

Pleasant Valley Christian Preschool



Parent Handbook 2017-2018

MISSION STATEMENT

Pleasant Valley Christian School is a missionary outreach of Pleasant Valley Bible Church. As such, it is our intention not only to provide an educational environment which builds a strong academic foundation, but also an environment that helps our students develop a personal relationship with Christ as we instill in them an awareness of God's love and His caring nature.

The Bible is the inspired Word of God.

It is true, inerrant, infallible and final authority for Christian faith and living.

2Pet. 1:20-21; 2Tim. 3:16-17; Mt. 24:35; Jn. 8:31-32; 17:17

God exists eternally in three persons.

These three are Father, Son, and Holy Spirit. He is perfect in every way, righteous, holy, loving in all deeds and Creator of all life. He is unchangeable and eternal in existence.

Gen. 1:1; Is 6:3; Ps. 145:17; Mt. 28:19; 1Cor. 8:6; 1Tim. 1:17

Jesus Christ is God's eternal Son.

As true God and true man, He allowed Himself to be born of a virgin, taught men how to live through His sinless life, was crucified as a sacrifice for our sins, arose bodily from the dead, was seen by over 500 people, and returned to heaven to prepare a place for us.

Lk. 1:34; Jn. 1:1-4, 14, 14:1-3; 1Cor. 15:3,6; 1Pet. 2:21-22; 1Jn2:2

Men and women were created in God's image, tempted by Satan, and rebelled against God.

This brought sin into the world and was passed onto all men for all time. Only through repentance and faith in Jesus Christ are we forgiven, reborn by the Holy Spirit and established as children of God. Faith in Christ is the only assurance of heaven.

Gen. 1:26-27, 3:6-7; Rom. 3:10-12, 23; Acts 2:37-38; Jn. 1:12; 2Cor 5:17; Acts 4:12

The Holy Spirit persuades us to repent of our sins.

His presence in our lives convicts us of sin and prompts us to seek confession and forgiveness in Christ Jesus. The Spirit lives in us, comforts us, teaches us, equips us, empowers us, and enables us to live godly lives.

Jn. 14:16-17, 26, 16:8; Rom. 8:5,11; 1Cor. 3:16; Eph. 5:18; 2Thes. 2:13

The Church is the living body of Christ on earth.

He is its head and the source of its life. The Body is composed of those who have received Him as Savior and Lord. The Church exists to give praise to God, prepare people for growth and ministry through the Word, proclaim the gospel to the whole world, provide caring relationships for support and accountability and be a lighted presence in a darkened world.

Acts 2:41-47, Rom. 12:3-16; Eph. 2:19-22, 4:11-13; Col. 1-18

Jesus Christ will return to earth.

He will return imminently to raise the dead, judge the world, and establish his glorious kingdom. This is the hope of the Church and its encouragement for ministry and godly living. Those who have been reborn will live with Him forever. Those who reject Him will suffer eternal judgment in hell.

Jn. 5:24; Acts 1:10-11; 1Cor. 15:51-52; 1Thes. 4:16-17; 2Thes.1:7-10; Titus 2:13; Rev. 20-22

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Welcome to Pleasant Valley Christian Preschool

We are a direct ministry of Pleasant Valley Bible Church; serving families in Camarillo since 1990. Our preschool program offers your child an opportunity for a gentle and loving introduction to school in a safe Christian environment.

We know that children learn through play. We provide daily opportunities for art, science, literacy, music, Bible stories, problem solving and social interaction. Our strong Child Development program gives the opportunity for children to connect with the world that God has created, while developing a love for learning.

PVCPS is a place where children experience God's love because they are loved. We invite you to come tour our preschool.

Rejoicing in Him,
Theresa Floyd, Director

3 John 1:4

"I have no greater joy than to hear that my children are walking in truth"

GOALS OF PLEASANT VALLEY CHRISTIAN PRESCHOOL

Our desire is for Pleasant Valley Christian Preschool to be Christ-centered and educationally sound. As Christian adults, the staff at PVCPS will assist students in developing a personal relationship with Christ as they instill an awareness of God's love and His caring nature. Our teachers and staff will provide students the opportunity to develop a positive self-image by valuing each student's individuality and uniqueness. Students will be taught through example and appropriate curriculum about respecting the rights of others, the appreciation of our similarities and the acceptance of our differences. Students will be introduced to academic foundations at age appropriate levels as we foster an enthusiasm for learning and exploration.

The PVCPS goal for each student is to find security while obtaining the above goals in an atmosphere of Christian guidance and discipline. We believe that all children need to know, respect, and obey clear consistent limits in order to grow into self-disciplined adults. Our teachers and staff strive to be Christian role models. They use only constructive and preventative methods of discipline, when required, while maintaining an atmosphere of love, acceptance and order.

HOURS OF OPERATION

Preschool is in session from 9:00 a.m. to 12:00 p.m.

The school is open daily for childcare from 7:30 - 9:00 a.m. and 12:00 - 4:00 p.m., Monday through Friday.

Lunch Bunch is offered between 12:00 and 1:00 p.m. if space is available.

ARRIVALS TO AND DEPARTURES FROM SCHOOL

After signing children in, parents should return to the playground patio no sooner than five minutes before class begins. Please remain with your child on the playground until class begins unless your child is registered for EDC. Teachers will meet their children on the playground patio, and then take them from the patio to the classroom. Our teachers need time prior to class time to prepare rooms and activities for your children. EDC charges will apply to students arriving before 8:55 am.

It is a STATE LAW that all children must be signed in and out each day with a FULL SIGNATURE. Only authorized persons (those whose names are indicated in the child's file) may sign children in and out of class. Identification will be required if the individual is not known to the staff.

ATTENDANCE

Preschool begins promptly at 9:00 AM. Please ensure that your child arrives at school on time each day so that they do not miss the daily activities and they are not disruptive to their class when it is already in progress. If your child will be out of school for any reason, please inform the office at 484-1188.

DEVELOPMENTAL LESSON PLANNING

Learning activities will be based on the developmental level of the children in a particular age group.

Our Preschool curriculum *may* revolve around a monthly theme. Some of the themes covered during the school year might include: All About Me, On the Farm, Harvest, Families, Winter, Community Helpers, Spring, Animals, Our Environment, and Summer.

In addition to our monthly themes, the classes include a Bible lesson. Each class has a daily Bible time with story and songs. Additionally, the students memorize and learn to sign a Bible verse each month.

DRESS CODE/PERSONAL BELONGINGS

Please send your children to school in comfortable clothes and **closed toe** shoes. We strongly encourage tennis shoes. This will allow your children the freedom for outdoor physical activities, art activities, and other classroom activities. Please do not send your child in crocks.

Please ensure that all personal belongings (jackets, sweaters, lunch boxes, water bottles, etc.) are marked with children's names.

Even if your child never has "accidents", we ask that you would provide a change of clothing. Please bring the change of clothes in a gallon-sized Ziploc bag, with their name written on the outside. Included in the bag should be a shirt, short/pants, underwear and socks.

NO COSTUMES at Halloween or at any other time during the school year.

SNACKS AND LUNCHES

Mid-morning and mid-afternoon snacks are served. All snacks provided by the Center meet the nutritional requirements and guidelines set forth by the California Community Care Licensing Agency. It is during this time that our classes frequently do cooking projects. If your child is scheduled to stay for lunch bunch, please keep in mind your child's likes and dislikes as well as the quantity of food. Most preschool children will eat only half of a sandwich, a small piece of fruit and/or vegetable, and a few pretzels. Remember when selecting fruits, to buy small apples, bananas, etc. If you want to send a treat, please make sure it is a very small one. We have water available for the children to drink.

MEDICATION POLICY

It is the school's policy to administer only those medications commonly prescribed by physicians for short-term illness.

A physician must prescribe the administration of medication needed during school hours. If your child needs to take medication during the school day, you must fill out and return a "Parent's Medicine Consent Form". The medication must be in the original container, clearly labeled with the child's name, dosage to be given, doctor's name and date. The "Parent's Medicine Consent Form" is available in the preschool office.

School personnel will not dispense "over the counter" medication. The parent must administer eye drops and eardrops.

Pleasant Valley Christian Preschool reserves the right to review each medication request by a parent/guardian and to refuse responsibility for such a request either at the time of the initial request or at any time during the administration after notifying the parent/guardian.

HEALTH/ILLNESS

PLEASE HELP KEEP OUR PRESCHOOL HEALTHY!

Health is a matter of importance at Pleasant Valley Christian Preschool. The State of California requires children to have all of their standard immunizations upon enrollment at school. A health inspection is given every day upon their arrival at school. We have (and will exercise) the right to send children home at any time if we feel they have any symptoms of illness. For the health and well-being of all of the children, teachers and staff members here at school, please have your child remain at home if:

- They currently are running a **fever**, or have had one during the previous 24-hour period. Often a child will have a fever in the evening, no fever in the morning and then the fever will return again in the evening.

- They have a **heavy nasal discharge**. Frequent colds are the most common form of illness at school. A child with a fever, green runny nose or persistent cough should be kept at home. We realize some children have allergies that can cause a clear, runny nose or cough that is not contagious. If your child has allergies, please tell the teacher.
- They have symptoms of a possible **communicable or infectious illness**. (These include but are not limited to, sniffles, reddened eyes, sore throat, headache, and abdominal pain). *Chicken pox usually starts with a fever and headache, followed by rash (pink spots) within 24 hours. The incubation period is from 12 to 21 days, (usually the 13th to 14th day). Period of contagion is from one day before appearances of small pink spots to six days after.
- They have **flu-like symptoms**. Flu usually starts with sudden headache, chills, ache and pains in arms, legs, and back. Congested nose and hard, dry cough are common with the flu. Incubation period for the flu is usually one to three days. Period of contagion is shortly before and up to one week after the onset of symptoms.
- They have experienced vomiting and diarrhea. A child should be kept home at least one day after vomiting or diarrhea has occurred for observation. This could be the beginning of a contagious flu.

Please notify the office immediately if your child has a communicable or infectious disease.

SAFETY AND EMERGENCIES

If a child becomes injured while at school, we will make an immediate attempt to contact the child's parent/guardian. If a parent/guardian cannot be reached, we will notify the child's physician. If necessary, we will contact emergency support personnel, (i.e. ambulance, paramedics). The Preschool Director will make the necessary decisions regarding your child's welfare in the event of such emergencies when a parent/guardian cannot be contacted.

In the event of an emergency, it is vitally important that the school have accurate family information on file. It is therefore extremely important for parents/guardians to keep the school informed and up-to-date on home and work telephone numbers, person(s) for emergency point of contact and home address. Please notify the Preschool Director or the Business Coordinator as soon as possible when this information changes during the school year.

Pleasant Valley Christian Preschool holds fire drills, earthquake drills and lock down drills periodically throughout the school year. Emergency equipment and supplies are kept on campus. Our staff is also trained for emergency procedures involving an intruder on campus. Our staff is trained in First Aid and CPR techniques.

PVCPS EMERGENCY/DISASTER PROCEDURES

In the event of an emergency or disaster on a school day, the following rules will apply:

During School Hours:

1. Your child will be kept at school.
2. Your child will be released **ONLY** to persons on your school emergency card. Anyone attempting to pick up your child will be asked for identification.

Going to School:

Recommendations:

1. Review these rules periodically with your child.
2. Help your child know your location during the day, ie. work, doctors, schools, etc.
3. Make sure that your emergency card is updated with the names and phone numbers of those individuals allowed to pick up your child.
4. Understand the emergency procedures at the school and reinforce them with your child.
5. Know where to park during an emergency and where to go to pick up your child.
6. If you have children in more than one school, know what school you would go to first.
7. Have a family disaster plan and practice it.

CHAPEL

Chapel is every Tuesday and Wednesday at 11:40 and begins the first week in October. All parents are welcome. An offering (usually coins) will be taken each week and money collected will be combined with the elementary school offering. The donations are used to minister to and provide support for others in need.

BIRTHDAYS

Your child's birthday is a special day. We take joy celebrating with them. Children whose birthdays occur during the school week may celebrate it on that day. Those that occur on weekends or holidays will be celebrated at the parents' discretion. If your child has a summer birthday, you may choose another day to celebrate their "*Un-birthday*". Please discuss the day you'd like to celebrate with your child's teacher.

We ask that private party invitations **NOT** be passed out at school, unless the **WHOLE** class is being invited.

If parents would like to bring a special birthday treat, we request that you bring something not too sugary. Some suggested treats would be: popcorn, yogurt push-ups, pretzels w/dips or cheese, party cups w/trail mix, cookies, fruit cups, muffins and Jell-O Jigglers.

8.

DISCIPLINE

Discipline shall be based on an understanding of the individual needs and development of a child and shall be directed toward teaching the child responsible behavior. Employees shall seek to re-direct aggressive problem behavior and teach the child to respect the rights of others and to respect authority in the setting of limits. No physical punishment will be given.

If problem behavior persists, the Teacher or Director will notify parents by note or telephone call. A conference may be requested if appropriate.

It is most important that the child learns that they need to follow rules because IT PLEASES GOD! It is the right thing to do.

PARENT PARTICIPATION

As a parent, you are always welcome to come and observe your child's classroom and activities. Parents are invited to participate in various activities during the school year. These activities could include participating/helping in classroom activities, helping with special classroom parties/celebrations, or other activities as requested by the teacher.

Please let your child's teacher know if you are interested in sharing your special gift, talent, hobby, or occupation with the class. It means so much to children when their parents can visit and participate in their classroom.

PARTNERS IN EDUCATION

The Partners in Education, PIE, was founded by a group of parents who wanted to be more involved with their children's education. The goals of the group are two-fold: 1) To be involved in their children's education by providing support to the teachers and staff and; 2) To purchase additional supplies and equipment for the preschool and grade school through organized fund-raisers. PIE has provided our school and preschool with many tools for the growth and enrichment of all of our students. This all-volunteer board needs **your** help and support to continue meeting their goals. All parents, teachers and staff members are encouraged to participate and support this group whenever possible.

BOOK CLUBS

Pleasant Valley Christian Preschool is happy to offer you the opportunity to order books through Scholastic Book Club. Seasonal catalogs will come home periodically.

EXTENDED DAY CARE

WHAT HOURS IS EDC OFFERED?

Preschool hours at Pleasant Valley Christian Preschool are from 9:00a.m. –12:00p.m. Any extended hours needed before school (**7:30-9:00a.m.**), or after the Preschool morning hours (**12:00-4:00 p.m.**), will be covered under Extended Day Care (EDC).

HOW MUCH DOES EDC COST?

EDC time is offered at **\$5.00 per hour**. EDC prepaid cards are available for **\$50.00** for **10-hours** and **\$100.00** for **20-hours**. Cards are kept on file in the Preschool **office**. Each time your child uses EDC time, their card is marked by the daycare staff with the date and amount of time used that day. Time will be accounted for in fifteen (15) minute increments. A fifteen-minute charge will be recorded if 5 minutes or more are used in a time increment. You may check your child's balance at any time. You will be notified when your child's hours are low. **EDC must be prepaid.**

When purchasing your EDC cards, it is best to calculate the number of hours your child will use in a month and buy enough EDC time to cover the entire month. Doing this prevents you from running out of credit.

Any remaining time at the end of the year may be carried over to the next school year, however, no refunds will be issued.

HOW DO I PURCHASE AN EDC CARD?

EDC cards may be purchased through the Business Office or you may drop a check in the box marked EDC located on the wall outside the Preschool office. The Business Office is located in the Grade School Office. Please make a notation on your check that it is for EDC.

BEFORE SCHOOL AND LUNCH EDC

If your child uses morning or lunch EDC, please register at least two days in advance. For morning EDC, you will sign your child in on their class sign-in sheet, and then take your child to daycare room 217B or to the playground. Do not leave your child until a teacher or staff member has accepted them. Lunch Bunch children **must be picked up by 1:00 p.m.**

AFTERNOON SCHEDULE

The children rest between 1:00 and 3:00 p.m. **We ask that you do not pick up your child before 1:30 p.m. so that rest time is not disturbed.**

From 3:00-4:00 p.m. children have snack, story time, outdoor time, art and playtime.

EDC LATE FEE POLICY

Children not picked up on time will be charged a late pickup fee. For lunch EDC children, pick up must be by 1:00 p.m. or a late charge of \$5.00 will be collected. For each minute after 1:15 p.m., an additional \$1.00 per minute will be added.

For afternoon EDC children, pick up must be by 4:00 p.m. or a late charge of \$15.00 will be collected. For each minute after 4:15 p.m., an additional \$1.00 per minute will be added.

Fees collected will be paid to the staff member on duty or you may sign a late slip stating you will pay the Director by your child's next school day. If a parent fails to do one of these two things, the Business Office will bill your account. Repeated late pick-ups may result in your child being dropped from the program.

FINANCIAL RESPONSIBILITIES

Families wishing to pay their annual tuition in full may do so directly to the school upon enrollment in any PVCPS program. Tuition paid in full by the deadline posted in the annual "Schedule of Fees" will receive a discount (refer to the Schedule of Fees for the discount amount.). New families may also qualify for this discount should they choose to pay their annual tuition in full upon enrollment.

PVCPS has established a partnership with FACTS Tuition Management for our families who wish to set up payment schedules to pay their annual tuition.

FACTS is an automatic payment system which offers our families two payment options. Each family electing to make payments throughout the school year is required to execute an Automatic Payment Agreement between themselves, the school and FACTS. Monthly tuition payments are not accepted at the school office.

Automatic Payment Agreements must be executed prior to students starting in any PVCS program. For more information on the FACTS program, please contact the school office.