



Valley Community Chapel  
**PRESCHOOL & DAYCARE**

# **PRESCHOOL HANDBOOK**

# Valley Community Chapel Preschool & Daycare

## PARENT HANDBOOK

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# WELCOME

## Our School

Thank you for choosing Valley Community Chapel Preschool and Daycare. We are a licensed Child Care Center offering Preschool and before and after school daycare. We serve students from 2 years through 12 years old.

See our school calendar for special events and closures. During the summer, we offer a full-time 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**

- *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 family, school, the child, and the church.*

Our school complies with the highest standards laid out by local, county and state requirements. Our school operates as an integral entity of Valley Community Chapel which, 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 is trained in Early Childhood Education and meets State requirements for working in a licensed preschool. 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 of Early Childhood Educational needs in an effort to support and serve our families and students.

# PURPOSE AND GOALS

The purpose of VCC Preschool 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 goal is to provide a developmentally appropriate program which includes:

- A balance between activities your child initiates and those more formally planned by our teachers.
- An environment that develops a passion for God.
- Opportunities for Christian growth through Bible stories and song.
- Activities that help build a positive foundation for future social, physical and academic interests.
- Time for children to work and play cooperatively and develop social relationships.
- Readiness for their next educational journey.

# PARENTS

As partners in caring for your children, we invite you to visit and observe our teachers in action. We encourage you to participate in any of our field trips and special events.

Your child will benefit from clear and open communication between us and you. If we feel there's a need, we may schedule a conference where the teacher can share observations concerning your child's development. 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 early childhood experience possible for your child.

## **REGISTRATION**

If you are interested in enrolling your child in VCC Preschool and Daycare, here's what you need to do:

- Call the school and arrange an interview with our Director. This will take approximately 1 hour. Please plan for both parents and your potential student to be there. The director will give you a tour of the school, discuss your expectations, get to know your child a bit and go over the school handbook.
- Complete an Application for Enrollment and submit the form along with the non-refundable registration fee for each child you're enrolling.
- If you are registering after March 1st, the registration is half (\$75) for the spring months.

### **Registration Fee**

\$150

- Please note that if we believe our school is not able to meet the educational and developmental needs of your child, we may not accept him or her in our program. The registration packet must be filled out and returned prior to the first day of school. The registration packet includes:
  - Enrollment application
  - Admissions agreement
  - Student participation agreement
  - Physician's report (you have 2 weeks to turn this in)
  - Parent health evaluation

- Consent for medical treatment
- Emergency contact forms
- Immunization record or medical exemption
- Personal rights and parent's rights
- Tuition agreement

## **PROGRAMS & CLASSES**

We offer different classes based on your child's age. We also offer a daycare program if you need more childcare. 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. Our schedules and tuition rates are available upon request.

### ***PRESCHOOL***

Preschool classes run from 8:30am to 12:30pm. Our 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. We provide a nutritious snack each morning.

Two-year old class: focuses on learning centers, play, and learning to listen and following directions. We also will help in your potty training efforts. Please provide the following items for your child to keep in the classroom:

- Side opening diapers or pullups as appropriate
- Wipes
- Changes of clothing
- Water bottle
- Please put NAMES ON EVERYTHING



Children in this class will not participate in field trips or the singing programs for Easter and Christmas.

Please be aware that during potty training, your child will be helped by the teacher in learning to use the potty and pull up their own underpants and clothes. At times, other children in the class may see this in process. If your child is not yet potty trained, please send him or her in **side opening diapers** or pull-ups to make the training easier for the child.

Three-year old class: Emphasizes developmentally appropriate activities, school readiness, and plenty of time for free play.

Please provide the following:

- Changes of clothing
- Water bottle
- Please put NAMES ON EVERYTHING

### ***PRE-KINDERGARTEN (TK)***

Our Pre-K class provides a well thought out curriculum with kindergarten readiness in mind. Our curriculum includes the following subjects: Bible, Language Arts: Pre Reading & Writing, Mathematics, Social Studies, Physical Education, Science, and Music. You may request a detailed scope and sequence from our school director.

Please provide the following:

- Changes of clothing
- Water bottle
- Please put NAMES ON EVERYTHING

## ***DAYCARE LUNCH TIME***

We offer before and after school care for our students. Our daycare is open from 6:00am to 6:00pm. Daycare students participate in indoor and outdoor playtime, snack, teacher directed activities, and a scheduled nap/quiet time from 1:30 – 3:00pm for those students needing a nap.

### ***Naps***

Parents will provide a crib sheet and small blanket. These should be taken home each weekend to be laundered and returned the following week. If at any time your child does not have their sheet/blanket, the school will provide a loaner.

### ***Snacks & Meals***

We provide a nutritious breakfast at 7:15am and an afternoon snack for our daycare students. If your child is enrolled in our daycare program, please send a lunch marked with your child's name. Please include an ice pack as needed.

## ***LEARNING CENTER ACTIVITIES***

### ***Bible Time***

Bible stories, songs, prayer, finger plays and drama.

### ***Art***

Experience with different types of materials which allows the children to explore and discover, create and develop new motor skills. The emphasis is on the process of creating, rather than the end product.

### ***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***

Indoor and outdoor 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.

# **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.

### ***Aggressive Offense Policy***

By licensing regulations, if a child is a physical or emotional threat to others they may be dismissed from school. (*Title 22 California Child Care Licensing Regulations, Article 5, Section 101205, Administrative Actions*).

If a child becomes out of control or is such a disruption that the teacher cannot continue with her teaching duties, or if a child displays harmful or inappropriate behavior toward another student, this will most likely qualify as an "Offense." Aggressive behavior includes, but is not limited to, hitting, biting, kicking, throwing items and foul language. It also includes defiant behavior towards teachers or staff members, such as running away and verbal abuse. Inappropriate behavior includes, but is not limited to, verbal or physical behavior such as inappropriate touching, removing clothing, or making such suggestions. Any behavior that is harmful to other students requires immediate and specific action to prevent further occurrences.

***Discipline procedures for an aggressive offense are as follows:***

## **FIRST OFFENSE**

The child will be given a reminder of the rules and seriousness of their behavior, and an immediate time away or loss of privilege. The teacher will complete an Offense Form and give it to the director. The parent will receive an aggressive office report.

## **SECOND OFFENSE**

The teacher will bring the child to the director's office. The child will be given a reminder of the rules and seriousness of their behavior. The director will complete and Offense Form. The director will call the parent and discuss a plan of action and possibly the possibility of seeking outside professional assistance. The parent may be asked to take the child home for the day, depending on the offense.

## **THIRD OFFENSE**

Upon the third offense, the teacher will bring the child to the director's office. The parent will be called and the child will be suspended from the school for either a period of time or permanently, depending on the nature of the offense. Before the child can return to school, the parent(s) will be asked to seek professional assistance such as attending a parenting class and possibly have their child evaluated by a physician or attend counseling, or all of the above.

## **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 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 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).

- No expired medications will be kept at the school.

## **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.

## ***INCIDENT REPORTS***

You will receive an incident report through Brightwheel.

## **DISASTER PREPAREDNESS**

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

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 bring your child to school on time and pick her/him up promptly. Late fees will be charged. It is your responsibility to sign your child in and out each day using the BRIGHTWHEEL kiosk in the classroom and your pin number. Be sure to check your child's file and cubby daily for any notices and communications.

However, our main form of communicating with our parents is through BRIGHTWHEEL.

It is your responsibility to keep the school up to date on home and business phone numbers, emergency numbers, email addresses, 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.

Please dress your child according to the season. Play clothes are appropriate for everyday school wear. 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)

## **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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