

Child's Name \_\_\_\_\_

Classroom \_\_\_\_\_

# 2026-2027 Policies



# VICTORY CHRISTIAN ACADEMY

Department of Human Services regulations concerning this agreement:

- Please review this entire document and sign.
- You will receive an email with your signed policies for you to refer back to for your records
- This handbook will be reviewed and signed every 6 months by parent(s)/legal guardian

*In accordance with applicable Federal and State civil rights laws and requirements, Victory Christian Academy will not discriminate concerning enrollment with regard to age, race, national origin, color, ancestry, or sex. We are an equal opportunity care provider.*

Effective August 26, 2026

## BIBLICAL FOUNDATION

Victory Christian Academy is an extension of Victory Christian Church. As such, Biblical truths and principles will be openly shared with the children on a daily basis in the classroom and in chapels. We believe the Bible to be the inspired Word of God, the only rule of faith and practice. It is a divine guide to everyday living, as relevant to our lives today as when God's Word was first written. We believe God's Word is the absolute truth. Every enrolling family should know from the start that Biblical truth will be shared openly with every age group.

We are delighted to share God's Word with you!

We believe that God offers to every person the forgiveness of sins through the sacrifice of His Son. The scriptural plan of salvation is simple and definite (John 3:16):

- a) All are sinners - Romans 3:23 "For all have sinned and come short of the glory of God."
- b) Sin must be punished, and it separates us from God - Romans 6:23a "For the wages of sin is death." c) God sent His son Jesus Christ to take our punishment for us by dying on the cross: Isaiah 53:5b "...the punishment that brought us peace was upon Him ..."
- d) Eternal life is a gift - Ephesians 2:8, 9 "For by grace you are saved through faith, and not of yourselves, it is a gift of God, not of works lest any person should boast."
- e) By receiving Christ, we receive eternal life - 1 John 1:9 "If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all sin." (Romans 10:9)

Diversity Statement: We support the Bible in its entirety as the infallible Word of God. Therefore we believe and support the Biblical teaching that marriage is defined as being between one man and one woman, as biologically designed at birth. We additionally believe that God created only 2 genders: male and female.

## HOURS and DAYS CLOSED

- Our building will be open from 6:30 AM to 5:45 PM, Monday through Friday, pending any additional mandates by any regulatory agency. Although children are welcome to attend any time within those hours, please be sensitive to dropping children off at nap time, as that can often upset the child or the rest of the class.
- Victory Christian Academy will be closed on the following days ~August Teacher In-Service Days 8/24 & 8/25, Labor Day 9/7, Veterans Day 11/11, Fall Parent-Teacher Conference Day 11/25, Thanksgiving Day 11/26, the day after Thanksgiving 11/27, Christmas break 12/24-1/1, New Years' Day 1/1, Good Friday 3/26, Easter Monday 3/29, Spring Teacher Workshop Day 4/30, Spring Parent-Teacher Conference Day 5/28, Memorial Day 5/31, Independence Day 7/5. If a holiday falls on a Saturday, it will be observed on a Friday. If a holiday falls on a Sunday, it will be observed on a Monday. A separate list of days closed, with exact dates, is given out and posted on the website. Two weeks' notice, as possible, will be given for any calendar changes.
- No tuition reductions for any day(s) closed including Christmas break.

## FINANCIAL POLICIES

### Tuition Payment Policy

Tuition is to be paid weekly and is due every Monday. Should a parent choose to make a monthly payment instead, simply count the number of Mondays per month and pay the weekly tuition amount times the number of Mondays in that particular month. Tuition is to be placed in the locked mailbox outside the office OR paid online at [victoryacademypa.org](http://victoryacademypa.org) - PAY ONLINE tab. Cash payments are not accepted.

Tuition is due every Monday, the first day of the week. In the event that tuition is not received by Tuesday by noon, a 10.00 late fee will automatically be charged. If the tuition plus the late fee is not received by the Thursday of the week, the child cannot come back to the child care center until the back tuition and late fee is paid. Please direct all questions about financial issues to Michelle Lanza, [mlanza@victoryacademypa.org](mailto:mlanza@victoryacademypa.org) or Miss Robin, [rlaskey@victoryacademypa.org](mailto:rlaskey@victoryacademypa.org).

- Unplanned Closures: If the building needs to close unexpectedly, due to weather, power or water outage, health issue, Governor or legal authority imposed shut down, or any other unavoidable circumstances, the following will occur: \* Families will not receive a refund for the current month or days closed within the month. \* If the closure extends into an additional month, a tuition determination will be made depending on circumstances. \* Child care positions will be held during closures unless we receive written notice of withdraw.
- Two week's notice is needed in case of withdrawal. No tuition will be prorated or refunded in the event of withdrawal. Fees are non refundable. Records requested by a parent will be transferred to the new facility in full, provided that there is no outstanding balance on the account. In this situation, only medical records will be transferred. In the event of enrollment mid-month, tuition will be prorated.
- The administration of Victory Christian Academy reserves the right to disenroll a child based on nonpayment of tuition, behavioral issues, inability to effectively meet the needs of the child, disharmony with Biblical teaching, parent non-compliance, flagrant disregard for center policies, or any applicable situation.



**2026-2027 Weekly Tuition Rates**

	<b>5 days</b>	<b>4 days</b>	<b>3 days</b>	<b>2 days</b>
<b>INFANTS</b> (MINIMUM AGE OF 6 WEEKS) <i>1:4 ratio</i>	\$335	\$310	\$270	\$220
<b>TODDLERS</b> (1 YEAR OLD BY SEPT 1 <sup>ST</sup> ) <i>1:5 ratio</i>	\$315	\$280	\$250	\$205
<b>YOUNGEST PRESCHOOL</b> (2 YEARS OLD BY SEPT 1 <sup>ST</sup> ) <i>1:6 ratio</i>	\$305	\$275	\$245	\$200
<b>PRESCHOOLS – FULL DAY</b> (3 YEARS OLD BY SEPT 1 <sup>ST</sup> AND FULLY TOILED TRAINED) <i>1:10 ratio</i>	\$295	\$270	\$240	\$195
<b>PRESCHOOLS – HALF DAY (MORNINGS)</b> ** HALF DAYS ONLY OFFERED FOR PRESCHOOL **	\$240	\$230	\$195	\$170

**TUITION DISCOUNTS (APPLICABLE TO TUITION ONLY):**

Sibling Discount: 5%	Active Military, Fire, Police, EMT Discount: 5%
Multiple Child Discount: 15%	Full Time Pastoral Discount: 5%
Victory Christian Church Member Discount: 5%	<b>*15% discount is the maximum discount available*</b>

**FEES DUE UPON ENROLLMENT & EVERY SEPTEMBER THEREAFTER:**

**Annual Registration Fee: \$100 per family**  
**Annual Activity Fee: \$50 per child** (in Toddlers, Youngest Preschool, all Preschools)

**ELRC FUNDED FAMILIES:** ELRC subsidy families are required to pay copays weekly, on every Monday, and pay all activity fees. Any difference between the subsidy payment and our charge is the parent's responsibility.

The chart below applies to Victory Christian Academy students attending child care for Before and/or After School:



	<b>5 days</b>	<b>4 days</b>	<b>3 days</b>	<b>2 days</b>	<b>Drop In</b>
<b>AM or PM only</b>	\$95	\$90	\$70	\$60	\$20
<b>AM &amp; PM</b>	\$120	\$105	\$90	\$80	\$40
<b>SHORT CARE</b> (AM: 8:15 – 8:30) <u>OR</u> (PM: 4:00 – 4:15)	\$40	\$35	\$30	\$25	
<b>SHORT CARE</b> (AM: 8:15 – 8:30) <u>AND</u> (PM: 4:00 – 4:15)	\$60	\$55	\$50	\$40	

**FULL DAY CARE WHEN SCHOOL IS CLOSED**  
 \$40 if already enrolled in before & after care  
 \$50 if already enrolled in before or after care  
 \$60 if drop in status only

**HALF DAY CARE WHEN SCHOOL HAS A HALF DAY:**  
 \$20 if already enrolled in before & after care  
 \$30 if already enrolled in before or after care  
 \$35 if drop in status only

Before & After Care follows all childcare regulations and policies. Drop in care is based on availability.

## Tuition Discounts

- 5% discount will be applied to 2 child families
  - 5% discount will be applied to families with a parent in the active military
  - 5% discount will be applied to families with a parent employed full time in the police department, fire department, or E.M.T.
  - 5% discount will additionally be applied to families with a parent in full time ministry
  - 5% discount will be given to those families who are faithfully attending and financially supporting Victory Christian Church. The signature on the last page affirms that the parent/guardian meets the criteria for receiving this discount. All those in Covenant Relationship status will be eligible for the church discount.
  - 15% discount is applied to families with twins in any child care classroom
  - 15% discount will be applied to families with 3 or more children enrolled
  - 15% is the maximum total discount possible
- All discounts are applicable to tuition only, no fees. Discounts are contingent upon an account being in good standing. We reserve the right to withdraw a discount if an account is delinquent. Applicable discounts apply to legal parents or guardians only.
- Tuition for full days includes unlimited hours of care. Tuition for half day preschool care includes a time span of 4 hours or less (8:00-12:00 or 8:30-12:30).

## FEES

- An annual **\$50.00 activity fee** will be assessed for families of Toddlers, Youngest Preschool, and all Preschool classrooms. This is due upon enrollment or in September, along with the registration fee. When enrolling in June or July, a prorated amount of \$25.00 for activity fee will be due. No activity fee will be due when enrolling in August.
- A non-refundable annual registration fee of \$100.00 per family will be charged at the time of enrollment and every September thereafter. When enrolling in June/July, a prorated amount of \$50.00 (per child or per family) will be due. No registration fee will be due when enrolling in August. The annual fall registration fee will be due in September, along with the activity fee.
- The center is scheduled to close at 5:45 PM. A late pick up fee of \$10.00 per family will be charged to parents when picking up children between 5:50-6:00 PM. Thereafter, a fee of \$10.00 will be charged for each additional 15 minute increment. This fee will be due in a separate check or money order, payable within 3 days. This is assessed regardless of the reason for late pick up, as we incur costs for staffing and building needs when staying open past normal operating hours.
- A **\$25.00 fee** will be charged for a returned check. It is NOT our policy to accept post-dated checks or cash. Payments may be made by check, money order, or online payment only. All checks are assumed to be able to be deposited when given ~ we are not responsible for checks that are deposited before the date listed on the check. In the event a family has more than 1 returned check, the center will require all future payments to be paid with money orders.

## FOOD

- Breakfast
- ◆ Breakfast (brought in from home) will be held from 6:45-7:10 daily only. Classes will clean up between 7:10 - 7:15. Children arriving during those 5 minutes, 7:10-7:15, will be dropped off, but not able to eat breakfast. Please plan to eat breakfast at home if you arrive after 7:10 AM. Children who miss breakfast will have a morning snack shortly thereafter.
- Lunch
- ◆ Lunches MUST be refrigerated per the Dept. of Human Services Licensing.
  - ◆ Warm food in insulated containers is permitted. Please inform the teacher at drop off that there is a warm lunch on that given day.
  - ◆ *Please avoid sending in sugary food items for lunch.* Per DHS regulations, all lunch boxes from home will be refrigerated. For classrooms where a severe food allergy (peanut butter, banana, etc) is noted, parents may be asked to avoid bringing that food into the classroom.
    - Under 3 crew...Please note that foods from home deemed potentially chokable will be not given to children, even if sent in by the parent. These items include, but are not limited to, grapes (even cut up ones), hard vegetables, hard fruit, raisins, popcorn, etc. These items will be sent back home, if possible, for your child's safety.
- Snacks
- ◆ We will continue to serve a packaged morning and afternoon snack, but families are welcome to also pack an alternative snack if they choose to not utilize the school provided morning snack.
  - ◆ Snacks cannot be refrigerated. IF bringing a snack, please pack items that do not need to be refrigerated, avoid already cut up fruit.
  - ◆ Snacks & lunches from home will go in the designated containers and spots in each child's classroom.
- Celebrations
- ◆ Please be sensitive when inviting children to parties held outside of school. If giving out party invitations to classmates, please only do so at school if the entire class is invited. If only select children are invited, please take care of the invitations outside of the building.
  - ◆ Cupcakes and special treats are allowed ~ but please no sheet cakes, any item that needs to be sliced, or the cupcake styles that are under a layer of sheet cake icing.
  - ◆ Check with the teachers about classroom food allergies and always notify teachers in advance that treats are coming in.
  - ◆ Please do not send in special delivered lunches - a simple birthday treat is plenty.
  - ◆ In addition, due to health regulations, no meals from home are permitted to be served as a birthday party lunch.
- All containers, water bottles, and lunch boxes must be labeled clearly with the child's name. We are not responsible for items that are

lost or discarded without name.

- We understand that some children have a snack in the car on the way in. To maintain the cleanliness of the facility, and to be vigilant of building wide allergies, please keep all leftover food in the car (please do not allow children to walk into the building eating food).

## SCHEDULES, COMMUNICATION, DAILY ROUTINES

- Changes in schedule: Your child has a specific schedule. If you need to make any changes in your schedule, please check with the office for availability first. A "Change in Schedule Form" must be completed and signed by the parent before a schedule can be modified. Families who temporarily withdraw are not automatically guaranteed a position to return – this is subject to availability. Should a child disenroll for a specified period of time, he or she must re-register with the appropriate registration fee if space is available. For any other changes in schedule (i.e. decreasing from full time down to part time), parents must be aware that a child's placement is NOT guaranteed if the schedule needs to be changed again (i.e. part time back up to full time). We are happy to accommodate parents if space is available, but this is not always the case.
- For temporary changes (ex. asking to come on a different day on a part time schedule), the change must be made within the same week, not carried over into another week.. All schedule requests must be approved in the office – not at the classroom level.
- When picking up infants, siblings will not be permitted into the classroom. When siblings are present during pick up in any other classroom, please keep the sibling close to the parent and do not permit siblings to touch materials in other rooms or run around unattended..
- We value our partnership with parents at Victory Christian Academy. We respectfully ask that parents commit to support the policies and procedures of Victory Christian School. This includes, but is not limited to: following the procedures of the building and classroom, trusting the judgment of our child care staff (the "child version": is not always the final version of the stories that come home), upholding Biblical principles, maintaining respectful wording and tones when needing to deal with concerns (we will not allow profanity and harsh language in the building). We have a teamwork approach to your child's learning – each child is created by God and lent to you, their first teacher, for a season. The administration of Victory Christian Academy is always available to parents for concerns, questions or comments. Feel free to contact us in person, by phone or email at [rlaskey@victoryacademypa.org](mailto:rlaskey@victoryacademypa.org)
- Ongoing observations / developmental milestone checklists are conducted by the teachers and Director/Asst Director as needed. We strive to have ongoing communication between parents & teachers. An in person parent-teacher conference time will be available in both fall and spring. During the conference, parents will have an opportunity to ask questions and participate in goal setting for the child. Parents sign the completed form and are given a copy of the Conference Report to take home. Families are always welcome to schedule a conference in between the established conference dates to discuss a child's progress in more detail.
- As part of the touring and enrollment process, we ask that parents share all applicable information so that we can best serve you. This includes, but is not limited to, medical needs, allergies, behavioral concerns, prior child care experiences, exceptional family situations, custody documents, spiritual needs, and any other child or family specific concerns. If your child has an established IEP or IFSP, and is receiving Early Intervention or requires an outside support professional, we request a copy of that documentation prior to enrollment (if applicable) in order to fulfill the child's goals cohesively in the classroom. It is our desire to minister to your family effectively, and information sharing is most beneficial in this process. We reserve the right to decline or discontinue enrollment if our program cannot meet the needs of the child.
- A daily schedule will be posted on the classroom's Parent Board. The Infant Room will use individualized schedules as provided by the parents and plan activities according to needs and development of the children.
- All parents shall provide an additional change of clothes or 2 (complete with underwear and socks and also shoes, where needed) to be kept in the child's cubby. This does not necessarily apply to the school age program, but would be applicable if the school age child is prone to accidents.
- Children may not bring toys or personal items to the center unless clearly requested by a teacher for classroom use. The center will not be responsible for any items brought in from home. We are not responsible for any lost, stolen, or broken items. Any item labeled "keep out of reach of children" should not be left in a child's backpack, coat pocket, etc. This includes chapsticks, hand sanitizer, etc. Hand sanitizer is not allowed for use by staff on children in the child care center.
- All classes have developed a Facebook page in an effort to bridge parent communication in the midst of your busy days. Please be sure to sign the included social media form to indicate permission for the classroom Facebook page, as well as the building wide Calvary Facebook/Instagram page. The personal Facebook doesn't replace daily face to face interactions between parents and teachers, and messages to that class account are not routinely checked at other times outside of nap time (and not always then – nap time isn't always very restful ☺). Please call the office directly for any time sensitive communication. Additionally, please refrain from taking photos yourself of other people's children and posting to your personal social media accounts. We also respectfully ask that parents avoid "venting" concerns on social media or to fellow members of the Victory Christian Academy parent family. Please avoid using social media as a platform for private concerns. It is our top priority to address your concerns personally. Some classes may choose to use another form of communication such as a "Remind" or "Talking Points" app that delivers text reminders to your phone.

## HEALTH AND SAFETY

- Parking Lot Safety
  - ◆ Parents are asked to park only in lined spaces in the parking lot. Handicapped spots are for those with the applicable signage. At no time should any vehicles be parked along the curb – this is dangerous to your vehicle, other vehicles, and children exiting the building. Vehicles should never be left with the motor running or with small children unattended in the vehicle. Please observe and follow all entrance and exit signs in the parking lot - ONLY enter via the ENTRANCE (farthest from Tyburn Rd) and exit only via the EXIT (closest to Tyburn Rd and Calvary sign).
  - ◆ Avoid using cell phones while driving SLOWLY in the parking lot. Please do not park in rows closest to the playground during the school year. Reminder – state law mandates car seat usage – be sure that you are using a car seat for all children! All children age 2 and under should be in a REAR FACING car seat.

→ Pick Up and Drop Off

- ◆ Safe drop off and pick up points are posted in the foyer. All parents are required to walk their children in and out of the building directly to their classes. Parents should make contact with teachers daily and then keep children close as the supervision transfers from the teacher to the parent. Failure to do so poses a safety risk to your child!
- ◆ All families will be given a security code to enter the center. Parents are not permitted to give their code to either children or anyone who is not a primary pick up person. We expect families to comply with any and all updated security policies.
- ◆ Only individuals listed on the Emergency Contact Form are permitted to pick up your child. The center will check picture identification against the names listed on the Emergency Contact form to approve an individual acceptable to pick up your child. In the event you need to phone in a change, we will document the information communicated orally on an Oral Release of Child form and retain the form in your child's file. In addition, we may call you back to verify the oral release instructions given.

→ Supervision

- ◆ Victory Christian Academy will supervise children according to the child to teacher ratios outlined by DHS.
- ◆ Victory Christian Academy provides direct supervision and care to your child when they are with us. As such, we are mandated reporters in the area of child abuse and neglect - required by law to report suspected child abuse or neglect.

→ Other Rules & Regulations

- ◆ Pets should not be brought into the center, even when picking up children, without prior office clearance.
- ◆ A copy of the Department of Human Services, Office of Child Development and Early Learning regulations are available for parent review online.
- ◆ Victory Christian Academy is not responsible or liable in the event of any injury or accident on the premises. In the event of any accident or injury on the premises, parents are expected to inform their own personal medical insurance provider. We will not assume any responsibility for any medical or related expenses. Our student accident policy is underwritten by Century Life Insurance Company and covers any injuries or accidents which would occur on the premises. This policy is a secondary insurance ~ parents are expected to inform their primary medical insurance provider first. This student accident insurance will pay up to \$10,000 per accident.

→ Policies

- ◆ It is the parents' responsibility to keep their child's file current. Items that need to be kept current include, but are not limited to:
  - Emergency Contact Form & Policies (every 6 months)
  - Child Health Report with current immunizations, screenings, and time frames as outlined below:
    - At least every 6 months for an infant or young toddler (6 weeks to 24 months)
      - ◆ Initial health assessment form cannot be more than 3 months old when submitting to office.
    - At least 12 months for an older toddler or preschool child (25 months - the date the child enters kindergarten)
  - The health assessment form must be on the DHS form - "Child Health Report" and must be thoroughly completed and signed by a physician, physician's assistant or a CRNP and include the individual's professional title. All screenings and immunizations, including shots, shall be completed in a timely fashion as outlined by the AAP. Failure to comply with this guideline will require immediate disenrollment until said screenings and immunizations are completed.
- ◆ Parents must complete a documented exemption letter, with specific wording, for any child who does not receive immunizations or who is on a delayed schedule. In the event of a disease outbreak, children without immunizations may be required to stay home for a length of time, per Department of Health regulations pertinent to that situation.

### Wellness Policy

- Victory Christian Academy is concerned about the health and safety of your child. We will take every measure to insure your child's well being. It is our goal to keep every child safe and healthy. We need your assistance in this effort.
- Adhering to the Wellness Policy is a condition of enrollment. We strongly suggest having a back up system in place and designated pick up person(s) when your child is sick. Parents are required to contact the office in the event of absence for any reason

The following guidelines must be strictly followed in an effort to keep all children healthy

1. Should your child become ill while in our care, we will phone you at work and expect your child to be picked up as soon as possible. If leaving work for this reason poses a problem, we suggest finding an emergency contact person that will be able to do this for you.
2. Should your child need to visit a doctor due to illness, we will need a certificate of return from your doctor stating the date when your child can return to the center.
3. We may administer doctor prescribed medication only.
4. \*\*\*Sick children must remain at home until they are well enough to come back to the center/school. When children are present at child care or school, they are deemed well enough to also participate in outdoor activity. Specific amendments to this policy include but are not limited to:
  - a. A child must be fever free for 24 hours before they may attend the center. A fever is defined as a temperature of 100.4 or above.
  - b. A child must be free from vomiting for 24 hours before they may attend the center c. If a child has diarrhea he/she must remain at home for 24 hours unless your doctor sees the child and sends a note dictating otherwise.
    - Diarrhea is defined by one of the following:
      - 1a. One runny stool accompanied by a fever (100.4+)
      - 1b. 3 runny stools in succession

- d. \*\*A child will need to leave the center and be seen by a physician should any discharge be evident from the eyes. If a contagious eye condition is present, the child must be given a full 24 hours of appropriate medication before returning to the building.
- e. \*\*A child must remain at home until he/she has been on an antibiotic for a full 24 hours or appropriate doses.

\*\*Exceptions to this wellness policy will only be made if a doctor's note states otherwise. This must be in writing (with a specific date!!) from your doctor.

If your child has a medical condition that would affect the Wellness Policy requirements, please be sure that this is documented on the Child Health Report as well as on a Special Health Care Plan.

## Discipline Policy

"Train up a child in the way that he should go and when he is old, he will not depart from it" Proverbs 22:6

Everything we set our hearts to do comes directly from the Word of God. God gives us clear direction when it comes to discipline and classroom management. As we set our hearts to fully trust and obey God, let us look to Him for clear direction. The Bible tells us that wisdom comes from God. As such, we will look at each guideline as it comes from the Word of God.

1. All children are presented with clear expectations that are specific, age appropriate and positive. *Age appropriate* - "When I was a child, I spoke as a child.." 1 Corinthians 13:11  
*Being specific* - Look at the 10 commandments... God did not say, "be good" and we won't either. He gave clear specific instructions. All children at Calvary are given specific and clear expectations.
2. As it is possible, when correction is required, attention is given to the desired behavior. In general, children are spoken to in a positive manner. Ephesians 4:29.. "Let no corrupt communication proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers"
3. Choices are given as often as possible. God Himself created us with a free will. We can choose or reject his love and salvation, life or death, right or wrong, obedience or disobedience. He continuously gives us choices. As we offer children choices and then follow through with consistency, children will learn consequences to their actions.
4. Each day is set up for the child to be successful. Qualified teachers plan a consistent daily schedule of structured activities, which are developmentally appropriate and age group specific. Ecclesiastes 3:1 says "There is a time for everything, and a season for every activity under heaven"

All children require correction at one time or another. We are all human and subject to error, stemming from our inherited sinful nature. Personality styles play into a child's general behavior. Some children are more strong willed than others. This is normal and certainly fits into the scope of a large group setting. We also understand that what a child would normally do at home and in a one to one setting is sometimes different than what they would do in a group setting where they have to share adult attention and learn to get along with others. We don't expect perfect children! We do expect that all children demonstrate respect to the entire staff, classmates, and school property through their speech and actions.

Discipline is a process and, as such, consistent growth in each area is expected. If a child shows no steady and consistent growth or progress and/or if a child's behavior continuously disrupts the class, the child will be disenrolled from the center. Continuous inappropriate behavior cannot be tolerated. Timely intervention will benefit the school, the classroom, and the individual child. Prolonged intervention without results produces a poor self-image in the child who is having difficulty and an unnecessary stress on the classroom environment.

### What does this mean on a practical level?

Proactive measures are taken to prevent repetitive behavior problems. If repetitive negative behaviors do not change, we will have no other choice than to remove the child from our program. If negative behaviors do not improve, then we are not helping the child who is having the difficulty. If negative behavior occurs repeatedly and disrupts the class we will follow the steps listed:

1. Implement appropriate means of correction (multiple strategies will be applied)
2. Notify the parent or guardian of difficulty
3. Documentation of behaviors for greater clarity
4. Formal conference with parents/guardians as a means of improving behaviors and develop strategies to use at home and school
5. Closely monitor progress
6. If significant progress does not occur within a reasonable time frame, dismissal will then be necessary. In an event of harsh, aggressive behavior, immediate dismissal may be necessary.

Our desire is for all children to be secure, safe, content, and joyful as they grow and develop. By defining a balanced discipline policy, we are establishing an environment that is conducive to positive growth and development.

## Social Media Consent

Child's Name: \_\_\_\_\_

Please choose yes or no for the following:

- \_\_\_\_ Child's image/video on Calvary Christian School & Child Care Center Facebook page
- \_\_\_\_ Child's image/video on Calvary Christian School & Child Care Center Instagram page
- \_\_\_\_ Child's image/video on Calvary Christian School & Child Care Center website
- \_\_\_\_ Child's image/video on any marketing and/or promotional content
- \_\_\_\_ Child's image/video on private classroom Facebook Page

## Sunscreen Permission Form

\* We cannot apply sunscreen without this completed form with your own labeled bottle of sunscreen\*

Child's Name: \_\_\_\_\_

- Send in a clearly labeled sunscreen that is clearly labeled with your child's name.
  - ◆ Label sunscreen by writing on masking tape or labeling tape - sharpie alone rubs off
  - ◆ Siblings each need their own sunscreen
- All sunscreens will be given to the child's classroom teacher - cannot be kept in backpacks or cubbies
- Apply sunscreen BEFORE bringing your child to school in the morning if you'd like your child to have sunscreen on for the morning playtime.
- Sunscreen is optional and not required.

\_\_\_\_\_ My child is allowed to have sunscreen applied while at Victory Christian Academy

Parent Signature: \_\_\_\_\_ Date: August 26, 2026

## Emergency Plan Parent Information Letter Victory Christian Academy

### REQUIRED TO SEND OUT TO PARENTS WHEN ENROLLING AND WHEN PROCEDURES ARE UPDATED

It is always our desire to keep your children safe and happy while in our care. We have an emergency plan in place that plans for varying types of emergencies. Staff and local emergency agencies are informed of emergency procedures. We have fire drills monthly, and alternate emergency drills a minimum of once per year. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate Evacuation (example - fire)* - Students are evacuated to a safe area on the grounds of the facility - meeting by the flagpole in the parking lot. Infants are transported in 1 or 2 of our evacuation cribs.
- *Shelter in Place (example - outdoor weather or hazardous materials)* - Children are escorted to the interior hallways with staff. Children face the walls, backs to the classrooms. Infants are transported in 1 of 2 of our evacuation cribs. A shelter in place situation could be a few minutes or a longer period of time, as dictated by the nature of the incident.
  - *Lock Down* - We have lock down procedures in place within the building. For security, we do not post that publicly.
- *Evacuation to Relocation* - In the event that a total evacuation of the facility becomes necessary, we will walk children to an off site location owned by the church. The location is adjacent to Victory Christian Academy and accessible by walking through our parking lot. Children would be relocated to the Victory Christian Church's Outreach building at 1021 Trenton Road, Infants are transported in 1 or 2 of our evacuation cribs, and the multi passenger stroller be used as needed.
- *Modified Operation* - This may include cancellation/postponement or rescheduling of normal activities and shortening child care hours. Modified operation may involve closing early or opening late and is typically due to winter storms with unsafe road conditions for staff and parents, loss of power or water to the child care center, etc. Modified operation could require families to make last minute arrangements for picking up children.

#### Communication -

1. In the event of a shelter in place, relocation, modified operation, or other emergency, parents will be notified as soon as possible. Our first step is to ensure the safety of the children. When the emergency ends, and in coordination with authorities as needed, parents would be reunited with children safely.
2. We will use the DIAL MY CALLS automated system for announcements relating to any of the emergency actions listed above. Please be sure that we always have your correct phone numbers and email - inform the office immediately of any changes. We would additionally plan to use our social media platforms - Facebook and Instagram to contact parents as appropriate.
3. Please do not call the school/child care office in an emergency - this keeps the main telephone lines free to make emergency calls and relay needed information to agencies.
4. Parents are urged NOT to send alternate pick up people during an emergency.

Thank you in advance for your cooperation. Should you have additional questions regarding our emergency operating procedures contact Robin Laskey or Linda Kelly at (215) 736-2391 or via email at [rlaskey@victorychristianacademy.org](mailto:rlaskey@victorychristianacademy.org)

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

WEEKLY fee: \_\_\_\_\_

Weekly Schedule: \_\_\_\_\_



# VICTORY CHRISTIAN ACADEMY

FILL OUT ALL INFORMATION ON THIS PAGE ONLY  
Emergency Contact Information ~ Update every 6 months

Only the individuals designated on the Emergency Contact Form will be permitted to pick up your child. Emergency Contact Persons designated to pick up your child are the following:

PLEASE ADDITIONALLY LIST ALL NAMES OF THOSE WHO CAN PICK UP YOUR CHILD HERE

This agreement is subject to change upon 2 week's notice.

My child's approximate arrival time is \_\_\_\_\_ and departure time is \_\_\_\_\_.

Office Use Only: Date of Child's Original Admission: \_\_\_\_\_ Date of Withdrawal \_\_\_\_\_

I have read, fully understand & agree to abide by the terms as stated in this agreement, the Victory Christian Academy Policies and Procedures (which include the Wellness and Discipline Policies) for 2026-2027

Parent Signature: x \_\_\_\_\_ August Date \_\_\_\_\_

Parent Signature (review): x \_\_\_\_\_ February Date \_\_\_\_\_

Director Signature: *Robin Laskey*

Robin Laskey

August 26, 2026

### Victory Christian Church Discount

A 5% will be given to those families who are faithfully attending and financially supporting Victory Christian Church. The signature on the last page affirms the undersigned meets the criteria for receiving this discount.. All those in Covenant Relationship status will be eligible for the church discount.

\_\_\_\_\_  
Parent Signature

August 26, 2026  
Date

\_\_\_\_\_  
Church ID Number

# EMERGENCY CONTACT / PARENTAL CONSENT FORM VCA 26-27

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182: 3280.124(a)(b). 3280.181 & 182: 3290.124 (a)(b), 3290, 181 & 182

Notes per state regulations... ALL AREAS COMPLETED! ....addresses must be complete - - "same as above" not acceptable

CHILD'S NAME	BIRTHDATE
ADDRESS	
MOTHER'S NAME/ LEGAL GUARDIAN EMAIL ADDRESS	HOME TELEPHONE NUMBER
ADDRESS	
BUSINESS NAME	BUSINESS TELEPHONE NUMBER
ADDRESS	CELL NUMBER:
FATHER'S NAME/ LEGAL GUARDIAN EMAIL ADDRESS	HOME TELEPHONE NUMBER
ADDRESS	
BUSINESS NAME	BUSINESS TELEPHONE NUMBER
ADDRESS	CELL NUMBER:
EMERGENCY CONTACT PERSON(S) - NAME, ADDRESS, & TELEPHONE NUMBER WHEN CHILD IS IN CARE	
PERSON(S) TO WHOM CHILD MAY BE RELEASED - NAME, ADDRESS, & TELEPHONE NUMBER WHEN CHILD IS IN CARE	
NAME OF CHILD'S PHYSICIAN / MEDICAL CARE PROVIDER	TELEPHONE NUMBER
ADDRESS	
SPECIAL DISABILITIES (IF ANY)	ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL OR DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	MEDICATION SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD	
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS	POLICY NUMBER (REQUIRED)
PARENT SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT	
OBTAINING EMERGENCY MEDICAL CARE Sign	ADMIN OF MINOR FIRST - AID PROCEDURES Sign
WALKS AND TRIPS sign	SWIMMING Sign
TRANSPORTATION BY THE FACILITY sign	WADING

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_