



**West Valley
Christian School**
College Prep From Preschool

PRESCHOOL PARENT HANDBOOK

2022-2023

“The goal of our instruction is love - which comes from a pure heart
and a good conscience and a sincere faith.”

1 Timothy 1:5

West Valley Christian Preschool
22450 Sherman Way, West Hills, CA 91307

Telephone: 818.884.9807 Facility Number: 197417718

www.westvalleychristianschool.com/preschool

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INTRODUCTION

West Valley Christian School is located at 22450 Sherman Way in West Hills. The Chief Administrator of West Valley Christian School is Derek Swales and the Financial Director is Trisha Herget.

WVCP is licensed by the Department of Social Services- Community Care Licensing.

We do not discriminate on the basis of age, race, sex, national origin, or ethnic background. West Valley Christian School is a community of faith where relationships between students and families are nurtured. The school encourages prudent judgment when making decisions about relationships that may occur in social settings off campus. Laws may prevent us from discussing information about someone even if it is in the community's best interest.

WVCS reserves the right to add, delete, or modify any portion of this handbook during the school year as deemed necessary. Parents will be notified of any change through RenWeb, email, or U.S. Mail.

MISSION STATEMENT AND PURPOSE OF WEST VALLEY CHRISTIAN SCHOOLS

West Valley Christian Schools, a ministry of West Valley Christian Church, is a Christ-centered educational facility for preschool through 8th grade students. To provide excellence in education to our students, and to inspire each one of them to seek Christ and His Kingdom.

SCHOOL BOARD

West Valley Christian School Board Members are appointed by the church elders. Board members must be members of the church and serve a two-year renewable term. The School Board is presently made up of the following members: Carolyn Rich, Vince Wagner.

AFFILIATIONS

We are licensed by the State of California as a child care facility and adhere to the California Code of Regulation, Title 22, Division 12.

Our parent church, West Valley Christian Church, is also located at 22450 Sherman Way in West Hills. The Church can be reached on the internet at www.wvcch.org or by calling (818) 884-6480.

We invite all of our students and their families to visit or become regular attendees and consider membership at West Valley Christian Church. Our worship services each weekend are:

Saturdays at 4:00pm and Sundays at 9:00am and 10:30am.

Our ministerial staff is as follows:

Senior Minister
Rob Denton

School Administrator
Derek Swales

Teaching Pastor
Jim Bell

Associate Pastor
John Stalboeger

Children's Director
Amy Gonzalez

WVCS FAMILY SUPPORT AND COOPERATION POLICY

West Valley Christian School's educational mission involves working with school families in the overall Christian education of students. The school requires parents to cooperate and support the school and its ministry.

If at any time West Valley Christian School determines, in its sole and absolute discretion, that the actions of a parent or school family are not supportive of the school ministry, or reflect a lack of cooperation and commitment to the school and to the working relationship between the school and the home, the school has the right to discontinue enrollment of a student.

West Valley Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like in character. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, holding, exposing or advocating beliefs which are contrary to Christian principles, or an inability to support the moral principles of the school. In such cases, the school reserves the right, in its sole and absolute discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

PHILOSOPHY

At West Valley Christian School, our purpose is to do more for a student than to provide an academic education. Our philosophy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired, infallible, and authoritative Word of God which contains this truth. We seek to plant, water, and cultivate the seed of faith in the heart of each student. We share with all of our students the new life we can have through a personal relationship with Jesus Christ.

We believe in producing a stimulating environment wherein the goals for young children can be realized. Weaknesses and strengths shall be viewed individually and objectively.

The children will be surrounded by a Christian atmosphere of respect and loving appreciation for each other and for the wonders of God's world.

Our aim is to develop the potential of each child by providing an educational experience of lasting value, especially in these areas:

Intellectually- by encouraging an enthusiasm for learning, exploring and firsthand experiences.

Physically - by offering experiences which will develop large and small muscle coordination and motor skills.

Socially- by participating in group activities, getting along with others, and developing a feeling of security, belonging and self-esteem.

Spiritually- by having prayer time, Bible stories and songs that will be included in daily activities, giving each child the awareness and knowledge of God's love for them and others.

STATEMENT OF FAITH

We believe the Bible is true, timeless and without error. (II Tim. 3:16; II Pet. 1:21; Phil. 4:8)

We believe in one God, eternally existent in three persons, Father, Son and Holy Spirit. (Gen. 1.1; John.10:30, 37-38) We believe in the deity of the Lord Jesus, His virgin birth and His sinless life.

Jesus Christ is the one who came to redeem and restore mankind to a proper relationship with God by the shedding of His blood as an atonement for our sins. We believe that He has ascended into Heaven and one day will visibly return. (Isa. 7:14; Eph. 1:7; Rev. 19:11-16.

To become a Christian, and to inherit eternal life, each person must confess Jesus is their Lord, repent of his/her sins, and in obedience, be baptized into Jesus Christ. (John 3:16-19; Rom. 3:23)

We believe in the spiritual unity of all Christians and in maintaining proper relationships between the home, church and school. The policies and procedures of our school must not conflict with Biblical principles. We believe that the institution of marriage is between a man and a woman. We follow the principles of Matthew 18 in the resolution of all school related matters. (Matt. 18:15-19; Heb. 12:10-11; Col. 3:12-14)

NON-DISCRIMINATORY POLICY

West Valley Christian School admits students of any race, color, national, and ethnic origin into all the rights, privileges, programs and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration or its educational policies, admission policies, athletic and other school administered programs.

TEACHERS

Each member of the staff is qualified and competent to provide loving, understanding care for your child. Each employee is a professing believer in the Lord Jesus Christ and is committed to teaching Christian values to the children in her/his care. Each classroom is staffed with a fully qualified teacher.

All of our fully qualified teachers have a certification in early childhood education. Teachers have at least 6 units of early childhood education and are currently enrolled in an accredited college or university until they have obtained 12 units or beyond. Assistants are enrolled in early childhood classes and will continue until he/she has a minimum of 12 units in Early Childhood Education.

PROGRAM

West Valley Christian Preschool offers a program which stresses social relationships and spiritual, physical, emotional, and cognitive development. The key zones which will be explored are STEM, Language/Literacy, Creative Expression, Active Play, Discovery Play, Sensory Play, Social/Emotional, and Bible. The Scriptures are our source of Christian education. Our curriculum focuses on God, Jesus and Christ-like characteristics. This is the basis of our Christ-centered education developed for the whole child. Each classroom has planned activities geared to the interest level of that particular age group. Some of the activities include:

Art	Manipulatives
Bible time	Math
Chapel	Music
Cooking	Large and Fine Motor Skills
Creative Play	Science
Language Arts	

Children in our 2-4 year old classes may be enrolled two days (Tuesday and Thursday), or three days (Monday, Wednesday, Friday), or all five days, and may choose from the programs listed below. Children in our Pre-K classes may be enrolled 3 days (Monday, Wednesday, Friday) or 5 days.

Morning Program	8:30 - 12:15
Partial Day Program	8:30 - 3:30
Full Day Program	7:00 - 6:00

In addition to the above activities, we include in our curriculum special days, field trips, and creative movement.

Afternoon Enrichment classes such as dance, soccer, science, etc. may be offered to children on a 6-8 week basis and will be subject to availability and a minimum number of students. Parents will enroll their child (ren) and make payments directly to the instructor.

ENROLLMENT

Each enrolling family will sign a contract which states the hours of attendance and the financial agreement accepted. Contracts may be amended as to days and hours (if openings are available); however, an administrative fee of \$15.00 will be assessed for each contract change. All children must be at least 24 months of age. Their maturity must be such that they are able to separate willingly from the parent.

We have five preschool classes: Terrific Teddies (2's); Busy Bees (older 2's, young 3's), Friendly Fish (older 3-4's), and two Pre-Kindergarten classes (Dandy Lions and Marvelous Monkeys). Placement in a class will be determined by several factors including the chronological age of the child by September 1. Pre-K students need to be 4 by November 1st.

Children need to be potty trained to enter the Friendly Fish class or Pre-K classes. Pre-Kindergarten is intended for four year olds turning five. Transitional Kindergarten is now part of our elementary school, is a five day class and is for children who are 5 by March 1st. West Valley Christian School's kindergarten birthday cut-off is five years of age by September 1. *The Preschool Director reserves the right to place a child in a specific class if extenuating circumstances are evident.*

Before Attendance Can Begin:

Registration and Enrollment fees must be paid at the time of enrollment.

The registration and enrollment process must be completed and any requested forms turned in before starting school. A current immunization record is needed as well.

Tuition:

WVC Preschool is a non-profit organization which operates entirely on tuition payments.

1. We offer a year round contract as per the school calendar. If you will not be attending during the summer months you will need to notify the school office.
2. Tuition payments are due in advance on the 1st of every month. Payments received after the 10th of the month are assessed a late fee at the rate of 5% (minimum of \$15.00) of the overdue balance. Monthly tuition must be current for your child to remain in school (see registration contract).
3. No tuition allowance will be made for holidays falling within a given month. Holidays and days closed are not included in the monthly tuition when rates are established. Days that school is not in session are listed in the current calendar year.
4. There is no reduction of tuition for days lost due to illness, travel, school closures or other reason and there are no "make up" days.
5. The established registration and enrollment fees shall be charged for all new enrollments and for registration each spring for the following school year and are non-refundable
6. Parents will be able to view their account online. Upon request, parents may receive a historical account statement.
7. Monthly tuition payments will be done electronically through FACTS SIS.
8. If a student will not be attending our school for the entire year, the family must apply, in writing, for a release from their contract. A minimum of 2 weeks notice is required.

SCRIP

Every time you use scrip to buy food or products, WVCS earns money at no additional cost to you. WVCS receives a percentage of the purchased scrip from that particular store. Use scrip like cash at your favorite stores, gas stations, or restaurants. Scrip is a one-for-one exchange of dollars for "store" dollars. You buy the same amount of merchandise, only instead of using cash, credit card, or check, you use "store" dollars.

Because tuition alone does not cover the cost of schooling, we encourage each family to purchase \$200.00 worth of scrip a month. It is a fundraiser that costs you nothing to participate! Scrip is available in the school office.

Families receiving tuition assistance are still encouraged to use scrip as a part of their financial agreement.

Families are encouraged to purchase at least \$1000 of Scrip by December 31. Families are encouraged to purchase a total of \$2000 or more of Scrip by May 31.

CONTRACTS:

Each family is required to sign a contract for the school year upon admission. Two weeks' written notice is required for termination of the contract. There is no refund of registration or enrollment fees. The contract is as follows:

Other Preschool Policies

WVC Preschool is a child care facility licensed with the State of California, Health and Human Services Agency, Department of Social Services, Community Care Licensing Division. We adhere to Title 22, Division 12, Chapter 1, and as a condition of being a licensed facility, an authorized representative of the Department of Social Services may enter and inspect our facility at any time.

YOUNG BEGINNERS CLASS (2-3). Children entering the Young Beginners Class must be at least two years of age to begin attending. Their maturity must be such that they are able to separate willingly from the parent. For children not yet toilet-trained, parents will need to furnish diaper supplies and extra clothing on a regular basis. No cloth diapers, pacifiers or bottles are allowed at school.

BEGINNERS (3-4), PRE-KINDERGARTEN (3/4-5), Children must be able to separate willingly from the parent. Placement in a class will be determined by several factors including the age of the child by September 1, maturity level, and discretion of the preschool. Children must be self-sufficient in toilet usage.

The registration contract and tuition rates cover the school year as per the school calendar. All monthly tuition payments are due the 1st of every month. Payments received in the office after the tenth (10th) of the month are assessed a late fee at the rate of 5% (minimum \$15.00) of the overdue balance. Returned payments will be assessed a \$25.00 service fee. Upon delinquency of one month, where no prior arrangements for payments have been made or followed, the student is subject to disenrollment. Past due accounts will be referred to a collection agency after a minimum of 90 days of inactivity. The family will be responsible for all court costs and attorney fees. The family will be responsible for collections costs of 35% of the amount due.

The preschool will be closed for Thanksgiving, Christmas and Easter breaks, legal holidays and other specified days (see calendar).

A child may be withdrawn from the program for reasons of non-cooperation, delinquency in tuition payment or inability of the child (or parent) to adjust to the preschool program. Such withdrawals will be determined by Administration and/or the School Board.

In order for our program to run smoothly, each child should arrive on time (by 8:30 a.m. for Pre-K and 9:00am for all other classes) and be picked up promptly at the end of his or her program. A child brought to school prior to 8:15 a.m. who is not on the full day program, will be charged a daycare fee. **LATE PICK UP FEES** of \$1.00 per minute will be charged at the end of each program (**MORNING** - 12:15 p.m.; **PARTIAL DAY**- 3:30p.m.; **FULL DAY**- 6:00 p.m.) unless previous arrangements have been made. Should an occasion arise and additional care is needed for your child (i.e., nap

additional day, or afternoon daycare), please give advance notice to the preschool office for approval. You are required to sign your child in and out every day. A warning will be issued for the first missing signature; for each subsequent occurrence, a fine of \$5.00 will be assessed.

CONTRACT AMENDMENTS: Contracts may be amended as needs arise and space availability permits. There is, however, a \$15.00 administrative fee each time the contract is amended. All contract amendments must be approved by the Director.

MORNING AND EXTENDED DAYCARE, NAP AND NO SIGNATURE POLICY

Morning Drop Off / Morning Daycare Fees

Children on the Morning or Partial Day programs who are dropped off prior to 8:15 will incur morning daycare fees of \$3.00 for every 15 minutes, or a portion thereof.

Afternoon Daycare/ Late Pick Up Fees

Children on the Morning or Partial Day program must be picked at the end of their program on time. There will be a late pick up fee (\$1.00 per minute) unless the preschool is notified prior to the late pick up. Parents who have contacted the preschool ahead of time to let us know that their child will need to be picked after 12:15 will be charged a naptime fee of \$15.00. Pre-approved daycare charges are \$10.00 if picked up between 3:30-4:00 p.m. and \$20.00 after 4:00 p.m. Continued late pick up times without notice will result in requiring the student to extend their program.

Additional Day / Nap

Should an occasion arise and additional care is needed for your child (i.e., nap, additional day or nap time) PLEASE contact the preschool office (818.884.9807) for approval to ensure there is a space for your child. You will be billed on your tuition statement for any additional time, late pick-ups, or no signature fees. Fees are as follows:

Nap Fee - \$15.00 per nap - 12:15 - 3:00 / 3:30

<u>Additional Day:</u>	Morning	Partial Day	Full Day
B, Pre-K	\$50.00	\$55.00	\$65.00
Young Beg (2's)	\$55.00	\$60.00	\$70.00

NO SIGNATURE CHARGES

Children must be signed in and out each day they attend school by a parent, guardian, or designated pick-up person (18 years or older). The signature must be legible, and include first and last name of the person signing the child in or out. This is a requirement from our licensing agency, Department of Social Services. It serves as an official record of the child's attendance.

A warning will be issued for the first missing signature. A \$5.00 no signature fee will be assessed for each subsequent missing signature and be billed on your monthly statement.

GIFTS ABOVE TUITION AND FEES

WVCS is a non-profit organization operating on the faith principle. Tuition is set with a view to making Christian education available to as many as possible who desire a Christ-centered educating for their children. Tuition and fees do not cover 100% of all operating costs. Additional funds, supplies, equipment, and services are always needed throughout the year to meet regular operating expenses and school services. We gratefully accept contributions of cash, equipment and personal services from those who wish to support our school. Gifts are tax-deductible, and a receipt may be issued for each gift received.

ACCIDENTS

All teaching staff are certified in CPR and child First Aid. In case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. Injuries and treatment given are recorded on an "OUCH" report form. If further treatment is necessary, the parent will be contacted. If we are unable to reach the parent, the guardian or emergency contact person listed on the emergency form will then be contacted.

In case of an accident requiring medical attention, parents will be notified. The parents' health insurance will be applied. In the event of an emergency, 911 will be called.

ARRIVAL AND DISMISSAL

It is important that every child comes to school on time and is picked up according to schedule. When your child is brought to school late it is not only disruptive to the class, but difficult for your child to transition into the day's activities. Parents are required to deliver their child by 8:30 a.m. for Pre-K and 9:00am for all other classes, and pick up their child in his/her room or day care at their scheduled time.

ASSESSMENTS AND PARENT-TEACHER CONFERENCES

Assessments for the 2-3 year olds will be done in the fall and spring. Parent/Teacher conferences may be scheduled to discuss your child's progress with his/her teacher. Pre-K teachers will also discuss your child's readiness for entrance into kindergarten. If you would like an additional conference, please call the office to set up an appointment convenient for both of you.

ATTENDANCE / SPECIAL INSTRUCTIONS

If your child will be out of school for any reason, please inform the school office by calling 884-9807. Unfortunately, make-up days for absences are not allowed. Any special instructions should be written and given to the child's teacher and/or the office by phone or when the child is dropped off.

BIRTHDAYS

Birthdays are special times for the children and we want to make them the greatest ever! If the parent wishes to provide a special "store bought" treat in honor of your child, please make arrangements with the teacher in your child's classroom. If you are planning to have a birthday party outside of the class, please make sure all of the children in your child's class receive an invitation, or that all girls or all boys are invited. This will avoid hurt feelings.

DISCIPLINE

West Valley Christian Preschool adheres to Title 22, Section 101223, with regard to corporal punishment. The code states: *A child has rights which include, but are not limited to: "to be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature..."*

Many disciplinary problems will be prevented by:

1. Positive reinforcement for good behavior.
2. Setting realistic expectations of what the children can do.
3. Looking for and taking care of possible problems before they occur and redirecting the child

If a rule is broken this is an opportunity to learn and the teacher will talk to the child about the rule and what he or she has done. If corrections are not made, behavior that is not acceptable will be taken care of in the following ways:

Re-direction. The child may be asked to play in another area for a period of time.

2. Loss of privileges (a logical consequence of the misbehavior).
3. A "cooling off period" (gives the child a chance to "cool off" away from the site of the misbehavior.)
4. Notification to the parent by the teacher or Director: telephone call, note or special conference.
5. Students who continue to exhibit excessive, unacceptable or inappropriate behavior that may endanger him/her, other children or staff, including but not limited to biting, hitting or kicking, may be asked to leave the program.
6. If a student is unable to be in the nap room quietly without waking other children up, parents may be asked to come early to pick them up. If after some adjustment time the child continues to be disruptive, they will be asked to withdrawal from the partial and full school day programs.

DRESS CODE/ CHANGE OF CLOTHING

Casual play clothes that are easy for the child to manage and suitable for messy materials are recommended. We want the children to participate in all activities without worrying about getting dirty. In addition, please avoid clothing that requires adult assistance for using the toilet. Please do not send your child to school wearing violent, scary, or offensive clothing.

A change of clothes must be available at all times for the child. This includes: pants, shirt, socks, and underwear. Please include an extra pair of shoes for children in the two-three year old classes. Please rotate your child's change of clothes as the seasons change and your child grows.

Please put your child's name in his/her jacket, sweaters, extra clothing, rain gear, lunch box, thermos, and nap bag.

For safety, only rubber soled, closed toe shoes are acceptable. Tennis shoes (with socks) are best. Open-toed sandals, flip flops, or cowboy boots are not permitted due to play surfacing (wood chips). When water play activities are planned, please send your child with "water shoes" or acceptable footwear for these special days. Children in diapers will need to bring swim diapers for water play.

EMERGENCY PREPAREDNESS POLICY

It is the goal of WVCS to insure safety while our students are under the school's care. We have food and water for each student. Additional water and medical supplies are also available.

Designated WVCS staff who supervise students are trained in Red Cross First Aid.

In the event of an emergency, your child's safety and well being is our first concern. Please read the following policy carefully.

Emergency or hazardous conditions are defined as those situations which make it unfeasible to carry on normal teaching activities in the school and/or create a situation which, in the judgment of the Administrator, could be harmful to the safety of the students and staff. Examples include, but are not limited to the following: widespread student/staff illness, fires, flood, windstorms, earthquake, utilities failure, and toxic spill. A phone tree is in place, which will allow us to efficiently call parents in the event of an emergency. **Please ensure that your emergency contact information remains up-to-date at all times.**

Catastrophes that occur OUTSIDE school hours:

1. School will be open unless a communication comes from the Administrator to the contrary. Communication may not come directly, but via parent (phone chain), email, radio or T.V., specifically mentioning WVCS (preschool, elementary, middle school).
2. The Administrator will determine if the school is to be closed and will communicate this to the staff.

3. Maintenance workers will report to school after hearing of a catastrophe and check school sites for hazards.
4. The Administrator is responsible for getting to school as soon as possible after hearing of a catastrophe. In the absence of the Administrator, designated school personnel will assume direct responsibility.
5. If the Administrator feels hazardous conditions require closing school, he should do so and communicate this to school staff and parents as the communication system permits.

Catastrophes that occur **DURING** school hours:

1. The Administrator will determine if school will be closed and communicate this to the staff.
2. The Administrator and the maintenance supervisor will assess damage to determine hazards.
3. In the absence of the Administrator, designated school personnel will assume direct responsibility.

The maintenance supervisor will report hazards to administrative personnel.

STUDENT ARRIVAL PROCEDURE

If a school closing is called during school hours, the following procedures will be enacted: Children in the preschool, elementary, and/or middle school arriving to school after an all-school closing has been enacted will not be received onto school premises. Parents are to assume full responsibility for their child(ren) under their care at this time.

For children who have been signed in prior to the calling of school closure, students will remain under the care of WVCS and the "Reuniting Procedure" will be initiated.

ON-CAMPUS DISASTER ACTION PROCEDURES

The following procedures are thoroughly taught and reviewed throughout the school year by administration, faculty, and students.

Natural Disaster or Potential Threat Procedure

Students are inside buildings:

Earthquake- students will take the Civil Defense protective position under a desk or furniture - drop to Knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms.

Students are outside buildings:

Students will move away from buildings or possible falling objects and re-locate with their teacher to a safe location.

Evacuation Procedure

Teachers will insure that evacuation routes are posted in each classroom. In the event of an actual evacuation, teachers will calmly lead their students to a predetermined meeting place.

Teachers will make an accurate count of students and notify the person in authority of any missing child.

Teachers will not leave children unattended or reenter the building until the all clear signal is given.

PARENT-STUDENT REUNITING PROCEDURE

Enter only on Sherman Way. Student reuniting area will be designated on the day of the emergency. A staff member will monitor admittance onto school premises.

Proper personal I.D. will be required.

Names of all persons authorized to take a child from the facility must be on file. Under no circumstances can a child be released to anyone not appearing on the emergency card.

Notification of proper authorities will be made to reunite the child with family members if the

child is not called for. During the first 72 hours our staff will maintain supervision of your child(ren).

Government agency notification (beyond the 72 hours) will be made in the following manner:

Parent to agency - not through the phone system but by listening to the Emergency Alert System. Information regarding school closure or relocation will be through the Emergency Alert Station.

The American Red Cross can be contacted for individual status.

Infectious Disease Strategic Plan

Safety Measures-

It is the policy of WVCP to follow mandated sanitation procedures in order to prevent the spread of communicable disease.

All Children and staff exhibiting the following will be excluded:

Fever over 100.4, new cough of any kind, shortness of breath, lethargic or overly tired, respiratory illness/issues.

During an outbreak, we will take the additional following measures:

We will add an additional sanitation round per day.

Wipe high contact surfaces with a disinfecting cleaner.

Place buckets in classrooms for contaminated toys that may have been mouthed.

Swap out toys for the purpose of cleaning.

Add in more scheduled hand washing times for children and staff.

Parents and Children are encouraged to wash their hands before coming to school and when they get home.

Protocols from CDC and State/County Health Departments will be followed and may contain the following protocols:

Arrival: Parents will bring their child into the gate to sign their child in. Parents are encouraged to bring their own pen to sign in, but sanitized pens will be available if needed. Every child and staff member may be checked for fever and signs of illness before entering classroom. Any children or staff exhibiting the following will be excluded:

Fever over 100.4, new cough of any kind, shortness of breath, lethargic or overly tired, respiratory illness/issues.

After child/staff is cleared for signs of symptoms, child/staff will wash their hands before participation in classroom activities.

If a staff member has symptoms of illness, sick leave will be necessary and other staff will substitute in their place

Parents may not enter the preschool unless necessary for purpose of limiting contamination in the facility. Staff may escort children to their classroom

Pick-up: Parents will sign child out. Staff may bring child and their belongings out of the classroom to the parent.

The facility will follow "Routine Schedule for Cleaning, Sanitizing and Disinfecting." Staff will monitor and report to the director when supplies are getting low. During a severe outbreak in the community we will take on the additional following measures:

One additional sanitation round per day may be added.

High contact surfaces are cleaned using a disinfectant cleaner.

Containers will be placed in classrooms for contaminated toys that may have been mouthed, coughed, or sneezed on.

Toys will be swapped out for the purpose of disinfecting.

More scheduled hand washing times will be put into place for children and staff.

Classroom materials will be limited and rotated for purpose of sanitizing.

Efforts will be made to social distance when possible. Nap mats will be separated as much as possible and staggered with head to toe orientation. Sensory tub/play dough play may be suspended. Children may be spaced apart while eating. Family style meal/snack times may be avoided.

Children will be trained in proper hand washing as well as how to cover coughs/sneezes. Staff may wear face masks while in close contact to others. Children may need to wear facemasks if required by CDC guidelines.

Children may be limited to groups of 10 per classroom if mandated, and efforts will be made to have the same staff with the same group. Efforts will be made to keep the groups separated by staggering playground times and passing times.

No toys or other unnecessary items will be allowed from home, except for nap time.

Special events or gatherings may be canceled or postponed.

Staff may wear masks while with children. Masks should be kept available to put on if needed at a moment's notice.

Outside visitors may be limited.

If there is a positive case within the preschool:

If staff or child is symptomatic they should be officially tested. If test comes back positive, the class may be closed for the CDC recommended time in order to completely sanitize the facility. Staff, as long as symptom free will assist in the sanitation procedures. A child or staff member may return after acute respiratory illness 72 hours after last fever or 10 days if COVID-19 test is positive, or according to CDC mandates.

Staff hours may fluctuate in order to fill in where needed. If a child comes down with symptoms while at our facility, they will be separated from other children while they wait for a parent to pick them up. Staff will be sent home. If child/staff exhibits symptoms of difficulty breathing, or other life threatening symptoms 911 will be called.

Mandated Quarantine

Policies will be put into place by administration.

Communications- E-mail will be the primary way of communication as events unfold and information changes. Postings around our center will serve as reminders of ways to stay safe and healthy. In the event that a child in our care is tested positive for COVID-19, the Health Department and Community Care Licensing may be notified as CDC mandates.

This plan is subject to change as events unfold and guidelines change.

To contact the preschool you may call us at: 818-884-9807 or email us at kkroeker@westvalleychristianschool.com.

FIELD TRIPS

Depending upon the age of the class, we plan 1-2 field trips in each year. Special activities will be scheduled throughout the year to enhance our curriculum and to broaden the experiences of the children. Parental help will be needed for transportation and supervision of the children. Parent drivers must be pre-approved through the director and all drivers must be cleared through Megan's Law. All drivers are required to file a copy of their valid driver's license and a current copy of their auto insurance with the school office. *A field trip may be canceled if there are not enough drivers two days before the field trip.* There are no provisions for child care in lieu of field trips. If you do not want your child to attend scheduled field trips, please make alternate child care arrangements. Students may be restricted from attending field trips at the discretion of the Administration.

GRIEVANCE PROCEDURE

In any organization, there will be misunderstandings or disagreements. The mark of a Christian organization is not the absence of problems but the manner in which they are resolved.

We must be very careful to practice the principles of Scripture in this regard. The Bible admonishes us in Matthew 18:15-20, to deal directly with the person whom the problem concerns, and to involve no one else.

Our school's position is consistent with the principles of Scripture, in this case those outlined in Matthew 18. A problem will be dealt with at the lowest possible level with the person most directly involved. Problems which are not resolved at that level will then be taken to the next level of authority. In this manner, problems involve as few people as possible, and are resolved as quickly as possible. We ask that students and parents follow this example if they have any grievances with our school. If you have respectfully followed this Biblical principle and are not satisfied, then the next step is to involve the Administrator or his representative.

HARASSMENT POLICY

West Valley Christian School is committed to provide a learning environment that is free from harassment. Harassment of any student/parent/employee by any other student/parent/employee is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

WVCS is committed to being a safe environment for its students/families, and staff. Your assistance is needed and welcomed. Withholding such information only allows for situations to grow out of hand. Working through such situations brings closure and the opportunity for those involved to mature. We welcome your discernment and concerns.

In certain situations where deemed necessary, legal authorities will be contacted.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or who has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning harassment.

WHERE TO REPORT HARASSMENT

Report incidences of harassment to the following individuals who are specifically authorized to receive complaints, investigate, and respond to questions regarding any form of harassment.

Derek Swales, Administrator: 818-884-4710 x 224

HOLIDAY CELEBRATIONS

We will have parties to celebrate such holidays as Christmas, Valentine's Day, and Easter. As a Christian school, we will focus on holidays as they pertain to our faith in Jesus Christ and appropriate for the ages of the children.

ILLNESS GUIDELINES FOR PARENTS

Our Preschool is licensed for well child care only. When there are symptoms of illness or other indications that a child is not well enough for group activities, arrangements must be made for his care at home. Often, if a child returns to preschool too soon, cross-infection may occur. The school has no provisions for care of children who are ill.

Should your child become ill at Preschool, he or she will be isolated, and you will be notified to have the child picked up as soon as possible. We suggest that you have back-up care for your child in the event he or she gets ill and cannot attend the Preschool. For the safety and well-being of your child, please make sure you always have a current telephone number where you or another authorized adult may be contacted in case of an emergency.

If a child is well enough to attend school, he/she is well enough to join the other children in daily activities including outside play. If you do not feel your child is able to go outside during the day, he/she is to remain at home.

If your child is on an antibiotic for an illness such as strep, it is permissible to return to the Preschool in 24 hours with a confirmed diagnosis, in writing, from your doctor.

Please do not send your child to Preschool if he or she has any of the following symptoms:

Elevated Temperature - A child with an oral temperature of over 100.4°F must be considered a source of infection. Skin warm to the touch, glassy eyes, and complaints of having a headache or fever indicate a child should remain home. A child returning to school should be free of fever without any medication. (*Tylenol, etc.*) for at least 24 hours. Do not give your child medication to treat any symptoms and then bring them to school as we do not want others to be exposed.

Vomiting and Diarrhea - A child who is vomiting or who has diarrhea must be considered contagious with or without a fever. Although in young children these symptoms can indicate emotional upset or food allergy, contagious viral or bacterial infections also can cause vomiting and diarrhea and the child should remain home. A child returning to class should be free of vomiting and diarrhea for at least 24 hours. If symptoms persist, the child should see a physician.

Skin Rash and/or Eruptions - Any skin eruption that poses a threat to the safety of other children must be considered a potential risk and the child must remain home until cleared up. Allergies, bacteria, childhood diseases, child abuse*, fungi, injuries, insects, mites, viruses, and yeasts may cause skin lesions.

If the injury, infestation, disease or infection is significant or if you cannot determine the nature of the lesion, call your child's doctor for instructions for treatment. A physician's release to have your child return to school must have instructions for classroom safety.

**If child abuse is suspected, our staff are mandated reporters and must report it to the proper authorities.*

Exudates - Unusual fluid, pus, or blood from a child's eyes, ears, mouth, nose or other areas is cause for concern. They are usually caused by bacterial or viral infection and/or injury. If your child exhibits

any of these symptoms, please keep your child at home and contact your child's physician. The child's return to class should depend upon the doctor's release or absence of symptoms for at least 24 hours.

Coughing - Coughing or labored breathing may be an indication of an allergy, infection, or asthma attack. Any productive coughing with or without a temperature should be considered contagious so the child should remain home until symptoms are gone. The absence of a cough for 24 hours or a physician's release are required for the child to return to class.

Itching - Itching can be an indication of allergies, insects, mites, parasites, bacteria, or viruses. Head itching is often the earliest indication of a lice infection. Proof of treatment of lice scabies or other parasites will be required in order for the child to return to school. Because itching may be an indicator of contagious conditions, return of a child to class is dependent upon a physician's release or the absence of symptoms for 24 hours.

MEDICATION

We don't under normal circumstances dispense medication at school. Occasionally it is necessary under the following circumstances: Only prescribed medicine by a physician will be administered at school. Prescription medicine must be brought to school in the original container clearly marked with the prescription information on it.

A "Medication Authorization" form must be signed by the parent indicating time of day and dosage. "Over the counter" medicines will be given **only** if we receive a note of approval from the child's doctor and is in its original container.

Never place medication of any kind in your child's cubby, backpack or lunch box.

COMMUNICABLE DISEASES

Exposure to communicable diseases (chicken pox, mumps, etc.) and infectious illnesses should be reported promptly to the school so we can be alerted to early symptoms. We will notify parents when a child has been exposed to a communicable disease in the Preschool

Again, we ask that you please make sure you always have a current telephone number where you or another authorized adult may be contacted in case of an emergency.

IMMUNIZATIONS

California laws states that all children must be immunized for certain diseases in order to attend school. A child's immunizations must be up to date before he or she is permitted to start at the Preschool. Parents must provide written documentation from their physician of immunization dates

LUNCH

Children will need to either bring a lunch and a drink to school each day or purchase a catered lunch as available. Please make sure the lunch box is clearly marked with the child's name. We encourage the children to eat their "grow food" first: sandwiches, fruit, vegetables, and then their snacks or desserts. Please do not send candy, soft drinks, food or juice in glass bottles, in your child's lunch. Children may not share lunch with others. Lunches may not be refrigerated or heated. If you wish to keep your child's lunch cold, please send in a cold pack with your child's lunch. If your child has several food allergies, we ask you to provide your child's lunch and snacks each day and notify your child's teacher and office.

NAPS

If a child is in the partial or full day program, you must provide a crib sheet (no substitutions, please) to cover the nap mat and a blanket that can be left at school. "Nap rolls" do not stay secured on our mats and may not be used.

Clearly mark the items with the child's name. Because nap belongings may not come in contact with another child's, they must be brought to school in a labeled zippered backpack (no rolling backpacks, or nap *bags with hard bottoms, please!*)

Space is limited; nap backpacks should be no larger than 12X16. Large blankets, sheets, pillows will not be accepted. Nap items will be sent home each Thursday or Friday, depending on your child's schedule, to be laundered and returned the following week.

If nap belongings are left at home, a substitute set might be available for your child depending on availability. If not, you will be called to bring it in.

PARENT-SCHOOL COMMUNICATION

Good communication between parents and the school is absolutely necessary. We accomplish this through our email newsletter, paper notifications, Class Dojo app, emails, and parent-teacher conferences. Assessments will be completed in the Fall and Spring. The director maintains an open door policy and encourages communication.

Email newsletters will be sent out during the year, so please be sure to check your "junk" folders to be sure our communications are not going there, but into your inbox instead.

The Class Dojo app is a great way for teachers and parents to communicate.

PARKING (DROP-OFF / PICK UP)

As part of the West Valley Christian Church and School community, West Valley Christian Preschool will follow the directive set forth by our Conditional Use Permit (CUP) and policies already in place. Present zoning laws necessitate a specific flow of traffic for our campus. These patterns are for the safety of everyone at West Valley Christian School. Please observe posted regulations to prevent accidents and injuries.

Preschool parents are permitted to park in the North West parking lot (immediately to the right when entering the middle entrance into the school campus).

To ensure the safety and well-being of all students on the campus, the rolling gate near the preschool play yard will be open during "car line" (morning drop off 7:00 - 8:30 and afternoon pick up 3:05 - 3:30).

Preschool parents who park in the designated preschool lot will be able to exit onto Sherman Way without going through the Elementary/Middle school Carline route. After car line is finished, the rolling gate and southeast gate will be locked and entering and exiting will be by using the main (middle) entrance gate until the school closes at 6:00 p.m. **Our CUP requires that all cars leaving the school premises at any time must make a right turn onto Sherman Way.**

For the safety of our children, the preschool entrance gate will be closed from 9:00-12:00, 12:30 – 5:00 each day. You will need to use our intercom system to enter the Preschool. It is important that all children be on time for school. Parents are strongly encouraged to drop their children off on time (8:30am for Pre-K students and 9:00am for all other preschool classes) and not pick them up before the end of their program.

SHARE DAYS

Each class may have its own special time when children can bring items from home to share. Please check with your child's teacher for your child's special share day. No toy weapons, action-hero figures, scary, or similar toys will be allowed. On other days of the week, no toys may be brought to school. We cannot be responsible for any damage to personal property. We ask that items be small enough that the child can handle them and store them in the child's cubby with the child's name on it.

SIGNING IN/OUT

There will be a sign-in/out sheet for parents to sign in and out each day. A complete signature (first and last names written *legibly*) is required on the sign in/out sheet. Failure to sign children in or out will result in a \$5.00 no signature fee. The only persons allowed to pick up a child from school are those whose names are indicated in the child's records. Identification will be required of persons picking up the child, if the teacher does not recognize the person. Older siblings age 16 and over,

may pick up a child with the parent's written consent. Parents should advise the office in advance if a person not listed on the enrollment form is to pick up the child.

SNACKS

Nutritious snacks will be served every day. Parents are required to participate and will be assigned to bring snack/drink on a rotating basis. A snack list will be posted on the Parent Board in each classroom and sent home each month. Licensing is very specific about what we must serve. Snack must be store bought and sealed. The beverage must be 1% milk or 100% juice and unopened. At every snack, 2 of the 4 food groups need to be represented. No cookies, cakes, or sweets, please. An afternoon snack will be provided for the children.

SPIRIT DAY

Each child will receive a school t-shirt. Please have your child wear his/her "Spirit Day" T-shirt on Spirit Days and on any field trips.

TERMINATION

A child may be requested to withdraw from school for reasons of non-cooperation, delinquency in tuition payments, or inability of the child (or parent) to adjust to the preschool program. Such withdrawals will be determined by Administration.

TOILET TRAINING

Children entering the Friendly Fish class (3's) and Four Year Old Class (Pre-K) must be self sufficient in toilet usage (have the ability to manage all aspects of bathroom use on a regular basis and may not be in pull-ups or diapers). If your child is in the Two Year Old Class (Young Beginners), we will begin potty-training your child if you have already started this process at home. Please send your child to school in underwear (no pull-ups), and comfortable clothing that is easy to remove to help the child in this process. A child is considered fully potty trained when they notify an adult that they need to use the restroom and care for their needs independently.

TRANSPORTATION

California Health and Safety Code Section 1596.959(g) requires child care centers to inform parents about car seat safety. The law states:

*Drivers shall not transport in a motor vehicle a child who is under eight years of age, without properly securing that child in a back seat in an appropriate child passenger restraint system meeting federal motor vehicle safety standards.

Contact LA Department of Health Services at 213-240-7937 for more information.

For the safety of all our children, do not leave any child in your vehicle while you are dropping off or picking up a child. California Vehicle Code 15620 states: *"A parent, legal guardian or other person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle..."*

This handbook is designed to give you, the parent, an easy reference to school policies and procedures. Please keep it in a convenient place for easy referral during this school year.

West Valley Christian Preschool recognizes that no publication is comprehensive enough to provide guidance for every situation and reserves the right to amend and/or clarify school policies through communication directly with the Preschool Director.

PARENT ACKNOWLEDGMENT FORM

*(Please return this page to the preschool office.
This form will remain in the child's file.)*

ACKNOWLEDGMENT OF PARENTS READING PARENT HANDBOOK

This will acknowledge that I/We, the parents or guardians of _____,

have received a copy of the West Valley Christian Preschool PARENT HANDBOOK and have read the handbook.

Signature of Parent(s) or Guardian(s)

Date