

# VALLEY CHRISTIAN PRESCHOOL

## Parent Handbook

### **Mission Statement:**

It is the mission of Valley Christian Preschool to provide a Christ-centered learning and development experience for young children.

We will accomplish this mission by creating a safe, positive, and nurturing environment in which God and the Bible are shared each day by a caring and well-trained staff.

It is the aim of Valley Christian Preschool to reach out and touch the children and families of Wilsonville and its neighboring communities with God's love and message.

### **STAFF REQUIREMENTS**

#### **Qualifications of staff:**

Teachers and teachers' assistants at VC Preschool are Christians who are committed to living daily for Christ. They are involved in and committed to a local Bible-believing church, attending regularly, and involved in its ministry.

Teachers at VC Preschool have a working knowledge of child development and early childhood education principles and techniques. Teachers have at least one year of classroom experience with preschool age children. While many have college degrees, it is not a requirement.

#### **Staff commitment:**

Teachers and teachers' assistants are required to sign a new contract each year, before beginning work for the school year. In the spring of each year, staff members will be asked about their plans for the upcoming school year. A letter of their intent will be signed and turned in to the administrator by March 31. It is not a binding contract, but is considered a good faith agreement.

### **GENERAL INFORMATION**

#### **School hours:**

School hours are 9:00-11:30 a.m. or 12:30-3:00 p.m. Please bring your child to his/her classroom and make your stay as brief as possible so your child can settle in to school. After the drop off time, church doors will be locked for our children and staff's safety. Children are to be picked up promptly after class.

If your child is to be picked up by someone not listed on your registration form, a written and signed note to that effect must be handed to your child's teacher, and identification may be requested of that person.

#### **Class size:**

The maximum number of students in each class is 12. There is a teacher for each class, and shared assistants.

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### **Calendar & school closures:**

We follow the basic school calendar of the Wilsonville elementary schools, however we do not take all the inservice days they take.

In the case of inclement weather, VC Preschool will be closed when the West Linn-Wilsonville schools are. Parents can listen to radio or TV or go online for information. In the case of a two-hour delayed opening, we will not have a.m. preschool classes.

### **Sickness:**

For the sake of other children and our teachers, please keep your child home when he/she is sick. This would include fever, discolored runny nose, etc.

It is helpful to the teachers for you to call in when your child is sick so we are aware of the absence, and so we can pray for him/her.

It is important that you contact your child's teacher if your child contracts a contagious disease so the rest of the parents in the class can be notified. This would include chicken pox, mumps, measles, head lice, etc.

### **Student requirements:**

In order to attend Valley Christian Preschool a child must be potty trained, and able to take care of his/her toileting needs.

To be in the Pre-Kindergarten class, a child must have his/her 5<sup>th</sup> birthday by Oct. 31.

To be in a 4's class, a child must have his/her 4<sup>th</sup> birthday by September 1<sup>st</sup>.

To be in a 3's class, a child must have his/her 3<sup>rd</sup> birthday by September 1<sup>st</sup>.

This follows the school district's guidelines, and we will not make exceptions.

Before a child can attend Valley Christian Preschool his/her immunizations must be up to date, and a copy of those records turned in to the administrator by the end of September.

Non-discriminatory: Valley Christian Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to the students at the school.

### **Tuition:**

Tuition is due on the 1<sup>st</sup> of each month, September through May. If the 1<sup>st</sup> falls on a weekend, it will be due the following school day. There will be a \$10.00 charge on each returned check & a \$10.00 late fee assessed for late payments if no arrangements have been made with the administrator.

Monthly payments will not vary, even if the month is shortened by holidays. Also, adjustments are not made for absences, as the school's operational expenses do not decrease.

Tuition rates are listed below:

3 year old class	\$990 year	\$110 monthly
4 year old class	\$1260 year	\$140 monthly
Pre-Kindergarten	\$1800 year	\$200 monthly

Payments can be given to your child's teacher, the administrator, or mailed to us at: 11188 SW Wilsonville Rd. Wilsonville, Or. 97070. Auto bill payments are also accepted. Please do not make your child responsible for delivering tuition payments.

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#### **Attire:**

Because of the nature of activities, projects and play at preschool children are to come in washable, comfortable clothing. Comfortable, practical shoes are also important.

#### **Monthly Calendar:**

Each month teachers will send home a calendar, which is the primary method of communication with parents about what we've done in school, and what is planned. Please read the back as well as the front.

The calendar will also include a snack schedule for the class; you bring for that week. Some snack suggestions are: Various unopened crackers, pretzels, cheese, bagels, cream cheese, fruit, & muffins. Also, juice or milk for the week (1/2 gal. per day.) When a student has an extreme allergy, the class will be made aware of that. We will provide plasticware, cups, napkins, plates, etc. as needed. Teachers' assistants can make juice, cut up fruit, etc. as needed.

#### **Birthdays:**

It is permissible to bring homemade cupcakes or cookies for your child's birthday celebration at school. Other treats children enjoy are ice cream cups, ice cream bars, doughnuts, or popsicles. Your child's teacher will talk with you prior to your child's birthday.

As the children get acquainted, they often want to invite classmates to their home birthday parties. If you wish to invite the entire class, invitations may be put in the cubbies at school. However, if you will be inviting only some of the children, the invitations must be mailed, so that no child's feelings get hurt.

#### **Discipline:**

Students of VC Preschool will be expected to learn and develop many social skills, such as: showing respect for self, others, school property, and authority; listening to staff and following directions; being kind to staff and other students; taking turns; and managing frustration, anger, and hostile behavior in appropriate ways.

Young children sometimes have difficulty meeting our expectations. For example, if a child is hurting another child, not playing properly with school toys, is out of control, or not following directions, the child will be removed from the situation. There will be a discussion between the teacher and student of the inappropriate behavior, and what is appropriate behavior before he/she returns to the group.

**TEACHERS AND TEACHERS' ASSISTANTS WILL NOT ADMINISTER ANY TYPE OF CORPORAL PUNISHMENT.**

If the child is uncontrollable, parents will be called.

#### **Parent Involvement:**

Valley Christian Preschool has an "open door" policy, meaning you are welcome to stop by at any time and see what we are doing. However, we find that most children do better in the preschool setting when independent of their parents. For this reason, we do not have regular parent volunteer times.

We do encourage and welcome your participation in field trips, class parties, your child's birthday celebration, and certain units of study where you could supplement our lesson.

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We desire open communication with you, and want you to feel free to call us with any concerns, questions or suggestions you may have throughout the year.

There will be parent teacher conferences once a year for the 4 year old & Pre-K classes.

### **Emergency Procedures:**

Teachers will be trained in fire drill and other safety procedures, and the classes will practice these drills periodically throughout the school year.

### **Daily Schedule:**

There will be exceptions, but a normal 3's or 4's day at Valley Christian Preschool will look something like this: Classes have separate recess times.

9:00- 9:55	Free choosing time This includes projects, art, play time, puzzles, manipulatives, etc.
9:55-10:00	Clean up time
10:00-10:20	First "circle time" Includes prayer, flag salute, calendar activities, unit studies, story
10:20-10:35	Recess
10:35-10:55	Bathroom and Snack time
10:55-11:00	Student book time
11:00-11:20	Second "circle time" Includes Bible story, songs, memory verse
11:20-11:30	Prepare to go home (pack backpacks, put coats on, etc.)

The afternoon preschool schedule is very similar to the morning schedule.

The Pre-K class schedule:

12:30-1:10	Free choosing/Projects (play, art, cooking, games)
1:10- 1:15	Clean up
1:15- 1:35	Bible Circle (welcome, jobs, flag, prayer, Bible story, discussion)
1:35- 1:55	Recess
1:55- 2:00	Bathroom/ water break
2:00- 2:15	Writing/ activity sheets
2:15- 2:30	Snack/ book time
2:30- 2:55	Closing circle (abc's, reading, thematic units, seasons)
2:55- 3:00	Pack up to go home

### **UNITS OF STUDY**

A Bible story will be taught, read, told, or acted out each school day. There will be related projects, memory verses, songs, etc.

Pre-K and 4's classes have a Bike Day in the spring when they get to bring their own bike to school and ride in a designated area.

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3's have a Spring Program, Pre-K has an End of the year Program, and 4's have a Graduation program.

VC Preschool does not acknowledge Halloween, but does celebrate harvest time in the fall. This includes "farm day" when they get to come dressed as something from a farm.

**3's curriculum includes:**

- Colors
- Shapes
- Counting
- Farm/ harvest
- Trip to a pumpkin patch
- Seasons
- Writing name/ cutting
- Family
- Thanksgiving, Christmas, Easter
- Dinosaurs
- Community helpers
- Transportation
- Caterpillars & butterflies
- Trip to library
- Jungle animals
- Ocean

**4's curriculum includes:**

- Review of shapes & colors
- Apple week
- Letter of the week (beginning sound, homework)
- "All about Me"/ senses
- Writing/ cutting
- Fall, harvest, farm
- Thanksgiving, Christmas, Easter
- Patterning/ sequencing
- Seasons
- Dinosaurs
- Community helpers
- Transportation
- Bugs, caterpillars, butterflies
- Jungle animals
- Ocean

4's also have 5-6 field trips throughout the year (pumpkin patch, singing at retirement home, grocery store, fire station, library.)

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**Pre-K curriculum includes:**

Throughout the school year: music- singing, instruments, rhythm sticks, shakers, movement; crafts, art, painting, puzzles, games, manipulatives, Bible verses.

We use Zoo Phonics, Group's "FaithWeaver" & Beginner Bible.

Pre-K goes on 7-8 field trips each year: apple orchard, pumpkin patch, sing at retirement home, "missions trip" to Target, Children's Museum, grocery store, fire station & library.

- Review of shapes and colors
- Senses
- Apples
- Fall/ harvest
- Farm
- Patterning
- Feelings
- Family
- Writing sheets
- Word rings- sight words
- Winter
- Dinosaurs
- Love/ valentines
- Writing numbers
- "Bob" books
- Transportation
- Community helpers/ safety
- Easter
- Beginning math- addition to 10
- Nutrition
- Spring
- Insects
- Zoo animals
- Ocean