

# PRESCHOOL STUDENT FAMILY HANDBOOK

2024 - 2025



*West Valley Christian School, in partnership with the family, equips students to discover and develop their talents and spiritual gifts in order to live a life of service, impacting the world for Christ.*

West Valley Christian Preschool, 16200 W. Van Buren St., Goodyear, AZ 85338

[www.wvchristianschool.org](http://www.wvchristianschool.org)

623-234-2104

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\*Handbook is subject to change. Parents will be alerted to any changes in the handbook.

## **WVCS PRESCHOOL ORGANIZATION**

The Preschool Director is responsible for the day-to-day operation of the preschool. The Principal is responsible for the enforcement of policies and the School Board is responsible for making policies and providing well-rounded spiritual, administrative, and practical counsel. The governing body makes informed decisions with an orientation to the state/local regulatory expectations of the early education program to promote effectiveness as evidenced by the monthly report the preschool director submits to the primary principal to present to the school board. The preschool director attends board meetings when requested. West Valley Christian Preschool is accredited through Association of Christian Schools International (ACSI).

## **MISSION STATEMENT**

West Valley Christian School, in partnership with the family, equips students to discover and develop their talents and spiritual gifts in order to live a life of service, impacting the world for Christ.

## **STATEMENT OF FAITH**

- We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (II Tim. 3:16, II Pet. 1:20).
- We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (I John 5:7, Matt. 28:19).
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23-24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27).
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Romans 5:12-19; I John 3:5-8; Titus 3:5).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (John 16:8-10; I Cor. 3:16, 6:19; Romans 8:4-8).
- We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (John 5:28-29; Matt. 25:46; I Thessalonians 4:17; Rev. 20:11-15, 21:8, 22:11).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (I Cor. 12:12-27).
- 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 (Genesis 1:26-27). We believe that rejection of one's biological sex is a rejection of the image of God within that person.
- 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 the institution of marriage is established in scripture as an ordinance that points the world to the relationship God desires for His church (Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5).
- We believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith (Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22).

## **WORLDVIEW**

- God is the ultimate source of all truth (Jn. 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be

viewed from the perspective of the centrality of God rather than the centrality of man (Ps. 1:18-32). Any distinction between “sacred truth” and “secular truth” is, therefore, a false dichotomy.

- A differentiation must be made between earthly wisdom (1 Cor. 1-2; Jas. 3:15) and spiritual wisdom (1 Cor. 1:30, 7:10-16; Jas. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pro. 1:7, 9:10, 15:33; Col. 2:3).
- The purpose of Christian education is to convince the student of their need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).
- The process of Christian education requires the natural integration and consistent application of God’s Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).
- Parents hold the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God’s way and experience the resulting blessing of obedience or consequences of disobedience, which will result from their decision regarding the provision of a God-honoring education. (Dt. 4:10, 6:6-7, 20:17-18; Ps. 106:34-37; Jer. 10:2; Mt. 12:30; 2 Cor. 6:17; Eze. 4:5; Ezra 7:25; Pro. 22:6).
- God has ordained marriage, the family (Gen. 2:27, 28; 3:18-24) and the Church (Mt. 16:13-18, Eph. 5:23-32) as the institutions, which He desires to use to accomplish His divine will on earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education, by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, (parents, church, and the Christian school) is to work together to carry out the mandate of Scripture to “Train up a child in the way that he should go. Even when he is old, he will not depart from it.” (Pro. 22:6) .
- Luke 2:40 says, “Jesus grew in wisdom, cognitive/intellectual development, and in stature, physical development, in favor with men, social/emotional development, and in favor with God, spiritual development.” All areas of learning must be developed to grow a balanced child.
- Our aim is that each child will gain self-confidence, self-discipline, self-direction and an understanding of cooperation in the context of biblical principles where Jesus’ love is evident.

#### **PARENTAL RESPONSIBILITY AGREEMENT**

1. We understand the Bible teaches us that, as parents, we are responsible for the education of our children, and it is our desire that West Valley Christian Preschool assist us in this responsibility. We agree to support the school faculty and staff as they assist us in educating our child.
2. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
3. We understand that the parents are the natural leaders of their families. Children will follow if parents give strong Christ-honoring leadership. We are committed to work hand in hand with WVCP in order “to train up our child in the way he should go” (Proverbs 22:6).
4. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including commitment to and involvement with a local church.

5. We understand that our failure to report psychiatric counseling, any prescribed program of medication, or any expulsion from another school may be cause for immediate dismissal.
6. We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with our child or other people, following biblical principles.
7. We understand that the school reserves the right to dismiss any student who:
  - a. Does not respect and observe spiritual and/or behavioral standards.
  - b. Exhibits physical aggression, including violence toward others.
  - c. Displays excessive toileting accidents.
  - d. Does not cooperate with our educational goals.
8. We understand that if at any time the school determines, in its sole discretion that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of the student.
9. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in cohabitation or a same-sex relationship.
10. We understand that in the event our child damages school property, assessments will be made to cover these damages, including breakage of windows and abuse of other personal property.

### **PHILOSOPHY**

West Valley Christian Preschool is a program that serves a community of families dedicated to the belief that young children need to develop a love of the Lord through early exposure to Christian values.

We are a hands-on, play-based school and our curriculum centers on the "whole child" approach and learning through play. This means that teachers provide opportunities for children to grow in the areas of spiritual, social, emotional, cognitive, and physical development through play experiences. Teachers create an age appropriate environment that addresses the needs of children at each developmental stage. Expected student outcomes are assessed using the Kindergarten Readiness checklist and portfolio, aligned with the Arizona Early Learning Standards.

The West Valley Christian Preschool program believes that young children need direct hands-on experiences with the opportunities to test and explore many different kinds of materials. When children are given choices with respect to the materials they use, not only does their thinking progress from concrete to more abstract ideas but they become more creative thinkers. Young children are multi-sensory learners. We foster the expansion of their learning through open-ended art. Open-ended art serves as an emotional release, promotes creative thinking, strengthens self-confidence, enhances the ability to visualize, illustrates cause and effect, and the list goes on and on! Preschoolers use all their senses to take in information. Ninety percent of a child's brain is developed before age five and we understand that sensory experiences for young children are important for intellectual growth.

### **CONTACT INFORMATION**

All administrative correspondence should be sent to the Preschool Director. The contact phone number for the Preschool is 623-234-2104. Parents may contact their child's teacher whenever they need information regarding the child.

### **CHRISTIAN EDUCATION**

The foundation of our school is to provide a Christian education for the young child interwoven through all the classroom experiences. Moral growth is a developmental process. Children define their world by interactions that help them understand self-first then family and finally the world around them. In

preschool, it is through interaction with peers facilitated by teachers that children begin to learn how to be fair, compassionate, giving and caring with others. Respect for people; physical and emotional needs, property, listening to another's point of view and learning how to solve conflicts are all behaviors modeled by teachers. "Therefore, as God's chosen people, holy and dearly loved, clothe yourself with compassion, kindness, humility, gentleness and patience." (Colossians 3:12). Children will learn the love of Jesus through interaction with their teachers. We know that modeling Christian attitudes and values is the way young children learn best.

Leading children to Christ is evident in teachable moments throughout the day. Reading Bible stories, worship songs and weekly Bible verses become the basis for discussions about the life of Jesus. Children learn how to use their words, what problem-solving methods to use and what behaviors are appropriate all in the context of daily interaction.

We respect and support parents in their efforts to provide quality experiences for their children. To enable our staff to better understand each child and family, we encourage parents to become partners with teachers and Director by communicating on a regular basis. Through parent/teacher meetings, formal and informal conferences, and participation in planned school functions, we hope to develop a relationship that will help both parents and teachers understand each individual child's behaviors and needs. These desires fall in line with our dedication to meeting our overall school's mission statement:

*West Valley Christian School, in partnership with the family, equips students to discover and develop their talents and spiritual gifts in order to live a life of service, impacting the world for Christ.*

We understand that the Bible entrusts parents to the duty of raising their children and bringing them up in the discipline and instruction of the Lord. (Eph. 6:4). Our staff members love the Lord and they understand that we are training and educating your children on your behalf, not in your place. So we believe that it is our responsibility to help each student to "Love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength" (Mark 12:30). Jesus said, "Let the little children come to Me, and do not forbid them; for of such is the kingdom of God" (Mark 10:14).

### **ACADEMIC AND CHRISTIAN TRAINING**

Teacher directed activities are provided through a theme-based curriculum. In the classroom your child will find a warm and loving environment.

The teacher will provide hands-on, play-based, activities that teach across the domains and will help your child:

- Develop spiritually, cognitively, socially, emotionally, and physically
- Communicate and cooperate with other children
- Develop pre-writing and pre-reading skills
- Learn through experience in the areas of science, math, art, and language
- Develop their fine and gross motor skills
- Learn through age-appropriate Bible stories, songs and prayer

### **CURRICULUM SHARING**

Curriculum is updated annually. Curriculum is posted on the website and lesson plans are posted in each classroom for the current week. Copies are available upon request.

## **TRAIN UP YOUR CHILD**

From Focus on the Family

CONCEPT 1: “Love the Lord your God with all your heart and with all your soul and with all your strength.”

Mark 12:30, NIV

1. Is your child learning of the love of God through your love, tenderness and mercy?
2. Is he learning to talk about the Lord, and to include Him in his thoughts and plans?
3. Is he learning to turn to Jesus for help whenever he is frightened or anxious or lonely?
4. Is he learning to read the Bible?
5. Is he learning to pray?
6. Is he learning the meaning of faith and trust?
7. Is he learning the joy of the Christian way of life?
8. Is he learning the beauty of Jesus’ birth and death?

CONCEPT 2: “Love your neighbor as yourself.” Mark 12:31, NIV

1. Is your child learning to understand and empathize with the feelings of others?
2. Is he learning not to be selfish and demanding?
3. Is he learning to share?
4. Is he learning not to gossip or criticize others?
5. Is he learning to accept himself?

CONCEPT 3: “Teach me to do your will; for you are my God.” Psalm 143:10, NIV

1. Is he learning to obey you, his parents, as preparation for later obedience to God?
2. Is he learning to behave properly in church -- God’s house?
3. Is he learning a healthy appreciation for both aspects of God’s nature: love and justice?
4. Is he learning that there are many forms of benevolent authority outside himself to which he must submit?
5. Is he learning the meaning of sin and its inevitable consequences?

CONCEPT 4: “Fear God, and keep his commandments: for this is the whole duty of man.” Ecclesiastes 12:13

1. Is he learning to be truthful and honest?
2. Is he learning the meaning of the Christian family?
3. Is he learning to follow the dictates of his own conscience?

CONCEPT 5: “But the fruit of the Spirit is . . . self-control.” Galatians 5:22 - 23, NIV

1. Is he learning to control his impulses?
2. Is he learning to work and carry responsibility?
3. Is he learning the vast difference between self-worth and egotistical pride?
4. Is he learning to bow in reverence before the God of the universe?

## **DISCIPLINE**

In any group of children discipline issues arise. These are opportunities for the child to develop the skills of self-discipline, self-control, and how to handle situations. Our method of discipline is the beginning of a lifelong training process that helps to promote those skills. Our emphasis encourages children to learn more appropriate and effective ways to meet their needs. The word discipline is derived from the word disciple. Our teachers teach children how to respond appropriately to situations. The acceptable methods of guidance include: logical and natural consequences, anticipation of potential problems, redirection, and problem-solving techniques. These methods are implemented in loving, nurturing ways.

Research in the field of early childhood education indicates that traditional forms of "Time Out" do not help children understand conflict resolution and self-control. Talking about the problem, their feelings and choices available helps children internalize understanding.

If a child is continually having too hard a time being in an area with others, teachers can require the child to choose another activity in a different area until they can return without disruption. The teacher may also choose to offer the child "Turtle Time" which is a time to slow down, relax and think things through if other methods of resolution are not effective. Turtle Time may be taken somewhere in the classroom or in the office if needed. Our progressive discipline procedure includes the following.

- Redirection - A child is reminded of the rules and, if necessary, directed to a different activity.
- Loss of Privilege - If a child is posing a danger to self or others, he or she may lose the privilege of usage of an item for an appropriate amount of time.
- Office Break - If a child needs to have time away from the environment or situation they may be brought to the preschool office. Office staff talk with the child about his/her feelings and choices. If a child is causing physical harm to self or others, behaving disrespectfully, causing major disruption, or being blatantly disobedient they will be sent to the Preschool Director for consultation. An incident report will be sent home to report the nature of the incident and must be signed and returned by the parent.
- Call to Parent - It may be necessary to call a parent to come to the preschool to handle their own child and the situation. Discipline administered by the parent must be done off the preschool campus.
- Behavior Plan - If a child shows continual misbehavior or disrespect for the teacher's authority or school property or another student, the parent will be required to attend a conference with the teacher and/or the Director before the child will be allowed to continue in the classroom. The behavior plan will determine if the child can remain at West Valley Christian Preschool.
- Suspension - If a child is aggressive or has excessive accidents, the child may be withdrawn for a period of time in order to obtain further guidance at home.
- Making Other Arrangements - It may be that West Valley Christian Preschool is not the best place for the child. We do reserve the right to dismiss any student who is habitually harmful to self or others, disruptive, disrespectful, destructive to property, or is not fully toilet trained.

The Director may consult with the Administration of West Valley Christian School at any step of the process and the Administration may attend any meetings with the parent(s).

Discipline and "*training the child in the way he should go,*" as stated in Proverbs 22:6, is the primary responsibility of parents as charged by God. The Bible tells us: "*...and these words, which I command you today, shall be in your heart. You shall teach them diligently to your children, and talk to them when you sit in your house, when you walk by the way, when you lie down and when you rise up.*" (Deuteronomy 6:6-7) As a Christian preschool, we are here to support parents and serve as an extension of your home.

Each of us is different, created uniquely for God's purpose. God has given us the children in our lives as part of His purpose. He entrusts children to us so that we may disciple them and help them to be the very best that they can be. Proper discipline is inherent in the discipleship process. It takes time, patience, prayer, and the Word. There are no "cookie cutter" answers. What works for one child may not work for another. We must view discipline as a spiritual process, strive to be consistent with the Word, demonstrate the love of Christ, and be open to the guidance of the Holy Spirit.

We choose to use logical consequences for negative actions. We want children to learn through love and discipline that:

- God created all of us in a very special way. When He created us, He gave us the ability to make choices. Some choices honor God, help us get along with each other, and are the best for us



physically, mentally, emotionally, and spiritually. Other choices dishonor God, hurt others, and are harmful to us physically, mentally, emotionally, and spiritually. These harmful choices are called sin.

- God loves us and wants us to make right choice. He tells us what these right choices are in His Word, the Bible.
- God wants us to know that there is no choice we could ever make that would cause Him to stop loving us. However, when we sin, we disobey and dishonor God, we hurt others, and we hurt ourselves.
- God makes a way for us so that when we sin we can receive His forgiveness through His Son, Jesus Christ.
- God doesn't just forgive us. By His Holy Spirit, He also helps us to make the right choices.

Preschool-age children are egocentric, or self-seeking, and most have a need for order, justice, and fairness. We find that the use of logical consequences for their behavior allows them to see the direct relationship between action and outcome. Children are more inclined not to repeat the behavior when the adult in charge is consistent.

Discipline through the use of logical consequences: 1) begins to instill inner controls within the child, from the inside out, instead of reliance upon the external control of the teacher and 2) the child assumes direct responsibility for his actions.

Since a child develops conscience gradually, we teach the child right behavior choices, and by his/her experience, s/he then builds upon what we have modeled as teachers and parents. To encourage this conscience development, discipline must occur within a loving, trusting, safe atmosphere where the good of the child is sought, not the venting of angry feelings by the adult in charge.

Researchers have indicated that this process of conscience development is directly associated with warm, nurturing parent-child or teacher-child relationships, along with mental and emotional growth in a child's ability to reason. Just as a child develops physically, emotionally, spiritually and intellectually at an individual rate, a child's consciousness of right and wrong and inner control (social maturity) develop at an individual pace as well.

Therefore, we implement these techniques in classroom discipline:

1. We are careful to create an atmosphere of warmth, trust and respect for each child. We observe individual temperaments and frustration levels to seek the best for each child.
2. We implement positive reinforcement by sincere verbal praise of good behavior, a loving tone in our voices, and gentle, appropriate touching. These strategies have proved effective in supporting and encouraging the actions and character traits we desire the child to repeat.
3. We redirect a child's energies into positive behavior. Often a child's first reaction is to strike out or hit. We offer alternatives to release energies in a socially acceptable way before they strike. We may remove an article of contention between two children, or redirect a child to another area of the classroom or to an alternate activity away from the site of misbehavior.
4. Verbalization is stressed as the number one relational skill. As children develop verbal abilities, they can express themselves and let their needs be known. For the less verbal or shy child, the teacher serves as mediator and helps each child resolve conflict by asking questions and assisting the child in stating their feelings: "When people hit you, does it make you feel sad?" or "Your actions are telling me you are really angry." Reflective listening, repeating back what we heard the child say, assures the child's words are understood.
5. We strive to prepare the children for transitions. Preschoolers have a need to know what happens next. By giving them a warning such as "in five minutes, we'll park the trikes," they have time to finish what they are doing and plan for what happens next. This develops security and trust between teacher and child.

6. We set limits that are consistent with the developmental needs of the child. If the limits are too difficult to attain or too much to remember, the child can become confused.
7. We continue to challenge their abilities physically and mentally. Children tend to misbehave when bored.

The teacher makes sure the children know what is expected of them, why they can or cannot do something, as well as the importance of obedience.

If redirection has not led to a change towards positive behavior, the child is asked in a respectful way to take a break. The teacher approaches the child to handle discipline privately if possible. After a few moments, a logical consequence should be given and the steps to a positive conclusion (see following) may be applied. If offense occurs during group time, child may have to wait until teacher is finished. Parents will not be notified about a solitary incident. However, if a child must be asked to take multiple breaks within a short time, the teacher will contact the parent. If a child is causing physical harm to himself or other children, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the child will be taken immediately to the office to take a break with the director.

If the child is being brought to the Director's office repeatedly, the Director may request the parent to remove the child for the remainder of that day. Often this consequence is enough to deter the child from repeating the misbehavior. The teacher's primary responsibility is to the entire class. In fairness to other children, a teacher cannot continually be monopolized by one child.

The Positive Conclusion serves as a model for training children to seek forgiveness from the offended as well as God:

- I was wrong to \_\_\_\_\_.
- I was wrong because \_\_\_\_\_.
- Next time, I will \_\_\_\_\_.
- Will you forgive me?
- Let's go ahead and try again!
- Students are encouraged to make amends by asking the offended child "Is there something I can do to make things right?" Adult intervention can help children to brainstorm appropriate ways to make amends:
  - Get a wet paper towel for a friend to place on his bumped knee
  - Bring the friend a bandage
  - Share a toy
  - Give a hug
  - Say a prayer
  - Pick up the blocks that were knocked over
  - Ask if the friend would like to sit at your table
  - Draw a picture
  - Make a homemade card. Give them freedom to say whatever s/he chooses. (for example, "be my friend")
  - Sit by friend until s/he feels better
  - Say, "I'm sorry," if it's really sincere

These suggestions are by no means all-inclusive. Remember to ask God in prayer to help the child/ren learn wisdom through the use of this procedure. Only He can change a heart.

**LICENSURE**

West Valley Christian Preschool is licensed by the State of Arizona. Our facility is inspected annually and complies with the State’s Liability Insurance requirements. The ACSI Staff Profile report documents qualifications, credentials and expertise of all staff members. All reports are available upon request in the Director’s office. West Valley Christian School 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 the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. In accordance with the mandates of the State of Arizona Department of Health Services, West Valley Christian Preschool is a mandatory reporting facility. We are required to report any possible suspicion of abuse.

Arizona Department of Health Services  
Office of Child Care Licensing  
150 N. 18th Ave. Suite 400  
Phoenix, AZ 85007  
602-364-2539

The following information is posted by the Preschool office:

- License
- Communicable Disease Notices
- Monthly Lunch Menus
- Pesticide application will be made over 48 hours in advance of student arrival on campus

**GENERAL INFORMATION**

School office hours are 7:45 a.m. – 3:15 p.m. Full day 8:00-3:00/ Half-day 8:00-12:00. Before-care hours are from 6:30am-7:45am. After-care hours are 3:15pm-5:45pm. Parents are allowed to drop-off 15 minutes prior to the beginning of the school day without charge.

Sample Pre-K Schedule	
8:00 Class Begins 8:00-8:15 Worship Music and Prayer 8:15-8:45 Morning Recess 8:45-9:15 Bible Time 9:15-9:30 Morning Snack 9:30-10:00 Circle Time/Story Time 10:00-11:00 Hands on Academic Centers-- Science, Art, Language, Math, Blocks, Dramatic Play, Sensory Table	11:00-11:30 Recess 11:30-12:00 Lunch 12:00-12:15 Story Time 12:15-2:00 Nap Time/Quiet Time 2:00-2:45 Play Centers 2:45-3:00 Afternoon Snack 3:00 Class Ends – Go to After Care

Sample Three Year Old Schedule	
8:00. Class Begins 8:00-8:15 Worship Music and Prayer 8:15-8:45 Bible Time 8:45-9:15 Morning Recess 9:15-9:30 Morning Snack 9:30-10:00 Circle Time/Story Time 10:00-11:00 Hands on Academic Centers— Science, Art, Language, Math, Blocks, Dramatic Play, Sensory Table	11:00-11:30 Lunch 11:30-12:00 Recess 12:00-12:15 Story Time 12:15-2:30 Nap Time/Quiet Time 2:30-2:45 Play Centers 2:45-3:00 Afternoon Snack 3:00 Class Ends – Go to After Care

Care and instruction is provided for ages 3 thru 5. Emphasis is placed on the preschool as an educational institution with extended care provided at an additional cost.

Children are assigned to classes according to the following criteria:

- Children must be toilet trained.
- Must be 3 by start of school for enrollment in the Three year old class
- Must be 4 by September 1 for enrollment in the Four year old class

### **ADMISSION PROCEDURES**

To be considered for admission into the preschool, the child and parent must be present on the preschool tour. In addition to the tour, an interview with the Director may be required before admittance. All components of the enrollment application must be completed and submitted to the school along with a copy of the child's immunization record. Once the application is received by the office, it will be reviewed by the Director. The family will be notified via email if the child has been accepted into the program. Upon receipt of the application, acceptance, and the registration fee, the child will be entered into the Ren-Web database and officially enrolled.

Prior to the first day of school, the preschool holds a Back-to-School night, so the child and parent can become familiar with the classroom, teacher, and where to put the child's belongings.

We reserve the right to deny admittance or request the withdrawal of any child whose needs we cannot meet.

The following registration forms are provided and/or must be submitted for enrollment:

- Application
- Emergency Information and Immunization Record Card
- Preschool Handbook Agreement and Tuition Agreement
- Signed Field Trip Release
- Signed Handbook Agreement with Tuition Agreement
- Statement of Faith Parental Agreement Form
- Best of Care Form
- Church Leadership Recommendation
- Copy of Immunization record
- Registration fee

Items for student in the classroom:

- Complete change of clothes in a labeled Ziploc type bag
- Water bottle labeled with child's name
- Lunch box with morning snack, lunch and afternoon snack (if full day)
- A naptime mat (no fabric or canvas mats) (approx. 20"x44"), a sheet and a small blanket

### **TRANSITION WITHIN THE PROGRAM**

Currently enrolled students who will be moving up to the next grade in the following year, will have the chance, by the end of the current school year, to meet the new teacher and become familiar with the classroom they will be moving to. Prior to the beginning of the school year we have a back to school night for all students and families.

## **WITHDRAWAL PROCEDURES**

If the need to withdraw from our preschool arises, a withdrawal form must be submitted to the office. A one week notice will be required for all withdrawals. *When withdrawing your child remember children need closure and time to adjust.* By giving us a week notice, it gives the teacher time to talk to the child(ren) about a new place and say goodbye. Parents are welcome to bring a treat for the final day. Charges will continue until a child is officially withdrawn.

## **TUITION and BILLING PROCEDURES**

Parents are billed according to your child's schedule. You will be charged according to your fee schedule regardless if your child is in attendance. *We do not prorate your tuition fee if your child is absent due to illness, staying with a relative or friend, on a family trip, or for any other reason presented to our office.* This policy ensures the child's place in our enrollment and ensures that we are sufficiently staffed to provide consistent care givers. The preschool follows the elementary school calendar for full and half days off.

Payment Options:

- 10-Months (Aug-May)
- Semi-Annual (Aug/Jan)
- Pay in Full

Payment Options: Monthly (Aug-May), Semi-Annually (Aug/Jan), Pay in Full by July, August or September. *ALL PLANS WILL HAVE AUTOMATIC PAYMENT DATE OPTIONS OF 1<sup>ST</sup> OR 15<sup>TH</sup>.* Per board policy, if after 60 days any account is delinquent, the student may be removed from West Valley Christian School. Students may not return to school for a new year if the account remains delinquent from the preceding year.

Any other payment options need to be authorized by the Director or business office. Please feel free to contact the Director or business office with issues concerning your statement and/or payments. Registration and other fees are not refundable.

## **CHANGE OF SCHEDULE**

If a change of schedule is requested, a change of schedule form must be submitted to the Director for approval. Please submit request for change 2 weeks prior. Approval is based on, but not limited to, classroom availability.

## **ARRIVAL and DEPARTURE, ABSENCES**

The State of Arizona requires that all children be signed in and out each day. Sign-in/out is completed on sign-in/out sheets located at the front desk. Parents checking in their child must sign-in/out their child prior to leaving them with the teacher. Parents picking up their child, must sign-out their child at the front desk prior to picking up their child.

Each child is required to wash his/her hands as they enter the classroom. Hand washing is established as a parental routine from the beginning of the school year. During the day, teachers will assist them with washing their hands.

## Pick Up

It is our policy that no child is to be released without authorization by the parent or guardian. Please keep the emergency form in our office up-to-date, we must have written authorization to release a child to anyone other than a parent or guardian. Please contact the preschool office to give verbal confirmation that someone not listed on the form will pick up your child that day. All staff will require proof of identification from any person arriving to pick up a child.

### Before Care and After Care

Before and after care will be available at an additional cost. Before care hours are 6:30-7:45, after care hours are 3:10-5:45 pm.

### Late Pick Up

The after care fee will be charged for pick-up after 12:10pm for half-day students.

If parents have not picked up their child by 3:10pm, the child will automatically be enrolled into After-Care. Parents will be responsible for charges incurred.

### Absences

Parents are required to contact the preschool office by 9:00 a.m. if the child will be absent or late. Preschool Office 623-234-2104, or email the Director.

### **ILLNESS**

We are not licensed to care for sick children. If your child becomes ill during school hours, he/she will be taken to the preschool office to reduce exposure to other children. The preschool office will contact the individual designated to be called first on the Emergency Information and Immunization Record form.

Please keep your child home if:

- He/she has a fever (temp. of 100.4 or higher) or has had one during the previous 24 hours. The child can return to school after he/she has been fever free for 48 hours without the use of a fever reducer.
- He/she has Diarrhea/Vomiting in the previous 24 hours, keep home. If there are two or more incidences in school, the child will need to be separated from others until picked up.
- He/she has Conjunctivitis (eye infection): Following a diagnosis of conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medicine.
- He/she has a rash of unknown origin. Common infectious diseases with rashes are not contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- He/she has a Contagious/ Communicable Disease such as head lice, measles, mumps, hand/ foot/mouth disease, or COVID-19 until cleared by a physician to return.
- A household member has a positive COVID test result, any members of the household cannot return to school until all members have a negative test result or all have been symptom free for 24 hours.
- He/she has a continuous colored discharge from the nose. This may be a sign of infection.
- There's a combination of symptoms or secondary symptoms that indicate the child is not well and needs to go home including respiratory issues such as coughing and shortness of breath.

Please **consider** keeping your child home if:

- He/she has a cold that is less than four days old or if he/she is experiencing discomfort of cold symptoms, such as nasal congestion and cough.
- He/she has symptoms of a possible communicable disease. Symptoms may be, but are not limited to, flushed skin, chills, earaches, reddened eyes, sore throat, shortness of breath, abdominal pains, headache, coughing, fever or skin eruptions. If these symptoms develop at school, the child will be removed from other children until picked up.
- He/she is showing signs of illnesses such as fatigue and/ or irritability.

Notify the school if:

- Parents are required to contact the preschool office if your child has been diagnosed with strep, conjunctivitis or any other communicable disease or infectious virus so we may keep families informed and limit the risk of continued exposure.
- The State Health Department requires written permission from a private physician or the Health

Department to return to school after having a communicable disease, including, but not limited to, measles, chicken pox, mumps, scarlet fever, hepatitis, and Impetigo.

If parents have any questions/concerns regarding exclusion, please talk with the office staff prior to leaving home. Unfortunately, we cannot list all illnesses. The Director reserves the right to request children be excluded and/or require a doctor's note for certain illness. The goal is to decrease illnesses, preventing the spread of illness, and keeping our children and staff healthy.

Allergies are not contagious, but may cause your child to feel less than normal, as will some medications. If your child appears to be ill, or is unusually irritable, tired or fussy, please consider how his/her behavior could affect the child's school day and class. Keeping a sick child home prevents the spread of illness in the school community and gives the child opportunity to rest and recover.

### **EMERGENCY PROCEDURES**

If a medical emergency occurs that requires more than simple first aid procedures, a staff member will contact 911 and then notify the parent/guardian. The staff will call the individual who is designated on the Emergency Information and Immunization Record form as the person to contact first.

A staff member who is CPR and 1<sup>st</sup> Aid certified is always present at the facility.

### **HEALTH, MEDICATION, HYGIENE**

Current Immunization Records, or an exemption affidavit, are required by Arizona law in order for a child to be enrolled in a preschool program. R9-5-305 (A) (2).

If there is an outbreak of communicable disease for which there is immunization, children exempt from immunization will be prohibited from attending school until the outbreak subsides.

The Health Department requires a written permit from a physician to return to school after having any communicable disease.

If a child has been absent due to surgery or injury requiring sutures, a cast, or other supportive bandages, a permit must be obtained from a physician to return to the preschool facility. The permit should also include any restrictions regarding activities and how long restrictions should last. The child must be able to function with minimum assistance from the preschool staff.

All children are required to have medical insurance. West Valley Christian School provides an affordable student accident coverage insurance which satisfies the school's insurance requirement.

We are not a nut free facility.

### Medications

WE PREFER NOT ADMINISTER OVER THE COUNTER MEDICATIONS.

If a child needs to have a prescription medication administered a Medication Consent Form for PRESCRIPTIONS ONLY are provided.

Parents must complete a Medical Consent Form in order for the staff to administer medications. Medications must be in the original prescription bottle with the child's full name on it. Please hand all medications to the teacher or preschool office staff upon arrival. Do not put medications in bags or lunch containers.

## Hygiene

Every child must wash his/her hands as they enter the classroom, this should be established as a parental routine from the beginning of the school year.

Children must be toilet trained before entering preschool. Your child is expected to use the toilet without assistance. Occasional accidents do happen. Each child must have a complete set of clothing in a large zip lock bag, labeled with the child's name, to be kept at the preschool *all year*. If your child has a bowel movement accident you will be called to come to your child's aid; the child may return to class after bathing. For many children this is a sensitive situation and they are most comfortable with their parent taking care of it. If soiled clothing is sent home, please replace the complete set of clothing on the following day.

## **PETS, FIELD TRIPS, REST TIME**

Please do not bring your pets on campus when you come to sign in or sign out your child. Even good-natured, well-mannered pets can become agitated by so many people, and react with unexpectedly hurtful behavior. Safety is a primary concern.

### Field Trips

Periodically, we arrange for special events in the classrooms, main campus school gym, main campus school library, at the playground or the main campus field. Permission slips are required for any event that is held at an unlicensed portion of the school property. Parents will need to sign an all-purpose field trip permission slip that covers any activity we attend on the school campus.

If a field trip is planned away from the school campus, parents must transport their child to the event, accompany their child during the event, and transport their child from the event.

### Rest Times

Full day children will have a rest time in the afternoon. Please bring a plastic naptime mat (approx. 20"x44"), crib size sheet and a small blanket. The sheet and blanket need to be taken home each Friday to be cleaned. Please do not bring large blankets or pillows as we do not have room for them.

According to the State of Arizona, all mats must be free of any tears or rips. If at any time during the year your child's mat becomes ripped or torn, the parent will be responsible to replace the mat. Children are not allowed to sleep on ripped or torn mats per state regulation.

## **EMPOWER STANDARDS**

WVCP consistently adheres to State of Arizona Empower Program Standards, including, but not limited to the following.

### Standard 1 – PHYSICAL ACTIVITY AND SCREEN TIME

- Physical activity is provided at least 60 minutes per day for children one year and older (based on full day program – 30 for half day)
- We include free-play and teacher-led physical activities of both moderate and vigorous intensity, ensuring every child has an opportunity to participate
- Screen time is limited to special events

### Standard 2 – SUN SAFETY

- We protect children and staff from overexposure to harmful sun rays, taking age-specific sun precautions.



- Families are encouraged to apply sunscreen to children before they arrive.

#### Standard 3 - BREASTFEEDING

- We can provide a spot for mothers and employees to breastfeed or express their milk. There is a refrigerator available for storage of expressed breast milk.

#### Standard 4 – CACFP (Child and Adult Care Food Program)

- Facility will check eligibility of the children in your care for the Child and Adult Care Food Program by: Visiting CACFP's website which can be found at [theempowerpack.org](http://theempowerpack.org), Calling 1-800-352-4558 or 602-542-8700 to consult with CACFP staff to determine if the program is a good fit.
- If eligible, participate in the CACFP program and document eligibility and participation status.

#### Standard 5 – FRUIT JUICE

- We limit 100% fruit juice to no more than two times per week to children one year old and older; no fruit juice to infants (0-11 months); no more than six ounces of fruit juice for children six years of age or older; no more than ½ cup for children younger than 6; water is the liquid of choice.
- When fruit juice is served, it should only be 100% fruit juice with no added sugar.

#### Standard 6 – FAMILY STYLE MEALS

- We sit and interact with children at mealtime, talking to them about food choices and nutrition.

#### Standard 7 – ORAL HEALTH

- Our teachers provide monthly oral health activities.

#### Standard 8 – STAFF TRAINING

- Teachers receive three hours of training annually on Empower topics including physical activity, nutrition, and oral health.

#### Standard 9 – ARIZONA SMOKER'S HELPLINE (ASHline)

- Information is made available regarding the dangers of second- and third-hand smoke to families.

#### Standard 10 – SMOKE-FREE CAMPUS

- We are a smoke-free facility.

### **DRESS CODE**

Your child will participate in a variety of experiences designed to enhance his/her social, emotional, physical and intellectual development. These experiences include activities such as painting, pasting, sensory tables, and outdoor play. Please keep this in mind when helping your child dress for the day.

- No one piece outfits or overalls. They are difficult to take off and often end with an accident.
- Shirts should be long enough to cover the tummy.
- Skirts or Dresses must be worn with shorts underneath to allow freedom of movement while maintaining privacy.
- Closed-toe, athletic type shoes allow participation in the variety of indoor and outdoor activities. Children not wearing proper foot wear may not be allowed on certain playground equipment. Sandals with back straps, dress shoes, slip-ons, and cowboy boots are strongly discouraged for safety reasons. No flip flops allowed.
- Jewelry, such as studded earrings, are the only jewelry permitted for girls. Boys are not allowed to wear earrings.
- Tattoos are discouraged.
- Hats and sunglasses are encouraged to be worn outdoors for sun protection, please put your child's

name on the hat.

- Hair should be neatly combed and styled to keep it out of the eyes and face.
- Inappropriate pictures or wording on clothing or lunch containers is not permitted.

## **SUN SAFETY, BIRTHDAYS, HOLIDAYS**

### Sun Safety

Hats and/or sunglasses are encouraged to be worn outdoors for sun protection, please put your child's name on the items. Please put sunscreen on your child before they are brought to school. Teachers are not allowed to put sunscreen on a child. If you feel that your child will need to reapply sunscreen during the school day, then you will need to send it with their name on it and fill out a permission slip allowing them to use it and to apply it to themselves.

### Birthdays

Birthdays will be recognized on the child's birthday or the school day closest to the actual day. Birthday treats are welcome and must be store bought. Birthday cupcakes or cookies need to be "mini sized" no full sized cupcakes or cookies will be served during school hours.

Treats will be served at snack time or lunch time at the teacher's discretion. Please make arrangements with your child's teacher. If your child has a summer birthday and you want to send snacks to celebrate it during the school year, please consult the child's teacher to set a date to bring the snacks.

Children love birthday parties! If you are having a party at your house or elsewhere, we ask that you either invite the whole class or do the inviting away from school. This helps protect the feelings of all our children and parents.

### Holidays

Since our curriculum is Christ-centered and our activities relate to God's Word, holidays will be observed as follows:

- Halloween: Our focus is on fall and thanking God for seasons
- Thanksgiving: Our focus is the Thanksgiving feast and thanking God for His provisions and blessings
- Christmas: Our focus is the birth of Jesus Christ
- Easter: Our focus is the death and resurrection of Jesus Christ

Halloween costumes, Santa Claus, and the Easter Bunny are not a part of our curriculum. Please understand that we do not teach against these secular traditions, but that our emphasis at the Preschool is Scriptural.

## **LUNCHES**

Children may bring their lunch from home or participate in our hot lunch program.

Hot lunches are available for order through our on-line lunch program. Parents/Guardians are able to order lunches via ParentsWeb. Instructions for creating a ParentsWeb account will be sent via e-mail at the start of the school year. Payments may be made with debit/credit cards or with an e-check. If lunch is forgotten, the parent will be contacted. If the parent cannot bring a lunch, a Lunchable will be provided at a cost, charges will be applied to the child's account.

All lunches and snacks need to be healthy. Please no sugary snacks or dyes. If parents choose to send a Lunchable and it includes a cookie or candy, please remove it prior to sending the Lunchable. If it remains in the package, it will be removed and given to the child during the last snack time or as he or she is going home for the

day to eat on the way home.

Keeping sugar to a bare minimum creates a better learning environment for the children.

Lunches from home:

- Label outside of lunch container with child's name.
- Please do not send carbonated beverages, gum, or candy.
- All food must be cut into small pieces no larger than a ½-inch square for toddlers to avoid choking.
- Any perishable items that are not eaten will be thrown away.
- We do not have microwaves to heat student lunches.
- Refrigerators are not available to store lunches, so plan to include an ice pack when needed.
- Please limit 100% fruit juice with *no added sugar* to no more than two times per week. No punch or Kool-Aid type drinks.
- Water shall be used as the first choice for thirst and will be offered throughout the day. Please send your child a refillable water bottle with his or her name on it.

## **BREAKFAST and SNACKS**

### Breakfast

Please make sure your child has a good breakfast each morning. Sending a child to school on an empty stomach makes it tough for them to concentrate.

### Snacks

Fruit, yogurt, cereal/protein bars, or crackers are recommended as a healthy snack. We ask that cookies and sugary snacks be kept to a minimum. Please do not send candy, soda, or gum.

- Full time students are required to bring 2 snacks per day.
- Part time students are required to bring 1 snack per day.

## **PARENT PARTICIPATION**

Parents are encouraged to participate in activities on special event days. Parents are also encouraged to observe their child in the classroom, volunteer, and help the teacher with classroom activities. If you would like to observe, volunteer, or help, please schedule with the teacher.

Parent visitors will need to sign in at the office and receive a visitor label upon arrival when visiting during school hours.

At West Valley Christian Preschool, we strive to maintain a safe and positive environment for our children. If you plan to volunteer or visit us, please maintain confidentiality of what is heard and seen. Visitors should never gossip or disclose information or observations about other children. Visitors with a concern or grievance should schedule a time to meet with the Director privately. Concerns or grievances should never be made with others present. The Director welcomes your concerns and will develop biblical solutions in the best interest of all children, families and the program. Visitor expectations include:

- Allow the teacher to lead & discipline students
- Maintain confidentiality & discretion
- Use adult bathrooms only

## **PARENT CONFERENCES**

Parent conferences are offered twice a year to keep parents informed on student progress. We offer a formal, sit down conference in the fall and an optional conference in the winter. If you have concerns or questions at any time about your child's progress or about the program, please feel free to talk with the teacher. Parent's

concerns, questions and/or input are always welcome. The purpose of conference is to collaborate with the family and encourage parents to discuss their child's educational experiences, needs, milestones, progress, and/or concerns that impact the child's well-being and development.

### **ASSESSMENTS**

Children are assessed based on the Arizona Early Learning Standards. Teachers take anecdotal notes, make informal and formal observations and compile the data to be used when they are recording their overall assessment checklists. A formal assessment checklist of expected student outcomes is completed twice per year, once in the fall and once in the winter, or as an on-going running record of progress. Parents will receive a copy of the assessments when they are complete.

WVCP clearly understands that it cannot meet the needs of all children. When entering the program, families often do not know where their children's strengths and weaknesses lie in regard to what is typical. It is incumbent upon the teachers and administrators to gently guide parents toward testing, assessment, and services when there is concern as it is always a benefit to receive early intervention services for all children when needed. Teachers and staff are trained that, while they cannot diagnose, they can help point parents in the right direction while providing support and intervention in the classroom.

### **SCREENING AND REFERRAL**

WVCP has access to a speech pathologist who is certified to conduct screening for speech and language deficits at an additional cost. However, any other screenings (developmental, physical, or learning related) will be referred to the school district, determined by family residence.

### **TERMS FOR BODY PARTS**

The words "private parts" and "bottom" are used at preschool. We do not use anatomical words or slang terms.

### **PERSONAL ITEMS**

Personal items such as jewelry or coins are not allowed in school unless specifically requested by the teacher. Personal items may be lost or broken and could cause undue stress on the child.

### **TOYS FROM HOME**

Toys from home are not permitted without permission from the teacher, or unless requested for a special event or for Show and Tell. Toy guns, knives, or weapons of any kind are not allowed; neither are violent action figures.

### **TRANSPORTATION**

Transportation to and from the preschool is the responsibility of the parent. It is the policy of West Valley Christian Preschool that no child/children be left unattended in a vehicle at any time.

### **PROHIBITED ITEMS**

The use or possession of the following items is strictly prohibited on the WVCP campus or in any motor vehicle used in transporting enrolled children on a school field trip: any beverage containing alcohol; any controlled substance or dangerous drug; any firearm; all tobacco products.

### **NON-DISCRIMINATION POLICY**

West Valley Christian School 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 the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.