



VALLEY CHRISTIAN
PRESCHOOL

Valley Christian Preschool Handbook

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Mission Statement

Valley Christian Preschool is committed to educating the mind and touching the heart of each student by upholding God's Word as the standard for a lifetime of living and learning.

Philosophy Statement

Valley Christian Preschool understands that all truth is God's truth and seeks to educate students from that worldview, enabling students to be successful in their own lives and to be relevant in our culture. The school board, faculty and staff of VCS desire to be living models of Christianity for the school and for the community.

Valley Christian Preschool is non-denominational; no single church funds our activities, approves our curricula, controls our board or sets our policies.

- The spectrum of students, faculty, staff and board members reflects most Christian denominations in our area.
- We teach Christian principles, not denominational doctrine.
- Our teachers are dedicated to our mission of providing a Christ-centered education that connects home, church and school.

Statements of Faith

God

We believe in one perfect, eternal God, creator of all things, self-existent in three persons: Father, Son and Holy Spirit. (John 14:16-18, John 17:11)

The Father

We believe in God the Father, creator and judge of all things, who is true holiness, eternal power, infinite love and absolute truth. (Genesis 1:1, Psalm 9:7-8, Exodus 15:11, I John 4:16)

The Son

We believe in the deity of Jesus Christ, who was conceived by the Holy Spirit and born of a virgin. He died on the cross as the sacrifice for our sins. He arose from the dead and ascended into heaven. He is now our advocate at the right hand of God the Father. He will return in glory to judge the living and the dead. (John 1:1-4, John 14:9, Colossians 1:15-17, Luke 1:35, Matthew 1:18-25, I Peter 2:24, John 20:10-31, Acts 1:11, Matthew 24:27, I Thessalonians 4:13-17)

The Holy Spirit

We believe in the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and to convict, regenerate, seal, indwell, guide, impart gifts, instruct and empower believers for life and service. (John 16:7-11, I Corinthians 6:19, John 14:26, John 16:13)

Scripture

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, the complete written revelation of His will for humanity and the divine and final authority for faith and practice. (II Timothy 3:16-17, II Peter 1:20-21)

Humanity

We believe humanity was created in the image of God, chose to sin, and without God is spiritually dead. (Genesis 1:27, Jeremiah 17:9, Romans 3:23) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

Marriage

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman

Christian Conduct

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Corinthians 6:9-10)

Salvation

We believe that salvation is by grace alone, through faith in Jesus Christ alone. All who receive Jesus Christ as Lord and Savior are born of the Holy Spirit and become children of God. (Ephesians 2:8-9, Titus 3:5-7, I Peter 1:18-21, John 3:5, John 3:16, Romans 3:21-30, Galatians 4:4-7, John 1:12-13)

Ordinances

We believe water baptism and the Lord's Supper are commanded by our Lord Jesus and are to be observed by the church. They are not to be regarded as a means of salvation. (Acts 2:38, Romans 6:4, 1 Corinthians 11:23-26)

The Church

We believe in the spiritual unity of everyone who has been reborn through faith in Jesus Christ. God has called His church to worship Him, to disciple believers and to proclaim the gospel to the world. (Galatians 3:28, John 17:11, Matthew 28:18-20)

Christ's Return and Judgement

We believe our Lord Jesus Christ will return to earth to judge all humanity. Those who have accepted Christ as their Lord and Savior will have everlasting joy with the Lord while unbelievers will face eternal separation from God. (John 3:16-19, I Thessalonians 4:13-17, Revelation 20:13, Revelation 22:12)

About Valley Christian Preschool

In addition to providing a strong academic foundation, Valley Christian Preschool offers biblical instruction that brings God's Truth to life for young children. Our ultimate purpose is to grow our students in an understanding of our Creator and His Creation. Memory verses, Bible stories, chapel services, and songs are just a few of the ways students are engaged in learning the Bible and the characteristics of God at Valley Christian Preschool.

Valley Christian is a state certified program that provides a strong beginning for your child in reading, writing, numbers and phonics. Your Pre K student will be enriched with Art, Music and Social Studies and encouraged to grow physically and socially through our curriculum.

Admissions Policy

In order to provide a Christian education for as many students as possible, Valley Christian Preschool admits individuals who value and promote a Christian environment. Each prospective student will be considered for admission based on, but not limited to, the extent to which the general lifestyle and public conduct of the student and his/her parents is compatible and/or cooperative with the values and policies embraced by Valley Christian. If the attitude or behavior of a family and/or prospective student is incompatible and/or uncooperative with the biblical principles held by Valley Christian, the school reserves the right to deny the student's application for admission. (Practices considered incompatible include, but are not limited to, sexual immorality, homosexual orientation, illegal substance use and/or alcohol abuse.) VCPS also reserves the right to discontinue enrollment of a student who, after being admitted to VCPS, behaves in an incompatible and/or uncooperative manner.

Notice of Nondiscriminatory Policy

Valley Christian Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Confidentiality Policy

Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by court of law. The same standards of confidentiality will be observed with parents who consult with administration.

Children Expelled From a Daycare Or Other School

Any student who has been expelled from a daycare or another school must wait at least one full semester before being considered for enrollment in Valley Christian School. If the student is permitted to enroll at that time, he or she will be on probationary status for a period of nine weeks.

Admissions

Steps To Admission

- Interview with the Director (Prospective student and at least one parent must attend.)
- Submission of the following forms/records:
 - Fully submitted Application and all enrollment documents
 - ABT Form (Bank Draft)
 - Payment of registration and curriculum fee
 - Up-to-date shot record (DHS requires that this be submitted or the child can not remain in care.)
 - Birth Certificate and Social Security Number

In Addition:

Students and parents must agree to submit to school policies and dress code, understanding that Valley Christian reserves the right to dismiss any student and/or family who does not abide by such guidelines, policies or behavior.

- The toddler room can accept children ages 18 months-36 months. (No requirements to be potty trained.)
- Students must be 2 ½ and working on potty training to be considered for the K3 program.
- Parents must read the Parent Handbook and sign the agreement form.
- Students must not have any learning, behavior, social problems or physical limitations beyond the scope of the school.

Fees

Registration Fee
Curriculum Fee

One Time Fee of \$50.00
Toddler: \$65, PreK 3: \$75, PreK 4: \$85

Rates

Full-time Students

- Monthly Tuition \$500 (To be paid by bank draft)

Part Time Students

Valley Christian will be accepting a limited number of part time students each year. Part time students will be considered for Monday, Wednesday, Friday or Tuesday, Thursday Enrollment.

- **Monday, Wednesday, Friday**
- Monthly Tuition \$312.50 (To be paid by bank draft)
- **Tuesday, Thursday**
- Monthly Tuition \$232 (To be paid by bank draft)

Waitlist Process

There will be a \$25 non-refundable fee to be placed on the waiting list.

Calendar

Valley Christian Preschool will observe all major Holidays and many of the local school breaks. A full calendar will be provided to parents. Please see the below list for planned school closures:

- Labor Day
- Thanksgiving Break (Wednesday closed at 3pm)
- Thanksgiving Break (closed Thursday and Friday)
- Christmas Break - 1 week
- New Year's Eve (close at 3pm)
- New Years Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Summer Break- 1 week (week of 4th Of July Observance)

Daily Admittance and Pickup Policies

Valley Christian Preschool offers a rigorous preschool program. Our Preschool program runs from 8:00 - 3:30 offering early and late pickup from 7:00 a.m. until 5:30 p.m. at no additional cost. If you are unable to pick up your child by 5:30 p.m., please arrange to have him/her picked up by someone else on your approved pick up list. Failure to comply with closing time policy can result in your child being dismissed from our program.

There is a late fee of \$1 / minute from 5:31 - 5:35.

After 5:35 parents will be charged \$3 / minute. All times will be determined by the office clock.

Please have your child at school by 9:00 a.m. If your child will be absent or late due to an appointment, please call the preschool office by 9:00 a.m. If there is not a call, we will assume your child is absent for the day and will make child/staff ratio decisions accordingly. This can result in classroom closings for the day.

Schedules will be determined and posted/provided by the classroom teacher.

Valley Christian Preschool is a Toddler, K3 and K4 August to August childcare facility. We offer a rigorous and structured preschool curriculum and program from the months of August through May, with the goal of providing our students with the needed skills to be successful in Kindergarten. During the Summer months of June and July, we offer a more relaxed setting including fun activities, and structured and free play.

Entry and access to the preschool are through the front door only. Upon arrival, parents are to sign student in for the day in their classroom.

For the child's benefit, we encourage parents to sign their child in, tell them goodbye and promptly depart. This is especially important with new students. If you feel uncertain about departing due to your child being upset, you may contact the director to check in with the child as the morning progresses.

Children will only be dismissed to persons on their authorized pick up list. Text messages and phone calls will not suffice. If you would like to add someone to your child's pickup list, please email the director's office and they will add the person/persons. Those picking up your child, need to be aware that a photo ID will be required if the staff member is not familiar with them.

For the safety of students and the integrity of the classroom, we ask that no younger siblings be brought into the classroom. Once students are signed in, it is our preference that they be brought to the classroom by a staff member.

Sickness and Medication Policies

All medication must be brought to the school office. Medication must not be put in a student's lunchbox or backpack. All medication must be administered with adult supervision and requires a completed Medication Dispensary Consent form. Parents must provide an unexpired prescription in the original container with the original label that includes the student's name, provider's name, date, drug name and directions, along with a signed parental request for the medication to be administered. If your child uses an inhaler, you must be sure the school has one at all times. If over-the-counter medication is necessary for longer than two weeks, a doctor's statement is required.

The Arkansas School Health Services Manual provides guidelines for excluding students from school if they have a known or suspected communicable disease. A student will be excluded from school if he/she:

- Has a temperature of 100 degrees or more
- Diarrhea (not related to change in diet or medication)
- Vomiting illness
- See the director for the complete list of symptoms that requires exclusion for the facility.

Students must be fever-free and without vomiting for 24 hours before returning to school. Students requiring antibiotic therapy must follow the guidelines of the independent licensed provider before returning to school. This usually includes resolution of acute signs and symptoms and 1–2 days of antibiotics.

Non-custodial Parents

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office. A director will only allow the non-custodial parent the rights outlined in the court order.

School Discipline

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility in doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social relationships, and language

School Rules

Students can better receive education in an environment that is free from conflict, distraction, intimidation and various other influences that result from students' misbehavior. Certain student actions are beyond the definition of acceptable student behavior and are, therefore, prohibited. It is advisable for every student to acquaint

him/herself with the school rules and to strive to become a positive role model. Prohibited conduct may include, but is not limited to the following:

1. Students must respect the rights and property of others and the authority of all teachers and staff.
2. Fighting or hitting is not allowed. All students have the right to attend school without fear of bodily harm. Throwing rocks is also prohibited.
3. Students may not use foul, slang, or other language deemed offensive. Unkind or degrading words may not be used toward others. Profanity, written, verbal or gestures, or intentional rude noises are prohibited.
4. Defiant or hostile attitudes are unacceptable.
5. No jewelry or watches are to be worn to school (with the exception of small earrings for girls). Jewelry and watches become toys and may be a hazard at play time.
6. Toys are not permitted at school unless your child's teacher gives written permission. Example: Show and Tell

An atmosphere of love and respect is the ultimate goal of Valley Christian Preschool.

General Playground Rules

We have ample playground equipment for the children to enjoy. To avoid accidents, there must be guidelines to help students know what behavior is safe.

1. Students should stay in assigned playground area and may not leave that area unless supervised by teachers. If a child is being called for by parents, the parent should make sure the teacher is aware the child is leaving and must sign him/her out through the office.
2. No toys brought from home.
3. Students may not ride on each other's backs, or play fight, wrestle, etc.
4. Students must slide one at a time sitting upright. The waiting line should be at the bottom of the slide..
5. ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, ETC. This could injure eyes and warrants a visit to the Director.
6. Preschool students may not come inside alone from the playground to the bathroom or to get a drink. Children who do not obey the rules will not be allowed to participate in the activity for a time.

Discipline Policy

Disobedience will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Phone call to parents
- Written letter sent home
- Parent/teacher conference

Repeated disobedience (after above stated steps have been taken) result in a Director referral to the school Administrator to reach a discipline resolution (decision).

Areas of Offense

- Disrespect to the teacher or another person
- Throwing objects indoors
- Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground or classroom
- Lying, cheating, or stealing
- Threatening, bullying, or harassing others
- Tampering with school equipment or destroying another's property in any manner (Parents will be financially responsible for all damages incurred).

Student Incompatibility

Valley Christian Preschool is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations the Director may place the student on 3-week probation. Prior to this probation the Director will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the school.

Outdoor Play and Sunblock Usage

Weather permitting, students will be playing outdoors during recess time. Parents are asked to bring sunblock labeled with your child's name to the school. Teachers will keep it in a locked cabinet.

Lunches and Snacks

Valley Christian will provide daily snacks. Students must bring a peanut free lunch and a drink each day.

Teacher/Parent Communication

Daily information sheets will be sent home in Parent Folders. Parents may also use this folder for corresponding with teachers, sending notes, etc.

Rest Time

Students will participate in daily rest time. Sheets and Blankets will be provided for each student by Valley Christian Preschool.

Emergency Procedures

Because we live in a city where a nuclear plant exists, it is necessary to plan for an emergency while we pray that one never occurs. Entergy and the Department of Health Nuclear Emergency Response Team have put Valley Christian Preschool on their early notification list and have supplied us with their NOAA Weather Network Radio. Our instructions in case of a nuclear emergency are as follows:

Schools will be notified ahead of the general public, and students will be taken to a Care Center (Morrilton High School). Parents should not attempt to pick up their children at Valley Christian Preschool since this will create a traffic problem. Once children are registered at the Care Center (MHS), they may leave with a parent or legal guardian. If necessary, students will be monitored for radioactive contamination. If you hear the sirens, listen to one of these local radio stations for information:

- KARV 610 AM Russellville
- KCAB 980 AM Dardanelle
- KWXT 1490 AM Russellville
- KMTC 91.1 FM Russellville
- KWKK 100.9 FM Dardanelle
- KCJC 102.3 FM Russellville

School Closings

In the event of school closing (i.e., inclement weather), Valley Christian Preschool will follow the same school closing schedule as the Russellville School District. Watch channel KARK4 or listen to KMTC 91.1 FM or KARV 610 AM radio for closure information. VCS Preschool will also use social media as a form of notification. In the event that we are closed due to inclement weather, no discount will be given.

Fire Safety Plan

Outside Meeting Place - Farthest point in the parking lot

After the teacher determines the route to be taken, the teacher will supervise the class out of the building in an orderly manner. Students remain in a single file line until teachers have taken roll call and the Director has released everyone. Teachers and students will exit the building at the closest outside exit and meet the classes on the west parking lot. The Director will hold a drill once a month.

Tornado Safety Plan

Tornado Safe Place is the innermost area of the building. Seconds count. All teachers lead all students to the designated safe place in a calm, orderly manner. Everyone should then crouch low, head down, protecting the back of the head with the arms. The Director will hold a drill once a month.

Additional Policies and Information

- When incidents/accidents occur involving your child, you will be given the appropriate form to sign. This is required and serves as evidence that you or the adult picking up the child has been informed. Documentation is required by DHS. Refusal of a parent to sign a form when it is presented may result in the child's dismissal.
- Children are subject to be interviewed by Child Care Licensing and Special Investigative Law Enforcement for investigative purposes and/or for determining compliance with licensing requirements.
- Please put your child's name on all belongings he/she brings to school. Please do NOT send toys or other personal belongings to school with your child unless written permission is given by a teacher (ie, show and tell).

- Children are allowed to watch G rated educational movies only. These movies will be shown at teacher discretion.
- Please look at your child's folder each day.

Covid 19 Requirements: CDC Regulations

Parents and child(ren) must follow the guidelines to be able to attend Valley Christian Preschool.

- Drop off time is 7:00 am to 9:00 am (no drop ins)
- Child(ren) must be screened from outside the building (a staff member will meet you outside.)
- Child(ren) may not attend if their temperature is higher than 100.4 F within 24 hours.
- If your child(ren) goes out of state, they may not return to Valley Christian Preschool for 10 business days.
- Child(ren) MUST participate in social distancing and hand washing procedures. Children will be in small groups.
- Guardian/Parent must pick up outside of the building. NO RE-ENTRY