

# **Valley Christian Academy**

Preschool &  
Before/After School Care  
*Parent Handbook*

# VALLEY CHRISTIAN ACADEMY PRESCHOOL & BEFORE/AFTER SCHOOL CARE

**Direct line: 728-5500, ext. 23 (K4 room)**  
**728-5500, ext. 14 (2/3 yr. olds' room)**

**MISSION:** To contribute to the Christian teaching of the home by developing the children's growth spiritually, intellectually, emotionally, and physically. Valley Christian Academy is a ministry of Tabernacle Baptist Church, and as such, is a Christian ministry to our communities.

**PHILOSOPHY:** Valley Christian Academy addresses educational practices from a Christian perspective by, allowing our students the opportunity to begin to understand themselves, as well as the world around them, from a Christian point of view.

Valley Christian Academy is a school with definite, positive Christian standards of conduct, good scholastic planning, a genuine personal interest between faculty, students, and parent or guardian, and is a fine opportunity for development of a strong Christian character.

**OBJECTIVES:** The mission of Valley Christian Academy Preschool will be accomplished by the curriculum we teach along with the environment the children are in.

To facilitate the objectives we will focus on Christian values and principles using the Bible as our guide. These will include:

- Teaching the child that Jesus is God's Son - our Savior
- Teaching the child to love Jesus
- Teaching the child that the Bible is God's word to us
- Teaching the child that the Bible is applicable to every day living
- Teaching the child to talk to God through prayer
- Teaching the child that God is the Creator of the world and mankind
- Teaching the child Bible perspective in each thing they do
- Assisting the child in developing their creative skills
- Teaching the child that talking about their faith is a natural expression of the Christian life
- Teaching the child about the United States and our history
- Teaching the child to have respect for America and our leaders

## PROGRAM

We provide a planned curriculum (using some *A Beka* curriculum) appropriate to each age interest and development level. We offer 2, 3, 4 and 5 half-day programs.

A sample day in Preschool:

- 8:30 Greet children  
8:35 Centers for children to choose:
- Painting
  - Play dough
  - Books
  - Puzzles
  - Listening to recordings
  - Building area
  - Dress up area
- 9:00 Opening - Large group  
Flag salute  
Calendar  
Songs  
Bible verse  
Bible story  
Prayer
- 9:45 Restroom break  
10 Arts & Crafts  
10:25 Large motor activity  
10:35 Pre-reading or pre-math  
10:45 Snack  
10:55 Games & Outdoor Play  
Noon Dismissal

**Please note:** FOR 2009/2010 we are changing the dismissal time from 11:30 a.m. to noon – the above schedule will be somewhat different. We are extending by an additional 30 minutes to allow for more actual teaching.

After School Care:

- 12:15 Lunch  
12:40 Restroom and cleanup  
12:50 Lay down on mats to watch a video  
1:30 Nap time  
2:45 Restroom  
3:00 2 thru 5 yr. olds - Snack  
3:15 1<sup>st</sup> thru 6<sup>th</sup> arrive - Restroom - Snack  
3:30 1<sup>st</sup> thru 6<sup>th</sup>: Outdoor play  
3:30 2 thru 5 yr. olds - Arts & crafts  
4:00 Outside play - 2 thru 5 yr. olds  
4:00 1<sup>st</sup> thru 6<sup>th</sup>: Inside to work on homework  
4:45 2 thru 5 yr. olds - Free indoor center choices  
4:45 1<sup>st</sup> thru 6<sup>th</sup> - Board games, cards, etc.  
5:30 Closing

## AGES FOR PRESCHOOL - 2 through 5

Children must be 2 years old by September 1 and no older than 5 (who are not ready for Kindergarten). We do accept children in diapers and will help in the potty training process if needed.. "Accidents" do happen occasionally. All children in Preschool must have a full set of clothing (including underwear) kept in their classroom in case of such accidents.

## PARENTS' REPORT

- Family and personal data is needed
- Allergy information is a MUST
- Divorced parents must supply the school with a notarized copy of the custody section of the dissolution decree, any court orders, and/or if any restraining orders.

## HOURS

Valley Christian Academy Preschool will be open Monday through Friday at 8:30 a.m. to noon. Any child remaining in Preschool after 12:15 p.m. will be signed into VCA's After School care. The cost is \$4.50 per hour. Daycare closes at 5:30 p.m. If you do not pick up your child by closing time - 5:30 p.m., you will be charged \$5.00 for every 15 minutes that you are late. When you arrive late, you are to pay the Teacher immediately - making the check payable to VCA. VCA will pay those monies the next day to the Teacher that was on duty.

## STAFF

Children are actively involved in learning at their own pace in a classroom designed for age-appropriateness. They follow a daily routine guided by a knowledgeable, loving staff. Our Teachers are dedicated, caring, and trained in Early Childhood Development. The Director is also experienced in meeting the needs of your child, communicating with parents, and staff management. At all times, there will be a person trained in CPR and First Aid in the Preschool and Before/After School Care. All staff participates in in-service training and education in order to remain alert to the ever-changing needs of families and early childhood education. Substitutes may be used from time-to-time due to staff illness. Also, Student Aids (freshman through seniors) from Valley Christian Academy High School may be assigned a one-semester, daily 45-minute schedule on how to learn to work with preschool children as part of Valley Christian Academy's High School curriculum. They will be under the direct supervision of our Preschool and/or Before/After School Care Teachers.

## CHILDREN

VCA realizes that it is normal for some children to have anxiety about starting a new school. Children need time to get used to new situations. Prepare your child for the changes by visiting the school as often as you like. Drive by when you get the chance and show excitement about your child's new school. If you are enthusiastic, chances are he/she soon will be too. The director, assistant

director, and/or your child's teacher will help your child through this initial adjustment period.

#### ARRIVAL & PICK UP

**Children must be signed in and out daily by an authorized adult.** It is **MANDATORY** that you escort your child into the room, have the teacher note that you've arrived and sign your *FIRST NAME & LAST NAME* - **clearly**. If someone comes to pick up your child and they are not on the authorized list and you have not called us to make the arrangements, we will not dismiss your child until we have reached you for authorization - no exceptions. Upon departure, always check your child's cubby for artwork, correspondence, dirty clothes, etc.

#### PARENTS

Valley Christian Academy realizes our goal of developing a "whole child" can only be achieved through close interaction with parents who are encouraged to participate directly with their child's development. We feel that next to the home, the school is very important in directing attitudes and molding good habits and character traits. We view the school as an "extended family" for your child's experiences. We believe constant and consistent communication with the family is of utmost important. An open-door policy for two-way communication is achieved through daily interaction with your child's teacher and parent memos. We value your input and insight into your child and any cultural issues involving your family. Parents are encouraged to visit any time and conferences are welcome.

#### PARENT BOARD

Signs are posted on the Parent Board on your child's classroom door, or placed in their cubby with information affecting your child. It is important that you take time to read these notices and all material sent home. Your child normally will have work that he/she has done in class. Your child has worked hard and deserves your praise. Make an opportunity each day to discuss the work with them and give them a chance to boast about their achievements.

#### ENROLLMENT

This school is open to children of the community, regardless of race, color, religion, national origin, or ancestry. Before your child is accepted for enrollment, an interview with a parent or guardian will be held. This interview will include a tour of the facilities, discussion of tuition, and parent/center responsibilities. We also require a visit from your child if they're enrolling in Preschool. Depending on the time of the year when you come, this may give your child a chance to get to know the staff and discuss his/her feelings with you before enrollment. The Director, Assistant Director, and/or Teacher(s) will assess the child's individual needs and determine the appropriate classroom. An enrollment packet must be completed and the registration fee paid before admission. There is a form naming those persons authorized to pick up your child for both Preschool and/or Before/After School Care. A child will not be released to a person not authorized to pick up that child. The packet also includes Personal Rights and Parent Rights form. Within two weeks of enrolling in Preschool, you must have a doctor sign and date the Physician's Report. The form states that your child is physically able to attend a preschool

and that your child has had a physical examine within one year of enrollment. This report will include all current Shot Records and a TB Test within one year of enrollment. Your child will not be allowed to continue attending without the Physician's Report, current Shot Records, and TB Test. Your child also must be potty trained to attend VCA.

#### PAYMENT PROVISIONS

Tuition is charged on an annual basis and broken down into ten monthly payments - September through June. The tuition for preschool without before/after school care for the 2009/10 school year is:

5-day program:	\$3,250
4-day program:	\$3,000
3-day program:	\$2,750
2-day program:	\$2,500

Before/After School Care - Hourly Rate for use part-time:

Hourly:	\$ 4.50
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Tuition for Preschool through 6<sup>th</sup> grades with Before/After School Care full-time:

Preschool-K5:	\$5,750 (Monthly payments are from September through June; if you choose VCA's Summer Camp program, June's tuition payment includes June's Summer Camp program)
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Tuition is reviewed annually and may be changed for each new school year. Tuition is due each month between the 1<sup>st</sup> and the 5<sup>th</sup>; after the 5<sup>th</sup> a late charge of \$20 will be added to your account for that month unless you have made arrangements with the office for a different payment date in the month. Every year, in addition to tuition, there is a registration fee and a book user's fee. Open enrollment begins February of each year. The registration fee for February through May 31 (for the next school year) is \$75.00 per child; from June 1 on it is \$125.00. The book user's fee is \$125 for Preschool. It is due by August 1 of each new school year. Both registration and book fees are non-refundable. If the book fee is not paid in August, it goes up an additional \$25.00 on September 1 as our book companies do not provide delayed payment beyond September 1 and begin adding interest.

All monthly fees are based on the calendar year and take into account holidays, vacations, and illness. Thus, there will not be a refund in tuition for holidays, vacations, illness, or any other day your child does not attend. If a check does not clear your account the first time, you will be charged \$20.00; the check will then be redeposited and if it doesn't clear the second time,

there will be a service charge of \$25 per check. All returned checks must be picked up within one week and paid for with a money order or cash. There is a charge for extra hours or days in excess of your monthly tuition agreement.

In addition, if you become behind in your tuition by two months your child may be released from school and your account turned over to Commercial Trade Bureau for collection assistance with an addition of a \$20.00 service fee added to your account.

Before/After School Care: If you do not pick up your child by closing time - 5:30 p.m., you will be charged \$5.00 for every 15 minutes that you are late. When you arrive late, you are to pay the Teacher immediately making the check payable to VCA. VCA will pay those monies the next day to the Teacher that was on duty.

#### HOLIDAYS AND IN-SERVICE DAYS

##### Preschool (Holidays annually subject to change)

We will be closed on the following holidays: Veteran's Day, the day before Thanksgiving, Thanksgiving, and the day after Thanksgiving, two weeks at Christmas, Martin Luther King's Day, President's Day, and Memorial Day. In addition, the Preschool and Before/After School Care will be closed on pre-announced Teacher In-Service Days for training, etc.

##### Before/After School Care (Holidays annually subject to change)

We will be closed on the following holidays: Veteran's Day, the day before Thanksgiving, Thanksgiving, and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Day, President's Day, and Memorial Day. In addition, the Preschool and Before/After School Care will be closed on *pre-announced (we will try and provide you with a month's notice; however, subject to change)* Teacher In-Service Days for training, etc. The only week we are closed annually during summer camp/care is the last week in August.

#### WITHDRAWAL & REFUND

I also understand that if my child is pulled from Valley Christian Academy during the school year ***I must give a 30-day written notice*** and that I will be charged tuition from the date of the notice received in VCA's office through the end of the 30 days. Thereafter, the remainder of the school year's tuition is not due. If my child has attended any day of a given month, the full month's tuition is due and will not be refunded. (NO REFUNDS ON TUITION THAT HAS BEEN PAID TO VALLEY CHRISTIAN ACADEMY.)

#### HEALTH

Your child's health is critically important to all of us. Please do not bring your child to school if he/she has:

- Temperature - must be fever free for at least 24 hours or doctor's note stating that treatment is being given or is not required (to return)
- Upper Respiratory Infection - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

- Diarrhea - no diarrhea for 24 hours or doctor's note stating that treatment is being given or is not required
- Vomiting - no vomiting for 24 hours or doctor's note stating that treatment is being given or is not required
- Inflamed Eye - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required
- Skin Infection (of unknown origin) - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

If your child becomes ill at school, we will contact the parents, or, if the parents are not available, the emergency contact person. We know you will make arrangements to have your child picked up. While your child is waiting for you to pick them up, they will be sent to the office to be taken care of by the Director and/or Teacher.

## MEDICATION

We will never provide your child with aspirin or any other non-prescription medication. If under exceptional circumstances a student is required to take a medication during the school hours and the parent cannot be at school to administer the medication and a student's health may be jeopardized without it, then and only by the Director, Assistant Director, or designated person shall the medication be administered in compliance with the regulations that follow:

1. Written instructions signed by parent and physician are required and must include:
  - A. Student's name
  - B. Name of medication
  - C. Purpose of medication
  - D. Time to be administered
  - E. Dosage
  - F. Possible side effects
  - G. Termination date for administering medication
2. The medication must be supplied in a prescription bottle or container properly labeled by a pharmacist or physician.
3. The Director, Assistant Director, or designated person shall:
  - a. Inform appropriate school personnel of the medication.
  - b. Keep a record of the administration of medication
  - c. Keep medication in a locked cabinet.
4. The parents of the student shall assume responsibility for informing the director or designated person of any change in the student's health or change in medication.
5. A copy of this policy shall be provided to parents upon their request for administration of medication in the classroom.

## NAP/QUIET TIME

Nap/quiet time is required for at least 15 minutes. Sturdy child-size cots are provided by VCA. Cots keep your child off the floor, are stackable after use allowing for their sheets, blankets, pillows, and “comfort” toy not to touch some else’s. If a child doesn’t fall asleep, they may be allowed to go to a quiet area in the room to read or play with toys.

## SUMMARY OF ITEMS NEEDED FOR BEFORE/AFTER SCHOOL CARE (Preschool & Kindergarten)

- Change of clothing (marked with names)
- Sheet, blanket, pillow, and comfort toy (marked with names)

## DISCIPLINE

Valley Christian Academy believes that discipline is a continuous, day-to-day process designed to help a child become self-disciplined. We will work toward this goal with the help of the four R's: Respect, Redirect, Removal, and Restore. Children learn to Respect the words and feelings of others, including staff, parents, and children and they learn to respect their environment. The staff role model Respect by giving consistent, positive feedback, which reinforces the child's good feelings about his/her acceptable behavior by following a daily routine and establishing consistent rules with logical consequences. Children play best in an environment where they know what comes next. They develop a sense of control, and this builds their self-esteem. Redirecting helps a child focus on the appropriate behavior or closest parallel activity. Removal gives the child an opportunity to stop and think about his/her unacceptable behavior and encourages the child to develop self-control. Restoring a child back to the activity or group involves letting a child know he/she is loved and forgiven, while helping him/her focus on the acceptable behavior. Parents will be notified and a conference will be schedule if needed. VCA does not use corporal punishment or violate a child's rights.

## LUNCHESS AND SNACKS IN PRESCHOOL AND AFTER SCHOOL CARE

Anyone using the After School Care coming out of Preschool or morning Kindergarten must bring a sack lunch for lunch time. VCA does not have a cafeteria and is therefore unable to provide hot lunches. A microwave is available though for the Teacher and/or Aide to warm food up.

Snacks will be provided by VCA mid-morning each day and at 3:30 p.m. (and after school for 1<sup>st</sup> thru 6<sup>th</sup> grades) in the afternoons. Each snack shall include one serving from each of two or more of the four food groups. (Dairy products, Grains, Meats, Fruits, and Vegetables) plus a drink (from the food groups). Each week a new weekly snack schedule will be posted on the Parents Board. If your child is either allergic to something or doesn't like something listed, please send a replacement for that day.

## EARTHQUAKE AND FIRE DRILLS

Drills are performed monthly so children will know what to do in case of an emergency.

## ACCIDENTS

In case of minor injuries, First Aid will be given at school by trained staff. In more serious injuries or illness, parents, or if needed, the emergency contact, will be immediately notified. If they are unavailable, the director or designated teacher will make the decision for treatment based on her evaluation of your child, and may call the paramedics. Teachers will write up and provide the parent with a copy of the Accident Report required on all injuries.

## TERMINATIONS

Termination is rare but can occur for any reason listed below:

1. Failure to pay tuition or consistently late with tuition.
2. Late three or more times to pick up your child from Before/After School; After-School care closes daily at 5:30 p.m.
3. Refusal to cooperate with VCA policy by parent or child.
4. Child disruptive to the point of being a detriment to other children.
5. Child's behavior a danger to himself or other children.
6. Parent and/or parents who become destructive in criticism about VCA, staff, other children, or administration after many attempts through the line of authority to resolve the issue(s). If there's a problem, we ask parents to go in a Christian manner directly to the Teacher first, Assistant Director second, Director third, and Assistant Administrator last for a win-win outcome. Constructive recommendations and solutions are most welcome, but destruction and vicious attacks on VCA, staff, other children, or administration will not be tolerated.
7. Any problem that has been discussed with the director and continues to work against the good of Valley Christian Academy Preschool or School, the child, and other children.

## FIELD TRIPS

Parents will be notified of all planned field trips. We will only be able to maintain the appropriate adult/child ratio if parent volunteers attend these field trips. Drivers will provide proof of insurance and driver's license if transportation is needed. Permission slips will be placed in your child's cubby. You must sign your child up at least two days before the field trip. If your child will not be attending the field trip, they will need to stay at home that day, as there won't be any teachers available on campus to be with them. If money is required for a field trip, it is also due two days before the field trip and it must be cash. If your child uses a car seat and you are not volunteering to drive on the field trip, you must leave it at the class to be used by your child on the field trip.

## TOYS

So your child will not be disappointed with a broken or lost toy, it is better if your child plays with the toys at VCA. Please leave all toys at home, or in your car, unless notified of a special occasion; a "security toy" or "security items" are most welcome.

## BIRTHDAYS

Birthdays are special and children are encouraged to bring treats for their birthdays or any other special day. Please talk with your child's teacher and give him/her advance notice of your plans.

## DRESS

Valley Christian Academy has a dress code for kindergarten through 12th grade only, but there is no dress code for our preschool;

Dress your child in simple clothing that is free of complicated fastenings so he/she can manage easily for his/her bathroom needs. To account for weather changes, we advise you to dress your child in easily removable layers. Remember that your child will enjoy a busy and possibly "dirty" day at VCA, so dress accordingly. Please label your child's possessions. For your child's safety, we recommend tennis shoes. Please no thongs or open-toed shoes. Upon enrolling, your child will need a complete set of extra clothes. When your child uses these extra clothes, we will place the soiled clothes in your child's cubby.

## BEFORE SCHOOL CARE

Before School Care hours are 7:30 a.m. to 8:15 a.m., Monday through Friday. Any student 3<sup>rd</sup> grade and under who arrives on school/church property before 8 a.m. must report to Before School Care.

## AFTER SCHOOL CARE

After School Care hours are from classroom dismissal time to 5:30 p.m. Anyone using the After School Care coming out of Preschool or morning Kindergarten must bring a sack lunch for lunchtime. VCA does not have a cafeteria and is therefore not able to provide hot lunches. However, a microwave is available for the Teacher and/or Aide to warm food up.

Any student 3<sup>rd</sup> grade and under who is left on school/church property after 3:15 p.m. must report to After School Care.

- Students who are not picked up at dismissal time must have a letter from their parent/guardian on file in the school office that states what the student has been given permission to do after school.

- Possible reasons for termination in the Before/After School Care program are the same as the one's listed in this handbook under "Termination" as outlined for the Preschool.
- Study time provided in the After School Care program is not a guarantee that all homework will be completed, but only that time is provided for the student to start their homework. Parent must check the student's work nightly.
- The parent/guardian who picks up a student from After School Care must sign the student out. Students may not sign themselves out.
- After 5:30 p.m. we will begin calling all the phone numbers you have listed on your emergency cards - all regular and emergency contact numbers we have on file. If by 6:30 p.m. we have not been able to get a hold of anyone, we will call the Citrus Heights Police Department. Your child at this moment is considered "abandoned." The Police will come and pick up. They will take your child to the Sacramento Receiving Home. You will be contacted from there. These provisions are necessary for the safety of your child, and it is our prayer that this procedure never has to be used.

## LICENSING

Valley Christian Academy Preschool and VCA Preschool Before/After School Care is licensed by the Department of Social Services – Community Care Licensing Division – Child Care Program. Our facility license number is 313606519. However, Valley Christian Academy's Before/After School Care for Kindergarten through 6<sup>th</sup> grade has surrendered its license on November 8, 2005 and is asking to be placed on "Exempt Status" for this age group since Valley Christian Academy only provides Before/After School Care for VCA students. "Exempt Status" has been accepted by Licensing Division.

## LICENSING AGENCY'S RIGHTS

Community Care Licensing is the governing body for Preschools and Child Care facilities in the State of California. They have the right to interview children and staff and to inspect and audit children and facility records without prior consent.

## ABUSE

Because of their daily contact with young children, California State Law (AB2710) includes preschool staff in their list of mandated reports of suspected child abuse. We are required by law to report suspected instances of neglect, physical abuse, and sexual abuse to the Children's Protective Services (916/875-5437) as soon as possible.

## COMMUNITY RESOURCES

VCA will maintain a list of community resources to be utilized for the on-going education of parents and staff.

## MODIFICATIONS

Valley Christian Academy reserves the right to modify any conditions of this parent handbook upon 30 days' written notice to the parent or guardian.

## HANDOUTS

You will find attached to this handbook the following handouts:

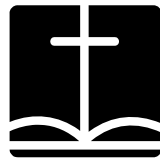
- Copy of VCA Admission Agreement
- Notification of Parents' Rights form (LIC 995)
- Personal Rights form (LIC 613A)
- Family Child Care Home Addendum to Notification of Parents' Rights (Regarding Removal/Exclusion) (LIC 995B)
- Family Child Care Home Addendum to Notification of Parents' Rights (Regarding Reinstatement) (LIC 995C)
- Identification and Emergency Information (Child Care Centers) (LIC 700)
- Consent for Emergency Medical Treatment form (LIC 627)
- Child's Preadmission Health History - Parent's Report (LIC 702)
- Physician's Report - Child Care Centers (LIC 701)
- Child Passenger Safety Law

## GRATITUDE

Valley Christian Academy strives to offer a fine Preschool opportunity for your child. We look forward to having your child in our Preschool and our Before/After School Care and enjoying the growth of your child in these early years. Please feel free to call anytime with questions you may have regarding our program or your child's progress.

Sincerely in Christ,

Kathy Gunter, Preschool/Daycare Director  
Megan Gunter, Assistant Preschool/Daycare Director



**Valley Christian Academy**  
301 W. Whyte Avenue  
Roseville, CA 95678  
916/728-5500  
Fax: 916/721-3305 - [www.govcalions.org](http://www.govcalions.org)

(Updated: 2/11/09)

**Valley Christian Academy**  
301 W. Whyte Avenue  
Roseville, CA 95678  
916/728-5500  
Fax: 916/721-3305  
VCA sports website:  
[www.vcalions.org](http://www.vcalions.org)

I have fully read Valley Christian Academy's Preschool & Before/After School Care Parent Handbook and have no further questions:

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Parent or Guardian's Signature & Date

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Signature of VCA official & Date