

VCC PRESCHOOL AND KINDERGARTEN
2011/2012 PARENT HANDBOOK

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VCC SCHOOL AND DAYCARE

Facility #: 364813646

Pastor Tom Aversa: **School Administrator**

Lisa Baldwin: **School Director**

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

Website: vcchapel.org

WELCOME

Our School

Thank you for choosing Valley Community Chapel School and Daycare. We are a licensed Child Care Center offering pre-school, kindergarten, and before and after school daycare. We serve students from 2 years through 12 years old. We look forward to partnering with you in nurturing and educating your child. Welcome to our school!

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.

We believe the following:

- Young children learn best about God's world through exploration and hands-on experience.
- Each child is unique and therefore early learning should be developmentally appropriate and based on each child's individual needs and abilities.
- An early childhood education program should provide an environment where children are safe to develop to their fullest potential physically, emotionally, socially, creatively, intellectually and spiritually.
- Early childhood care and education is a joint ministry that involves the school, the church, the family, and the child.

Our school is also in compliance with the highest standards laid out by local, county and state requirements. Our school 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 School and Daycare is to provide a Christian environment where the whole child can be nurtured and educated. God and His love for us are not just limited to “Bible time”, but are included in all areas of study throughout the day. Our primary goals are to provide:

- opportunities for Christian growth through Bible stories, songs, and Chapel time;
- activities that help build a positive foundation for future social, physical and academic interests;
- opportunities to develop self-esteem and self-confidence;
- time for children to work and play cooperatively and develop social relationships; and
- a balanced Kindergarten program that prepares your child for first grade.

PARENTS

As partners in caring for your children, we invite you to visit and observe our teachers and classes in action. We also encourage you to participate in field trips and special events we periodically plan for students and their families.

Your child will benefit from clear and open communication between the school and the family. If we feel there’s a need, we may schedule a conference with you. This is an opportunity for the teacher to share observations concerning your child’s development. Please feel free to consult with your child’s teacher whenever a problem arises or you simply have questions. Our staff is here to assist you in your efforts to provide the best early childhood experience possible for your child.

REGISTRATION

When you decide to enroll your child in VCC School and Day-care, here's what you need to do:

- Arrange an interview with our Director. She will give you and your child a tour of the school and answer any questions you may have.
- Complete an Application for Enrollment form and submit this along with a non-refundable registration fee for each child you're enrolling. These annual fees are \$100 for pre-school or daycare, and \$150 for kindergarten (which includes the cost of books).
- If you are registering after May 1st, the registration is \$50 for the spring/summer months. If your child will continue through the next school year, the balance 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 school. The registration packet includes:
 - Health evaluation
 - Physician's report
 - Consent for medical treatment
 - Emergency card and field trip permission form
 - Personal rights and parent's rights
 - Immunization record
 - Parent handbook
 - Admissions agreement and payment contract
 - Student Participation Agreement
 - FACTS enrollment materials

Our tuition policies are explained on Page 16 and tuition rates are listed on the insert page.

PROGRAMS & CLASSES

We offer several different types of programs from which you may choose. Our intention is to provide the flexibility you need, whether it be full-time child care for the days you work, or part-time preschool to give your young one a head start on their education. See the insert page for available schedules, tuition rates, and the school year calendar.

Preschool

Our preschool program runs from 8:30am to 12:30pm. Our preschool teachers strive to promote self-direction in learning, working toward self-confidence and competence in making choices. Learning centers are done in a rotation style, allowing the children to experience each subject throughout the day. See page 8 for our centers.

Our two-year old class focuses on play and learning to listen and follow directions.

Our three-year old class emphasizes developmentally appropriate activities, school readiness, and plenty of time for free play.

Our Pre-K class (four and five-year olds) provides a well thought out curriculum with kindergarten readiness in mind.

Kindergarten

Our Kindergarten class starts at 9am and ends at 1pm each day. Our small class size allows for individualized attention for each child. Our goal is to not only provide your child with the foundational skills necessary for 1st grade, but to introduce him or her to the joy of learning. A summary of our scope and sequence can be found on page 9. Kindergarten students will have lunch around 11:30am, so please send a well balanced lunch

Daycare

We offer before and after school care for our preschool and kindergarten students. Our daycare is open from 6:30am to 6:00pm.

Daycare students will participate in playtime (indoor and outdoor), snack, teacher directed activities, and a scheduled nap/quiet time from 1:30 – 3:00pm for those children needing a nap.

For nap time your child will need to bring a small, light blanket. We ask that you take the blanket home with you each weekend to wash and return it on Monday morning.

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

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 those academic skills fresh. Please let us know if your child will be staying with us through the summer no later than May 1.

Please see the Day Care Handbook for more information.

Preschool Learning Center Activities

Bible Time. Bible stories, songs, prayer, finger plays, drama and chapel time.

Art. Experience with many different types of materials which allows the children to explore and discover, create and develop new motor skills.

Music. Songs, playing instruments, rhythm activities and creative movement.

Literature and Language. Introduction to a variety of stories, books, listening skills, verbal expression, creative thinking and the creative use of writing tools.

Math and Reading Readiness. Experiences that build foundational skills will be introduced – such as sequencing, classifying, comparing, patterning, visual discrimination, eye tracking, left to right progression, sorting, etc.

Perceptual Motor Development. Activities that help the child to develop coordination and strength in both their small and large muscles.

Dramatic Play. Role-playing, puppets, pantomime, acting out a story.

Science, Nature and Sensory. Learning about God's world and His creation through exploration, questioning and discovery, including experimenting with hands-on materials.

Kindergarten Scope & Sequence Summary

Our kindergartners will participate in the following classroom activities. We use a curriculum from Bob Jones University Press called K5 Beginnings for Christian Schools. Our full curriculum includes the following subjects. If you would like a detailed scope and sequence, you may request one from our School Director.

Bible

Language Arts Reading

Language Arts Writing

Mathematics

Social Studies

Science

Music

Homework. In order to form good study habits, and give students a head start on at-home learning, Kindergartners will be expected to do weekly homework. All homework assignments will be due on Friday.

In addition, we will ask you as the parent to participate in your child's homework by reading them a weekly Bible story or helping them with their memory verse. This will be documented and turned in with the Friday homework. Each child will be asked about their story in circle time during class.

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 ever 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.

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.

DISASTER PREPAREDNESS

VCC 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 North 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

PARENTS' RESPONSIBILITIES

Please bring your child to school on time and pick her/him up promptly. Late fees will be charged if you are not here on time (see page 16).

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 daily for notices and communications.

It also is your responsibility to keep the school 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.

NON DISCRIMINATION POLICY

VCC School and Daycare welcomes all children regardless of race, color, nationality, or sex. We are a Christian school 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.

CLOTHING

VCC is a Christian school and as such we desire to endorse only positive and Godly images to your children. Please do not send your child to school 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. Play clothes are appropriate for everyday school wear. Girls should wear shorts under dresses. We will be involved in a wide variety of sensory experiences, such as sand, water, mud, paint, glue, etc. Shoes should be securely fastened to the foot and have good traction. Closed shoes are preferred. Sandals must have a back strap.

Also, please send an extra change of clothing that will remain in your child's cubby. Accidents of many kinds can occur during the school day, and no child is happy in wet or messy clothes! Please keep these clothing items seasonal.

In a labeled gallon-sized zip lock bag, please include:

Pants or shorts

Shirt

Clean undergarments

Socks

Sweater or sweatshirt (in season)

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 at least two weeks written notice.

WITHDRAWAL

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

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 re-admitted, 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 given and the child may be dismissed from school.