



WEST VALLEY
CHRISTIAN ACADEMY
PRESCHOOL - 8TH

WVCA Cougar Club
Before & After School Child Care
Parent Handbook

Welcome!

Thank you for choosing WVCA Child Care- Cougar Club. We are excited to offer your child a high quality child care experience. Childhood is a time to enjoy friends, play, create, and build a strong foundation for the future. WVCA Child Care- Cougar Club uniquely offers:

Onsite Location: The onsite location provides a closed campus safeguard for our students, and escorted transitions of care between Cougar Club and WVCA employees before and after school.

WVCA School Pride Connections: WVCA Child Care participates in before and after school WVCA events to ensure the children in our care have access to their school community happenings.

Valued Time: WVCA Child Care values the time we have with the children, and strives to ensure that children are ready to go to school and go home in the evenings to spend quality time with families.

Building a High Christian Character: WVCA Child Care-Cougar Club continues the efforts of WVCA to instill high Christian Character traits through acknowledging and encouraging behavior that is a positive impact on the peer community.

We look forward to partnering with you in supporting and fostering this special time in our children's lives.

Sincerely,

Michele Smith, M.S. Ed. ECE
WVCA Child Care- Cougar Club Program Director

Admissions and Enrollment Policies

Contacting West Valley Christian Academy Child Care-Cougar Club

Phone Number (209) 835-2783

Director Email Address msmith@wvcapreschool.com

ProCare App & Online Parent Communication Database



Resource Documents

The following documents are provided at the tour, time of enrollment, are posted on the parent board, and available for review on the WVCA Preschool website under the “WVCA School Age” tab.

- WVCA Child Care -Cougar Club Fee Schedule
- Admissions Agreement
- Annual Calendar

Admissions Criteria

Children of families that meet the following criteria will be considered for admission to West Valley Christian Academy Child Care- Cougar Club:

- Shared philosophy of guidance and discipline practices
- Committed to full participation in program scheduled activities
- Have maintained good standing with their enrollment in West Valley Christian Academy, and are not on any probation, behavioral plan, or experienced ongoing disciplinary issues.
- Previous Summer and School Year Accounts are in good standing and current for both WVCA Child Care and WVCA School.
- Have physical, emotional, and health related needs that can be met in WVCA Child Care-Cougar Club ratio 1:14 and 2:28

Admissions Procedures

WVCA Child Care- Cougar Club admissions process includes:

1. Submission of a WVCA Child Care-Cougar Club Application, and completion of all CCL required supplemental forms.
2. Proof of enrollment at a Public or Private elementary school or Well Exam and Immunization Record.
3. Review of required documents and acceptance offered.
4. First month tuition and registration payment before start date.

Application

New Students must submit:

1. WVCA Child Care- Cougar Club Child Care Application
2. Annual Admissions Agreement
3. All Community Care Licensing Documents:
 - a. Health History Report-completed by parent/guardian
 - b. Emergency Contact Form
 - c. Parent Rights
 - d. Personal Rights

Currently Enrolled Students must submit:

- Annual Admissions Agreement
- Updated Emergency Form if necessary

School Year Program Structure

Licensed Facility

West Valley Christian Academy Child Care- Cougar Club is licensed by Health and Human Services, Community Care Licensing Division, Title 22. All policies are aligned with Title 22 regulations and failure to comply can lead to dismissal of the program.

A copy of Title 22 is available for review at <http://www.cdss.ca.gov/ord/PG587.htm>

Non-Profit Religious Educational Organization

WVCA Child Care- Cougar Club Child Care is a classified 501 (c) 3 non-profit religious educational organization under the tax ID #94-608976-7.

All employees of WVCA Child Care- Cougar Club are Christian Educators and will model a Christian Lifestyle.

Confidentiality Policy

WVCA Child Care- Cougar Club will not provide information regarding individual students to anyone with exception to the parent or legal guardian, WVCA Child Care-Cougar Club Employees, and legal entities including CCL and CPS, without parent written consent in regards to:

- Child's File
- Assessment
- Behavioral Concerns

Faith Position Statement

West Valley Christian Academy Child Care- Cougar Club is a ministry of Tracy Community Church. As such, WVCA Child Care- Cougar Club seeks to be an outreach of the church to the Tri-city community for the gospel of Jesus Christ, providing a quality Christian education built upon a Christian worldview and a biblical understanding of humanity, God, and the salvation available only in the person of Jesus Christ.

Although WVCA Child Care-Cougar Club is an outreach ministry of one particular church, the religious perspective adopted by WVCA Child Care-Cougar Club is not sectarian or parochial. WVCA Child Care- Cougar Club has adopted a Christian perspective that is broad and inclusive of the Christian community represented by many Tri-city churches. This perspective is often referred to as evangelical.

WVCA Child Care- Cougar Club does not seek to disparage different religious perspectives, nor is WVCA Child Care- Cougar Club dismissive of different faith traditions. However, WVCA Child Care- Cougar Club does seek to introduce all students to a personal relationship with Jesus Christ through its instruction of the Bible as the only true revelation of God to humanity.

Program Hours

WVCA Child Care- Cougar Club office is open 7:00 AM- 5:30 PM Monday through Friday.

AM Child Care component to Cougar Club is between 7:00 AM-8:25 AM.

PM Child Care component is between scheduled school release time beginning at 2:50 PM-5:30 PM.

Meals and Snacks

WVCA Child Care- Cougar Club is a no peanut program.

WVCA Child Care- Cougar Club follows Title 22 meal service regulations and provides:

- Breakfast with two food groups.
- Afternoon snack with two food groups.

Students are allowed to bring food from home, but must be peanut free and meet the above dietary requirements set by Title 22.

Snacks that are high in sugar, trans fat, or a candy will be confiscated and available for pick-up at the WVCA Child Care- Cougar Club Office.

Age Groups Served

WVCA Child Care- Cougar Club is a School Aged Child Care Program serving children entering Kindergarten through children entering eighth grade.

Dress Code

WVCA Child Care follows the WVCA Uniform Dress Code for all before and after school child care program options.

Appearance

- Hair must be neat in appearance.
- No long earrings, or facial piercings.
- Hats for shade are acceptable, and cannot have any inappropriate symbols, logos, or phrases.

The Director has the authority to determine if a student's dress is inappropriate for the program, and can require a change of clothing to be provided by the parent or guardian.

Ratio and Supervision

The licensed ratio is one qualified teacher to 14 students (1:14), and/or two qualified teachers to 28 students (2:28).

Daily organization of supervised school age students will be dependent upon ratio. There are efforts to organize students by early elementary (K-2), elementary (3-5), and middle school (6-8) during the Cougar Club Full Day hours of 9:30 AM-3:00 PM, and in the AM and PM Child Care program options, but can be K-8 mixed age.

Students are supervised to their classrooms from WVCA Child Care- Cougar Club into the care of their WVCA teachers between 8:25 AM and 8:30 AM. Kindergartners are escorted directly to Kindergarten.

WVCA teachers and teacher's aids escort students from WVCA to the care of WVCA Child Care- Cougar Club teachers at 2:50 PM (Kindergarten), 3:00 PM (1st-4th Grade), and 3:15 PM (5th-8th Grade).

Afterschool Activities and/or Pick-up Line: Please notify the WVCA Child Care office or WVCA Office if your child will not attend WVCA Child Care after school. Your child will be in the care of WVCA through athletic, tutoring, or special event permission slips until they have been transitioned into care by WVCA or have been picked-up by an authorized adult.

Bathroom Supervision: School Age students are supervised going into and out of the bathroom. WVCA Child Care- Cougar Club employees manage bathroom supervision by having a supervising staff member outside of the bathroom, and utilize student "bathroom monitors" to support supervision. Students are expected to use the bathroom with appropriate behavioral conduct.

Mandated Reporters: All employees of WVCA Child Care- Cougar Club are mandated reporters and will report any suspicion of child abuse or neglect to Child Protective Services.

Drop-off and Pick-up (See COVID-19 Policies)

Authorized adults (18 years and older) must drop-off and sign-in the student to the daily register of attendance with full legible signature and time according to the WVCA Child Care-Cougar Club office clock by 9:30 AM daily.

Authorized adults must accompany the student to the current program activity location and ensure a visual and verbal transition of care from the adult to the on-duty teacher is made.

Students cannot be unsupervised at any time once signed-in to the daily register.

Authorized adults (18 years and older) must pick-up and sign-out the student to the daily register of attendance with full legible signature and time according to WVCA Child Care-Cougar Club office clock by 5:30 PM.

Authorized adults must retrieve the student and transition visual care from the on-duty teacher with visual and verbal acknowledgment of pick-up and removal from care.

All adults picking-up must be recognized and known to be on the child's emergency pick-up list by observing staff, and are subject to being asked for identification from a valid state issued photo identification card. Children will not be released to anyone not authorized by the emergency pick-up list, and/or unable to confirm identity.

Emergency Pick-ups may be granted when initiated and confirmed by the parent or guardian in writing, and with confirmation of identify through a valid state issued photo identification card.

Facility

WVCA Child Care- Cougar Club/Cougar Summer Camp are located on the West Valley Christian Academy (WVCA) school site. Daily activities will take place on the WVCA school site including but not limited to:

- Cougar Room
- Gym
- Sports Field
- Elementary Playground
- Kid Fit Yard
- WVCA Classrooms

Onsite Scheduled Activities and Participation

All enrolled students are offered an opportunity to participate in each daily activity provided, including those provided by outside vendors that may include, but are not limited to Bounce Houses, Petting Zoos, Video Game Truck Rentals, and water play days. All outside vendors provide proof of limited liability insurance.

If students do not want to participate they will not be forced to do so.

Parents and/or guardians who do not want their child to participate in any particular scheduled activity must find alternative care for the day or during time of activity offering. WVCA Child Care- Cougar Club upholds the Personal Rights of all students, and isolation from a group activity may impact a student's personal rights through their emotional response of being left out, excluded, embarrassed, and/or humiliated.

Electronic Policy

Cell phones, pagers, or any other electronic utilized for communication is not permitted. Any electronic onsite will be confiscated and available for parent or guardian pick-up at the WVCA Child Care- Cougar Club Office.

Hand-held electronic games (Nintendo, Sega, etc.) are permitted during the scheduled electronic use times under the supervision of staff. All games must be rated **E for Everyone**.

WVCA Child Care- Cougar Club is not responsible for the loss or damage of any electronic device, and students bring them at their own risk.

Media

Movies will be offered at rest and relaxation times, and on Friday afternoons. All movies are rated **G or PG**, and pre-screened for appropriate language and content.

Photo and Video Policy

Parents and guardians indicate their photo and video permissions at time of enrollment on the WVCA Child Care- Cougar Club Application. WVCA Child Care- Cougar Club manages a Facebook and Instagram account, as well as a website where photos and videos may be posted. Photos may also be posted on campus classroom visual displays, photo slideshows in the office, and in power point presentations to students.

Behavior Policy

WVCA Child Care- Cougar Club employees are all managed by "Lead Teachers" who are certified school age child care providers that require course work in child guidance and discipline.

Enrolled students are expected to demonstrate the following behaviors consistent to their age and developmental abilities:

- Integrity
- Respect
- Responsibility
- Self-Control

Behavior Management

Teaching Staff apply the following strategies to support student's ongoing character development and manage behavior:

1. Students are provided the expectations in various formats including verbal prompts and reminders, posted behavior expectations, and follow typical school age rules that are associated to kindness, safety, and respect.
2. Staff will provide consistent and fair guidance by addressing behaviors fairly to all students, and through reason, communication, and logical consequences.
3. Teaching staff are models of appropriate behavior and will consistently demonstrate appropriate behavior.
4. Teaching staff promote positive behavior through maintaining attention to positive behavior, and positive reinforcement with Character Challenges and Awards that will be provided daily, and in large group monthly.

Addressing Behavior Concerns

Students who persistently engage in behavior that impedes the teacher's ability to maintain appropriate supervision of students, require ongoing intervention, and/or have resulted in violation of their own or a peer's Personal Rights as outlined by Title 22, Regulation 101223 may result in immediate termination of enrollment.

Personal Rights of students is provided to parents and/or guardians at time of enrollment.

Students who engage in minimal behavioral disruption, but break the rules will be dismissed for the day, and are welcome to return at the conclusion of a parent and director conference.

The parent and director conference will identify the behavior concern, work collaboratively to develop a plan of behavior intervention for home and school, and identify a timeline of behavioral change expectation. If the student is unable to adjust behavior to meet the program expectation by the deadline agreed upon may result in termination of enrollment.

WVCA Child Care- Cougar Club has the right to terminate enrollment of students at any time if the student's actions and or behavior directly impacts the program's ability to maintain compliance to Title 22 Regulations.

Health and Wellness Policies *(See COVID-19 Policies)*

Absenteeism:

If your child will be absent from school for a sick or personal reason, please notify the WVCA Child Care- Cougar Club or WVCA Office by 9:30 AM. There is no reduction in tuition for absenteeism.

Health Check:

In compliance with Community Care Licensing, all children will be visually observed by a WVCA Child Care- Cougar Club Staff member for a brief health check. If the child does not appear to be in good health, or appears to be unable to participate in the regular functions of the school day, the child will be excluded from school for that day.

Sick Policy:

In order to prevent the spread of contagious illnesses to other children and teachers, we require all families to follow our sick policy. If your child's symptoms prevent them from fully participating in the regular functions of the school day, or requires a teacher's one-on-one support, they will be required to stay home until they have been without symptoms, medication free, for a full 24 hour period. **Please notify the WVCA Child Care- Cougar Club Office if your child has been diagnosed by a doctor with a communicable illness that typically includes Conjunctivitis, Hand Foot and Mouth, Strep, and/or Lice to ensure that we can notify families of the possibility of exposure.**

Do not bring your child to school if:

- they have had a fever of 100 degrees or more in the last 24 hours.
- they have had diarrhea in the last 24 hours.
- they have vomited in the last 24 hours.
- they are unable to fully participate in the regular functions of the school day.

Exclusion Policy:

If your child becomes ill during the school day, the teacher will exclude the child from the classroom to prevent the spread of contagious illness. The child will be sent to a comfortable isolation area of the classroom or WVCA Child Care- Cougar Club Office. The parent will be notified of the concern, and will have one hour to pick-up, or find an authorized adult to pick-up the child. If you sign your child out after the hour grace period, you will be charged the *Late Pick-up* Fees outlined in the Fee Schedule. Your child will be asked to stay home until they have been without symptoms for a full 24 hours and/or confirmation of wellness from a physician (when applicable) when:

- they have a fever of 100 degrees or more.
- they have diarrhea.
- they vomit.
- there is suspicion of a communicable disease, i.e. pink eye, chicken pox, etc.

- they have symptoms that prevent them from fully participating in the regular functions of the school day.
- they have needs that require care outside of department ratio capacity including illness symptoms and/or physical injury accommodations.

California Department of Health: Parents are responsible to report and inform both the school and doctor of changes in condition between the doctor visit and school entry to prevent illness when making attempts to return to school in less than 24 hours of symptoms with doctor note.

Medication Policy:

If medication is to be administered at school, a *Medication Form* must be completed and given to the WVCA Child Care- Cougar Club Office. According to Community Care Licensing, all medications must be in its original, unaltered container, clearly marked with the child's legal first and last name, with the prescribed dosage, and instructions for administering.

If over-the-counter medication, including lotions and ointments, must be administered at school, a *Medication Form* must be completed and given to the WVCA Child Care- Cougar Club Office. According to Community Care Licensing, the medications must be in its original, unaltered container with instructions for administering. Physician instructions are required if there is a request to administer the medication outside the guidelines presented on the container.

If procedures are not completely followed or if there is doubt regarding the details of administering any medication, we will be unable to administer it, and will rely upon the child's emergency contact form instructions in the case of an emergency.

All prescriptions and medication instructions must be written in English.

Please communicate chronic health conditions and symptoms, with specific details in writing for the care that is to be provided. For the health and safety of your child, medication is required for attendance if your child has a chronic condition that requires the administering of medication, including asthma inhalers. Your child will be excluded without reimbursement until Medication with appropriate forms and instructions are completed and turned into the WVCA Child Care- Cougar Club Office.

Sunscreen:

Parents are responsible for applying sunscreen on their child, if they desire to do so, before coming to school. You must complete the Sunscreen Permission Form if you would like the teacher to administer sunscreen in the afternoon. Parents are required to provide sunscreen with directions written in English and on the actual container.

Allergy Policy:

Please notify the WVCA Child Care- Cougar Club Office of any known allergies that your child has including the type of allergy, severity, symptoms, treatment, emergency procedures as described by a physician's report, and provide any prescribed medications according to the Medication Policy, including epi-pens.

Emergency Medical and Dental Procedures:

If at any time a child requires emergency medical treatment **911** will be called, and parent will be contacted as soon as possible. The child's health and safety will always be prioritized.

Billing Structure

WVCA Child Care- Cougar Club is billed based on scheduled program option at time of enrollment or last completed schedule change, and billed monthly.

Payment Options

New and enrolled families will receive a monthly invoice. Payments are due on the first (1st) of each month, and late on the third (3rd) of each month. The following payment options are available:

We accept Check, Cash, ACH, and online Credit Payments through ProCare (Tuition Express). Below is the breakdown of fees.

1. Cash and Check do not have any associated fees.
2. ACH (you set-up reoccurring payments through your bank) is a flat \$1 fee per transaction.
5. Credit Card via ProCare Fees are flat rate fees associated to the service fees charged by your credit card company, and will be added to monthly tuition for any family who is currently paying with credit. If you decide to pay in cash or check on month, we will always credit your account back the flat rate service fee.
 - a. Cougar Club AM Program Option Monthly Tuition with Credit Card Fee: \$ 205
 - b. Cougar Club PM Program Option Monthly Tuition with Credit Card Fee \$215
 - c. Cougar Club AM & PM Program Option Monthly Tuition with Credit Card Fee \$305

Account Activity

Account activity is available through the ProCare Application and/or Website. You can email msmith@wvcapreschool.com for a statement at any time.

Past Due Accounts and Late Fees

Accounts are due on the first (1st) of each month whether or not a courtesy statement is received. Any account which becomes delinquent from the fifth (5th) of each month may result in student dismissal and/or account sent to collections. There is a grace period until the last working day before the third (3rd), after which a \$50.00 late fee will be charged. In addition, a \$10.00 fee will be charged for any returned check.

Late Pick-up and Drop-off

WVCA Child Care- Cougar Club require all students to be at full day care no later than 9:30 AM regardless of program schedule. A fee of \$10 per incident will be added to your monthly invoice.

WVCA Child Care- Cougar Club closes promptly at 5:30 PM in conjunction with our license. A fee of \$20 for every 15 minutes (per child) will be added to your monthly invoice. Persistent late pick-up will result in student dismissal.

Unscheduled Emergency Care

In the event that a WVCA Child Care- Cougar Club student requires care outside of their enrolled schedule option, a \$50 fee will be billed for each occurrence. Emergency care is only available to enrolled WVCA Child Care- Cougar Club students, and when ratio permits.

WVCA Cougar Club Parent Handbooks

The WVCA Cougar Club Parent Handbooks for School Year and Camps are live documents, and can be impacted by Community Care Licensing regulation changes, and or other regulatory agencies at any time without notice.

WVCA Cougar Club Child Care initiated handbook changes will be in writing, and with a 30-day notice to enrolled families.