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**Valley View Preschool**  
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## **INTRODUCTION**

### ***WELCOME***

Welcome to Valley View Baptist Preschool (“Preschool”). We recognize that we cannot reach our goals and objectives without dedicated parents.

To better acquaint you with the Preschool, we have prepared this Handbook as a way of communicating Preschool policies, procedures and practices. This handbook is **not** a contract, but is a guide to inform you about Preschool policies. Please read this handbook thoroughly, as it may answer many of the questions you have about our childcare. Any unanswered questions should be directed to the Director of Valley View Baptist Preschool.

### ***ABOUT THE HANDBOOK***

The Handbook will acquaint you with the Preschool and some policies affecting your child’s experience. Since it is impossible to anticipate every situation that could arise, this handbook will highlight general Preschool policies and practices. Other existing policies and practices may not appear in this handbook. If you are not sure about a written or unwritten policy of the Preschool, have questions about any portion of this handbook or need further information, please ask the Director of Valley View Baptist Preschool.

We recognize that our needs may change therefore, we reserve the right to amend, rescind or modify any of the Preschool policies and practices at any time, with or without prior notice.

The provisions of this handbook are not intended to create any contract between you and the Preschool.

## **Hours of Operation**

### **Monday - Friday**

7:00-8:30 Early Bird

8:30-12:00 Preschool

12:00-5:30 Stay & Play

### **Saturday and Sunday**

Closed

*Ages 3 months through Pre-kindergarten*

Valley View Weekday Preschool operates on the same calendar as the Tuscaloosa County School System.

## **Administration**

Pastor-	Billy Joy
Director of Preschool Ministries-	Tina Robertson
Weekday Preschool Director-	Terri Hunnicutt
Weekday Preschool Assistant Director-	Judith Wyatt

*The Weekday Preschool Leadership Team provides leadership for the program and assists in developing policies and procedures for operation.*

## **Mission Statement of Valley View Baptist Church**

We exist to reach and teach about the transformational power of Jesus Christ.

## **Statement of Purpose for the Weekday Preschool Ministry**

We exist to help preschoolers discover the transformational power of Jesus Christ.

## **Objectives**

To help each child to:

- \*Grow in understanding and appreciation of God's love
- \*Feel adequate in the new world of school
- \*Experience school as a happy, delightful place to be
- \*Learn to listen and follow directions
- \*Enjoy creative expression through music, art, and other activities
- \* Develop gross motor skills along with body and space awareness
- \* Think and make choices for individual and small group activities

## **Registration Information**

The registration fee for preschool, to include Early Bird and Stay & Play, is payable at the time of registration. This fee is also non-refundable. In order for a currently enrolled student to register, all past due fees must be paid and up to date.

Every form, including medical, affidavits and the blue Alabama immunization form from your pediatrician must be turned in before the first day of school. Your child cannot enter the program without all of the documents completed and signed; all forms requiring notarization must be notarized before your child enters the program.

The following forms are due before your child's first day of school:

- \* Completed Registration Form
- \* Immunization Card
- \* Health Care/Medical Informational Form
- \* Affidavit of Non-Licensure
- \* Authorization Card for Pick-Up
- \* Handbook Signature Form
- \* Lice Notice
- \* Photo Release form
- \* *Pandemic Response Plan*
- \* *COVID-19 Contract*
- \* *COVID-19 Waiver*
- \* *Tuition Contract*

As a statement of our Christian conviction, Valley View Preschool will not discriminate in the admission of children on the basis of race, gender, or religion. Your child's placement is determined by their age on or before September 2<sup>nd</sup> of the current school year. The September 2<sup>nd</sup> date is the same as that used by the Tuscaloosa County School System and has been chosen for educational reasons.

## **New Children:**

We will work with you to assist your child in adjusting to the Preschool environment. The following are specific ways to help in the transition:

- \* Enjoy a first day visit to the Preschool with your child. Spend time with your child initially. This will better help both of you become familiar with the staff and our daily activities.
- \* Talk with your child at home about their daily activities at the Preschool.
- \* Keep the drop off time as short as you can. Reassure your child.
- \* Pick your child up at the same time each day. If you are going to be late, let the Preschool know so they can prepare your child.

## **Tuition**

Tuition is due on the 1<sup>st</sup> and is late after the 10<sup>th</sup> of the month. Please list on your check your child's name and how the payment is to be credited. A daily late fee of \$5.00 will be billed to your account for tuition received after the 10<sup>th</sup>. If tuition and late fees have not been paid by the end of the month, your child may lose his/her spot in the preschool. If a check is returned for insufficient funds, all future tuition payments must be made in cash or cashier's check. There is a \$25.00 insufficient fund fee charged on all returned checks. There is no refund or adjustment for school days missed, days dropped or school holidays. You are paying a yearly tuition that is split up over a 10-month period.

*If Valley View Preschool has to close due to Weather, Pandemic, Building malfunction or Emergency for an indefinite amount of time:*

- *No refund or credit will be given if school has been in session for 10 days of the month or more.*
- *If School has been in session less than 10 days of a month, a pro-rated credit will be given to returning students when VVP re-opens. If the student does not return they may receive a pro-rated refund based on days opened (not necessarily attended).*

## **Daily Policies**

**If your child will be late, need to be picked up early, or absent from school due to illness or otherwise, you should notify the preschool as early as possible. Late arrivals are disruptive to goals and the other children, therefore, your child should be dropped off on time and late arrivals should be kept to a minimum.**

### **Early Bird Arrival** (7:00-8:30 AM)

All children must be accompanied to the Early Bird Classroom by parents when arriving. They must be signed in.

### **Preschool Arrival** (8:30-8:45 AM)

Teachers will be on duty for carpool at the drive through at the back of the church each morning. We will get the children from your car. If you arrive after 8:45 AM, please park and accompany your child to their classroom. Please remember to sign in if you come in after 8:45

### **Preschool Departure** (12:00-12:15 PM)

Teachers will be on duty for carpool at the same door as the morning drop off. We prefer that you use the drive thru due to the congested hall area and the loading of children taking place. However, if you come in to get your child, please park in the parking lot and not in the carpool lane. Also, please make sure that the teacher knows that you are taking your child. After 12:15 your child will be sent to Stay & Play and a late fee will be charged to your account.

### **Stay & Play Departure** (12:00-5:30 PM)

Parents must come in to retrieve their children. Each child must be signed out **BEFORE** picking up the child. The preschool will not allow a child to leave preschool with persons not approved on the carpool authorization form.

Your child will only be released to persons on the release form provided by you. If a child is to be picked up by a relative, or friend, or will go home in a carpool other than his own, you must send a written note of permission to your child's teacher. Verbal messages from children are not reliable and will not be accepted. The preschool will check the ID of anybody they do not recognize. Please let the people picking up the child know to bring their ID so they will not be offended when asked.

The preschool will not release a child to anyone, including parents, who appear to be under the influence of drugs or alcohol. Another authorized person will be contacted to pick up the child. If necessary, the proper authorities may be notified.

### **Late Pick-Up Policy**

It is important that you pick your child up on time. Children become very upset when all their friends have left. The teachers also need time to clean up their rooms and plan for the next day. If you are after 12:15 p.m. picking up your child from the Preschool, he/she will be sent to Stay & Play and your account will be billed \$ 25.

**Stay & Play is over at 5:30 PM.** That means that children must be picked up BEFORE 5:30. Plan to arrive and pick up your child by 5:20-5:25. This will allow you to gather all belongings by 5:30. Our teachers have families and other obligations after work. If you know that you are going to be late, please call the preschool. You will be allowed one late pick-up and after that a \$25.00 late fee will be charged to your account for each 15 minutes past 5:30 pm.

### **Early Bird Policies**

1. In order to drop in, you must call the office 24 hours ahead of time to ask if there is room for your child to come early.
2. The times of which you will be charged for this service are from 7 am- 8:30 am.
3. If your child must eat breakfast here (that you send), they must be able to finish by 8:00 am. The only exception for this is the Wee Tot room.
4. For all 2, 3 & 4 year olds, parents must take their belongings directly to their classrooms.

### **Stay & Play Program Policies**

1. In order to drop in, you must call the office 24 hours ahead of time to ask if there is room for your child to stay.
2. If your child is dropping into S & P, please send a note to the teachers along with the payment for that day.
3. Your child must have their own rest mat.
4. If your child is using Stay & Play, they must be at school by 8:45 to ensure that they will play when they are supposed to play and rest when they are supposed to rest.

### **Carpool Policies**

1. Morning carpool will be from 8:30-8:45 am. Afternoon carpool will be from 12 noon- 12:15 pm.
2. If you are doing carpool, please remain in your car so that the line can pass through quickly.
3. No U-turns in the carpool line.
4. Please post a legible sign with your child's name for quick identification and loading.

## Health Information

Parents are required to report any communicable disease immediately to the teachers or director for the protection of the other children. In order to help prevent the spread of disease or infection and keep our children as healthy as possible, the preschool requires adherence to the following policies:

1. Each child must have a blue Alabama Immunization Form.
2. Medication will not be given unless it is in the original prescription bottle with the original label and instructions and it must be accompanied by a completed Medication Authorization Form. All drugs including non- prescription medication must be delivered directly to the Director's office by the parent. **NEVER SEND MEDICATION TO A CLASSROOM, OR BY THE CHILD (IN HIS/HER BAG OR OTHERWISE)**. Medication Authorization Forms will only be good for one week at a time. Parents must sign a new form each week. These forms are available upon request. (Having extra forms at home to fill out will help you on those rushed mornings.)
3. If a child is unable to go outside to play, please provide a doctor's excuse. In order to maintain adequate teacher/child ratio, we have to make arrangements to keep a child from outdoor play. This will help us to make those plans because we will go outside if the temperature is above 50 degrees. Remember, if a child is too sick to go outside and play, he/she is probably too sick to be at Preschool with other children.
4. A parent shall notify the Preschool if a child is taking medication at home that may have adverse effects on the child, so the Preschool can monitor that child for unusual behavior.

### Preschool Guidelines for Parents with Sick Children

#### **(THIS COVERS ALL ILLNESSES BESIDES COVID 19)**

Children who show signs of an acute cold, constant cough, earache, red or runny eyes, headache, sneezing, runny nose, skin eruptions, sore throat, fever, vomiting or diarrhea cannot be accepted into preschool rooms. A parent will be asked to come get a child should symptoms of illness occur during the day. Sick children will be isolated from other children until the parent arrives. Parents are asked to notify the director when a child has been exposed to a contagious disease.

- Make arrangements with friends and relatives for back-up childcare at the beginning of the school year.
- **Your child must be symptom free for 72 hours without medication before returning to school.**
  - *A clearance note must state the following: Child's name may return to school AND is NO LONGER CONTAGIOUS. Should you obtain a clearance note from your child's physician, he/she may return prior to the 72 hours but **NO LESS THAN 24 hours symptom free and without fever reducing medication**. No exception will be made. This policy will remain in effect until further notice.*

- Any child that is put on antibiotics must be on the medication for at least 24 hours before returning to school.
- When you are called to pick up a sick child from the preschool, you must do so within 30 minutes after being contacted, or as soon as possible. The preschool has limited staff and space to care for sick children.
- The preschool will administer first-aid, including wound cleaning with mild soap and water unless advised by parents. Please advise us of any allergies your child has or may develop during the year. Send written instructions if special attention or action is required.
- *If the child's physician has cleared a child to return and symptoms **continue to occur**, such as skin eruptions, rash, diarrhea or other, administration may send the student home until all residual symptoms are clear.*

**IF A CHILD IS SENT HOME SICK, HE/SHE MAY NOT RETURN TO SCHOOL THE FOLLOWING DAY WITHOUT PERMISSION FROM THE DIRECTOR OR ASSISTANT DIRECTOR!!!**

### **Head Lice Policy:**

Head Lice seems to be an ongoing problem each year in all school districts and preschool programs. To help protect children the following policy is in effect:

1. When a child is observed to have head lice or nits (lice eggs), the child will be sent home. Information will be sent home with the child to help the parent get rid of the lice.
2. A child infected with head lice will not be allowed to return to the classroom until a staff person has checked and confirmed that the child is **nit and lice free**. The program does not require that a child be seen by a doctor for head lice.
3. Whenever a child has been sent home with head lice, the parents or other children in the classroom will be notified in a letter sent home with each child. The letter tells parents what to watch for and how to prevent their child from contracting head lice.

### **Other Information and Policies**

#### **Custody Issues:**

If there are custody issues involved with your child, you must provide the preschool with any custody orders currently in place. The preschool may not deny a parent access to their child without the proper documentation.

### **Unusual Circumstances:**

If there are any circumstances outside the child's normal routine, such as an illness, death, divorce, or any other situation that may impact the child, please notify the child's teacher and/or preschool director so they can monitor your child and help them more easily adjust to the situation.

### **Clothing:**

- Label everything please! Everything that your child brings to school needs to be labeled. (Coats, Sweaters, Hats, Gloves, Lunch boxes, Books, and Sippy Cups)
- Always dress your child for the weather outside. Send a coat if it is cold. We will go outside if it is above 50 degrees.
- Comfortable, washable clothing that can be handled by the child alone should be worn to school. Painting and most art projects are messy, so don't send your child in their best clothes. Long dresses can be hazardous on play equipment.
- **Comfortable tennis shoes should be worn.** Sandals, boots, slip on shoes and cleats can be distracting to preschoolers.

### **Change of Clothing:**

We ask that each child send a change of clothing (something old), underpants, socks, ALL LABELED- in a clearly marked Ziploc bag at the beginning of the year. This will stay at the preschool until needed. We will also need a change of clothing for Stay & Play if your child participates. These clothes should change as the seasons change and be replaced as needed.

### **Valley View Preschool Parents:**

Valley View Preschool is a ministry to parents as well as to children. Parents are encouraged to participate in their child's activities whenever possible. Parents are invited to Open House as well as other activities throughout the year. Parent/ Teacher conferences can be held at any time throughout the year by request.

### **Birthdays:**

We welcome birthday celebrations! This is a very special day for your child. Birthday parties and swapping gifts are not allowed at school, but parents may furnish cookies, cupcakes, pizza, etc. for snacking or lunch on your child's birthday. If you wish to celebrate your child's birthday at school, please notify the teacher in advance. We will be glad to send home party invitations **PROVIDED ALL THE CHILDREN** in the class are invited.

### **Emergency Procedures:**

In case of fire, tornado, child injury, or lockdown the Valley View Preschool staff has been trained and prepared to handle the situation according to policies set forth in our procedures manual. Drills are carried out so that children are familiar with sound, locations and directions in case of emergency. The staff is certified in CPR and First Aid. In case of Tuscaloosa County schools closing early due to weather, we will close at the same time. Please pick up your child within fifteen minutes of the public school's set time.

### **Weather Closings:**

When the County Schools close for weather, we will also close. We will make up those days as planned with the Tuscaloosa County School system. If extended closings occur due to a county wide need not based in our area and a state of emergency has been declared, Valley View may reserve the right to open based on student safety and teacher availability.

### **Toys and Personal Items:**

The Preschool is fortunate to have a large variety of toys and other materials which your child can play and learn. With this in mind, we request that your child not bring personal items from home except on share days. This is to help teachers avoid many different problems that arise when toys are brought. If you need to bring an item for security at rest time, please bring that item to the attention of the director and make sure that it is labeled clearly. Please check first with the director about bringing any pets, insects, and other animals. **Play guns, weapons and other toys that encourage aggressive play shall not be brought to the Preschool.**

### **ALL CHILDREN THREE (3) YEARS OLD AND UP MUST BE POTTY TRAINED BY THE FIRST DAY OF SCHOOL.**

### **Termination of Services**

Children will be removed from our program if any of the following situations occur:

1. Accounts delinquent 45 days.
2. Consistent disruptive, uncontrolled behavior.
3. The family being so divisive that effective communication is not able to occur.
4. If at any point and time the philosophy of Valley View Preschool and your philosophy as a parent do not concur.
5. Should the program not be meeting the needs of your child, we reserve the right to terminate services.
6. It is determined it is not in the best interest of the Preschool or other children enrolled to have a particular child in attendance.
7. *If a parent knowingly medicates a child to mask symptoms of illness that puts the health, wellness, and safety of others at Valley View Preschool at risk.*

### **CHILD ABUSE:**

In accordance with Alabama law, (Code of Alabama, §26-14-1 et. Seq.), we are obligated under penalty of fine and/ or incarceration to report reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making the report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is

established, have any legal alternative except to make the report to the proper authorities for their investigation and review. If it does become necessary to report, please be assured such action is taken only in the spirit of what is best for your children and your family. The goal is to obtain help and support where it is needed.

## **CONFIDENTIALITY**

The Preschool staff understands that in the course of caring for your child, you may share confidential and private information with our staff. We respect the privacy of all of the children and families we serve. We hold any information that you share with us to enable us to better meet your families needs in the strictest confidence. This applies to information you share with us in writing or verbally.

### **We do not disclose any information given us in confidence unless:**

- a) We are mandated to do so by law
- b) It is necessary to prevent clear and immediate danger to a person or persons, as determined by the Preschool administrators
- c) The Preschool or an employee is a defendant in a civil, criminal or disciplinary action arising from the knowledge of said confidence
- d) There is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver.

The use or disclosure of financial, enrollment, or other information maintained at the Preschool, will be limited to purposes directly related to the administration and operation of the preschool program. No other use of this information may be made without the parent's prior written consent. Parents of children enrolled shall have access to all information contained in the individual family files.

## **PHOTOGRAPHY**

Many opportunities exist for parents to photograph their children in the school. Parents who wish to take photography inside the school or on the playground during school hours check in with the Director and the classroom teacher. They must also have a signed "Acknowledgement of receipt of Photography Policy and Guidelines" form on file in the office. Forms will be sent with the August packet and must be returned to the school office. If there is no form on file and the parent wishes to take photographs, they will be given the form and the policy and must sign the form before photographing can be begin. For photography done at group functions or special occasions, The Preschool will rely on the honor of our parents that they have reviewed the policy and guidelines and have a signed form on file.

It is the intent of this policy to allow personal family photography where and when possible while respecting the rights of students and ensuring to the best of our ability, their protection. The guidelines for photography are intended to balance the significant role of photography (digital images, videos, photographic slides or prints) to record important events in the life of our students while respecting and acknowledging the rights and privacy of others.

Taking photographs with camera phones at any time during the school day with or without the express permission of the person(s) being photographed is prohibited.

## **Photography Guidelines**

The Preschool cannot be held responsible for materials (photos, video, and audio) placed without its knowledge or permission online on personal websites, social media sites (such as You Tube or Facebook) or other external media. We strongly encouraged parents to:

- 1) Take photographs of their own children at school events while respecting the rights of others who do not wish to be photographed.
- 2) Ensure that the taking of photographs does not interfere with teaching or the smooth running of any event or ceremony.
- 3) Respect the privacy of others, and unless specific permission is given, provide no identification of any students included in online posting of photos, video or audio.
- 4) Set security parameters around any online posting, limiting access to only family and friends (such as on YouTube, post videos as "Private" for viewing by e-mail invitation only; for still photography consider using services such as Shutterfly where viewers are invited to see the photos vs. an open online posting such as Facebook).

## Licensure Exemption Information

As a church-related school, Valley View Preschool operates under the supervision of the Alabama Department of Human Resources. As a non-profit organization, we receive a licensure exemption (renewed annually) from that agency.

### **Staff Qualifications:**

We request that our faculty be responsible and caring people with high regard for Christian convictions and developing Christian characteristics in young children. Most of our lead teachers have four year college degrees in areas that directly relate to childhood development. Many of our teachers have completed the Alabama Early Learning Guidelines coursework. We require that they have a love for small children and knowledge of their development. Each teacher will receive at least 12 hours of in-service training every year.

### **Pupil/Staff Ratio:**

Wee Tots .....	4 children to 1 adult
Ones .....	5 children to 1 adult
Twos .....	6 children to 1 adult
Threes .....	8 children to 1 adult
Fours .....	8 children to 1 adult

### **Discipline Policies:**

The discipline actions of the preschool will be positive in nature. The method of discipline will vary with the age and action of the child. Individual teachers are given discretion in and how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

Redirection will be the first step in disciplining a child in any age group. This along with explaining to the child why the behavior is inappropriate will hopefully deter any further action. Consequences will be discussed informing the child of a possible time out or even missing a possible activity.

If unacceptable behavior continues, parents may receive a note about the child's behavior and may be called by the teacher to work together on a plan to improve behavior. The child could possibly be sent to the director's office to also work on behaviors. In no case will corporal punishment be used.

### **Type of Curriculum:**

Our preschool curriculum is Wee Learn. The year's themes are based on the progression of our study of the Bible. We integrate the Bible story/theme into our class times (centers, play, circle time, story, and science). Spiritual concepts are woven throughout the day's instruction including Bible stories, songs, and scripture. Since children learn through watching, hearing, and modeling; every staff member and teacher is aware of the role they play in the Christian development of young children.

The curriculum itself is sequential. The concepts, motor skills, pre-reading and pre-math skills are taught according to the developmental age ability of the child. The teacher is responsible for providing experiences and opportunities that are related to the child's level of learning. Each teacher plans the daily, weekly, and monthly learning activities around a variety of resources.

### **Religious teaching to be given to each child:**

Baptist Doctrine

### **Lunch Program:**

Each child will bring a nutritious lunch from home, including a drink. Please do not send candy as part of their lunch. Label all parts of your child's lunch box. Please plan for your child's lunch to be as convenient and neat as possible. Due to limited time and space, we cannot refrigerate entire lunches, just specific foods. other than in the ones and Wee Tots. We will have microwave access in each room for heating lunches. Please do not send carbonated drinks or glass containers.

**Our primary concern at the Preschool is the children's safety and well-being. Since we do not know what each parent will send with their child for lunch/snack each day, please make sure the staff is fully aware of any food allergies your child may suffer. This will allow the staff to take precautions to try and minimize any exposure your child may have to said food. Unfortunately, sometimes contact still occurs, therefore, please make sure the staff have any instructions and/or device that may be needed in the event your child has an allergic reaction while at the Preschool.**

## **NEW POLICIES FOUND IN OUR HANDBOOK- PLEASE READ AND SIGN OFF ON HANDBOOK**

### **NEW FORMS AND PAPERWORK THAT MUST BE COMPLETED AND SIGNED: (Page 4)**

- \* *Pandemic Response Plan*
- \* *COVID-19 Contract*
- \* *COVID-19 Waiver*
- \* *Tuition Contract*

### **NEW TUITION POLICY: (Page 5)**

*If Valley View Preschool has to close due to Weather, Pandemic, Building malfunction or Emergency for an indefinite amount of time:*

- **No refund or credit will be given** if school has been in session for 10 days of the month or more.
- *If School has been in session less than 10 days, a pro-rated credit will be given to returning students when VVP re-opens. If the student does not return they may receive a pro-rated refund based on days opened (not necessarily attended).*

### **GUIDELINES FOR PARENTS WITH SICK CHILDREN: (Page 7)**

- Your child must be **symptom free for 72 hours without medication** before returning to school.
  - *A clearance note must state the following: Child's name may return to school AND is NO LONGER CONTAGIOUS. Should you obtain a clearance note from your child's physician, he/she may return prior to the 72 hours but **NO LESS THAN 24 hours symptom free and without fever reducing medication**. No exception will be made. This policy will remain in effect until further notice.*

### **(Page 8)**

- *If the child's physician has cleared a child to return and symptoms **continue to occur**, such as skin eruptions, rash, diarrhea or other, administration may send the student home until all residual symptoms are clear.*

### **TERMINATION OF SERVICES: (Page 10)**

7. *If a parent knowingly medicates a child to mask symptoms of illness that puts the health, wellness, and safety of others at Valley View Preschool at risk.*

I have read and understand all the policies stated within the handbook.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Student's name \_\_\_\_\_

Date \_\_\_\_\_

*Please return to school office*