



Valley Community Chapel
PRESCHOOL & DAYCARE

DAYCARE HANDBOOK

Valley Community Chapel Preschool & Daycare

PARENT HANDBOOK

Facility #364813646

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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, as well as on early release days. We also offer a full-day summer program called camp J.A.M. (Jesus and Me). We look forward to partnering with you in nurturing and educating your child.

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.

Sunday Service

10:00 AM

Nursery, Children's Classes plus Youth Group

Wednesday Bible Study

6:30 PM

Children's Classes & Youth Group

Our Philosophy

We base our philosophy of childcare on the Christian principals laid out for us in the Bible, the Word of God. 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 Bible theme verse is...

"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.”

- 1 Thessalonians 3:12-13

We Believe

- Children learn best about God’s world through exploration and hands-on experience.
- Childcare and education is a joint ministry that involves the family, caregivers, the church, and the child.

Our daycare is also in compliance with the highest standards laid out by local, county and state requirements. VCC School 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 staff member meets State requirements for working in a licensed daycare. Each staff member is a Christian who is dedicated to creating an atmosphere of love and care for your child. Our staff participate in a continuous program of in-service training, and seek to stay informed 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 Devotional time”, but are included throughout the day in all that we say and do. Our primary goals are to provide:

- An environment that helps develop a passion for the glory of God.
- Opportunities for Christian growth through daily Bible devotional talks.
- Time for children to work and play cooperatively and develop social relationships.
- Assistance with homework and reading skills.
- A safe environment where children are welcomed and loved.

PARENTS

Your child will benefit from clear and open communication between us and you. If we feel there is a need, we may schedule a conference with you. This is an opportunity for the 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 if problems or questions arise. 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 \$150 per child and must be paid annually. You will then receive a Registration Packet.
- If you are registering after March 1st, the registration is half (\$75) for the spring months.
- The registration packet must be filled out and returned prior to the first day of care. The registration packet includes:
 - Enrollment application
 - Admissions agreement
 - Student participation agreement
 - Parent health evaluation
 - Consent for medical treatment
 - Emergency contact forms
 - Personal rights and parent's rights
 - Tuition agreement

PROGRAMS

Our daycare is open from 6:00am to 6:00pm.

Preschool Daycare

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

School Age Daycare

Daycare students will participate in a morning Bible devotional and prayer time, a healthy breakfast (7:15am-7:30am), free playtime (indoor and outdoor), morning and afternoon snack, and teacher directed activities. After school we provide time for homework, play, reading, and art activities.

We offer before and after school daycare for children up to 12 years old from any school. Bus service is provided by the school district to and from Friendly Hills Elementary School. All other students must provide their own transportation. We offer extended care for MUSD early release days.

Summer Camp J.A.M. (Jesus and Me)

We offer a full day camp throughout the summer. We add summer-fun activities to our day, such as water games, as well as spend time keeping academic skills fresh. Plus we have weekly field trips to the Yucca Valley High School pool! See the Camp J.A.M. Handbook for all the details.

DISCIPLINE

Our Standard Policy

The staff at VCC handles discipline from the Christian attitude of loving concern for growth. Below are the steps we follow in the event of negative behavior, in sequential order:

1. Explain expectations and choices while speaking to the child directly and making eye contact.
2. Provide “time away”, an opportunity for the child to regain control, calm down or talk about feelings.
3. 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.

Most instances of negative behavior are effectively addressed in the moment, so it is not our policy to inform parents of every incident. If you would like a daily report, please 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. (*Title 22 California Child Care Licensing Regulations, Article 5, Section 101205, Administrative Actions*). Therefore, if we encounter such a situation, we may find it necessary to call the parents and have them remove the child from daycare. 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 reserve the right to dismiss a child from our Daycare due to repeated foul or inappropriate language or behavior, or bullying.

HEALTH

Every child's health is important to us. Your child will be sent home if he/she appears to have symptoms of a communicable illness. If you cannot be reached, we will call one of the emergency references to pick up your child. If one of these can-not 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 with:

- fever, or has had one during the previous 24 hours
- diarrhea or vomiting in the past 24 hours
- cold or persistent sneezing
- yellowish or greenish nasal discharge
- 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.

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

MEDICATIONS AND INCIDENTAL MEDICAL SERVICES

If your child needs medications or has allergies and needs to have an Inhaler or Epi-Pen while they are at school, we can administer them providing the following regulations are met:

- All medications **MUST** be in the original container; labels must be clear and legible.
- Parent/guardian must complete a **RECORD OF MEDICATIONS** form for each medication kept at the school.
- For Inhalers or Epi-Pens, we also need complete written instructions from the parent/guardian, per the child's health care provider. Training must also be provided by the parent/guardian to the staff member(s) who will administer the medication(s).

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 emergency medical services.

DISASTER PREPAREDNESS

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

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

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

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 using the electronic system and your pin number. Be sure to check your child's parent file 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 should be given to the director in writing.

NON-DISCRIMINATION POLICY

VCC School and Daycare welcomes all children regardless of ethnicity, nationality, color, creed, or sex. We are a Christian school. As such, it is understood that the basis of our care and teaching of our students is rooted in Biblical principles and precepts. If this will cause conflict, we suggest you seek for childcare elsewhere.

In addition, we reserve the right to not accept a student based on our evaluation of his or her developmental readiness for class. In such a case, we will work with you to find alternate resources.

CLOTHING

We desire to endorse only positive and godly images to your children. Please do not send your child to VCC wearing any article of clothing or rub-on tattoo that displays violent or evil images or messages. Girls should wear shorts under dresses. Pants should not expose children's bottom when sitting or bending. We appreciate your cooperation in this effort.

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 Preschool 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. Our tuition is based on an annual school year tuition broken down into even monthly payments.
2. All tuition is collected through online automatic deduction. Payments cannot be accepted at the school.
3. Tuition that is two weeks or more late is subject to a \$30 late fee.
4. If an account becomes a month 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.
5. Late pick up charges: There is a five minute grace period, after which a fee of \$5 for every five minutes or portion there of will be billed.
6. Information concerning unpaid tuition will be included in the student's file should the student transfer to another school without bringing payments up to date.
7. Tuition will not be discounted due to illnesses, vacations, or holidays, nor can the child make up the missed time.
8. We offer a 20% discount (on the lessor tuition) for siblings enrolled at the same 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.

BRIGHTWHEEL

Brightwheel is an electronic service we use and is required for all for check-in and check-out, tuition payments, and all communications.

SECURITY & DOOR ACCESS

Safety is a primary objective for our students, parents, teachers, and administration. Our campus is surrounded by locked fencing and all classroom doors remained locked at all times when students are inside. Our main entrance door also is locked with an electronic door access system unless we are having an event on campus.

Main Entrance Access

We use a free called Identity for the convenience of each parent or guardian. The bluetooth enabled app is installed and activated with a code to allow each parent or guardian access to our main entrance. Each parent or guardian will need to provide a separate email address to receive a unique access code for the app. If a parent or guardian does not have the app installed, the main entrance may be accessed by a doorbell intercom system.

Anyone authorized by a parent or guardian to pickup a child and listed on the child's emergency card may also receive access to the main entrance. We will need a full name and a separate email address for each authorization.

Classroom Access

Every classroom will remain locked at all times. Parents and guardians must knock to gain access.



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April 3, 2024