



**VALLEY MILLS  
CHRISTIAN PRESCHOOL  
PARENT HANDBOOK**

**PROVERBS 22:6 "TRAIN A CHILD  
IN THE WAY HE SHOULD GO. AND  
WHEN HE IS OLD HE WILL NOT  
TURN FROM IT."**

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## **ENROLLMENT**

### **PRESCHOOL PROGRAM**

The Preschool Program offers a two-year-old thru Pre-Kindergarten class. There are morning and afternoon classes except for the three year olds, which meet in the AM only. We have classes on Tuesday, Wednesday & Thursday.

Morning Classes meet from 9:00 - 11:30.

Afternoon Classes Meet from 12:30 - 3:00

Class Size for the three's is limited to 10 students.

Class size for all other classes is 15-16 students.

### **FEES AND TUITION**

A non-refundable registration fee of \$100.00 per child is due at the time of enrollment.

The monthly tuition fee is \$145.00 per month per child and is due on the 1<sup>st</sup> of the month no later than the 5<sup>th</sup>. Depending on which class your child is in there is a book fee. Each student will have his or her own set of books. The curriculum each student will be using is ABeka.

TUITION for the school year is \$1,400.00 for all preschool classes. You may pay this all at once or in monthly installments. Our tuition is based on the entire school year, not by each month. The monthly fee is for your convenience. When you make a payment it goes towards your balance. The monthly payment due is a minimum of \$145.00. For the month of August, it is prorated to help families. For the month of May, tuition is NOT pro-rated. We do have sibling rates, they must be siblings living in the same house hold - please see the Director for these rates. If the 5<sup>th</sup> of the month falls on a non-preschool day or a weekend you are required to pay on the closest preschool day. If tuition is paid after the 5<sup>th</sup> of the month a \$10.00 late fee will be assessed, beyond the 5<sup>th</sup> an additional \$1.00 per DAY late fee will occur **NO EXCEPTIONS. This will be enforced!**

A returned check fee of \$25.00 will be charged for any checks that are returned.

**If for some reason you are unable to pay tuition by the 5<sup>th</sup>, please see the Director.**





## **WITHDRAW PROCEDURE**

If you decide that you need to withdraw a student from preschool, we ask that you give a month notice. No pro-rate or refunds will be given. You must pay the full month tuition. Please put the withdraw notice in writing and give to the Director. NO EXCEPTIONS! It is not the teacher's responsibility to handle these issues.

## **HEAD LICE**

In an effort to prevent any transmission of head lice, we do follow the NO NIT policy. If you suspect your child has head lice, PLEASE have them examined by a medical doctor. If your child is diagnosed with head lice he or she will not be allowed to return to preschool until they are nit free. If your child is diagnosed with head lice, please contact the preschool immediately so we can take the necessary steps to prevent additional cases. When a child returns to school he or she MUST be examined by the preschool Director to confirm the child is nit free. The preschool does lice checks, we ask that girls wear their hair down on these scheduled dates, these dates will be in your child's monthly or weekly newsletter.

## **FIRE/TORNADO/SAFETY DRILLS**

On scheduled dates the school has fire, tornado & safety drills, weather permitting for the fire drills. Students and teachers are to immediately follow the classroom evacuation plan designated near the doors of the classroom.

## **CLOTHING**

Please dress your child in comfortable clothes. The children will work with paint, glue, water, sand and other messy items. Tennis shoes are preferred over dress shoes. Girls wearing dresses should wear shorts underneath due to our daily activities. Make sure everything is labeled with your child's first and last name. Please bring a change of clothes the first day of school for us to keep in case of accidents, spills or etc. All shoes must be closed toe, no sandals please. We do ask that girls not wear spaghetti strap or tops that will show their tummies. We will not allow a child to have outdoor recess if they are not wearing the appropriate shoes, this is for their safety! We cannot accept responsibility for any clothing that may become stained or damaged.





## **POTTY TRAINING**

For children who are in the process of potty training, please send extra pull-ups in case of an accident. We will try to accommodate this process. However, we require your child continue using a pull-up until they are completely potty trained and able to communicate with the teacher on their own.

## **TOYS FROM HOME**

We ask that your child leave all toys at home. We cannot accept responsibility for any toys or items that are brought to school. Students may only bring toys or books to school on designated days for the purpose of curriculum enrichment. Guns and war toys including light sabers, bow and arrows or anything that shoots projectiles are not permitted in school. Electronic devices such as cell phones, ipods or game devices are also not permitted in school. Please remember to always label all items.

## **ARRIVAL AND DISMISSAL**

Please be cautious and watch for children when entering and leaving the parking lot. We ask that you only park in designated parking spaces. We also ask that you drive slowly in the parking lot, and watch for the little ones. Please do not allow your child in the parking lot unsupervised. Please do NOT park at the doors in the semi-circle, this becomes a very congested area.

We must have on file a student release form, listing the people that you have given permission to pick up your child. Children will **only** be released to those people authorized by the parent/guardian on this form. If there is a change in pick up, the parent should notify the Director. Any new pick up person will be required to present a valid ID. Please remember, this is for your child's safety.

**STUDENTS MUST BE PICKED UP AT DISMISSAL TIME (11:30), IF YOU ARE BEYOND 11:35, YOU WILL BE ASKED TO PAY A \$10.00 FEE FOR EVERY OCCURRENCE. IF THE CHILD IS NOT PICKED UP BY 11:45, THEN A \$25 FEE WILL BE ASSESSED. IT'S IMPERATIVE THAT ARE STAFF IS ABLE TO LEAVE FOR LUNCH OR TO PICK THEIR CHILDREN WHEN SCHOOL IS OUT.**





## **SNACK TIME**

A snack schedule will be sent home every month. There are approximately 15-16 students in the 3, 4 & Pre-K classes. Please send a few extra snacks to allow for accidents or mishandling. Please allow your child to participate in the choice and preparation of the snack. Napkins, cups & spoons will be provided by the Preschool. NO red juice will be allowed, if red juice is sent in, it will be returned. We will give the students another option for a drink. We want to focus on healthy choices for snacks, here are a few ideas: **yogurt, cheese sticks, applesauce, gold fish, banana (we can cut it in half) or apples, are a few suggestions.**

If it is your child's Birthday, you are welcome to bring in mini-cupcakes or cookies to celebrate your child's special day.

## **PARTIES**

We will have parties to celebrate several holidays during the school year. Parents will be invited to sign up to help with these parties.

On your child's birthday, you may bring party items and/or a special snack. Please make arrangements with your child's teacher.

## **FIELD TRIPS**

We will be taking field trips throughout the year, some of the field trips are outside of the school & some we have here in the building. It is important we have parent involvement to help with transportation. We must have a field trip permission slip and medical release form on file in our office in order for your child to participate.

We will need parent volunteers to help with transportation. You will be notified of the trips through the monthly newsletters and class bulletin boards.

There will be a few days during the school year when the morning and afternoon classes will meet together for special programs, field trips & etc. You will be notified of these scheduling changes in advance so that you may make arrangements.





## **SNOW DAYS**

This is the policy for snow days. You may check channels 6, 8 & 13 for a delay or cancellation. We are not priority for the TV stations, you are encouraged to call the voice mail to see if there is a delay or cancellation, that number is 856-3591 the information on the voice mail is up to date & accurate. The following are the times for preschool if DECATUR TOWNSHIP has a two hour delay:

AM - 11:00 - 12:30

PM - 1:30 - 3:00

If DECATUR TOWNSHIP is closed we are as well. As always, if you feel the weather is too dangerous and school is in session, it is up to the parent's discretion to keep their child at home (be sure to call the voice mail & notify the school) **TUITION WILL NOT BE ADJUSTED!**

**PLEASE CHECK FACEBOOK AS WE KEEP THAT UPDATED!!!**

## **HEALTH POLICY**

Providing a healthy environment for your child is very important to us. Please do not bring your child to Preschool with any infectious or communicable diseases. If you observe any of the following symptoms we ask that you keep your child home from school:

- Fever currently or fever within the last 24 hours
- Vomiting
- Diarrhea
- Discharge in or around the eyes
- Questionable rash
- Green or yellow runny nose
- Excessive coughing any communicable disease
- Any of the above symptoms CANNOT be masked by medication. The child needs to be completely free of symptoms.

If your child is being treated with an antibiotic, he/she should have received treatment for at least 24 hours before returning to Preschool. Please note that we cannot administer any medication and ask that the children not bring cough drops or other medications with them to take themselves

If your child is or has been running a fever it cannot be shadowed by medication and then







sent to Preschool. They must be fever free for 24 hours. This is for your child's well-being and the other students.

Should your child become ill while at Preschool, he/she will be cared for separately from the other students. You will be contacted immediately and asked to pick up your child as soon as possible. If a parent or guardian cannot be reached immediately, persons listed to call in case of emergency will be contacted and requested to pick up your child.

We are concerned about the welfare of your child. Please notify the school if your child has a communicable disease or if your child will be absent from school for more than two days.

### **BOARD MEETING AND PROCEDURES**

Valley Mills Christian Preschool has a school board.

The board will meet, but not limited to, once a quarter. Please feel free to ask any questions or concerns that you may have, this can be put in writing & given to discuss at the next board Meeting.

### **MISSION STATEMENT**

Valley Mills Christian Preschool exists to provide a positive, early education experience. The VMCP program encourages children to grow and develop as Jesus did, through learning Christian values. The preschool curriculum is designed around themes that provide opportunities for children to learn about God's world and how to live in it. We will participate in activities that encourage physical, mental, social, emotional and spiritual development appropriate to each child's individual state of development.







## **PLEDGES**

### **American Flag:**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God indivisible, with liberty and justice for all.

### **Christian Flag:**

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

### **Bible:**

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.

