

**Valley Christian Preschool
87 East Orange Street
Chagrin Falls, Ohio 44022
440-247-0390 Ext: 213**

Welcome to Valley Christian Preschool in Chagrin Falls, Ohio. This handbook contains information regarding the preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Valley Christian Preschool.

OVERVIEW OF THE SCHOOL

Valley Christian Preschool was founded as a ministry of Valley Lutheran Church in 1995.

Valley Christian's Preschool Mission:

To provide a Christ-centered education where children, two through five years of age, will have an opportunity to grow according to their spiritual, social and cognitive potential.

Valley Christian Preschool Goal:

To glorify God by providing a program that is consistent with the highest academic standards, utilizing the Ohio Content and Early Learning Standards as our educational guide.

Valley Christian Preschool will achieve this goal by:

- Implementing ongoing assessments
- Including specific learning goals into each lesson plan
- Regularly record student's progress
- Adapt our teaching strategies to meet the needs of VCP's students

Statement of Purpose

Valley Christian Preschool is designed to meet the developmental needs of young children. We strive to provide the young child with a safe, nurturing, age-appropriate environment. Our school is designed to meet the needs of the whole child in a setting that allows him/her to feel safe and secure.

The educational programs at Valley Christian Preschool are designed to meet the developmental needs of children in six key areas:

- Gross Motor Development
- Fine Motor Development
- Language Acquisition
- Cognitive Skill Development
- Social Development
- Personality/Psychological Development

These areas of growth and development are incorporated into lesson plans that take

into consideration the diversity of young children. Our teachers understand that the young child learns best "through play." The staff uses a variety of teaching techniques and learning strategies, which allow each child to progress at his/her own pace, according to his/her individual need and abilities. Through the use of developmental records, our teachers are able to track each child's progress and discuss his/her successes with his/her parents.

Enrollment is open to any child 23 months to 6 years of age provided Valley Christian Preschool can meet their needs. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, national origin, or political affiliation.

Philosophy

Valley Christian Preschool's philosophy is to provide an atmosphere suited to the development of a child's love of Christ and a love for learning in order to prepare them to enter any elementary school.

Valley Christian Preschool utilizes fun and creativity to foster a love of learning. We challenge our students by promoting inquiry and discovery through exploring the world around them. This instills a sense of confidence in their ability to master new situations and tasks through reasoning. Your child will be exposed to a variety of teaching methods so that he/she will be ready to enter any elementary school.

You, the parent, are very important to Valley Christian Preschool. Because you know your child best, we encourage you to contact the school about any questions or concerns you might have. If there is anything we can do to make your child's experiences more meaningful, please let us know.

We are looking forward to working with you and your child and sharing in his/her growth and development. Many thanks for selecting our school.

Editor's Note: The term "parent" is used throughout to represent the primary individual(s) responsible for the child's care.

Licensing Statement

Valley Christian Preschool is a licensed preschool program by The Ohio Department of Job and Family Services

Step Up To Quality

Step Up To Quality was created to help parents identify early care and education programs that go beyond the minimum standards of licensing. Star Rated programs voluntarily meet higher levels of care and early learning. The more stars the better. Each star signals a higher standard of staff qualifications and planned learning activities. Parents are choosing Step up to Quality because they want the best for their children. Research from The Ohio State University confirms that as programs add stars, the benefits to children add up. They display more confidence, a curiosity about the world around them and are ready to learn. These are skills important for

success in school and in life.

Child Discipline Policy

It is the policy of Valley Christian Preschool to keep disciplinary issues minimized and to help children monitor their own behavior. The staff at Valley Christian Preschool presents and models age-appropriate behavioral guidelines and uses reflective communication to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural consequences will be presented to the child. Valley Christian Preschool staff is trained in the process of positive discipline. Positive discipline instructs children as to what they should do. For example: "We walk inside the building" vs. "No running!"

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the situation. Children will be shown positive alternatives rather than just being told "no". Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavioral plan. If a child's behavior is uncontrollable, extremely disruptive and/or harmful to him/herself or others, a parent may be asked to remove the child from school for the day. Open communication between home and school is considered the key to effective discipline.

In the event a child's behavior should escalate to endanger the health and safety of her/himself, other classmate or faculty, the following procedure will be implemented:

Parent Conference - The parents, teacher(s) and Director will meet to discuss the situation to form a plan that is mutually agreeable to all parties in order to alter the undesired/unsafe behavior.

Early Dismissal - If the child continues to be disruptive or the undesired/unsafe behavior continues after the parent conference has occurred, the parent will be called to come pick the child up and the child will be sent home for the remainder of that day.

Suspension - Should the behavior continue after the early dismissal has occurred, the child will be suspended from attending school for a period of 3 full school days. It will be the parents' responsibility to arrange for alternate care during the suspension period.

Disenrollment - The Director/Assistant Director will disenroll a child if the undesired/unsafe behavior continues after the above procedures have been exhausted. This may occur without notice.

At no time will a child at Valley Christian Preschool be subjected to physical corporal punishment (shaking, hitting, biting, pinching, etc.), humiliated, frightened, or verbally abused by the staff. Children will never be disciplined for toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child's age, emotional state, and past experiences will be considered in discipline matters. Any violation of the school's discipline policy should be brought to the Director's attention immediately.

Children's Bill Of Rights

We, the faculty and staff at Valley Christian Preschool for Early Childhood Education, pledge to recognize and honor this Children's Bill of Rights.

Every child in our program has the right to be respected as an individual with concern for his or her interests, special needs, talents, and individual style and pace of learning.

Every child has the right to a calm, warm, loving and nurturing environment where physical attention (hugs and cuddling) is freely given so that a child feels valued and secure, and is thus able to develop positive self-esteem.

Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his/her daily activities, which can only be provided in small classes.

Every child has the right to have all physical needs met.

Every child has the right to a clean, safe environment in which to spend his/her day.

Every child has the right to experience a variety of activities throughout the day that help him/her develop a feeling of independence and confidence.

These activities provide opportunities for creativity, exploration, learning and development in language skills, gross and fine motor skills, cognitive skills, social skills and emotional/psychological maturation. Outdoor play is a daily part of their activities. It is important that your child has weather appropriate clothing.

License

In the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

Admissions

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted

within 30 days of admission. This medical must be updated every 13 months.

Hours and Days of Operation

Valley Christian Preschool will be in operation Monday through Friday from 9:00am to 3:00pm following the Chagrin Falls School District Schedule.

Teachers will be ready to greet your child at 9:00 A.M. Children will be dismissed at 12:20.

Staff/Child Ratios and Maximum Group Size:

Valley Christian Preschool strives to provide a high level of quality care. Our ratios are as follows:

<u>Age:</u>	<u>Teacher: Children</u>
Toddler (23m-36m)	1 : 6
Preschool (3 yrs)	1 :10
Pre-K 4	1 :10
5 Year Old	1:12

Diapering/Toilet-trained Policy

Toddlers (23 months-36 months) do not have to be toilet trained. All children in the three and four year old classes must be potty trained. If space permits, a 3 year old student may attend the toddler class where training and facilities are available.

Daily Schedules:

The childrens' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

Tuition/Fees and Payment Policies:

Tuition is paid on a monthly basis. Monthly payments are due August-May. Payment are billed monthly August through May. Payment by check is preferred. Checks should be payable to "Valley Christian Preschool".

Payment received 10 days after the invoice due date will be subject to a \$25.00 late fee. Please contact the office if payment difficulties are anticipated so alternative arrangements may be made. Failure to meet this payment schedule may result in your child's dismissal in the program per board review and approval.

There is no credit given for scheduled school holidays, child's illness, or school closing due to inclement weather.

Registration Fee

An annual registration fee of \$100.00 is payable upon enrollment and each year when

the child is re-enrolled. If there are two or more children in the same family, the second registration fee is \$75. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks

There will be a \$25.00 fee for checks returned by the bank. This fee is due at the time of notification.

Late Pick-up Charges

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. There will be a \$5 charge for the first 10 minutes after the designated pick-up time that your child is at Valley Christian Preschool. There will be a \$10 charge for every 10 minutes that.

Withdrawals

Two weeks written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged for that period. If two weeks notice is given, any additional tuition will be refunded within thirty days of the withdrawal less any outstanding charges for late fees, field trip costs, etc.

Additional Days/Hours

Switching of scheduled days is prohibited. Additional days may be added based on the rates quoted in the enrollment agreement. Parents are required to let the Office Manager know if planning to bring a child for an additional day. Additional days are offered based on enrollment and may not always be available. Last minute requests will be considered only if sufficient space and staff are available to adequately meet the needs of the additional child.

Inclement Weather

Valley Christian Preschool will follow Chagrin Falls school district for school closings due to inclement weather. Parents will be emailed to be notified when Valley Christian Preschool is closed.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure

A parent should notify Valley Christian Preschool by 9:00 A.M. at (440) 247-0390 X213 whenever a child will not be attending on a scheduled day. Please state if your child is ill and their symptoms. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. This enables our staff to

keep track of any illnesses that may occur at the school.

Upon arrival each morning parents will escort their child to their designated classroom or assigned area of the building where they are left in the care of the supervising staff member. Children are required by law to be under adult supervision at all times. A parent's participation in getting the child settled with the staff member will help the child adjust quickly to the morning routine. If there is anything that the staff can do to assist with the morning transition, parents should not hesitate to ask. Children attending the morning preschool program should be settled and ready for the program by 9:00 AM. Arriving late may make a child feel left out, because classmates will already be involved in the day's activities.

At the end of the day, teachers will escort the child to the parents' car by the parking lot entrance of the church. Parents will have a card in their front windshield with the last name of the child they are picking up from school. During dismissal teachers will have a master pick-up list which will include the approved adults' names who each child is able to be released.

Once a child is removed from the supervising staff member it becomes the responsibility of the person picking up the child to supervise him/her.

Supervision of Infants/Toddlers/Preschoolers

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use or put in the Director's office until a parent arrives to pick him/her up. They will always be within the sight and hearing of a staff member.

Custody Agreements

If there are custody issues involved with your child, you must provide Valley Christian Preschool with the most recent court order on file indicating who has permission to pick up the child. If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Director. A copy of the appropriate documentation must be included in the child's school record. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child. Valley Christian Preschool will abide by all court orders.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Field Trips/Transportation of Children

Valley Christian Preschool will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. As part of Valley Christian Preschool's program, periodic walking field trips will be

planned to provide the children with exposure to learning experiences in our local community. Prior to each field trip, information will be sent home outlining the date, time, cost, location, chaperones, etc. The permission slip must be signed and returned to the supervising teacher by the date requested in order for a child to attend. Before departing from Valley Christian Preschool, a count will be taken of all of the children. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to Valley Christian Preschool. During the course of field trips, each staff member will have specific children that they are responsible for supervising. On each field trip, each child has identification attached to his clothing. A first aid kit is taken on all trips and all trips include at least one staff member trained in communicable diseases, first aid and CPR. A copy of the Child Enrollment and Health Information form on each child will be carried.

Meals and Snacks

Valley Christian Preschool does not provide lunches for their children. Since parents know their children's eating habits as well as any allergies their child might suffer from, Valley Christian Preschool feels that it is in the best interest of the children to have the parents provide their lunch. This meal must consist of nutritional food from the following food groups: protein, grain, and two foods from the fruit/vegetable group. All food items must be stored in a lunch box/bag clearly marked with your child's first and last name and dated. The lunches will be stored in the classroom; please be sure to include ice packs in your child's lunch if foods need to be kept cold. Children are encouraged to join their classmates for lunch and socialization. For the safety of the children, we ask that NO food be brought in glass containers. A child will be encouraged to eat a balanced snack that the school has provided. However, if a child refuses certain foods, they will not be forced to finish the snack.

Valley Christian Preschool provides a nutritious afternoon snack on a daily basis. These may include items such as cheese and crackers, cheerios, pretzels and graham crackers.

Accidents/Emergencies

Valley Christian Preschool has devised several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the School, our emergency destination Chagrin Library across the street. A sign will be posted on the front door of the school indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contact as listed on your child's enrollment information.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. If a child would ever require Syrup of Ipecac to be administered, it would only be done with instructions from the Poison Control Center.

An accident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; Valley Christian Preschool has to administer Syrup of Ipecac; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Management of Illnesses

The health of the children is very important to the staff at Valley Christian Preschool. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Children who are ill cannot be appropriately cared for in a preschool setting. A child who is unable to participate in all school activities due to illness should not be in attendance. Cooperation in keeping a child home when he/she is showing symptoms of illness will be greatly appreciated by the teaching staff and all the children who would normally be in contact with that child. By establishing and maintaining a healthy environment, and reasonable health policies, all of our children will benefit.

If a child does arrive in the morning showing symptoms of ill health, the school will be unable to accept him/her. The exception to this requirement would be that a licensed physician has indicated in writing that there would be no health risk to your child or to any of the other children or staff. All final decisions regarding symptoms of ill health are at the discretion of the Director.

Examples of health symptoms that require exclusion from the program include (but are not limited to):

- Severe pain or discomfort particularly in joints, abdomen, or ears
- Vomiting or diarrhea
- Severe coughing or sore throat
- Temperature of 100.0 degrees F or above-in combination with any other signs of illness

- Uncontrolled nasal discharge (discretion of our VCP staff)
- Jaundiced (yellow) skin or eyes
- Red eyes with discharge, matted eyelashes, burning, itching
- Infected, untreated skin patches/lesions or severe itching of body/scalp
- Difficult or rapid breathing
- Skin rashes (excluding diaper rash) lasting more than 24 hours
- Swollen joints, visibly enlarged lymph nodes, or stiff neck
- Blood/pus from ears, skin, urine, stool
- Unusual behavior characterized by listlessness, loss of normal appetite, or confusion
- Symptoms of chicken pox, impetigo, lice, scabies, or strep throat
- Headache and stiff neck with an elevated temperature
- Unusually dark urine and/or grey or white stool

If a child becomes ill during the day, a parent will be advised immediately. The child will be given the opportunity to rest or have quiet activities in a separate area until a designated release person can pick the child up. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and linens used will be washed and disinfected before being used again. If the child's parent can not be contacted - the emergency contact person will be called. Children who are sent home due to illness will not be readmitted to school until all signs of illness have been gone for 24 hours. The exception to this requirement would be that a licensed physician has indicated in writing that the child does not present a health threat to others and is able to participate in all school activities.

In cases of certain communicable diseases, Valley Christian Preschool is required to file a report with the Department of Health in 24 hours so that control measures can be used. Parents and staff are reminded to notify Valley Christian Preschool within 24 hours if a child or family member has developed a known or suspected communicable disease. If a child has not been fully immunized for some of these diseases (due to the child's age, medical condition, or religious reason) he/she will be excluded from the school during an outbreak of a vaccine preventable illness as directed by the state health department.

Medications

If a child needs any type of medication while he/she is in attendance at Valley Christian Preschool, a state required medication log must be completed and signed on a daily basis. Whenever possible, the first dose of medication should be given at home to see if the child has any type of adverse reaction. It is Valley Christian Preschool's policy not to administer any over the counter medicines to the children. If a child needs medicine and it is prescribed by your doctor, please give it to the child before he/she comes to school and after picking up the child. Should the child need a dose during the day, we will administer it with a note from your doctor or the parent may come to give it to the child. Medications may NOT be stored in a child's cubbie or bookbag. A parent must indicate a specific time and dosage of medication to be dispensed. For example, "give Tylenol if fever" is not acceptable. The note

must be illness, child, and dosage specific. Only one doctor's note will be needed for each medication, regardless of how many times it is given. We reserve the right to request an updated note should the child's age and/or weight change. If there is a routine request for specific symptoms (sunscreens, diaper cream, etc.) you may sign the medication log monthly. Medication logs are located in the School office. Staff members are responsible for checking this log on a daily basis. There is also a Medication Authorization form that will need to be filled out and turned in to the Director. The Director dispensing the medication will sign and date the log and Authorization form when the medication is given.

Medication is to be stored in the Preschool Office located in the First Aid Kit. Medications will not be allowed to be stored in any classroom. Medications stored improperly may be difficult for the staff to locate and present a possible poisoning hazard to children. Please do not mix medication into a child's food or drink, or store medications in diaper bags or cubbies.

The medication requested on the log must be labeled with only one child's first and last name. Siblings require separate medications. Medication must arrive in the original container. Prescription medications must be properly labeled including the physician's name, pharmacy name and phone number, medication name, and instructions for dispensation. Changes in prescription require a new label on the container or a signed note from the child's health care provider. Medication is to be taken home every day, and expired medications will be discarded.

The dispensation of medication is undertaken as a professional courtesy and not required by law. Valley Christian Preschool reserves the right to refuse to dispense medication to any child if necessary procedures are not followed.

Allergies That May Require Medication

If a child has an allergy, which may require emergency medication, an authorization form must be on file. If it is determined that the child is in need of this emergency medication, a faculty member will dispense and document this on the medication log. The parent will be notified so that upon arrival at the school, the medication log can be completed and signed.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Health Policy

Upon enrolling into Valley Christian Preschool and annually thereafter while in the program all children are required to complete a medical evaluation, such as vision, dental, height, weight, hearing, blood lead and hemoglobin levels. All of these screenings are important to determine the health needs of each child. The office manager will review records before first day of school and will inform families when healthy records need to be updated. In the fall Valley Christian Preschool will post on

Family Community Board referrals of doctors so that families know who to contact for health assessments.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

Toys from Home

It is recommended that all toys remain at home. It is very difficult for young children to share favorite possessions, and all toys that enter the school must be shared. In addition, many toys break easily and contain small parts. A child's teacher may occasionally request show and tell items. Suggested show and tell items include books, photographs, special treasures such as seashells, or theme related items. These should be discussed with the teacher and items will be shown at the teacher's discretion. Anything pertaining to violence (guns, war toys, etc.) cannot be utilized at Valley Christian Preschool. Material deemed inappropriate for a preschool audience will not be used.

Items to Bring to School

Toddlers and Preschoolers:

- One full change of clothing including socks
- Diapers and wipes, and/or extra sets of underwear if "in training"
- Bookbag

All items brought to school should be conspicuously labeled. Extra clothing should be provided as seasons change and as the child grows. Rubber soled, closed-toe shoes such as sneakers are the most appropriate school shoes for climbing, running, and playing outside. Appropriate outdoor apparel is needed daily as every effort is made to have some outdoor play time, even in the winter snow. Labeled clothing that is attached where possible (hoods on coats, clips on mittens) will lessen missing items. Additional sets of clothing and appropriate underwear will be required when the child is "potty-training".

Smoking Policy

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, Valley Christian Preschool is a smoke-free school. Parents, staff

and visitors are asked to comply with this request.

Blogs

Out of concern for child safety, we do not permit the use of Valley Christian Preschool name or service mark, including logos, photographs of school grounds, and photographs of any child, parent or employee of the school, to be posted on a web site, blog, or online social network without written permission from Valley Christian Preschool. If you wish to share information about Valley Christian Preschool in this manner please check with the Director.

Communication:

Valley Christian Preschool provides many opportunities for parents to receive information on the progress of their children as well as details on other general activities occurring from time to time. Examples of the types of communication that parents will receive include:

- The results from your child's Ages and Stages Questionnaire will be sent home
- Parent/teacher conferences are scheduled in August/December
- Progress Reports will be sent home in May

If you or your child's teacher feel like there needs to be an additional conference time there will be one scheduled as needed.

Information Boards: These are located on the door or entry way of each classroom. Information is provided about upcoming school and community events. Individual classroom boards have lesson plans, class schedules, and attendance information posted. It is recommended that parents check the boards regularly to get updates on the planned program in the classrooms.

Parking and Speed

The speed limit through the parking lot is 5 mph. For the safety of all, children should be accompanied by a parent into the building. The parent must hold the child's hand while walking between the car and the School. Please do not leave your car running while unattended.

School Communication

Activities and informational programs may be presented throughout the year based on parent interest. The goals and focus will largely depend on the needs and interests of the parents and children. Some of our goals are:

- To increase the involvement of parents in the school program
- To educate the parents concerning the school curriculum and philosophy
- To develop an understanding and open communication between home and school
- To develop friendship among parents/children

- To raise funds for special events for the children

Newsletters: Weekly newsletters are sent home to keep parents posted on classroom activities. These will be emailed out from your child's teacher.

Other Communications:

- Informal notes
- Community newsletters
- Memos
- Health and Safety
- Quality Assurance Parent Surveys

Parent Roster: A parent roster will be developed and updated every September. It will include parent names email, , phone numbers of those who choose to be on the roster.

PERMISSION TO USE MEDIA IMAGES

We believe that using photos in our print and web publications fosters a greater sense of community. Photography and video recordings made at Valley display the vibrancy and joy of our program. VCP will never post images with identifying information such as name, email address, address, or family members' names. You have a right to revoke this and opt out of inclusion in photographs and video by filling out a "Media Images Release Opt-Out" form in the Preschool Office.

Screening and Referral Process

Within 60 business days of enrollment families will complete a Child Development Review PQ to fill out about their child's development. Once the questionnaire is filled out you will return back to school to be scored. Teachers will review the questionnaire so to gather information and see if there are any areas of development which in concern. If there are concerns the child's teacher will provide families with the correct contacts in order to be fully evaluated by their home school district. Necessary referrals will be completed within 90 days if needs are identified.

Transition Information

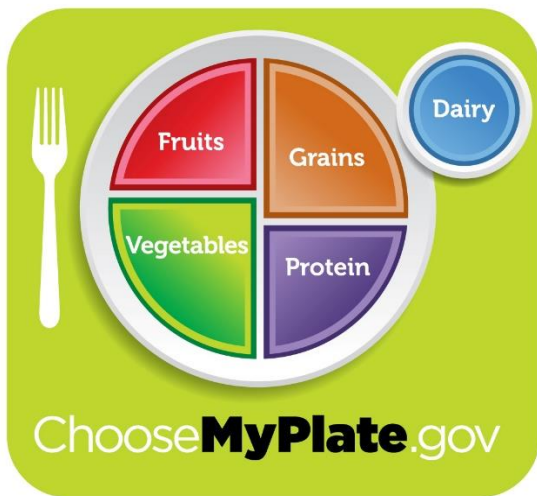
In the beginning of August children will receive contact from their lead teacher via email, phone call OR postcard. Families will be asked to provide input regarding their child on a Transition Form prior to the first day of school. Teachers will record their observations In addition they will be invited to a Meet and Greet in the before start of school. This will give your child the opportunity to meet their teacher, visit their classroom and socialize with their classmates. We will ask for supplies on this day so that children have a sense of contributing to their classroom. Within 60 days of start of school parents will be invited to an Open House to learn more about their child's day and structure of program. You will receive a list of transition activities that pertain to your child's age group. Children who transition out of the program will be

given a chance to gather materials and say goodbye to teachers and classmates. In order to individualize the transition process parents and teachers will collaborate to identify each child's specific needs.

Record Transfer Policy

Families will be given a Consent Form to gain permission to release children's records from a previous settings and/or a future setting.

Recommended Nutritional Information



FINAL WORD

The Director reserves the right to deny, cancel, sever or suspend a child's enrollment if deemed in the best interest of the child or the school. In such cases, any unused tuition will be refunded.

We reserve the right to refuse the release of a child to any person who appears to be under the influence of alcohol or narcotics. In such instances, another parent, guardian or authorized contact person will be contacted.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately.

If, after reviewing this Parent's Handbook, there are any questions or comments

regarding Valley Christian Preschool and its policies, parents should feel free to speak with the Director.

Parents, after reading the handbook please sign and return this page to the administrator. This is due before the child attends Valley Christian Preschool. Please feel free to ask the administrator questions about any of the policies in the handbook.