

Victory Christian Preschool

Victory Christian Preschool/Mother's Day Out Program is a ministry of Victory Christian Center. Our goal is to provide a caring, nurturing environment based on sound Christian theology and educational philosophy. Our children participate in prayer times, singing Christian songs, pledging allegiance to the American flag, and celebrating Christian holidays such as Thanksgiving, Christmas, and Easter.

Our program is specifically designed for children one, two, three, and four years old. We are open from 7:00 am until 5:30 pm. Children who are not enrolled in the "all-day" program may be enrolled for preschool activities from 8:30 am until 2:30 pm or the "school-day" program from 8:30 am - 3:30 pm.

Children who are not enrolled in the "all-day" program should not arrive more than 5 minutes early and should be picked up promptly (according to the program they are enrolled in).

Late arrivals (after 9:00 am) should be pre-approved. We are a teaching preschool and when children arrive late it affects them and their classmates. A consistent daily schedule is very important to children for their well being and learning.

Snacks and Lunch

Children who arrive before 8:00 am may bring a nutritious breakfast to eat at school. We ask that the breakfast be finger foods or a complete breakfast ready to eat (i.e., pancakes, biscuits, prepared oatmeal, etc.). Our classrooms are not equipped to refrigerate foods you bring from home.

We provide a morning and afternoon snack. We provide milk for lunch. Parents need to send food for your child's lunch. Use an insulated lunch box for foods that need to be kept cold. Microwaves are available for items that need to be heated. If something needs to be cooked, please cook it at home, then it can be reheated at school. Please label all items that you want to be returned (lunch box, spoons, containers, etc.).

If your child arrives after 8:30 am, please feed them before they come. Our classroom instruction begins at 8:30 am and morning snack has already been served.

Registration

All registration fees are due when the registration forms are turned in.

A completed registration form must be on file with Victory Christian Preschool prior to your child's first day of school.

All children must have a current Immunization form on file before they can enter the program. You can obtain this form from your pediatrician or the Health Department.

Payments are to be made on Monday for the current week for children who are enrolled in the "all-day" program. If payment is not received on Monday for that week, a \$20 late charge will be added to your account. There is a \$20 charge for any check returned from the bank. Please bring cash to replace an insufficient fund check (NSF). If two NSF checks are returned from the bank, payment must then be made by cash or money order.

If any child is not picked up by 5:30 pm, the parent will be charged \$5 for every 1 - 15 minutes the parent is late.

For children enrolled in the mother's day out program, the payment is to be made monthly. The payment is due the first day of the month and is late after the 10th of the month. If payment is not received by the 10th of the month, a \$20 late charge will be added to your account.

Months with holidays have the same fees as other months. Refunds cannot be made for absences of any kind, including holidays, sickness, vacations, or inclement weather.

A yearly re-enrollment fee (\$75) is due in July of each year.

Withdrawal and Vacation

If you find it necessary to withdraw your child, we ask for two week's notice. By giving this notice you may avoid being charged for the entire month. No withdrawals can be made in the month of May unless you are moving out of town.

We also require one week's notice of vacation time. One half of the regular weekly rate will be required for each week of the vacation to hold the child's place. Two weeks of vacation are allowed per fiscal year (August - July) for each child at that rate. Full payment will be required to reserve your child's place if he/she is absent for more than two weeks. The total weekly rate will also be incurred if absences occur due to illness, family situations, or other circumstances. **To be eligible for the two weeks vacation rates your child must be enrolled year round (comes in the summer).**

Absenteeism

If your child is going to be absent please call and notify us as soon as possible so that we will be able to make the best plans for that day.

Ratios

Our teacher/student ratio is approximately one to four in the birth to 12 months old class, one to five in the 12 - 18 months old class, one to six in the 18 - 24 months old class, one to eight in the two year old class, and one to ten in the three year old class.

We require our teachers to be dedicated Christian women who love children and desire to minister to them in a Christian environment.

Birthday Celebrations

We welcome the opportunity to assist parents in celebrating their child's birthday. To have a small birthday party, we request that the celebration be scheduled during the afternoon snack time (about 30 minutes). Some suggestions would be one cookie or one cupcake per child. These can be sent to the classroom when your child arrives in the morning. If party bags are brought to school, they will be given to them when they go home.

Party invitations may ONLY be passed out in school if there is one for every child in the class.

Mother's Day Out

When Victory Christian School is closed, Mother's Day Out will also be closed.

Arrival Time and Departure

Children should arrive no later than 10 am in order to provide adequate staffing. If your child has a doctor/dentist appointment and will be arriving late, please contact the office beforehand and this information will be relayed to your child's teacher.

When your child must arrive later, please have them so that they will be able to adjust to the classroom schedule when they arrive. (This includes such things as being ready to eat lunch, ready to nap, etc.) When they are not able to do this, it affects the other children as well as making it more difficult for your child.

We ask that parents bring their child directly to the class in the morning and pick up their child in the afternoon. Siblings will not be allowed this privilege. Parents/guardians or authorized persons are requested to sign their child in and out on the log book kept by the teachers. For your child's protection, only written notes will be acceptable to make exceptions from the authorized list.

Anyone other than a parent picking up a child will have to show a driver's license for identification.

Curriculum

We use the High Reach Learning curriculum for children to twelve to twenty four months old. The objectives of this curriculum promotes language skills,

enhancing awareness of self, nurturing small and large motor control, promoting color recognition skills, providing opportunities for imaginative play, ensuring a safe and secure environment, and stimulating development through hands-on active learning.

We use the A Beka Preschool curriculum for the two and three year old classes. The A Beka book approach keeps learning lively, interesting, and memorable, and is a phonics based program which includes three workbooks for the two year olds and four workbooks for the three year olds. Language development, learning games and Bible memory verses are part of the weekly lessons.

Discipline Policies

The disciplinary actions of the school will be positive in nature. Structure is provided with a daily general routine in a loving, caring atmosphere. Correction is administered through quietly speaking to the child in a firm manner. If additional correction is necessary, he/she will have to sit in "time-out". "Time-out" means the child is required to sit quietly and miss certain activities for a brief period of time. After a few moments, the teacher will remind the child of the guidelines, and the child will be allowed to continue playing or rejoin the group. These steps are repeated in a loving, firm manner. If additional discipline is necessary, the Preschool Director will contact the parents and alternatives will be discussed.

All new students are accepted on a three week probationary status. This will allow sufficient time for adjustment to a new environment. If your child experiences difficulties, you will be notified by the Director and discuss alternatives.

If excessive biting or negative behavior is exhibited in the classroom, a child may be placed on probation by the Director via a conference or telephone conference with the parents. At the end of the probationary period, a decision will be made to determine if the negative behavior has ceased. If not, the parents may be asked to withdraw their child.

Health Policies

In order to prevent the spread of disease or infection and keep our children and teachers as healthy as possible, the preschool requires adherence to the following policies:

1. Each child must have a current Immunization Form on file at Victory.
2. Children who appear to be ill cannot be admitted to the school.
3. When a communicable disease has been introduced into the school, parents will be notified. Parents are urged to notify the school when their child is known to have been exposed to a communicable disease outside of the school.
4. If a child is too sick to go outside to play, he/she may be too sick to attend school. In order to maintain adequate teacher/child ratios we are unable to keep a child from outdoor play.

Guidelines for Parents with Sick Children

1. Make arrangements with a friend or relative for backup childcare. Make sure that we have the names of all people who have permission to pick up your child. Let them know that they must show their driver's license in order to pick up your child.

2. Your child must be symptom free for 24 hours before returning to school.

3. If you take your child to the doctor for any illness, please bring a note from your doctor documenting the fact that your child is no longer contagious when he/she returns to school.

4. Any child who is put on antibiotics must be on the medication for at least 24 hours before returning to school. Always ask your doctor to give your child the medication that does not have to be administered as often, so that you will be able to give them their medicine at home in the morning before you leave, and in the afternoon when you return home. When medication **must be** given while your child is at Preschool, please make plans for you or someone in your family to come and

give your child's medicine.

5. We will contact you to pick up your child if they are running a fever of 100.5 degrees or more, develop pink eye, lice, ringworm, have diarrhea or start throwing up while in our care. We ask your cooperation in promptly making arrangements to pick up your sick child (within the hour) to ensure good health for the remainder of the children.

If an accident (even minor) occurs while your child is in preschool, we will notify you in writing of the incident and treatment given. We ask that you sign the form for our files.

Supplies

Children are encouraged to bring a clean mat and blanket to school each Monday. The mats and blankets will be sent home on Fridays to be cleaned. Please return both items the following Monday. Be sure to label both of them with your child's name in large letters.

While your child is in diapers, we ask that you supply the handy wipes and diapers for your child. If your child has special needs for their snack food, please bring those specific things for them. You may send a favorite blanket or stuffed animal to be used at nap time. Victory Christian Preschool is not responsible for lost or broken items.

Please do not bring toys to play with from home. This can cause unnecessary conflict between the children.

Clothing

Please label an extra set of clothes in a small bag and send it with your child's name.

We encourage the preschool girls to wear shorts under their dresses for modesty on the playground. No midriff tops or spaghetti straps. The designs on T shirts should concur with the Christian standard at Victory Christian School.

In the Fall and Spring please send a sweater or jacket. We make it a policy to allow the children to enjoy as much fresh air and beautiful days as the weather permits. Please have your child's name written on the label inside so we can easily identify them. We are not responsible for lost items.

Have your child dressed in their clothes and shoes when they arrive in the morning.

Potty Training

Victory Christian Preschool will be fully supportive of parents who are in the process of potty training their child. During this time be sure to provide extra training pants or pull-ups and at least two additional sets of clothing. Remember this event in a child's life is often a process. As we cooperate with each other the desired results will be achieved.

Children entering the three year old class should be potty trained. Please dress your child in clothing that they can easily manipulate. This is to allow children to grow in independence. Please do not send them in one-piece outfits. These are very difficult for the child to remove when they go to the restroom.

Daily activities include messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothes. Label all clothing and other belongings to help insure the return of all your child's proper possessions and clothing.

Communication

We love children at Victory Christian Preschool and we want to make their lives better by their being here. If you ever have any questions or needs, please feel free to speak to us about them.

Notice

Victory Christian Preschool and School receive no federal or state financial aid. They utilize no federal and/or state programs or resources within this organization. We do, however, follow the state guidelines

Victory Christian Preschool, a division of Victory Christian School, admits students of any race, color, national, or ethnic origin to all rights, programs, privileges, and activities generally accorded or made available to students at the school.