

The Village Christian Preschool and Childcare Center



Parent's Handbook



Table of Contents

Mission Statement, Philosophy.....	3
Program.....	3
Christian Values Policy.....	3-4
Preschool Daily Flexible Schedule.....	4
Days, Times of Operation and Holidays.....	5
Enrollment.....	5
Tuition Payments and fees.....	6
Things You Need To Know.....	7-10
Staffing.....	7
Sick Child Policy.....	9
Lunch Policy.....	9
Discipline/Biting.....	10
Infant Policy and Procedures.....	11

The Village Christian Preschool and Childcare Center

Parent Hand Book

*Note: "Center" or "The Center" in the following document refers to
The Village Christian Preschool & Childcare Center.*

Mission Statement

The Village Christian Preschool & Childcare Center is a ministry of The Village Church. Our Mission is to set the foundation for a lifelong relationship with Jesus Christ and provide a developmentally appropriate environment where young children can develop to their individual potential through varied learning materials in an atmosphere of Christian love.

Philosophy

1. We believe that each child is a unique and special creation of God, worthy of unconditional love and respect.
2. We believe that every child has the right to grow and learn to his God given potential. Providing a safe, nurturing and positive atmosphere will help to ensure growth into healthy, successful adults.
3. We believe that social skills, learning to get along with each other and learning appropriate problem solving skills are among the most important lessons a child can learn to be successful and happy in life.

PROGRAM

The Village Christian Preschool & Childcare Center is a year round full day care Center. This Center is licensed for children ages 6 weeks – 5yrs. Our program is play based with enriching activities to encourage the development of each child. Activities include music, creative expression, arts and crafts, dramatic play, math, language, music and movement, science, stories, manipulatives, sensory activities, cooking, and outdoor play. Social skills and problem solving are taught throughout the day. Spiritual development and Christian values are included in the curriculum, activities and daily interactions. Children learn through their play and by participating in hands on activities in both large and small groups, children will be encouraged to participate in all aspects of the program in order to grow and achieve their age appropriate goals.

Christian Values Policy

The Village Christian Preschool & Childcare Center provides a safe, dependable program, while teaching Christian Values.

Among these values are the beliefs that:

- God is the Creator of all
- God loves and accepts all persons
- Jesus Christ, the Son of God, is the fullest revelation of God's love
- Jesus Christ teaches us that God loves and forgives us, as we in turn are to love, accept and forgive one another
- All that we have comes as a most magnificent gift from God
- All that we are is pure perfection from God
- Each person and especially each child has God-given gifts and abilities that can be used to show God's love.

We feel that the development of your child is of the utmost importance. This involves nurturing in the home, in the school and in the community. Therefore, it is the policy of The Village Christian Preschool & Childcare Center to encourage families to be active participants in the programs at

the Center. The regular programs at The Village Christian Preschool & Childcare Center will implement Christian values in several ways, including:

- Weekly Christian value lessons
- A prayer or blessing said before all meal and snack times

It shall be the policy of The Village Christian Preschool and Childcare Center that no parent shall be forced to embrace Christian teachings as a condition for participation in the Center. In making Christian teaching a central part of the Center's program, the staff will be provided with training. The Center may:

- Make books visible and available in the Center. Children's Bibles and books on prayer may be included.
- Include Bible stories among the books available for children to read.
- Provide Bible games and puzzles.
- Include Bible songs, praise songs, hymns and carols in the regular activities of the Center.
- Invite the professional staff and Church members for occasional visits and participation in the regular and special programs of the Center.

Preschool Daily Flexible Schedule

7:45 a.m. – School opens

7:45 – 9:00 Children arrive; Morning free play

8:30 – 9:45 Snack is offered

9:00 – 9:45 Theme-related activity (Bible, math, creative expression, language, science)

9:30 – 9:45 Clean-up

9:45 – 11:30 Group and Class time (Developmentally appropriate curriculum skill activity, Spanish, sign language, calendar, weather)

11:15 – 12:30 Outside playtime; potty training

12:30 – 1:00 Worship time (Bible story and songs, memory verse and theme activity)

1:00 – 1:30 Lunch time

1:30 – 1:45 Lunch clean up, wash hands, go potty, get nap gear

1:00 p.m. – morning only kids picked up

1:45 - 2:00 Nap story/prayer time

2:00 - 3:00 Nap time quiet cot activity

3:00 - 4:00 Kids not sleeping can get up. Creative self-directed activity is set up or outside time; Potty training as kids wake up

4:00 – 4:15 Group time

4:15 – 4:45 Snack

4:45 – 5:30 Outside/free play with an activity

5:30 – 6:00 Get ready to go home

6:00 p.m. – School Closes

Please keep in mind our program and schedule. It is difficult for kids to arrive at lunch or naptime. It is also disruptive to kids involved in naptime, class time or group time when kids arrive in the middle of such activities. Please arrive at least 30 min. before lunch or nap and 15 min before a group or class time.

Days and Times of Operation

The center will operate year round, Monday through Friday, from 7:45 a.m. until 6:00 p.m.

Children may be enrolled for no less than two full or two half days per week. The child is welcome to use any part of their enrolled time the parent would like one day a week on a trial basis.

The Village Christian Preschool & Childcare Center will be closed for the following Major holidays:

Labor Day and the Friday before Labor Day	New Year's Day
Nevada Day	President's Day
Good Friday	Memorial Day
Thanksgiving and the Friday after Thanksgiving	Independence Day
Christmas Eve & Christmas Day	
The week between Christmas Day & New Year's	

After six (6) months of attendance each child in the Center is eligible for one week of vacation credit. Vacation credit may be used for one continuous week per year for illness, absence or scheduled vacation. Please fill out a Written Vacation Credit form to turn into the office for billing purposes.

ENROLLMENT

Enrollment in The Village Christian Preschool and Childcare Center is made without regard to race, color, gender, disability, or creed (it being understood that the education in the Center is based on Christian Values).

Enrollment Schedule

We will provide additional care for children at times other than their regularly scheduled days if space is available. This care must be requested in advance and paid for on the day the care is given.

Every effort is made to ensure an appropriate and comfortable placement for children in our program. The Village Christian Preschool & Childcare Center intends to provide a safe, peaceful, Christian environment for all children. There may be times when parents choose to withdraw their child from the program, or when The Village Christian Preschool & Childcare Center determines it is in the best interest of all concerned to dismiss a child/family from the program.

We reserve the right to dismiss a child/family from The Village Christian Preschool & Childcare Center if the child or family is disruptive to the program, or if the family fails to adhere to the policies of the Center, i.e. paying tuition on time. If a child is withdrawn from the Center, a two-week notice is required. If notice is not given, fees will be assessed for this time. If the Center dismisses a child/family from the program, no notice is required.

The following records are required for enrollment (located on SchoolCues website under the SIS):

- Current immunization record before first attendance day
- Registration forms, emergency contact information & signed policies
- Well child form filled out and signed/dated by a physician, required by Nevada (Form 2)
- Health History
- Release and Emergency Information
- Waiver, Release and Indemnity Agreement

If your address, phone number, or emergency information changes, please contact the school office as soon as possible to correct our records.

Tuition

2024 FEES PER MONTH

Days of Operation: Monday - Friday

Full Day Hours: 7:45 AM – 6:00 PM

Half Day Hours: 9:00 AM - 1:00 PM

5 Days Per Week	Full Day - \$1000	1/2 Day AM - \$740
4 Days Per Week	Full Day - \$800	1/2 Day AM - \$590
3 Days Per Week	Full Day - \$600	1/2 Day AM - \$445
2 Days Per Week	Full Day - \$400	1/2 Day AM - \$300
1 Day Per Week	Full Day - \$200	1/2 Day AM - \$150

Infant Tuition 5 days - \$1,300.00

Drop-In-Fees:

Enrolled: \$50.00 Full Day
\$37.00 AM Only (9:00AM – 1:00PM)

Tuition is due in full the first of each month. Tuition will be billed via our online software SchoolCues. Please see below on how to register for the first time. Payments that we accept are ACH, credit cards, cash, and checks. Please note there is a **small fee for ACH of \$1** and a **3% fee for credit card** (these fees are charged from our payment processor). A late fee of 5% will be charged to your account if payment is received after the 7th of the month, unless you have made prior payment arrangements. Your child or children will be excluded from the program if payment or an agreement for payment is not made by the 7th or next business day if the 7th falls on a weekend or holiday. We are willing to work with families regarding a payment schedule for reasons related to financial hardship. However, families must communicate with the Preschool if a payment schedule is necessary.

Late Pick-up Fee: If in the morning program, your child is picked up after 1:30 p.m. you will be charged for a full day. The school closes at 6:00 p.m. A late fee will be charged if your child is picked up after 6:00 p.m. \$15.00 for any part of the first 15 minutes plus \$1.00 per minute for any minutes after 6:15 p.m.

Step 1: Register your account on School Cues

- 1) Go to <http://www.SchoolCues.com> and click on the button on the top right corner which says “Sign In / Sign Up”.
- 2) On the next page, click on the button “NEW USER SIGN UP”.
- 3) Enter the Invitation code: **TVCACUES**
- 4) Enter your e-mail address and password and confirm password.
- 5) Enter the verification code shown
- 6) Accept the Terms and click on CREATE USER.

Step 2: Activating your account After your account is created, you will receive a confirmation e-mail from no-reply@schoolcues.com, with instructions to activate your account. Click on the link in the e-mail, this will activate your account. Note: Make sure your e-mail spam settings and security settings are set to allow e-mails from SchoolCues.com. If you do not see an e-mail from no-reply@schoolcues.com in your inbox, please check your spam folder. After this you will be able to login using your e-mail as login id and password at <http://www.Schoolcues.com>

THINGS YOU NEED TO KNOW

Staffing

An applicant must be 16 years of age. All staff members are carefully screened and selected, and meet or exceed the requirements set by the State of Nevada. These requirements include:

- Three (3) or more hours in child development or guidance and discipline specific to the age group served by the facility.
- CPR & First Aid
- Two (2) or more hours in the recognition of signs and symptoms of illness which must include training in the prevention of exposure to blood borne pathogens (approved by Washoe County Health Department).
- Two (2) or more hours in the recognition and reporting of child abuse and neglect.
- Prevention of SIDS
- Prevention of Shaken Baby Syndrome
- Two hours of training in childhood obesity, nutrition or physical activity every year.
- Building and Physical Premises Safety
- Emergency Preparedness and Response Planning
- Medication Administration and the prevention of and Response to Food
- Transportation Safety in Early Childhood
- All trainings must be approved by the Washoe County and the Nevada Registry and indicated on the certificate.
- Facilities caring for more than 12 children have 24 training hours each year. We pro-rate hours for new employees. The initial training is counted in the 24 hours.

In addition, the Nevada State Law (NAC 432a.520) states that a licensee of a child care facility shall have a staff which is sufficient in number to provide care and individual attention to each child and allow time for interaction between the staff and the children to promote the children's social competence, emotional well-being and intellectual development. Staff will also exemplify Christian values and be encouraged to grow in their walk with Christ.

Mandated State Reporting Laws

Nevada State Law (NRS 432B and NAC 432A-410) requires professionals in the medical, education, child care, law enforcement, religious, legal and social services fields to report any suspected child abuse or neglect to Child Protective Services, local law enforcement and to the Bureau of Child Care Services. The Village Christian Preschool & Childcare Center fully complies with this requirement.

Sign In

Be sure to sign your child/children in and out. **FOR THE SAFETY OF THE CHILDREN**, all children must be picked up and dropped off each day, in person, by a parent or other authorized **ADULT**. Children may not walk themselves into the Center. Sign-in sheets will be posted. Parents are asked to sign children in and out each day by recording their initials and time of arrival and departure. These records are required by the State of Nevada and give The Center a record should there ever be a question about attendance or who picked up a child. These records also insure an accurate count for fire drills or in the event of a fire or other emergency.

The people listed on the registration form are the only ones who may pick up your child. If it becomes necessary for someone not listed on the registration form to pick up your child, **please fill out and sign the yellow "AUTHORIZATION FORM FOR CHANGE" and return to the Center.**

In the event of an emergency, The Village Christian Preschool and Childcare Center is **not financially responsible for any emergency vehicle transportation costs or for any medical care or cost incurred as a result of the Center initiating the care.**

In the event of an emergency, procedure and plan for evacuation and meeting places are as follows:

- 1) If there is a problem with in the church/school grounds, we will walk to St. Francis Catholic Church.
- 2) If the church/school neighborhood or our community is evacuated by law enforcement we have to go where they send us. This information is available through the media or the law enforcement ordering our evacuation. We will have your emergency information with us and will make every effort to get all the information directly to you to meet up with your child.

In the event of a serious accident or illness, the staff will take prompt action on behalf of the child first, and then notify the parents as quickly as possible. Parents are required to submit a **Child Health and Emergency Information Card** at time of enrollment and to update this information regularly.

Clothing

It is important to be prepared! Accidents of all kinds can happen. Please provide a set of extra clothes. When they are used they will be placed in a bag in your child's cubby, please replace the next school day. The weather in Tahoe changes quickly: be sure to have a sweater or sweatshirt for those days it cools off. On snowy days we will go outside and your child needs full snow gear daily. We do fun, messy projects. We have smocks and will encourage your child to use them but they will not miss out on an experience, so please dress your children in clothes that can get messy (maybe even stained). All belongings must be marked with child's name.

Sick Children

Please keep your children home when he/she has:

- A communicable disease i.e. chicken pox, pink eye, etc
- Vomiting or diarrhea in the last 24 hours
- Had a fever of 100.4 or higher in the last 24hours. May return when fever-free and medication-free for 24hours
- Yellowish green nasal discharge
- Has a serious cold and/or constant cough
- Cannot participate in all activities, including going outside
- Is generally not themselves i.e.: cranky, listless, tired, etc.
- Been on prescribed antibiotics less then 24 hours

Your child will be sent home when he/she has:

- A fever of 100.4 or higher- your child will be separated from the rest of the children please have plans in place to pick-up as soon as possible
- Vomiting or diarrhea. We are not doctors and cannot determine if these symptoms are contagious or not
- Yellowish green nasal discharge
- Symptoms of a communicable disease
- Constant cough

The school staff may administer only prescription medication. It must be in original container with child's name, dosage, doctor's name and instructions for dispensing on container. You must fill out a prescription request form and give both form and medication to a teacher. Children may not bring medication to school in lunch pails, backpacks, etc.

Nap Time: We will provide a quiet lying down time for the children. They may bring a blanket, small pillow and small soft toy to sleep with. Blanket, pillow and toy must be washed weekly!

NoNo's: Please no money, gum, candy, jewelry, make-up, perfume or weapons of any sort.

Birthdays: On your child's birthday you may send a special birthday treat. The healthier the better! Check with a teacher regarding how much.

Parties: We will schedule several parties during the year. They will be held during activity time. The kids will usually prepare the goodies and games will be played. You are welcome to join us. If the party falls on a day your child is not scheduled he may still attend the party with a parent.

Parent involvement: We appreciate and welcome parents who can help. If you have time or talents to lend us, please let us know.

Food: Mid-morning and mid-afternoon snacks are provided. It is the responsibility of parents to send lunch. One that **does not** need to be refrigerated. Please pack foods low in sugar and high in nutrition. Lunches that contain only nutritional food afford the child more independence – they can eat what ever they want in the order they want and the teacher doesn't have to stand over them making them save their dessert for last. Please see our **Lunch Policy** for more information.

Lunch Policy

All Lunches must be packed accordingly:

- ½ of the lunch should be **Fruits and Vegetables**.
- ¼ of the lunch should be **Grains** (with mostly whole grains).
- ¼ of the lunch should be **Protein** and/or **Dairy**.

Fruits and Vegetables:

1st Choice: Fresh (including frozen)

2nd Choice: Dried/dehydrated or freeze-dried

3rd Choice: Processed with NO added Sugar (e.g. mash ups, fruit cups)

Examples: apples, bananas, oranges, berries, cherry tomatoes, carrots, snap peas, celery.

*Fruit snacks, fruit leathers, and fruit strips will be considered desserts, **NOT** fruits.*

Grains:

Any food made from wheat, rice, oats, cornmeal, barley or another cereal grain.

Examples: whole grain bread, whole grain bagels, whole grain crackers (goldfish, triscuits, wheat thins, etc.), popcorn, quinoa, whole wheat pasta, whole wheat tortillas, whole wheat cereal, oatmeal, brown and wild rice.

Protein:

Foods from meat, poultry, seafood, beans, eggs, processed soy products, nuts and seeds.

Examples: nuts, edamame, hummus, refried beans, black beans, falafel, tuna, cooked eggs (hardboiled, scrambled), low fat/low sodium meats, tofu.

Dairy:

All fluid milk products and many foods made from milk are considered part of this food group. For children over two years old, most Dairy Group choices should be fat-free or low-fat. Foods made from milk that retain their calcium content are part of the group. Foods made from milk that have little to no calcium, such as cream cheese, cream, and butter, are not part of the group. Calcium-fortified soymilk (soy beverage) is also part of the Dairy Group.

Example: cup of milk (we provide), yogurt, soy beverage, natural cheese. All must contain calcium.

See more at: <http://www.choosemyplate.gov>.

Discipline Policy

We set only those limits necessary to protect and support your child and the group. We are consistent but flexible. All staff members enforce rules. It is a teacher's responsibility to enhance a child's behavior through positive guidance, redirection of behavior and the setting of clear-cut limits on behavior. Jesus set good examples for us to follow. Children will respond to you when they feel loved and respected. Staff shall NOT for any reason:

- Inflict physical punishment, in any manner or form, upon any child.
- Verbally abuse or threaten a child.
- Make derogatory remarks about a child or his/her family in front of anyone.
- Threaten a child with the loss of love of any person.
- Threaten a child with punishment by a deity.
- Subject a child to any form of punishment which pertains to food or rest or restricts the use of toilet or other bathroom fixtures.
- Subject a child to any form of punishment by other children.

Disciplinary measures must be consistent with supportive, positive action, and may include:

- Holding a child's arm to prevent hitting.
- Bodily picking up the child and removing him from the group, at which point a teacher may sit with the child until he/she is ready to play nicely, or teacher may isolate child with supervision for no more than 5 minutes.
- Informing the child in a simple positive manner what conduct is expected while at the facility.
- Praising and recognizing a child who behaves in the expected manner.
- Directing a child who is in a situation that is creating problems to a new activity.
- Teach, model and role play appropriate behavior.

Biting

When children are in a "crises" they are in need of unconditional love and discipline. The word discipline comes from the word disciple. A disciple is one who is taught appropriate behavior, not punished. God disciplines us daily and Jesus took the punishment for our inappropriate behavior. That said, our philosophy on challenging behavior that arises in children in any crises is to teach appropriate behavior. We will do everything within our training and resources to help teach children to learn how to communicate, interact, react (or not) in a way that glorifies God. We use Galatians 5:22-23 to encourage the fruit of the spirit which is love, joy, peace, patience, gentleness, kindness, goodness, and self control. With a young biter just 2 and under we use the words "no bite, that hurts, nice touches" and remove the child from the particular area or activity. As the child gets older, a teacher is assigned to shadow the child. That means the teacher stays close and hopefully sees the problem coming and stops it and teaches/models appropriate behavior. When the bite is not stopped, the consequences are: the child who got bit gets the first attention and the most attention and the biter is initially ignored. After the bite is settled, and we try to help the bitee not become too dramatic, then the biter sits in time-out. The biter then has to go and help care for the bitten child and give them nice touches. The biter also has a teether which he either carries or the shadowing teacher carries and each time the teacher walks by him, she puts it in his mouth and says "bite, bite, bite" and reminds him that the "bitey toy" or "food" is for biting, not our friends. The idea behind the "bitey toy" is to get the child tired of biting and if it is a situation of sore gums, to give him appropriate pain relief. We also don't want the other kids realizing that biting is getting some good attention (albeit negative). This means that sometimes the shadowing teacher leaves her post to push a kid on the swings, help out somewhere, etc... which is sometimes the very moment the biter decides to lash out for whatever reason. We do not ignore unacceptable behavior. Our job here is to teach children good social skills. We believe that we could teach children to read and write by the time they are 3 but if a child does not know Jesus or how to problem solve and get along they will have a hard time being successful in life.

The Village Christian Preschool Infant Care Policy and Procedures

Welcome to the Village Christian Preschool. We are honored that you have chosen us to care for your precious treasure! Some things we need you to know to help you and your child have the best possible Early Childhood experience.

We are a Christian organization so your child will be exposed to prayer, Christian Music and stories.

We have 1 teacher for the infant room but the entire Preschool staff pitch in and help as needed. We have also hired a substitute should the main teacher need to be off. This insures you that we will do everything in our power to provide continuous care.

Outside Time: The infants will go outside at least once a day for 30 to 60 minutes. Most the time they will be on the playground with the Preschool kids.

Daily Routines: We will follow the routine that is best for each individual child. As they approach 18 months to 2 years we will attempt to emulate the preschool schedule in order to get them ready to move over to the preschool. Their day will include: story, songs, crafts, free play with open ended toys, snack, lunch, outside time and even walks inside and outside of the church.

What you provide: Diapers, snow clothes, extra clothes, blankets, shoes, snacks, drinks (except water), lunch. Please put your child's name on EVERYTHING. If you have food or drink that needs refrigeration mark it with your child's name and put it in the preschool refrigerator.

Payments: Payments are due the 1st of each month and you pay whether your child is here or not. This reserves your spot by making sure the teacher is paid.

Communication: We will use Brightwheel to communicate diaper changes, food intake, bottles, activities and needs with you. Please check in daily.

Please be sure to sign your child in and out on the sign in/out sheet at the entrance.

Please remember we need to be updated on any changes, ie: address, phone number, emergency pickups and shots.

**PARENTS ARE WELCOMED AND ENCOURAGED TO VISIT THE CENTER,
EXAMINE THE MATERIALS AND DISCUSS THE ACTIVITIES.**

PARENTS AGREE TO ABIDE BY ALL POLICIES AND PROCEDURES.