here's what you need to do:

- Arrange an interview with our Director. She will give you and your child a tour of the facility and discuss our policies, goals, daily program, etc., and answer any questions you may have.
- Complete an Application for Enrollment form and submit this along with a non-refundable registration fee to the Director. **The registration and insurance fees are \$100 per child and must be paid annually.** You will then receive a Registration Packet.
- If you are registering after May 1<sup>st</sup>, the registration is half (\$50) for the spring/summer months. If your child will continue through the next school year, the other \$50 will be due at time of registration for the Fall program.
- The registration packet must be filled out and returned prior to the first day of care. The registration packet includes:
  - Parent's health evaluation
  - Enrollment Application
  - Consent for medical treatment
  - Emergency card and form
  - Personal rights and parent's rights
  - Parent handbook
  - Admissions agreement and payment contract
  - Student Participation Agreement
  - FACTS Enrollment Materials

## PROGRAMS

Our daycare is open from 6:30am to 6:00pm. We offer several different schedules from which you may choose. See the insert page for available schedules, tuition rates, and the school year calendar.

Daycare students will participate in playtime (indoor and outdoor), snack, teacher directed activities, and a scheduled nap/quiet time from 1:30 – 3:00pm. All preschool and kindergarten children will nap. Your child will need to bring a small, light blanket. We ask that you take this blanket home each weekend to wash and return it on Monday morning. Afternoons provide time for homework, play, reading, art, and Bible time.

**Before and after preschool.** For our VCC preschool students, we offer before and after class daycare.

**Before and after kindergarten care.** This is provided for students in our VCC Kindergarten or for public school children who attend morning kindergarten and need after school daycare. Bus service is provided to and from Friendly Hills Elementary School. All other students must provide their own transportation.

**School Age Daycare.** We offer before and after school daycare for children up to 12 years old from any school. Bus service is provided to and from Friendly Hills Elementary School. All other students must provide their own transportation.

Snacks & Meals. We provide a nutritious breakfast and a snack each morning and afternoon. If your child will be here for lunch at 12:30pm, please send a well balanced lunch marked with your child's name.



*MUSD offers bus service to and from Friendly Hills Elementary School and VCC Daycare.*

**Summer Day Care.** We continue to offer daycare throughout the summer. We add summer-fun activities to our day, such as water sports, as well as spend time keeping academic skills fresh. Please let us know if your child will be staying with us for the summer no later than May 1.

## **DISCIPLINE**

The staff at VCC handles discipline from the Christian attitude of loving concern. Below are the steps that will be taken in the event of negative behavior, in sequential order:

1. We will explain expectations and choices while speaking to the child directly and making eye contact.
2. We will provide “time away”: an opportunity for the child to regain control, calm down or talk about feelings.
3. We will institute a loss of privilege.
4. If the child exhibits repeated and constant disobedience, we will require a conference between the Director, the Teacher and the Parents. Action will be determined at that time.

Under no circumstance will corporal punishment be used.

It is not our policy to inform parents of every incident of negative behavior. If you would like a daily report, you need to let your child’s teacher know.

Please note that, by state law, if a child is a physical or emotional threat to others they can be dismissed from school. Therefore, if we encounter such a situation, we may find it necessary to call the parents and have them remove the child from school. Always, in a situation of physical or emotional violence or threat of violence, the child’s parents will be notified with both an oral and written report on the incident.

We also reserve the right to dismiss a child from our Daycare due to repeated foul or inappropriate language or behavior.

## NON DISCRIMINATION POLICY

VCC welcomes all children regardless of race, color, nationality, or sex. We are a Christian Daycare ministering to families in our community. As such it is understood that the basis of our care and teaching of our students is rooted in Biblical principals and precepts. In addition, we expect enrolled families to be living out these principals in their homes and lives as laid out in Holy Scripture.

## WITHDRAWAL

In cases of withdrawal, **two weeks notice** shall be required, except in the case of serious illness or accident. Two weeks tuition must be paid if no notice is given.

## PARENTS' RESPONSIBILITIES

Please pick up your child promptly at the end of the day. Late fees will be charged if you are not here on time.

It is your responsibility to sign your child in and out each day with a **full legal signature**. Be sure to check your child's file and cubby or backpack daily for notices and communications.

**It also is your responsibility to keep the daycare up to date on home and business telephone numbers, emergency numbers and other pertinent information.** Information on your Admission and Medical forms must be kept current. By State Law, your child can only be released to persons listed on the release form. Notification of changes, in writing, can be given to the Director.

## HEALTH

Every child's health is important to us. Your child may be sent home if he/she appears to have symptoms of illness during the school day. If you cannot be reached, we will call one of the emergency references to pick up your child. If one of these cannot be reached, the Director may call the Doctor listed on your form or contact 911 in an emergency.

**Your child may not come to school if he or she has any of the following:**

- A fever, or has had one during the previous 24 hours.
- A cold or persistent sneezing.
- A yellowish or greenish nasal discharge.
- A constant cough.
- Symptoms of a communicable disease. (Such as sniffles, reddened eyes, sore throat, headache, abdominal pain, fever, rash or spots.) Please notify the school at once if the child does have a communicable disease.
- Diarrhea or vomiting in the past 24 hours.

This policy is for the safety of your child, the other children, and the teaching staff. It is also a requirement of state licensing.

## **FIRST AID**

Minor cuts, bruises, bumps, etc.; will be treated by simple first aid, ice packs, bandages and tender loving care. First aid supplies and an isolation cot are available at the school at all times.

In the event of a more serious injury, and if we cannot reach the parent, we will call the child's physician. If necessary, we will call an ambulance or paramedics.

It is the parent's responsibility to keep the school up to date on home and business telephone numbers, emergency numbers and other pertinent information.

## **DISASTER PREPAREDNESS**

VCC Daycare has initiated a disaster preparedness plan. We practice fire and earthquake drills on a regular basis. We also keep a supply of emergency water and food on hand.

Should we ever need to evacuate our school building, we would go to the church building located directly East of our school. If we were required to evacuate the church premises entirely, the children would be taken to:

**Yucca Valley Community Center  
57090 Twenty-nine Palms Hwy.  
Yucca Valley, CA 92284  
(760) 369-7207**

## CLOTHING

VCC is a Christian daycare and as such we desire to endorse only positive and Godly images to your children. Please do not send your child to daycare wearing any article of clothing or rub-on tattoo that displays violent or evil images or messages. We appreciate your cooperation in this effort.

Please dress your child according to the season. Girls should wear shorts under dresses. Shoes should be securely fastened to the foot and have good traction. Closed shoes are preferred.

**Sandals must have a back strap.**

## VACATION POLICY

After your child has been enrolled in our program for 12 consecutive months, you are eligible to take a one week vacation and your tuition for that month will be discounted on a pro-rated basis. You must give the Director two weeks notice.

## TUITION POLICIES

1. VCC School and Daycare is a church-related, non-profit institution relying solely on tuitions to support our school. It is imperative that the monthly tuition is paid promptly.
2. A 15% sibling discount is available on the second child or more.
3. All tuition is collected through an outside service called FACTS. When you enroll, you will receive a FACTS Application & Instructions. You can choose one of two ways to pay your tuition through FACTS: automatic payments can be deducted from your checking or savings account; or, you can receive an invoice each month and pay directly to FACTS. Payments cannot be accepted at the school.
4. Late charges: There is a five minute grace period, after which a fee of \$5 for every five minutes or portion thereof will be billed.
5. If an account becomes two (2) months overdue, the student involved will not be readmitted to class. In order to be readmitted, the tuition payments must be up to date - including any tuition that came during the suspension period and all late fees. If your were being invoiced by FACTS, you will be required to submit a new FACTS automatic withdrawal agreement.
6. No student will be permitted to re-enroll if the family has unpaid tuition from the previous year.
7. Information concerning unpaid tuition will be included in the student's file should the student transfer to another school without bringing fee payments up to date.
8. Tuition will not be discounted due to illnesses, vacations, or holidays, nor can the child make up the missed time.
9. We will notify parents at least 30 calendar days prior to any basic rate changes.
10. If tuition policies are not followed, a warning will be