

# Village Valley Preschool

## Parent Handbook

2023-2024

**Hours of operation:** 7:45 a.m. to 5:00 p.m.

**3346 Constellation Rd**

**Lompoc, Ca 93436**

**(805) 733-7330**

**[villagevalleypreschool@gmail.com](mailto:villagevalleypreschool@gmail.com)**

**Lic. # 4262144092**

Dear Parents,

Welcome to Village Valley Preschool. We thank you for allowing us to join with you in providing for the caring, loving, and nurturing of your child.

The early years of the child set the stage for the child's later years. As educators we have the opportunity and responsibility to create and provide an atmosphere of good living. Through a climate of love, acceptance, and security, we offer daily activities designed to stimulate the child's physical development, emotional health, intellectual growth, social skills, and creative abilities.

Your child will be given TIME. Time to grow... to explore... to experiment... to discover... to play. Time to be a child.

We ask that each parent reads the information in this Handbook and in supplemental notes and newsletters you may receive. We want you to be a part of discussing and setting the goals for your child, so that together we may help your child develop to his/her full potential.

We look forward with eagerness to the school year ahead!

The Director and Staff,  
Village Valley Preschool

## **PHILOSOPHY**

Our preschool philosophy is based on two concepts. First, we believe that each child is a unique individual. Each child will develop spiritually, physically, cognitively, emotionally and socially at his or her own pace. Furthermore we believe children are competent learners, capable of engaging with ideas and the world around them. Second, we believe children learn through play. Play is their work. It is through play, art, and hands-on approach that we introduce language arts, math; and science. We believe that is essential to create a atmosphere of trust and safety where children will strive to become independent critical thinkers.

### **Services offered by Village Valley Preschool**

Children enrolled at Village Valley Preschool will be introduced to age appropriate learning activities such as language, arts, math, science and religion. Village Valley Preschool will help each child develop spiritually, physically, emotionally and socially.

### **Purpose and Goals**

The purpose of Village Valley Preschool are:

1. To increase the child's security and self-esteem at an early age.
2. To promote the spiritual, physical, emotional, social, intellectual, linguistic and artistic developmental experiences and play so that s/he is academically ready for school.
3. To provide an enriching environment allowing each child to develop a sense of wonder and curiosity to meet the challenges of each day.
4. To provide warm, nurturing care while children are at Village Valley Preschool.experience in play.

We recognize the parents as the primary educators of their children.



## **ADMISSION POLICIES**

We accept families of all faiths, religions, and backgrounds. The criteria for preschool admission are based on three factors. First, all children must be at least three years of age before entry to preschool. Second, children must be fully potty trained.

Finally, parents must abide and agree with the rules and regulations of Village Valley Preschool.

### **Requirements for admission are:**

1. Tuition payment on time.
2. Registration Fees are non-refundable.

## **TUITION AND FEES**

### **Tuition and General Fees**

Registration fees are due prior to the child's first day of preschool. There will be a \$25.00 fee charged for any returned checks. After 10 days, non-sufficient funds (NSF) checks are turned over to the District Attorney's office for collection. The payment date will be on the 3<sup>rd</sup> of the month. Any family one month behind in tuition payment will be given two week notice to bring the balance current or find an alternative placement for their child.

Arrangements can be made with the director in cases of hardship. If no arrangements are made, the account will be turned over for collection. We do accept **VENMO, CASH OR CHECK, IF YOU ARE PAYING WITH VENMO YOU NEED TO PROCESS YOUR PAYMENT AT LEAST 1 TO 3 DAYS PRIOR TO BE RECEIVED BY THE 3<sup>RD</sup>. IF THE 3<sup>RD</sup> FALLS ON A SATURDAY OR SUNDAY PAYMENT IS THE DUE THE FRIDAY BEFORE. IT IS A \$5.00 PER DAY, LATE FEE EACH DAY AFTER THE 3<sup>RD</sup> OF THE MONTH.**

### **Rates**

<b><u>Monthly Fees</u></b>	
<b><u>Half Days (prechool hours 8:00 a.m. to 12:30 p.m.)</u></b>	<b><u>Full Days (7:45am to 4:00pm)</u></b>
\$270.00 for 2 half days per month	\$900.00 for 5 full days or
\$370.00 for 3 half days per month	\$1100.00 for 5 full days
\$470.00 for 4 half days per month	(7:45am to 5:00pm)
\$570.00 for 3 halfdays per month	Hourly Rate
	\$8.00



**Yearly Fees:**

- Registration Fee:** \$180.00 per child (nonrefundable – due upon enrollment)
- Supply Fee:** \$100.00 annually (nonrefundable – due upon enrollment)
- Earthquake Fee:** \$20.00 (nonrefundable – due upon enrollment)

**Parent responsibility:**

**It is the parent’s responsibility to give a written 30 day notice. (if not you are responsible for the next month tuition).**

**Payment Options:**

Registration fees are due prior to child’s first day of preschool. There will be a \$25.00 fee charged for any returned checks. After 10 days, non-sufficient funds (NSF) checks are turned over to the District Attorney’s office for collection. Tuition payments made by check are due on or before the 3<sup>rd</sup> of each month. Any family one month behind in tuition payments will be given two week notice to bring the balance current or find an alternative placement for their child. Arrangements can be made with the director in cases of hardship. If no arrangements are made, the account will be turned over for collection.

This agreement constitutes a reservation, and moneys are payable in advance of services on the fifth day of the month. Failure to attend due to sickness, appointment, or other obligation is a non-refundable cancellation. \_\_\_\_\_

If payment is not received, your child may not be accepted into care. Parent agrees that if 7 days pass without payment made, childcare services will be terminated and the collections process begun. \_\_\_\_\_

Village Valley Preschool reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian. \_\_\_\_\_

## **Preschool Schedule and Calendar**

The preschool is open from 8:00 a.m. to 5:00 p.m. (depending upon hours of contracted care) Monday through Friday except for the following holidays:

Labor Day  
Veterans' Day  
Close at 12:00 p.m. the day before Thanksgiving  
Thanksgiving Day and the Friday following  
Christmas Day  
New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Juneteenth Day  
Fourth of July

**(Also school will close for Christmas Break & Easter Break). Monthly tuition is due in full.**

The preschool will be open 12 months of the year. Tuition is paid for holidays as tuition is based on 12 month attendance not daily attendance. The preschool will also be closed for three in-service days during the school year. This is so the teachers may attend professional growth workshops/meetings to better meet the needs of the preschool children. These dates will change on a yearly basis

Any child who is not picked up by closing will be considered overtime. There is a charge of \$1.00 for every minute of overtime. This fee is due and payable at the time of pick-up. (Every minute after 12:30 & 5:00 pm depending on your contract).

### **Late Tuition**

Any family who is one week late in paying tuition will be given thirty days notice to pay the tuition which is due or to find an alternative placement for their child.



## **Racial Nondiscrimination Policy**

Village Valley Preschool admits children of any race, color, racial, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. The school does not discriminate on the basis of race, color, racial, or ethnic origin in the administration of its education policies, admission policies, and other school administered programs.

## **Sex Nondiscrimination Policy**

Village Valley Preschool does not discriminate against any applicant or child because of sex in admissions, educational programs, and activities.

## **Child Protection Policy**

Cases of suspected child abuse, physical or sexual, will be reported to the proper authorities.

## **Preschool Requirements**

At the time of application for enrollment for Village Valley Preschool, the parent must attest that the child is at least 2 years of age and is fully toilet trained. If the staff feels that a child is having more than the "normal" amount of accidents due to lack of training and/or readiness, the school reserves the right to dismiss the child until toilet training is completed.

1. **Trial Period:** The first two weeks a child attends Village Valley Preschool is a trial period. If a child fails to make an adequate adjustment, we will ask that the child be removed from school perhaps to attend at a later date. Parent conference and ten days written notice will be given.
  
2. **Documentation:** All forms (Enrollment Form, I.D., and Emergency Information, Physician's Report, Health History, Medical Release, Sexual Abuse Receipt, Statement of Parent's Rights, Personal Rights and Admission Agreement) must be completed and returned before the child can attend school. Physician's Report must include dates of immunizations and T.B. test. Immunizations received must meet minimum State Health Department requirements. Any additional immunizations required at a later date to satisfy these requirements are the responsibility of the parents and proof must be provided to the school.
  
3. **State Regulatory Agency:** The inspection authority of the department or licensing agency in regard to specific Health and Safety Codes is as follows:
  - a. The Department or licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent. The licensee shall make provisions for private interviews with any clients, including children or staff members, and for the examination of all records relating too the operation of the facility.
  
  - b. The Department or licensing agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine the client.

## **Health and Safety**

The State Department of Social Welfare requires that all children have a physical exam before enrollment. The PHYSICIAN'S REPORT of good health must be signed by your child's doctor. The State also requires all children who attend school have the immunization series for measles, diphtheria and polio before being admitted to school and a test for tuberculosis.

The teacher who greets your child when he/she arrives will determine whether the child is well enough to stay. If the child is not well, you will be asked to take your child home or to another person who can care for your child that day. Children who become ill at school will be isolated and the parents notified to pick them up at that time, or to make arrangements to have someone else come for him/her.

### **PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE HAS A FEVER OR ANY CONTAGIOUS SYMPTOMS!!**

A child will not be allowed to stay in the morning if any of the following symptoms are present:

1. Fever
2. Excessive coughing
3. Obvious, fresh cold symptoms
4. Rash (unidentified)
5. Vomiting or diarrhea
6. Over-tiredness
7. Runny nose (If not clear)

When a child has any contagious condition; i.e., ringworm, pinworm, lice, scabies, etc., the child will not be able to attend school until the school receives a note from the doctor stating that the child is no longer contagious and may be around other children.

Should your child require any type of medication during school hours (prescription or non-prescription), the school's MEDICATION FORM must be filled out carefully for each medication. No medication will be given without this form completed by you and your child's doctor. All medication must be brought in the original container, clearly labeled with the child's name, name of medication, and dosage to be administered.

### **First Aid**

When children play, scratches and bumps are inevitable. Such injuries will be cleansed and/or iced, and treated with a first aid cream and bandaid. In the event that a more serious accident occurs, you will be notified immediately.

## Discipline Statement

All staff members of Village Valley Preschool are experienced early childhood educators. All participate and are members of NAEYC (National Association for the Education of Young Children) in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

Teachers, in their role of caring for children, model and teach appropriate behavior. Children need to know what we expect from them before they can obey us. We, therefore, expect teachers to use constructive and preventative methods of discipline and to maintain an atmosphere of love, acceptance, and order. This atmosphere is one in which children respect themselves, their peers, and their teachers.

Techniques we will **NOT** use:

All staff are forbidden to use any form of corporal punishment, which is defined as the use of negative physical touching (i.e.: spanking, slapping, pinching, pulling ears, arms, or hair.) This list is not all-inclusive. Any infraction of this requirement will result in the immediate firing of the staff member using the punishment.

Additionally, staff are also required not to use any child-handling technique which results in unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other action of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.

Techniques we **WILL** use:

**Prevention:** Teachers should plan ahead for possible areas of conflict. Are there enough toys and activities? Do the children know what to expect next? Do they know everyone will get a turn?

### **Five Learning Steps to Discipline:**

1. Warn the child, and redirect the child to some other activity/toy which is acceptable.
2. Remove child. We warn only once. If the behavior persists, we remove the child calmly and promptly, and insist they sit beside the staff person. We explain that the privilege of playing in that place is lost.
3. Discuss feelings and rules. We will do this in an understanding way, but will nevertheless be clear and firm when stating the rule as well as the reason for it.
4. Wait for the child to decide when he/she is ready to return.
5. Help the child return and be more successful.

This gives the child the experience of substituting acceptable for unacceptable behavior. This is one of the many opportunities we have to use positive reinforcement, i.e.: "I liked the way you used your words. Good job!"

If a child has hurt another child, we encourage the child who did the hurting to aid

the other by helping with ice, bandaid, etc. Once the comforting has been done by child and teacher, the teacher will sit down with both children and help each one to put their thoughts and emotions into words.

If several attempts at positive discipline have failed, and the unacceptable behavior continues, the teacher is to inform the director so that guidance may be provided. It maybe that other techniques can be used, or perhaps the parents need to be informed so that we may enlist their cooperation in helping the child. The school will ask the parents to attend a conference if, in the opinion of the school, the child is displaying negative behavior which may require additional professional guidance. The school also reserves the right to dismiss a child if, in the opinion of the school, the child's needs can no longer be met by the school. Parent conference and ten days written notice will be given.

### **Weekly Schedule**

<b>Before School Care:</b>	Monday – Friday	7:45 a.m. to 8:00 a.m.
<b>Preschool:</b>	Monday –Friday	8:00 a.m. to 12:30 p.m. (Lunch optional)
<b>After School Care:</b>	Monday – Friday	12:30 to 5:00 p.m.

### **Late Policies**

Children are to be picked up no later than contracted pick up time or the closing time of 4:00 p.m.

A late fee of \$1.00 per minute will be charged for each minute late.

### **Holidays**

We will be following a 12 month calendar. Parents will be given a list of holidays at the beginning of the school year. These holidays and list of closed days may also be found in this handbook and in monthly calendars. (Can be subject to change).

## **Daily Routine**

When your child enters school each morning, he/she is greeted by a teacher. By 8:00 a.m., all children should be present. (Not Mandatory).

7:45 – 8:30 Free Choice (inside). Self-directed and teacher-directed activities. Basic curriculum areas include: art and sensory table, music, science, manipulative and building area, dramatic play, and language and math(cognitive). Children will be given the chance to explore and use learning centers and equipment of their choice.

8:30 – 9:00 Outdoor Play.

9:00 – 10:15 Free Play and Art.

10:00 – 10:30 Snack Time & Music & Movement. A healthy snack will be provided. A simple prayer will be said and social interaction will be encouraged.

9:45 – 10:00 Bathroom Break.\*

10:30 – 11:00 Outdoor Play. (Will vary due to weather).

11:10 Meet at Circle to get Center Assignments & Calendar.

11:15 – 11:30 Learning Center 1.

11:30 – 11:45 Learning Center 2.

11:45- 12:00 Learning Center 3.

12:00 Lunch (Optional)

12:30 Half time students leave

12:30-1:00 Bathroom Break\* and clean up

1:00-3:00 Nap & Rest Time

3:00-3:30 Bathroom Break,\* Clean Nap Area, Snack

3:30-5:00 Free Time in Centers (or Outdoor Play)

**\*Bathroom Break (always subject to change and based on children's needs)**

## Curriculum Topics\*

This is an example of topics we may be covering throughout the year. We try to follow the interest of the children, so topics are definitely subject to change.

August-	All About Me & End of Summer
September-	I Am Special, Apples, & Leaves
October-	Spiders, Pumpkins, Fall, & Owls
November-	Traditions, Turkey, Home, & Family
December-	Winter, Holidays, & Christmas
January-	Snowflakes & Winter
February-	What is Love?, Post Office
March-	Rainbows, Mother Goose
April-	Spring, Rain, & Umbrellas
May-	Mothers & Mother's Day, Flowers, Butterflies
June-	Fathers & Father's Day
July-	Summer Fun

A monthly calendar will be posted on the Parent Bulletin. Please feel free to discuss curriculum ideas with us and to explore the community for persons, places, or objects which will enrich the curriculum for everyone. (We exclude, as much as possible, stereotypes of any form.)

## **Snack**

We have a snack every morning at 10:30 a.m. Village Valley Preschool will be responsible for providing snack for the preschool. We do ask for donations, and we do post a list with items and a sign in sheet every month. (Donations are not mandatory).

We ask that you choose the snacks carefully: no sugary foods or drinks. The food needs to be ready to serve and prepared for young children (cut up into small pieces). Here are some popular and nutritious snack ideas:

### Protein

Yogurt  
Peanut Butter  
Cheese

### Fruit

Any kind

### Vegetables

Carrot or celery  
sticks, sliced thin  
w/or w/out dip

### Grain

Crackers  
Rice cakes  
Granola  
Bagels  
Tortillas  
Pretzels  
Muffins

## **Lunch**

Your child will need to bring a nutritious lunch daily. Please, no candy, no carbonated drinks, cans, or bottles. Please do not allow your child to bring breakfast, chewing gum, or candy to school.

## **Birthdays**

We will be happy to share in the celebration of your child's birthday. We do ask that it be kept simple (cookies or cupcakes only). PLEASE NO ice cream or piñatas. Your child will be given the privilege of passing out the birthday snack to friends. Please let the teacher know in advance if you will be bringing a "Birthday" snack.

If you are planning on handing out invitations for an off-premises party, it is Village Valley Preschool's policy to invite all children who attend that day. You may also invite either all boys or all girls, depending upon the sex of your child.



## **Toys**

A wide variety of toys, games, and play equipment is provided by the school. Therefore, we ask that children leave all toys at home. We cannot be responsible for loss of damaged toys, jewelry, or personal articles brought to school by the children.

You may have something of special interest to add to the topic being studied. Your child may bring "discoveries" from home or nature for our Discovery Table. Books and music may be brought to add to our daily activities.

## **On Campus Visitors**

Instead of Field Trips, we now have all our Community Helpers come to us. Each year we invite firefighters, a police officer, a librarian, a dentist, and others to share their jobs with the children. We are so grateful to our Community Helpers!

## **Clothing**

Each child should bring a small blanket, a crib sheet, a pillowcase, and a full change of clothes. The blanket and crib sheet will be sent home every other week to be laundered and returned on Monday. All items listed should be labeled with the child's first and last name using a permanent marker. Please check your child's cubby daily for art work and to see if clothes need replacing.

## Preschool Dress Code

**Boys:** Hair neatly trimmed, out of the eyes, and above the shirt collar. No fad or extreme styles, (i.e.. uneven shaving, close shaving of all or part of the scalp.)

Pants, sweatpants, or shorts. Jeans may be worn (no holes please).

Shirts and t-shirts. No tank tops.

Shoes should be soft-soled (preferably tennis shoes), good for running and climbing. No boots, thongs, or open-toed sandals.

**Girls:** Hair combed in a simple style, out of the eyes, and appropriate for school.

Pants, sweatpants, leggings, skirts, or shorts. Jeans may be worn (no holes please.)

Tops or blouses and t-shirts. No tank tops.

Dresses with shorts underneath.

Shoes should be soft-soled (preferably tennis shoes), good for running and climbing. No boots, thongs, open-toed sandals, or plastic shoes.

All clothing should be appropriately styled, modest, neat and clean. Pants must be without holes and shoes and socks must be worn.

## **Kindergarten Readiness Screening**

In addition, preference will be given to children who will be five years old by September 1.

It is very important that parents understand that readiness is not an intellectual issue. Many very "bright" children, in addition to children of other ability levels, need a little more time to develop the maturity to feel successful socially, emotionally, as well as academically, in Kindergarten...and all the grades following.

## **Harassment Policy**

Village Valley Preschool is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.

**Physical Harassment:** Derogatory physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawing, gestures.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **Parking Lot Arrival**

Parents or other designated adult must park in parking lot and walk the child to the preschool room in the morning. The child must NOT be left to walk to and from the classroom alone for safety reasons.

Your child must be signed in and out daily. Please sign your name and put the time in the spaces provided. The school will not assume responsibility for a child who has not been signed in when he/she arrives for the day. Adults responsible for carpools must sign in and sign out each child in the carpool.

### **Departures/Pick-up** **Morning and Afternoon**

Drivers must park in the school parking lot and walk in to pick up a child. Young children should never be in the parking lot unattended.

ONLY PEOPLE WHOSE NAMES ARE ON FILE MAY PICK UP YOUR CHILD IN THE CARPOOL. A permission slip must be sent if anyone whose name is not on file will be picking up your child. Please remember to promptly update your child's emergency information when there is a change.

# Village Valley

My initials and signature below indicate that I have received and read Village Valley Preschool Handbook. I understand the policies set forth in this Parent Handbook and agree to abide by these rules.

I have been informed that this program has an “open door” policy, meaning that parents can visit any time. I also understand that the State of California Licensing Agency has the right to inspect the facility and interview the children whenever needed.

I have completed and submitted to the office at Village Valley Preschool the following forms/certificates:

1. Child’s Birth Certificate
2. \_\_\_\_\_ Preschool Admission/Child Care Contract
3. \_\_\_\_\_ Preschool Admission/Registration Form
4. Preschool Parent Handbook Agreement Form
5. Child’s Pre-Admission Health History – Parent’s Report (Licensing Form 702)
6. Notification of Parent’s Rights (Licensing Form 995) signed and dated
7. Notification of Personal Rights (Licensing Form 613A) signed and dated
8. Consent for Emergency Medical Treatment (Licensing Form 627)
9. Physician’s Report (Licensing Form 701)
10. Identification and Emergency Information (Licensing Form 700)
11. Immunization Record

In affirmation of all of the above:

\_\_\_\_\_  
Parent’s first and last name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Director’s Signature

\_\_\_\_\_  
Date