

# Parent Handbook

# 2019-2020

*Parent Handbook Policies are applicable to all students and families enrolled in Young Preschool, Preschool, Pre-Kindergarten departments licensed by Community Care Licensing, Title 22.*

West Valley Christian  
Academy Preschool





## West Valley Christian Academy Preschool

It is my pleasure to welcome you to our WVCA Preschool family. As the Director of WVCA Preschool it is my priority to establish a culture that fosters a love for learning, an environment that welcomes curiosity, and above all a community of educators and families who have accepted the responsibility of ensuring that our children grow and prosper mentally, physically, emotionally, and spiritually. All program policies and procedures are intended to put the needs of children first. In order to achieve these goals we are committed to the following core standards:

- Implement *Best Practice* founded in knowledge and research of how children learn and develop.
- Build a *community of learning* that promotes progress and achievement of goals.
- Acquire and retain strong *Christian Educators* who facilitate learning within a curriculum framework and Biblical Worldview.
- Nurture and respect the *child and family relationship* as the first and most important doorway to learning.

The early childhood educational experience is critical to your child's perspective of how they will view school for the rest of their lives. As a team, we aspire to provide your child and family access to an extraordinary education, and hope to have your child look forward to every day spent at WVCA Preschool as they grow in life with Christ.

As a partner in quality with San Joaquin County First Five *Impact Quality* program, we strive to provide a high quality preschool program, and look forward to your partnership in your child's preschool years.

In His Service,

Michele Smith, MS Ed. ECE  
WVCA Preschool and Child Care Director  
West Valley Christian Academy Preschool

# Program Structure Policies

## Community Care Licensing:

West Valley Christian Academy Preschool is licensed by the California Department of Social Services, Community Care Licensing, under Title 22 Regulations. Title 22 Regulations supersede all WVCA Preschool rules and policies.

A copy of Title 22 is available at <http://www.cdss.ca.gov/ord/PG587.htm>  
West Valley Christian Academy Preschool LIC # 390907976

## State and Federal Classification Policies

West Valley Christian Academy Preschool and Child Care has been classified as a 501 (c) 3 non-profit religious educational organization under the tax ID # 94-608976-7.

## WVCA Preschool Mission Statement:

The mission of West Valley Christian Academy Preschool is to offer a safe, nurturing, and loving environment for children, access to fully qualified early childhood educators that implement an emergent developmentally appropriate curriculum that fosters a joy of childhood, within a biblical framework that believes that all children:

- Are made in the image of God. Genesis 1:26
- Are fearfully and wonderfully made. Psalms 139:14
- Are sinners in need of a Savior. Romans 3:23
- Have lives marked with a purpose. Jeremiah 29:11
- Are valued by God. Matt. 19:14

Emergent is defined by West Valley Christian Academy Preschool as approaches to learning that are built upon meaningful and responsive relationships with children, learning through play, exploration, and inquiry.

Developmentally Appropriate Practice is defined by West Valley Christian Academy Preschool as approaches to learning and curriculum offerings that engage children in developing school readiness skills, build confidence and self-esteem, and are aligned to each child's individual growth and development.

Maintaining a Biblical Worldview includes integrating biblical truths in curriculum content, teacher-child interactions, routines, and communication with parents.

## **West Valley Christian Academy Administration:**

The West Valley Administration Team is built upon a checks and balances system for integrity of care and program policies and procedures. The Preschool Director manages the program operations, and is overseen by both the Tracy Community Church Business Administrator and Executive Pastor, all in which are governed by a Church Board.

Opening and Closing Teaching staff are responsible for compliance with CCL regulations, and the supervision of staff during extended care hours.

## **Admissions Procedures:**

In order to be admitted and enrolled at WVCA Preschool all families are required to complete:

1. Submission of a West Valley Christian Academy Preschool Application and completion of all CCL required supplemental forms.
2. Attend an interview with the perspective student present to review CCL, program policies, and approaches to learning, assess the child's mental, physical, and emotional needs.
3. Admissions Determinations are sent to the applying authorized representative of the student.
4. Attend an orientation appointment with the perspective student present to obtain the registration packet and visit the classroom to meet and greet with teachers and new peers.

## **Admissions Criteria:**

Children of families who have a shared philosophy for approaches to learning, guidance and discipline practices, and learning goals, and who have physical, emotional, and health related needs that can be met in the applicants WVCA Preschool Program ratio will be considered for admission at WVCA Preschool. Young Preschool Ratio is 1 Teacher: 9 Students, Preschool and Pre-Kindergarten Ratio is 1 Teacher to 12 students.

## **Admissions Policy:**

An interview is required before acceptance is offered into the preschool. The interview process provides both the parent and Director the opportunity to ensure that philosophy, approaches to learning, guidance and discipline practices, and learning goals are agreed upon. The interview also meets Community Care Licensing's requirement for the preschool to ensure that we can meet the child's needs. Children's needs must be able to be accommodated within the student's preschool department ratios within reasonable accommodations and in conjunction with our Incidental Medical Services Plan (IMS).

If any information provided through the admissions process was omitted, inaccurate, or changes through the course of enrollment, and is directly related to the child's needs while in the care of WVCA Preschool, WVCA Preschool will move forward with suspension and/or termination of the Admissions Agreement (if the information is in conflict with the Admission's Agreement Terms for Termination) and/or will require the child and family to be re-interviewed for an admissions

determination that includes review of the newly acquired information to be considered for enrollment. Examples include, but are not limited to:

- Medical Conditions and/or Medications not shared at time of admissions, or changes during the course of enrollment impacting the child's needs while in care.
- Special Education determinations made indicating general education is not recommended before or during enrollment.

### **Program Hours:**

The WVCA Preschool Office is open from 7:00 AM-4:30 PM, Monday through Friday. A tuition drop-box is located in the office for after hour submission, and phone payments can be made.

Full Day all Departments 9:30 AM-3:00 PM

Half Day Preschool and Pre-Kindergarten Department ONLY 9:30 AM- 12:00 PM

Morning Extended Care 6:00 AM-9:30 AM: *inclusive in tuition located in P3 for all preschool departments, and in P2 for Young Preschool and Toddler as ratio increases.*

Afternoon Extended Care 3:00 PM-6:00 PM: *inclusive in Full Day tuition located in P2 for Young Preschool and Toddler, and in P3 for Preschool and Pre- Kindergarten Departments.*

### **Toddler Program Hours**

The Toddler Program Option requires a regular daily schedule to ensure program compliance for ratio and supervision with Community Care Licensing, and for the health and safety of our students. Families provide the desired daily schedule at time of application, and changes to daily schedule must be made in writing with a minimum a two-week notice.

### **Drop Off and Pick-Up:**

All children must be accompanied and supervised by an authorized adult at all times. Parents and/or guardians are responsible for the safety and supervision of their children before and after sign-in and sign-out of the *Daily Register of Attendance*. Children can never be left alone in a car, it's the law.

**Community Care Licensing Compliance Measures:** All children must be left in direct care of a teacher upon drop-off. Visual and verbal contact must be made with the teacher upon arrival and departure. All parents and/or guardians are responsible for care and supervision upon pick-up. Never leave your child unattended, or out of reach of supervision.

Once a child has been signed-out, WVCA Preschool is no longer responsible for the safety and supervision of that child, and is not allowed to play in the classroom or on the preschool yard unsupervised by their parent. All children, inclusive to unenrolled children, are to stay with their parent and/or guardian while on the WVCA School Campus. All children under the supervision of their parents are required to uphold the school rules to maintain safety.

Non-compliance with the Drop-off and Pick-up procedures, and/or lack of supervision of your child may result in associated fees, suspension, and dismissal.

**6:00 AM-9:30 AM Drop-off:** Parents and/or guardians are required to sign-in their child with a legible signature and time daily. Drop-off after 9:30 AM will result in a charge of \$10 for each incident.

Children must be signed-in by 8:30 AM to participate in breakfast.

Drop-off by 9:30 AM avoids disruption to the learning environment, and promotes consistent routines for children.

**Pick-up:** Parents and/or guardians are required to pick-up their child from their classroom and sign-out. Half-day pick-up can be no later than 12:30 PM sign-out. Full Day pick-up can be no later than 6:00 PM sign-out. If you sign your child out after 6:00 PM you will be charged a \$20.00 fee for every fifteen-minute increment beginning at 6:01PM.

### **Daily Register Compliance:**

All children must be signed-in and - out by an authorized adult 18 years and older, into our Daily Register of Attendance. Full Signature, including first and last name, and accurate time according to the Office Clock is required. Failure to comply with this requirement will result in a \$10.00 fee per incident. Chronic non-compliance may result in dismissal.

### **Authorized Pick-up:**

All individuals authorized to pick-up your child from preschool are to be listed on the up-to-date *Emergency Information Form* in the WVCA Preschool Office. Any person picking up a child from the preschool must carry an official photo I.D. that corresponds to the information on the *Emergency Information Form*, and be at least 18 years of age.

Changes and up-dates to the *Emergency Information Form* must be done in writing to the WVCA Preschool Office signed and dated.

A note may be left for any temporary situation with specific details signed and dated by the responsible party in conjunction with a face-to-face conversation with an authorized adult.

In emergency situations, an authorized adult can notify the WVCA Preschool Office of the emergency pick-up person by phone. Confirmation of the request will be made by the Preschool Director before a child is released.

If a person attempts to pick-up a child, and is not on the emergency list, the WVCA Preschool will make attempts at contacting authorized adults for permission to release. If contact is not made, the child will not be released, and the parent/guardian will be held responsible for all late fees incurred.

If a child is not picked-up by 6:30 PM, and we have been unsuccessful in reaching any emergency authorized adults, we are obligated by Community Care Licensing to notify the Police Department, who will take responsibility of your child.

### **Placement:**

WVCA Preschool is organized into program departments based on age and development of the children. Placement is determined by the Director after the conclusion of the Admissions Process at time of enrollment.

### **Toddler Component:**

The toddler component is a specifically licensed department of WVCA serving children 18-24 MOS, and can serve children into 36 MOS if developmentally appropriate, with director approval, and written parental permission.

The toddler component is physically separate from older preschool children for both classroom and outdoor time. The toddler component classroom home is P1, the Beautiful Butterflies classroom.

The ratio in the toddler component is 1 Fully Qualified Teacher to 6 toddlers, and will not exceed 2 fully qualified teachers to 12 students.

The toddler component engages in emergent play-based curriculum with the CA Infant/Toddler Foundations as our curriculum framework. Children will engage in learning activities designed for their age and development, including all areas of development. A Lesson Plan will be posted weekly.

### **Transition:**

Children are transitioned into the progressively organized classroom structure bi-annually based on age and developmental stage. Transitions take place in January and July, with the possibility of transition throughout the year based on individual child need at the discretion of the Director. All transition decisions are reviewed and approved by the Director.

The Director consults with parents, considers age, development, established peer relationships, and availability to make placement decisions.

All families whose child(ren) is prepared to transition into the next age program department, are notified of the transition three weeks or sooner before transition takes place. The child will begin to visit their new classroom to become acquainted to the new environment, and teaching staff. Whenever possible, a peer group will transition together to ensure that children have peer support for a successful transition.

### **Preschool Notifications:**

It is the responsibility of the parent/guardian to notify the WVCA Preschool Office immediately in writing of any changes in address, phone number, email, place of employment, and/or anyone listed on the emergency contact list. Chronic failure to maintain updated information may result in exclusion and/or dismissal.

## **Classroom and Child Policies**

### **Ages Served:**

West Valley Christian Academy serves children 18 MOS through entering Kindergarten.

*Toddler Component:* 18 MOS-24 MOS (-up to 36 MOS under special circumstances)

*Young Preschool Department:* 2 turning 3 through conclusion of program year.

*Preschool Department:* turning four between JAN 1-DEC 31

*Pre-Kindergarten Department:* turning five between JAN 1-DEC 31

### **Communication:**

Communication is critical to ensuring that you and your child have the best preschool experience possible. Please make sure that the WVCA Preschool Office has your current contact information at all times. The following are avenues that the Preschool Staff utilize to communicate with families:

**Face to Face:** WVCA Preschool values interpersonal communications with families daily at pick-up and drop-off times. You are always welcome to ask questions or provide us information.

**Monthly Preschool Newsletter:** The newsletter is provided by the Director and available on the school website. The newsletter may include a letter from the director, teacher and classroom updates, information for upcoming preschool and school wide events.

**Email:** Preschool Administration use email as a form of correspondence. Please check your email regularly. General questions can be emailed to [Admissions@wvcapreschool.com](mailto:Admissions@wvcapreschool.com); [msmith@wvcapreschool.com](mailto:msmith@wvcapreschool.com) .

**Phone:** Preschool Administration is available by phone from 7:00 AM-4:30 PM. M-F general questions can be emailed to [admissions@wvcapreschool.com](mailto:admissions@wvcapreschool.com) . Parents can access their classroom teachers directly during AM and PM extended care hours on the extended care hours phone.

**Parent-Teacher Conferences:** We provide one formal parent-teacher conference to review the annual assessment, and by request.

**Director's Office:** The preschool director has an open door policy, and will make every possible attempt at having open communication on a drop-in basis, and also available by appointment.



## **Dress Code:**

Appropriate clothing and shoes are an important aspect to health, safety, as well as learning. Please follow the following dress code guidelines to prevent your child from being sent home to change their clothes or shoes:

**Clothes:** All children are required to wear easy to manage clothing. Potty Trainers should be able to dress and undress themselves in order to use the bathroom. Children must wear clothing that is comfortable for indoor and outdoor play, allows for freedom of movement, and can become dirty without concern. Clothing with a violent or mystical design is prohibited from the preschool campus.

**Please limit Super Hero clothing.** This clothing encourages play fighting.

Two extra pair of pants, underwear, top, and socks in a labeled zip-lock bag is required at all times in case of an accident or spill. When extra clothing is used, the parent must bring a new replacement the following school day. You may be called to pick up your child or drop off clothing if none have been provided.

**Footwear:** Sturdy shoes with non-slip soles, closed toe, that fit comfortably, and attach securely to both the front and back of the child's foot must be worn at all times. No heels.

If your child is not aligned with these guidelines, they will be sent home to change, and can return if so desired by the parent.

## **Meals and Snacks:**

Meals and Snacks will be provided on demand and through a daily routine where snacks and meals will be formally provided daily. WVCA Preschool Teachers will encourage and support the learning of independent eating with the use of utensils and table-top manners.

AM Breakfast:

All Preschool and Toddler Departments 8:30 AM

Lunch:

All Preschool Departments 11:30-12:00 PM

Toddler 11:00-11:30 AM

PM Snack:

All Preschool Departments between 2:45-3:00 PM as children wake from naptime.

Toddler 12:00 -2:00 PM

WVCA Preschool Meals and Snacks are inclusive in tuition, and are prepared fresh daily by the WVCA Preschool Kitchen. A monthly menu will be mailed to all enrolled families in the monthly billing statements, and is posted on the Parent Board in every classroom.

**Toddler Component:** While we will strive to maintain our daily schedule, the toddlers will be provided meals as scheduled or on demand. Older students expressing hunger before or after meals will always be provided a snack while they wait upon the meal's arrival.

Parents are welcome to bring additional healthy snack and meal items for their child from home. Foods high in sugar or "unhealthy" will not be served, i.e. Cookies, Candy, Cakes, Cheetos, etc.

Water is accessible to children at all times, and offered frequently throughout the day. Any water bottles brought from home must be cleaned daily in the classroom by the parent, or taken home daily for washing. Outside juice and/or milk will not be accepted due to inappropriate storage temperatures. 2% milk is provided daily, and juice is limited to 5oz per day, or any at all.

Any meal/snack time concerns directly related to any individual child should be addressed with a pediatrician. All reasonable accommodations provided by pediatrician recommendations will be implemented. WVCA Preschool teaching staff will not "force" feed, or withhold food at any time.

### **Potty Training and Diapering:**

Potty Training services are available for an additional fee for children under three-years-old in the Young Preschool Department. Potty Training and Diapering are provided inclusive to tuition in the toddler component. See the Preschool Fee Schedule for pricing. Fees will be added to the monthly billing statement until the child's status becomes "Potty Trained". The status of being potty-trained will be determined by school personnel in accordance to the following indicators:

Fully Potty Trained is defined by a child who:

1. wears underwear (no pull-ups or diapers)
2. knows when to go to the restroom without being asked to do so
3. takes the initiative to use the bathroom
4. can manage their own clothing
5. does not have persistent accidents (2-3 accidents a week is considered persistent)

When it is determined that a child is adequately potty trained, the parent and Business Office will be notified, and the fees will be removed from the account for the subsequent billings. All fees will only be removed at the beginning of the following month.

Parents are required to bring their child to school in a clean Pull-up. Teachers are responsible for changing Pull-ups in two-hour increments and on demand when soiled.

Parents are required to provide the school a week supply of Velcro side pull-ups and Wipes every Monday. Non-compliance and emergency use of WVCA Preschool Pull-ups will result in a usage fee of \$5 per Pull-up.

## **Sleep and Nap**

Sleep is a critical component to a healthy lifestyle, and a successful school experience. Children between the ages of 18 months -5 years of age are recommended to have between 10-14 hours of sleep a day, including a mid-day nap for healthy physical and mental development.

Lack of sleep is a usual contributor to challenging behaviors including aggression and a lack of impulse control. We encourage all families to establish a healthy bedtime routine, and naptime routine in order for children to feel great, and be set for success in their preschool environment.

Naptime at school is a protected time of day by Title 22, Community Care Licensing. Children must be provided a distraction and disturbance free environment, and children who are persistently causing distraction or disturbance that prevents peers from access to their rest time will be moved to Half Day status. (CCL 101230 (b))

All Preschool Department Naptimes begin after lunch from 12:30 PM-2:30 PM, and at 12-2:00 PM in the Toddler Department.

Children will be provided a cot. Parents are required to bring in a fitted crib sheet. Parents can also provide a thin blanket for rest. No pillows. All naptime materials must fit inside the child's classroom cubbie.

Linens must be taken home and laundered weekly and/or by need.

## **Behavior & Discipline Policy:**

The word *Discipline* is rooted from the word *Disciple*, and just like Jesus' Disciples learned from Jesus through his example and encouragement of how to live a Christ lead life, our teachers lead through example as well. The design of the classroom environment, the schedule, routines, and curriculum all support and encourage appropriate behavior.

WVCA Preschool Staff uphold the Personal Rights of children per Title 22, and will never engage in corporal punishment. *See Personal Rights at time of Admission.*

It is WVCA Preschool's goal to support the growth and development of each child, and expects parent partnership in responding to behavioral concerns. Community Care Licensing's Title 22 supersedes all WVCA Preschool Policies. In unusual incidents, the Director will council with Community Care Licensing representatives to develop a course of action in response to behavioral concerns that are ongoing.

It is the philosophy of WVCA Preschool to respond to challenging behaviors with two approaches that lead to some conclusion and/or resolution that meet the Personal Rights of all students:

1. **Typical Early Childhood Behavior:** As children develop strategies for how to respond to conflict, and further develop their impulse control and language development there are typical behaviors that we anticipate. These behaviors usually are superficial, and do not directly harm or endanger classroom peers or staff.
  - a. **Responses:** Teachers implement *Best Practice* strategies to support the growth and development of the child to reach expected developmental level in partnership with parents who bridge school to home practices. Director, Teacher, and Parents maintain open communication via email and/or behavior reports to document the child's growth.
  - b. **Positive Behavior Support Plan:** If the typical strategies and interventions are not producing behavioral progress, and the child's behavior is persistent, the Parent, Teacher, and Director will develop a Positive Behavior Support Plan and a target date. If behaviors persist, we will recommend referral to pediatricians and/or to agencies for behavior intervention. Ongoing behavioral challenges outside the scope of typical behavior and/or require supervision outside of the child's classroom ratio can lead to dismissal.
2. **Aggressive Behavior:** A small percentage of children will respond to typical preschool conflict by using aggressive behavior. These behaviors directly impact the safety and security of both children and staff, and are in direct conflict with Community Care Licensing. It is WVCA Preschool's responsibility to uphold the *Personal Rights* of each child in accordance with Title 22 regulations.

**Responses:**

**Level One:** A level one behavioral challenge includes behaviors that negatively impact the learning environment:

- Provoking arguments or fights
- Hurtful words or inappropriate language
- Difficulty following directions impeding others' learning
- Disrespecting others' personal space and/or boundaries

Consequences include:

- 1) Notice to Parent
- 2) Behavioral Plan Meeting with Teacher and Director
- 3) Home Suspension and Probationary Period Set: *time offered for families to consider enrollment decisions since behaviors have persisted.*
- 4) Dismissal

**Level Two:** A level two behavioral challenge includes behaviors that impact the safety and security of another person:

- Hitting
- Biting
- Spitting
- Kicking
- Throwing harmful objects

- Damage to property

Consequences include:

- 1) Notice to Parent & Behavioral Plan Meeting with Teacher and Director
- 2) Home Suspension and Probationary Period Set: *time offered for families to consider enrollment decisions since behaviors have persisted.*
- 3) Dismissal

**West Valley Christian Academy Preschool has the authority to dismiss a child at any time if the incident is in direct violation of Community Care Licensing Title 22 Regulations.**

### **Behavior Reports:**

Teacher and parent cooperation and consistency are key elements in teaching children self-discipline. Behavior Reports are sent home to keep parents informed of behavioral concerns and corrective actions taken by staff in alignment of the Behavior and Discipline Policy. They also provide us with a documented history of our efforts in supporting children's progress towards more appropriate behaviors. All Behavior Reports have been reviewed and approved by the Director. A copy is provided to the parent, and one for the child's file.

### **Confidentiality Policy:**

WVCA Preschool will not provide information regarding individual students to anyone but the parent or legal guardian, WVCA Employees, and legal entities including CCL and CPS, without parent written consent in regards to:

- Child's File
- Assessment
- Behavioral Concerns

**Mandated Reporters:** All employees of WVCA Preschool are mandated reporters and will report any suspicion of child abuse or neglect to Child Protective Services as mandated by the law.

**Photo and Video Policy:** WVCA Preschool seeks to minimize activities that disrupt or are inconsistent with its educational mission. As such, absent pre-approval, WVCA Preschool limits or does not allow parents or other parties to engage in audio recording, photography or videotaping at the school (while school is in session) or at WVCA Preschool private functions.

In addition, unless otherwise designated in any pre-approval, parents may not record or photograph any student except their own while at school or private school functions.

### **Ratios:**

WVCA Preschool is required to maintain student-teacher ratios, and provide 100% supervision of children at all times by Community Care Licensing. A lack of meeting this expectation is considered an "immediate threat" to children's health and safety, and can result in a Type A

deficiency for the school. All WVCA teachers are in at least a 1:6 ratio, and up to a 1:12 ratio while on the floor with children.

Title 22, CCL provides alternate naptime ratios when the majority of children are asleep.

Teachers are trained to maintain active supervision while having general check-in conversations with parents. Teachers may request to schedule a meeting if your conversation is impeding on ratio support, and teachers will always maintain supervision as their primary responsibility.

Any immediate questions or concerns that cannot be addressed due to ratio can be addressed in the WVCA Preschool Office between 6:00 AM-6:00 PM. *See Communication.*

### **Transportation:**

Transportation is not provided to and from school on a daily basis.

### **Field Trips:**

WVCA Preschool provides onsite field trips with contractors who are registered and maintain limited liability insurance. All scheduled onsite field trips are part of the regular day participation, and parents are notified on the monthly newsletters of upcoming events.

WVCA Preschool participates limitedly in offsite walking field trips to close proximity locations including the neighborhood park, fire station, etc. Ratios are 1:7 on trips, children in our Pre-Kindergarten classes participate, and parent participation is encouraged. Individual notifications and permission slips will be provided if a walking field trip is planned.

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 Preschool 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.

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

### **San Joaquin Quality Counts:**

WVCA Preschool participates in San Joaquin County's Quality Counts Program providing high quality care as determined by researched based measures that are implemented at our school. Those measures include:

1. **Required Annual Well Exams:** all enrolled students are required to be up-to-date on immunizations as well as see a pediatrician once annually as a preventative health measure. WVCA preschool will prompt parents once annually to submit their child's most current proof of a well exam visit.
2. **Developmental Screenings:** we know that early intervention is effective, and want to ensure that all of our students have the best opportunity to a successful educational career. At

the beginning of each year families complete an Ages and Stages Questionnaire that is a safeguard in ensuring that all children are meeting expected milestones, and if not, we will partner with you through the referral process to services intended to support the development of your child.

3. **Bi-Annual Program Assessment:** In addition to the annual Community Care Licensing review, we welcome our County experts to observe our program at various levels that include health and safety, quality of the physical environment, meaningful interactions between teachers and children, as well as program administration. The findings of our program assessment are posted for families including our rating. We receive an annual fiscal award that is invested into the program's annual quality goals.

Families can find out more specific information at the Quality Counts website <http://www.raisingqualitysjc.org/Parents-Families> .

## Health and Wellness Policies

### Absenteeism:

If your child will be absent from school for a sick or personal reason, the family is required to notify the Preschool Office by 9:00 AM. There is no reduction in tuition for absenteeism.

### Late Drop-off:

Late drop-off (after 9:30 AM) for medical appointments are allowed when parents provide call ahead notification to the Preschool Office, provide a doctor's note, and arrive before 11:30 AM. If all expectations are met, the Late drop-off fees can be waived.

Children are dependent on routine for a sense of safety and security. If a child who was dropped off late displays an inability to join the typical day routine, or shows signs of distress, parents will be called for pick-up.

### Health Check:

In compliance with Community Care Licensing, all children will be visually observed by a Preschool 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 Preschool 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 the front office depending on severity of symptoms. 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 a \$20.00 fee for every fifteen-minute increment beginning 1min after the hour grace period. 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 Preschool 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 Preschool 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 Preschool Office.

### **Well Exams:**

All enrolled WVCA toddler and preschool students must have a current well exam on file. Current well exams are valid for a calendar year based on the date of the previous exam.

### **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 Preschool 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.

### **No Nuts Policy:**

No peanuts, peanut butter, peanut oil, or nut products of any kind are allowed at school at any time. Any foods that contain nuts will be disposed of. Non-compliance with this policy can result in dismissal.

### **Parking Lot Use**

The WVCA Parking lot is organized for elementary and middle school student drop-off. Preschool parents are not permitted to use the "drop-off" line, and are required to utilize the parking spaces available to walk the child into school. WVCA Preschool is not responsible for any lost or

stolen items, or damage to vehicles while in the parking lot. Please drive with extreme caution due to the presence of children.

**Never leave a child under 6 years old unattended by someone 12 years or younger in a vehicle. It is against the law in the State of California and will be reported.**

**Hold your child's hand in the parking lot at all times. Walk to school to prevent injury.**

# Curriculum Framework

## Curriculum Philosophy:

30 years of research has indicated that children learn best through engaging in an emergent play based approach to learning. This approach is aligned with how children's brain's develop and grow in the critical early years, and set the foundation for higher functioning learning in the years to come. WVCA Preschool's curriculum approach emphasizes the importance of Social Emotional Development and Learning as the foundation and catalyst for later academic success. All practices and approaches to learning are aligned with *Best Practices* as outlined by The National Association for the Education of Young Children and supported by our participation in San Joaquin County's First Five *Quality Counts!*

## Classroom Routines:

The schedule of the day provides the framework for instruction. Overtime, the schedule will function as the daily routine, which provides children with a predictable environment that encourages engagement in the learning process. The classroom schedule is organized to provide a variety of approaches to learning that include a balanced offering of small group, large group, teacher directed, and child directed instruction, as well as an intentional balance of quiet, calm, and active opportunities to engage in the learning process.

## Classroom Environment:

The classroom environment is an instrumental component to our play based approach to learning. The classroom is organized into the following Learning Centers that support all core areas of learning and development, and each classroom may have additional Learning Centers as it pertains to the age and developmental stages of the children served:

- Reading & Writing Centers: Early literacy and fine-motor development.
- Block & Manipulative Center: Early geometry, architecture, and engineering.
- Science and Discovery Center: Scientific Method and early science experiences.
- Dramatic Play Center: Community building, social skills, and imagination.
- Art Center: Introduction to art mediums and tools, imagination and creativity.
- Sensory Center: Brain stimulation, imagination, and creativity.

## Toddler and Young Preschool Curriculum Components:

Our youngest students learn and develop best in caring relationships, and within a flexible child directed environment. The teacher observes for the children's interests, and integrates the child's current levels of development, and plans a curriculum approach that includes an emphasis on the following areas:

- Physical Development and Health
- Identity Formation
- Social-emotional development and learning
- Language and communication development and learning
- Cognitive development and learning

### **Teacher Instruction:**

The teacher is the facilitator of learning. Teachers utilize their knowledge of early childhood education, curriculum, the schedule, environment, and materials to plan and organize an intentional learning environment. Teachers enhance learning by providing a balanced approach of challenging opportunities for children to use their critical thinking and problem solving skills.

Young Preschool Department Teachers intentionally provide a responsive care giver approach to learning. Being responsive to both emotional and developmental needs within an age appropriate curriculum framework provides the child with a safe, secure, and nurturing environment to explore, grow and learn.

### **Biblical World View:**

We strive to teach children to view the world from a biblical perspective, and to embrace learning, and God, as an intricate and entwined approach to living. Bible story, practical applications, songs and music, weekly chapel, and prayer are all critical components to our approaches to learning. Children will be invited to get to know Jesus and Holy Spirit through genuine encounters embedded in our everyday.

### **Student Screenings & Assessments:**

Assessment is a tool for educators to collect data on the growth of children, while screeners ensure that children are meeting developmental milestones. Analyzing assessment data allows teachers to individualize their curriculum planning to support individual needs of children, support teachers in organizing small group instruction, helps the Administration Team in developing professional development topics, and most importantly for assessing the individual growth of every child to ensure that they are developing on pace with developmental expectations.

Screeners are done at time of enrollment in partnership with parents, and completed within the first 60 days of enrollment by teachers. Results are shared with parents, and any results that indicate a concern we will support referrals to the local school district or regional center for evaluation and intervention. Early intervention is highly effective, and many children who receive services meet goals before Kindergarten Entry.

**If you have concerns regarding your child's development or health feel free to contact the director at [msmith@wvcapreschool.com](mailto:msmith@wvcapreschool.com) for resource information.**

Assessments are completed twice annually, and are shared with parents via parent-teacher conference, or by appointment. Parents receive a copy of each assessment, and the original is in the child's file.

## **Business Office Policies:**

### **Policies and Concerns:**

The Business Office functions on the fiscal year. Reference to something on an “annual basis” is defined as July 1 through June 30. Financial policies and concerns are to be discussed with the Business Office, and all decisions regarding financial policies are at the ultimate discretion of the Business Office. Business Office hours are Monday-Thursday. Email inquiries can be sent to [admissions@wvcapreschool.com](mailto:admissions@wvcapreschool.com)

### **Fee Schedule and Admissions Agreement:**

Terms of enrollment, including all billing, tuition, fees, and business office policies are outlined on the Admissions Agreement and the Fee Schedule, a companion document with signature of read receipt, at the time of enrollment. A minimum of a thirty-day written notice will be provided if any changes are made to the Admissions Agreement.

### **Priority Re-registration:**

Enrollment in West Valley Christian Academy Preschool is based on an annual basis as outlined in the Admissions Agreement associated to each year's Fee Schedule. In order to maintain enrollment, and receive priority re-registration for the following school year, all enrolled families are invited to re-register during each re-registration period between Mid-February and March.

Applications will begin to be accepted for the following school year at the conclusion of each priority re-registration period.

## Enrichment Policies

### Volunteer Program:

Parents and/or family members who wish to volunteer (stay in their child's classroom longer than the pick-up and drop-off times) must register with the Director in the Preschool Office. All volunteers are required to have a fingerprint clearance on file, regular schedule, follow the lead of the classroom teacher, and maintain Title 22 regulations while volunteering. All parent volunteers sign-in with the Preschool Office and wear a badge at all times, and for each visit.

*Parents have the right to access their child at any time while their child is signed-in at the preschool in accordance with Parent Rights Title 22.*

### Special Events and Activities:

WVCA Preschool intentionally enriches the program through implementing special events and activities. Parent and children participation in these events and activities are encouraged. If there is a behavioral concern that may impact your child's safety or the safety of others, the director will contact you with modified opportunities for your child to participate or be excluded from the event or activity. Special events and activities include, but are not limited to Field Trips, Special Events onsite, Special Visitors. Parents present on special events are responsible for the care and supervision of their child.

### On Campus Walking Field Trips:

WVCA is a campus equipped with a gym, sports fields, and so much more. At the registration appointment you will be asked to sign an annual *Walking Trip Permission Slip* to allow your student to participate in walking trips to on-campus activities. The permission slip is a Community Care Licensing compliance measure.

### Personal Items:

Children's personal items are to be kept at home on a regular basis, and loss or damage to personal items is not the responsibility of West Valley Christian Academy. Toddlers and Young Preschoolers are encouraged to bring any security item, i.e. blanket, plush toy, etc. that will support them during the school day.

### Holidays:

West Valley Christian Academy Preschool celebrates all Christian Holidays, as well as observes American National Holidays including, President's Day, Valentine's Day, Mother's and Father's Day, Thanksgiving etc. International observances include celebrations that incorporate the cultural traditions of children enrolled in our program within a Christian Worldview.

### Birthdays:

If you wish to celebrate your child's birthday at preschool, please speak with the teachers in advance for coordination of plans and to ensure that there are no conflicting events. If you plan on providing food items, there are dietary restrictions in each class, and the No Nut Policy will be

enforced. Please no candy.

### **Resource Documents:**

Documents referred to in this handbook are provided at time of tour, enrollment, available for download at [WeeCareDayCare.com](http://WeeCareDayCare.com), and hard copy can be picked-up in the Preschool Office.

- WVCA Preschool Program Overview
- WVCA Preschool Annual Calendar
- Fee Schedule

### **Parent Handbook Changes:**

In the event of a Community Care Licensing regulation update, program policy change, or unexpected required update, parents will be provided written notice within 30 days of the policy change implementation.