

Welcome to Village Children's Center!

Dear Families,

Hello and Welcome to Village Children's Center! Our mission at VCC is to provide a quality preschool program that will enable your child to develop socially, cognitively, physically, and emotionally. Our motto is "It takes a Village to Raise a Child," and we are honored you have chosen us to be a part of that village.

This handbook is an overview of our goals, philosophies, routines, etc. Please read it carefully and call the preschool office with any questions.

Office Phone: 805-528-1671

Office Email: villagelososos@gmail.com

Each classroom has their own email that the director will provide after registration.

You can also visit our website at www.villagechildrenscenter.org for additional information.

Please "Like Us" on Facebook for updates on daily activities and upcoming events.

Thank you for choosing Village Children's Center!

Sincerely,

Valerie Voglin

Valerie Voglin

VCC Director



Table of Contents

Philosophy	page 3
Goals	page 4
VCC Staff	page 5
Daily Schedule & Closures	page 6
Non-Discriminatory Policy	page 7
Enrollment	page 7
Admission Requirements	page 7
Parent Committee	page 8
VCC Standing Rules	page 8
First Day of School Info	page 9
Arrival and Pick-Up Policy	page 10, 11
Tuition Policy	page 12,13
Nutrition, Snacks, and Lunches	page 14,15
Health and Safety	page 16
Discipline Policy	page 17
Additional Policies	page 18-22
Home – School Communication	page 23
Assessments	page 24
Curriculum	page 25
Disaster Preparedness & Emergencies.....	page 26

Village Children's Center Philosophy

Village Children's Center is a learning environment where play, discovering, and learning go hand in hand. Village Children's Center is an outreach program of Trinity United Methodist Church of Los Osos, and has been in existence since 1968! Values such as love, trust and concern for others are an integral part of our program. We believe in teaching and caring for the "whole child" and foster their cognitive, social and emotional development through age appropriate activities and experiences. Our highly qualified teachers and staff follow guidelines and standards set forth by the National Association for the Education of Young Children (NAEYC). We accept, respect and celebrate families and children from all nationalities, religions and backgrounds in our classrooms. We see children as individuals and take a positive approach in all of our interactions with young children. We are committed to building strong and supportive partnerships between our school and your child's home environment and encourage parent involvement at school. Each member of our faculty and every aspect of our learning programs are dedicated to enable your child to be the best he or she can be and grow to their fullest potential.

GOALS

Goals for **Children** are to:

- develop a positive sense of self and confidence in their unique abilities
- be able to express themselves through a variety of ways
- learn and grow *at their own pace* in each stage of development
- learn through empathy, understanding, self-respect and the ability to form meaningful bonds with others
- develop a love of learning and school
- develop self-regulation and self-help skills
- Become problem solvers and critical thinkers.

Goals for our **Families** are to:

- to be active participants in their child's education
- build a trusting relationship between school & home to form a partnership that works in the best interest of the child
- contribute ideas, thoughts, and unique talents to our program through ways that work for each family

Goals for the **Physical Environment** are to:

- be safe, secure and clean
- be aesthetically pleasing, child friendly and parent welcoming
- be intellectually stimulating
- encourage social play and healthy choices, foster independence and encourage discovery, imagination and creativity
- make the outside environment an extension of the classroom

These goals are adapted from NAEYC guidelines and enable us to provide a high quality program.

VCC Staff

Our program has a director who meets California State Licensing and NAEYC (National Association for the Education of Young Children) qualifications.

Our assistant director/site supervisors also meet NAEYC & State Licensing qualifications for their positions.

More than $\frac{3}{4}$ of our teaching staff hold BA/BS or AA degrees in ECE or equivalent. Our minimum requirements for assistant teachers are 12 ECE units working toward at least an AA degree. All teachers and assistant teachers hold a California Preschool Permit/Credential.

Our teachers are loving and experienced individuals that take pride in working with children and creating a positive and enriching environment. Our program encourages teachers to continue their education and all teachers receive training throughout the year in different areas. One of our goals as teachers is to help create a love for school and learning for your child that will last through adulthood.

We have an open door policy and encourage parent and teacher communication. Please feel free to come to us with any questions, comments or concerns.

Daily Schedule & Closures

Daily Schedule

Each classroom has a daily schedule posted in their room with outside time, snack time etc. Each day your child will participate in art, story time, dramatic play, independent play and much more. At the end of the day teachers fill out an information board posted in the classroom to give you some details about your child's day. *We do not allow drop off's or pick up's during nap/rest time so please make sure to read your child's schedule.*

School Closures

Martin Luther King Jr. Day

President's Day

Washington's Birthday

Good Friday

Spring Break

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Break

Winter Break

Two Teacher workdays per calendar year will be announced in advance.

- Thanksgiving Break includes Wednesday, Thursday, and Friday.
- Winter Break is two weeks in December through New Years.
- Spring Break is the week after Easter
- There is an annual fall work week each year

Specific dates for all holidays and school closures are included in the registration packet, posted in the office and additional copies are available upon request.

Non-Discriminatory Policy

Our program does not discriminate on basis of gender, ethnicity, race, national origin, religion, color or special needs in determining which children are served. We understand the requirements of the ADA (Americans with Disabilities Act) to make reasonable accommodations for such children.

Our program refrains from religious instruction and worship.

Admission Requirements

1. Each potential family will meet the director and visit VCC prior to enrolling
2. Children entering the Yellow and Red Door must be fully potty trained.
3. All forms included in the registration packet must be completed and turned in at least 1 week prior to each child's admission.
4. All registration fees and first month's tuition must be paid before each child's admission.
5. Our program is year round
6. All Students must be fully Immunized
7. You will be required to pay an annual Registration Fee in September

VCC Standing Rules

1. ***Only an adult may open and close the gates to the school.*** The gates must be securely closed as you enter and leave. **Do not teach your child to open the gate.**
2. Report any changes in address, phone numbers, ER contacts or schedule changes to the office.
3. Call the school if your child is absent for any reason.
4. Dress your child as you would for backyard play. Our emphasis is more on involvement with messy materials than keeping clothing looking nice. When dressing your child remember that they will be running, climbing, playing in sand & dirt and sensory table materials. They will also be using paint and other materials that can be messy. Children also work on self-help skills during meals and when toileting. We spend a lot of time outdoors, especially in the afternoon. Send your child with a labeled outer garment each day as the weather changes quickly in Los Osos.
5. Open toed sandals, Ugg boots, cowboy boots, flip flops, Crocs or similar shoes with slick bottoms are not allowed at VCC. Children must wear athletic type shoes that are safe for running on various surfaces and for climbing play structures. We will not accept children wearing inappropriate shoes with their athletic shoes in a bag for teachers to enforce this rule; parents will need to be certain that their child is in safe shoes before they leave home and arrive at school. Checking for appropriate shoes is part of our morning health check.
6. All children sent home sick may not return to school until all symptoms have been gone for at least 24 hours. Please see Health and Safety Policy for more information.

First Day of School

What to Bring:

1. Your child will need one set of extra clothes to remain at school all year and replaced as necessary. Please bring pants, shirt, underwear and socks in a labeled gallon size Ziploc bag. We will send a reminder note when new clothes are needed. If you can spare an extra pair of shoes, please include these as well.
2. If your child wears diapers bring a labeled pack and teachers will let you know when replacements are needed. VCC supplies baby wipes.
3. If your child stays past noon, please pack a nutritious lunch in a labeled lunch container. We do not have Refrigerators in the classroom so please include ice packs.
4. For children who stay for rest/nap, parents will need to send a crib sheet, blanket and pillow small enough to be stored in a 12"x10" basket. Your child may bring a small special nap item to cuddle. These items need to be labeled. Bedding will be sent home each week for parents to wash and return.
5. Send a family photo for your child's classroom wall.
6. Apply sunscreen each day before drop off. We will only apply sunscreen on special water days with written parent permission.
7. **INFANTS:** All bottles must be brought to school already made and will be stored in the Purple Door Refrigerator. You may keep back up formula or Breast Milk in case of Emergencies at school. All Solids/Table Foods for Infants 3 months to 18 Months will be supplied by parents. You may also provide a sleep sack to keep at school for the week.

NOTE: *We cannot swaddle Infants.*

Arrival and Pick-Up Policy

- Licensing requires that you Sign-in/Sign-out your child each day. Sign-in books are located in the office, there is a separate book for each classroom. Children are listed alphabetically by last name in each class book. Locate your child's name and sign your full name, no initials, and note the time signed-in and signed-out. Staff are not allowed, except under special circumstances and with director approval, to sign children in or out.
- Only parents or designated persons listed under NAMES OF PERSON AUTHORIZED TO TAKE CHILD FROM FACILITY on Lic. 700 form may pick up your child for non-emergency reasons. If someone other than you or your designated adult is picking up your child, you must inform the teacher and or director in advance; this request must be in writing, signed and dated. If the adult picking up your child is on the ER form, we require written notice in advance or a phone call from you personally. If the person picking up your child is not recognizable to the staff, identification will be required before we release your child to an adult that is unfamiliar to us. Please inform all persons bringing or picking up your child of the sign-in/sign-out procedures.
- If the designated person is under the age of 18, contact the Director in advance to designate a minor as the responsible person.
- If the Director or a staff member feel that the person picking up your child is under the influence of drugs or alcohol, we will call you to make other arrangements. The Director or staff will also call 911 in this situation.
- NO CHILD IS TO ENTER PARKING LOT WITHOUT ADULT SUPERVISION. Please keep a close eye on your child during drop-off and pick-up times. Do not teach or allow your child to open the gate latch.
- We do not allow Drop Off's or Pick Up's during nap/rest

- We encourage Children to arrive at school no later than 9:00am. If they arrive later they miss a lot of important developmental activities and it can be a hard transition for lunch and nap.
- **Dropping off and picking up on time:** Children must arrive and depart at the designated times. The teachers have work to do each day before and after class. This is their planning and prep time. If you arrive early, you must stay with your child in order for us to maintain correct child-teacher ratios on the playground. We ask that parents visit with each other outside the gated area. It is also important to be prompt when picking up your child in the evening. Children anticipate the arrival of their parents and often feel insecure when their parent is late. Again, we calculate child-teacher ratios according to the time you registered your child to be here.
- **No Drop Off's during lunch and Nap/Rest**
- **The following procedure will be followed if your child is not picked up by an authorized adult at the close of school:**
 1. At 5:45 All authorized adults on phone list will be called
 2. If an authorized person does not come for the child by 6:00, the Sheriff's Department will be called to take legal supervision of the child.
 3. You will receive a late pick up fee on your next invoice.
- **Confidentiality:** Parents are not to discuss the personal matters of children or parents with anyone except the Director or child's teacher. Remember that this includes speaking about other children or your child in front of him/her.

Tuition Policy

Tuition

There are no reductions for months that include holidays or teacher workdays. (*Tuition covers the child's place in school, not the amount of time in school*) therefore absences due to illness or vacation day cannot be made up or discounted.

Tuition is due on the 1st of each month. It is late if paid after the 10th of the month. A late fee of \$25.00 will appear on the following month's statement unless you have prior approval from the Director to pay later. If we do not receive payment by the 15th, the VCC Advisory Committee will send a letter stating that your tuition is late along with a statement of total amount due including late fees. If the amount due is not paid in full by the last day of the month, WE WILL NOT ALLOW YOUR CHILD TO ATTEND SCHOOL THE FOLLOWING MONTH until the tuition bill is cleared. We do not guarantee or save your child's spot if this happens and you may be asked to leave the program if it happens more than once.

We will refer parents to a collection agency if tuition is unpaid more than 30 days and a written financial agreement with the Advisory Committee is not made. We will charge 18% interest on all fees that are past due on the last day of our fiscal year. Unfortunately, this is necessary as we are a small non-profit school with limited resources; we run our school solely on student tuition and fundraising.

Withdrawal From Program

If it is necessary to withdraw your child, we require 2 weeks written notice. If no notice is given, payment of 2 weeks tuition is due before your child's last day. There is no refund if a child is withdrawn from the program.

Fees for Early Arrival or Late Pick Up

We do not unlock the classroom doors until 7:30 so please do not try and drop off before then. If you arrive after 5:30 you will receive a late fee of \$1.00 per minute on your next invoice. If you are more than 15 minutes late we will start calling your emergency contacts to pick up your child and at 6:00 the Sheriff's Department will be called. If you are running late please contact the office to inform the VCC staff. If you pick up past 5:30 more than 4 times in a month your hours may be cut or you may be asked to leave the program.

Returned Checks

There is a \$25.00 fee for returned checks. If a returned check occurs more than two consecutive months, VCC will require any future payments of tuition to be in cash or money order.

Tuition Rate Changes

Tuition and fees are subject to change at any time upon recommendation from the VCC Advisory Committee, with 30 days written notice.

Other Fees

- If your child is enrolled in our half day program and needs to stay past the contracted hours you will be charged for a Full Day. We cannot always guarantee this request so please make sure to check with the Director 1 week prior.

Sibling Discount

- A 25% Discount will be given to a family with 2 or more children attending VCC. The discount will be applied to the more expensive tuition.

Nutrition, Snacks, and Lunches

Your child will be offered snack in the morning and afternoon provided by VCC (if their schedule permits) snack times vary and are listed on daily schedules.

When VCC serves snack, we use the following criteria:

- We include at least two food groups, including one source of protein.
- Liquids and food that are hotter than 110°F are kept out of children's reach.
- We do not serve whole grapes, nuts, popcorn, hard pretzels, and chunks of raw carrot or spoonfuls of nut butter to children younger than 4 years.
- We serve our snacks family style. This means that we serve food in bowls and drinks in pitchers. Teachers help and encourage children to serve themselves, pour their own drinks and pass the food around the table.
- The teachers ask children to take a specific amount of food, for example, 4 or 5 crackers, and remind them that they may ask for more.
- Afternoon staff often serve remaining snack from the morning with appropriate food handling practices observed.

Our snack menu typically include the following foods:

- Cheddar, jack or string cheese
- Sliced fruit
- Sliced veggies
- Crackers
- Finger foods such as Cheerios
- Nut Butter
- Yogurt (low fat)

INFANTS: Please only bring foods that your child has had experience eating at home new foods should always be tried at home first in case of allergic reaction.

Lunch should be brought with your child at time of drop off and put in their cubby. Lunch time varies in each classroom so please look at your child's class daily schedule for more information. VCC does not provide lunch.

Lunch Time Tips:

- Please Label your child's lunch container
- Include an ice pack in your child's lunch to keep it cool we do not have refrigerators in the classrooms.
- We have a microwave in each classroom if your child's lunch requires heating.
- We are a peanut free school; please make sure to read labels of your child's lunch items

Sweets Policy

Village Children's Center's meal policy discourages sweets and encourages healthy food. When parents send sweets in their child's lunch, we ask them to eat their healthy growing up food first and may ask them to save it for afternoon snack. It can be difficult to convince them of this. Also, other children without sweets in their lunch have a hard time understanding why they cannot have sweets. Mealtimes should be a peaceful, pleasant experience, for these reasons please do not send sweets in your child's lunch.

Special treats, like cupcakes or cookies, are allowed for special occasions like birthdays or holiday celebrations. However, healthier alternatives like muffins and fruit salad are appreciated and well liked too. Please make arrangements with your child's teacher before you bring in any type of special treats.

Health and Safety

Preschool children are at an increased risk for contracting germs that cause illness. For the protection of your child and the other children, if you see any signs of illness, PLEASE KEEP YOUR CHILD AT HOME. State law requires we inspect each child for signs of illness upon admittance each day. Teachers will follow guidelines in our **Illness Exclusion Policy** and ask that you take your child home if any of these conditions are present.

Illness Exclusion Policy

VCC's policy is that you keep your child home if the following conditions are present to significantly reduce the spread of infection and allow your child time to recover.

- Fever, vomiting or unexplained diarrhea within the past 24 hours (Diarrhea is defined as runny or watery stools or stools that contain mucous or blood)
- Nasal discharge that is thick, colored, or needs to be wiped every 5-10 minutes
- Uncontrolled cough, wheezing, or difficulty breathing
- Sore throat, swollen glands, or mouth sores
- Conjunctivitis (Pink Eye) until treated for 24 hours with medication *and* there is no discharge
- Head Lice or nits
- Skin conditions such as Impetigo, Scabies, or Poison Oak until treated with medication or dried up
- Known communicable diseases such as chicken pox (until lesions are dried up and there are no new ones), Strep Throat, Hepatitis A, etc.
- Behavioral changes, continued crying or unusual irritability requiring a staff member's undivided attention

You must keep your child home until he/she has been illness free for 24 hours. If the 24 hours falls within the next school day, the child must stay home until the following school day. Please report to the office any contagious disease immediately so that we can inform other parents. We may ask for a Doctor's note before your child returns to school at our discretion. If you have any doubt, please keep your child home. Staff will send your child home; if we cannot reach you, we will contact persons on the ER contact list to pick up your child.

Discipline Policy

Positive discipline is used at all times.

Your child will always be treated with respect. All adults in our program, including parents, will never use any corporal punishment, which is defined as spanking, pulling arms or hair, pinching or hitting. Name –calling and threats are not permitted. We teach children to find alternatives to responding negatively in stressful situations and strive to make our program a safe place where physical and/or verbal abuse is not tolerated. Our basic goal for discipline will be directed toward the learning of self-discipline. It is essential that children receive consistent messages about discipline at home and in our program. We recognize that acting out, disruptive behavior, and aggression can be normal part of a child’s development, but we will know when it is time for parents and staff to meet and create action plan for dealing with challenging behavior. If a child’s behavior progresses to disrupting classroom activity, we will follow the following procedure:

1. Immediate or natural consequences including removal from an activity or loss of a privilege will occur. We will then remind the child of our expectation and inform parents of the situation. We will share what is being done in the classroom with the child and ask parents to reinforce appropriate behavior at home.
2. If the behavior persists, parents will be required to meet with program staff. A plan of action will be developed which will include an agreement of a time frame for behavioral change, parental action or program action. Referrals to an outside agency may be suggested or required.
3. If the child continually needs to be physically restrained from hurting themselves or others, or continually separated from the group, one or more of the following actions will be implemented.
 - I. We call parents and ask them to pick up the child if the behavior is unsafe to the child or other children.
 - II. Suggest a shorter day.
 - III. Require the parent to attend the program with the child.
 - IV. If none of these options work we will discuss termination of enrollment with the family.

Additional Policies

Biting Policy

When biting changes from a relatively unusual occurrence to a frequent and expected occurrence, staff will communicate with parents and create a plan of action for the child that is biting. Including the use of some or all of the following strategies:

1. Staff and Parents will speak on a daily basis to help share important information about situation. The staff in the room meet with the director or other supervisor or support staff on a daily basis throughout the crisis for advice and support, and maintain a perspective devoid of blame directed toward children, parents, or staff.
2. Document every bite and attempted bite. Chart every occurrence, including attempted bites, and indicate location, time, participants, staff present, and circumstances.
3. Look for and log all biting patterns. Analyze the chart and profile the behavior patterns and the environmental context of frequent biters and frequent victims.
4. Change the room environment. Make use of all spaces in the center such as the playground and walkways, and spread out activities to avoid congestion, crowding, competition and child boredom.
5. Have one teacher or a parent "shadow" the biter.
6. Reduce child's hours at school

We will do our best to work with your family during a biting phase and help support you and your child at home and at school.

Medication Policy

- We administer prescription medication only when absolutely necessary, with written authorization from your health care provider and parent consent. Consent can be given by completing the "Medication Consent Form." Please ask a teacher or the Director for a form and complete it carefully.

- Prescription medications must come in a container with a prescription label that includes child's name, name of medicine, dosage, the licensed health care provider's name, and pharmacy name and telephone number.
- Over the counter medication must be labeled with child's name. Parent's dosage instructions cannot contradict that of the label instructions and medicine must be in original packaging. Non-prescription medications require the signed authorization form from the parent. If parent's instructions differ from packaging or label instructions, VCC requires written authorization from the physician as well.
- Nebulizer medication can only be administered with written instruction from parent and a prescription from child's health care professional. Licensing form Lic. 9166 must also be completed and signed by parent.
- We are not authorized to administer herbal or homeopathic medication of any type.

Please Note:

1. Medications prepared in bottle or cup may not be left with VCC staff.
2. Vitamins are considered to be like any other medication; do not leave them with your child or in your child's lunch box.
3. The VCC staff is not authorized to determine when an "as needed" medication is to be given. Specific instructions are necessary.
4. Teachers sign their initials, time and date on medication log of when medication is administered.
5. We may refuse to administer medication if it interrupts our daily activities or is effecting your child's day.

Sunscreen

We encourage parents to apply sunscreen on their child's exposed skin areas each day even on overcast days before drop off. We will only apply sunscreen on special days for example; water days. We can only apply sunscreen with written permission; permission forms are available from your child's teacher or the office. We will apply sunscreen with UVA & UVB protection of SPF 15 or higher. If your child is allergic to certain sunscreens, please provide the teacher with your child's own sunscreen along with the write permission form so that we may apply as necessary.

Insect Repellent

When public health authorities recommend use of insect repellents due to high risk of insect-born disease, our policy is to use only natural methods, however, Accreditation standards recommend only using products containing DEET. We would only use this if conditions were severe and with parent permission.

Allergies

In addition to including your child's allergies on our intake forms, please tell your child's teacher of any known allergies, medical or physical issues. There is an allergy list posted in every classroom and in the main office. Please let us know if you wish to keep any medical or physical issues confidential.

Smoking Policy

There is no smoking on VCC and TUMC's property or facility.

Hand Washing Policy

VCC staff observes standard hand washing procedures. We instruct children to use hand soap, rub hands together for at least 10 seconds, rinse under running water and dry with a paper towel.

We wash our hands:

- Upon arrival at school
- Before meals
- After toileting / diapering
- After touching animals
- After contact with mucous (nose picking, sneezing into hands, wiping nose)
- When hands are visibly dirty

Injury Policy

Life Threatening Illness or Injury: In case of life threatening illness or injury occurring while your child is at VCC, we will call 911 immediately.

We will follow the following procedure in case of serious illness or injury:

1. We will call parent / guardian immediately.
2. If a parent cannot be reached, the Director or Site Supervisor will:
 - Contact the persons listed by the parent/guardian to call in an emergency.
 - Call doctor listed by parent / guardian.
 - Take child to the designated doctor or the emergency room.
 - Or, call an ambulance and accompany child to ER.

Minor Illness or Injury

The Director or teacher will handle minor injuries sustained at school. We will only use ice, soap, water, bandages and lots of comforting. We will notify parents in case of severe bumps, bites, cuts, etc. Staff who witnessed the injury will send home an injury report. If your child receives a minor head injury we will contact you immediately via email or phone. If your child is not acting quite like himself/herself after any injury we will call to inform you.

Confidentiality

Trust and confidentiality are a key component of the teacher and parent relationship. Our staff will share information about your child's development only with parents/guardians or necessary staff. If a third party requires information about a child, parents/guardians will be asked to sign "Authorization to Release Confidential Information to a Third Party" form. Only the Director, administrator and necessary staff have access to children's files.

Grievance Procedure

1. It is best to begin by meeting with your child's teacher first. If the teacher cannot resolve the issue, the teacher will bring the issue to the Director's attention. If necessary a conference with both the teacher and Director will be arranged.
2. If a parent feels that meeting with the teacher does not resolve the issue, the parent can meet with the Director. If the situation warrants, the Director will bring the issue to the attention of the VCC Advisory Committee.
3. If you do not reach satisfaction by meeting with the teacher and director, a parent can take their issue to the VCC Advisory Committee. There are monthly meetings, and dates are available from the Director.

Photographs

Included in your enrollment packet is a photography consent form. We will not take or share any photos of your child without written permission.

Home – School Communication

Communication between school and home creates a team that is important to your child's education. Parents are welcome at VCC at any time without an appointment, but the teacher's attention belongs to the children during school so this is a difficult time for discussion. We therefore have many ways that parents and staff can connect.

- Each classroom posts a notice on their bulletin board to share each day's activities.
- Each classroom sends home a monthly newsletter and class calendar.
- The teachers provide their class emails
- The Director sends home a monthly newsletter
- The Director posts messages in the office
- Through an anonymous questionnaire parents are given the opportunity to evaluate our school each spring. The results are shared with you through the Director's newsletter. We value these evaluations as they help us to make improvements to our program, help us create new goals and validate what is working for our families.
- Parents have an open invitation to attend our monthly VCC Advisory Committee and/or Parent Committee meetings to voice concerns or share ideas.
- The Administrator works closely with the Parent Committee.
- Upon request, a "Your Child's Day" form can be completed by your child's teacher.
- The Director has an open door policy and encourages parents to share any questions, comments or concerns.
- Purple Door Students will receive a "About our Day Form" at the end of each day.

Conferences

Each teacher holds formal conferences in the spring to talk about development, milestones and overall school behavior. Parents are responsible for signing up for these conferences. Teachers will post time slots for parents to sign up for. You can request a conference with teachers or director anytime during the school year.

Assessments

Observations and Assessments help us to:

1. Monitor children's development and learning
2. Guide our planning and decision making
3. Identify children who might benefit from special services
4. Report and communicate with others

VCC uses both formal and informal methods to assess child progress. Informally, teachers are continually evaluating individual children's progress in all areas of development. They do this through observation, written anecdotes (brief narratives about what a child says or does that illustrates a child has mastered a specific area of development), information from parents, behavior documentation or any way we can think of to get to know children individually. More formally teachers sometimes use a published screening tool, Ages & Stages, at the beginning of the year if they think a child may need extra help in any area of development. This tool is a way for both parents and teachers to record how a child is doing under varying circumstances. For the spring conference the pre-kindergarten teachers use developmental checklists to determine if a child is ready for kindergarten.

Results are shared with parents in a variety of ways. The teachers hold two conferences per school year, one in fall and one in spring. At the fall conference parents share with the teachers who their child is, what their goals are for their child or any information they feel teachers should know to better support their child. Teachers also share what they have observed up to that point. At the spring conference teachers share with the parents how their child has been doing, if they are ready for kindergarten, etc. If a parent or teacher has concerns about a particular child we hold additional family conferences throughout the year. Child Progress Updates are sent to parents' mid-year. Teacher's priority is always attention to their children so it may not always be as easy to talk with your child's teacher at the beginning of the day, but there are moments when this is possible. The teachers share much about the children in their classrooms with the Director and Assistant Director as well; they are always available to talk with parents.

Curriculum

Our curriculum is developmentally appropriate. Developmentally appropriate practice is the development of the whole child. The whole child is defined in all areas of development; ***Physical, Social/Emotional, Cognitive, Ethical/Moral, Communication, and Creativity.***

In addition, developmentally appropriate practice (DAP) is:

- Driven by assessment and observation
- Supports emerging literacy and numeric development
- The education is developmentally, linguistically and culturally appropriate
- Program is designed to promote inclusion
- Teachers have adequate time to prepare

It is important to know that best practice is based on our knowledge of how children develop and in what sequence. It is equally important to realize that these areas of development are strongly interrelated. Social and emotional skills greatly affect cognitive learning; creativity can help with social/emotional competence and so on.

With this in mind, our emphasis is on the process, rather than the product. It is the process that fosters these important developmental areas; it is the process that promotes and encourages children's individuality.

Each classroom has several "curriculum areas", each designed for a specific purpose in promoting all areas of development for both individual children and the group as a whole. These curriculum areas are set up each day, but the materials are changed often to meet the needs and interests of the children. The following are some of these curriculum areas:

- *Library*
- *Manipulatives*
- *Art/Writing Center*
- *Dramatic Play*
- *Science/Discovery Center*
- *Easel*
- *Block Area*
- *All by Myself Space*

Disaster Preparedness & Emergencies

Our staff reviews and practices our emergency procedures yearly. We also practice fire drills monthly and earthquake drills twice a year with the children. Our written emergency procedures are always available at your request.

Emergencies Requiring Shelter (Nuclear Release or Neighborhood Threat)

We will bring children indoors and they will stay indoors with their teacher. If possible, we would move to the sanctuary where there is an accessible basement. In classrooms or church, all doors and windows will be closed and locked. All classrooms and church office are equipped with emergency backpacks and emergency bags. These bags contain the following:

- VCC wristband
- Granola Bars
- Fruit Leathers
- Emergency Blanket
- Bottled Water
- Kleenex
- Band-Aids
- Glow Stick
- Emergency contact and medical information for each child

If we are instructed to take shelter, we will remain indoors with the children until it is safe for parents to come and pick them up.

Staff members are assigned specific roles in the case of each type of emergency, with alternate plans in place.

Diablo Power Plant Emergency Procedures

If you hear a loud, steady tone for three to five minutes: Tune your radio to 920 AM, 1440 AM, or 98.1 FM. VCC is located in Emergency Zone 5 (Baywood/Los Osos).

If we are instructed to evacuate, the Director or Site Supervisor will inform teachers of evacuation. Staff will follow their practiced evacuation procedures. Our designated evacuation site where you will pick up your child is in Paso Robles:

Paso Robles Fairgrounds, 805-239-0655

2198 Riverside Ave, Paso Robles CA

Thank You For Reading and Welcome to Village!