

**Green Valley Christian Preschool**  
**Parent Handbook**



Jesus said, "Let the little children come to me, and do not hinder them for the kingdom of heaven belongs to such as these."

Matthew 19:14

# Green Valley Christian Preschool Parent and Child Handbook

## MISSION STATEMENT

“And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength: This is the first commandment.

The second is this: Love your neighbor as yourself.

There is no commandment greater than these.”

Mark 12:30-31

*Green Valley Christian School ministry exists to honor God by:*

- Bringing** children to Jesus Christ.  
Matthew 18:1-6; 10-11
- Discipling** to Christ-like maturity in character and wisdom.  
Matthew 28:16-20
- Equipping** for life-long Christian service by honoring individual giftedness.  
Mark 10:45, Ephesians 2:10
- Educating** academically for competence in life development.  
Colossians 1:9-10
- Encouraging** the family unit.  
Luke 1:17, Ephesians 6:1, 4

## STATEMENT OF FAITH

We believe in the Deity of Jesus Christ and the inspiration and authority of the written Word. Our entire curriculum is taught within the context of a world view that the God of the Bible is the Creator of all the universe. We require a study of the scriptures and absolutes of truth, integrity, and honor are reemphasized in every phase of preschool life. Jesus Christ is exalted in daily activities as well as in worship and is given preeminence over all affairs of the school. We believe that the Christian philosophy of life is the pervasive core of all human knowledge and experience.

## DOCTRINAL STATEMENT

We believe that the Bible is the infallible, verbally inspired word of God and that it is, therefore, our final authority in matters of faith and practice.

We believe in the eternally existing triune of God: Father, Son, and Holy Spirit.

We believe in the Deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, where He now acts as Mediator and Advocate.

We believe that Heaven is the place of eternal blessedness for the saved and that Hell is the place of eternal conscious punishment for the lost.

We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of the lost and of sinful men; that all who receive the Lord Jesus Christ by faith are born again and become the children of God.

God made each of us special!

## **Four Programs of GVCS**

GVCS has four clearly defined areas of educational ministry.

### **Green Valley Christian School**

The school consists of **kindergarten through eighth grade**. The school is in session from the end of August or beginning of September to June. School hours are as follows:

Morning Kindergarten	8:15 a.m - 11:45 a.m.
Afternoon Kindergarten	11:45 a.m - 2:45 p.m.
Grades 1-3	8:30 a.m - 2:30 p.m.
Grades 4-8	8:15 a.m - 2:45 p.m.

Students may arrive at school at 8:00 a.m. and need to be picked up right at dismissal time and no later than 10 minutes after the dismissal bell rings. If they are on campus before arrival time or after dismissal time, students will be placed in Extended Care and charged the emergency fee.

If you have only primary grade children, to help eliminate arrival congestion, please try to arrive between 8:15 - 8:25 a.m.

The school office hours are 7:30 a.m. to 3:30 p.m. during the school year.

### **Green Valley Christian Home School**

The Home School program is established for those parents who believe God has called them to teach and educate their own children in a home environment. The Home School program provides covering, support, encouragement, responsibility, and accountability for Christian families.

## **Green Valley Christian Preschool**

The preschool consists of classes of children between the ages of two years to five years who meet the admission requirements. Preschool hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. Preschool class times vary depending on the options chosen. The Preschool offers a year round program. *We are exempt from ACSI accreditation and are committed to State Licensing standards.*

### **Morning Learning Session**

8:45 a.m. to 11:45 a.m. - morning snack is provided

An option A may be added to include 7:30-8:45am

An option B may be added to include 8:00-8:45am

### **Morning Learning Session with Childcare**

7:30 a.m. to 5:30 p.m.

Learning session, morning and afternoon snack and childcare.

## **Green Valley Christian Extended Care**

Extended Care is a fun and safe environment for children **grades K-6** before and after school. The children can participate in activities such as crafts, drama, board games, art, computer games, and so much more. A time for homework is provided. The Extended Care program provides services for Green Valley students only.

# ADMISSIONS

Green Valley Christian Preschool is open to children between the ages of two (2) years through five (5) years of age who meet the admission requirements. Green Valley Christian Preschool admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities made available to students in the preschool. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, administration policies, or in any preschool administrated programs.

## Required at the Time of Admission

- ▶ Application
- ▶ Non-refundable Registration Fee
- ▶ First Month's Rates
- ▶ Child's Health Evaluation (Physician)
- ▶ Child's Health History (Parent)
- ▶ Immunization Record
- ▶ Emergency Information  
(700 license form, emergency card, medical consent form)
- ▶ Emergency Pack
- ▶ Allergy Form
- ▶ Parent's Rights Form
- ▶ Personal Rights Form
- ▶ Verification of Insurance
- ▶ Emergency Card
- ▶ Parent Handbook Form
- ▶ Facts Form



**Your child will be admitted to a class 48 hours after *all* forms are on file in the office and a class clearance is granted.**

All students at Green Valley Christian Preschool must be covered by a medical insurance policy upon enrollment.

All children must be ***“potty trained.”***

The director must be informed of **any change** in address, telephone number, or place of employment. *This is very important in case of an emergency.*

## **PROGRAM HOURS**

Green Valley Christian Preschool has several program options to choose from.

### **Morning Learning Session**

8:45 a.m. to 11:45 a.m. – morning snack is provided

An option A may be added to include 7:30 – 8:45 am

An option B may be added to include 8:00 – 8:45 am

### **Morning Learning Session with Child-care**

7:30 a.m. to 5:30 p.m.

Learning session, morning and afternoon snack, and child-care.

Preschool is opened every day, all year, except for holidays and special days that are noted on the school calendar.

The preschool sessions coincide with Green Valley Christian School's calendar, September through June. However, we encourage your child to continue through the summer session which is July and August.

## **ARRIVAL AND DEPARTURE**

Children enrolled in the preschool "Morning Session" may arrive by 8:45 a.m. and must be picked up by 11:45 a.m. A charge of \$15.00 will be assessed to parents who bring their child early or pick him/her up late.

For any child picked up after 5:30 p.m., there is a charge of \$15.00 per quarter hour or any part of that quarter hour.

It is a state law that each child is to be "signed in" and signed out" on the form that is provided. It is imperative to note the time and to include your full or legal signature on this form daily.

No child will be signed out to anyone other than the parent, guardian, or designated person on the emergency card unless prior arrangements have been made with the director and/or teacher. Children may be picked up only by an adult. At no time may a child be left unattended in the parking lot.

## **Absences**

A telephone call to the school office on the morning of your child's absence is greatly appreciated. We cannot refund fees for days absent. The program fee guarantees a place in the preschool for your child.

# **CURRICULUM AND ACTIVITIES**

The preschool program is based upon the understanding that children are uniquely designed by God. Our goal is to help each child develop character, skills, interests, and concepts as s/he is developmentally ready to undertake them.

## **Curriculum**

Our focus is to minister to the whole child by providing learning opportunities in the following areas:

Spiritual and Character Development

\* Bible stories and character trait study

Social and Emotional Development

\*Creative and free play time

Cognitive and Language Development

\*Phonics, stories, mathematics, seasonal themes

Creative and Physical Development

\*Art, music, cooking, sensory-motor

## **Snacks**

With a signed statement from a physician, a **minor** change can be made for the diet of an individual child. If a doctor orders food other than that prepared for all children, this food must be prepared and brought by the parent.

Snacks will be provided each morning and afternoon. The snack menu is posted in the Preschool area.

## **Naps**

A rest period immediately follows lunch for children enrolled in the full day program. Nap mats and sheets are provided for all children. Please bring a blanket for your child. You may also wish to let your child bring a stuffed animal for cuddling.

## **Parties**

There are parties for Harvest Time, Thanksgiving, Christmas, Valentine's Day, Easter, end of the school year, etc. Teachers post sign-up sheets on their classroom doors, requesting help for various events such as a party or a cooking experience for the class.

## **OTHER INFORMATION**

### **Clothing**

Our playground and art activities are designed for the children's enjoyment. This can sometimes mean messy activities and dirty clothes. Be sure that clothing is modest, sturdy and washable. Green Valley Christian Preschool reserves the right to call to your attention any clothing we deem inappropriate and expect compliance to our standards.

Shoes must be appropriate for running, climbing, and playing outside. For safety reasons, flip flops or any loose sandals are not allowed.

Children must have a complete change of clothes at school at all times. Please place them in a bag labeled with the child's name.

### **Toys**

Toys brought from home are often lost and broken. For this reason we request that toys **not** be brought from home, with the exception of a stuffed animal for rest time.

### **Books**

When books are brought to school, they should be labeled with the child's name. The preschool will not be responsible for any lost or damaged personal items brought from home.

### **Birthdays**

To maintain consistency in celebrating each child's birthday, we ask that parents provide a simple treat to be shared during the mid morning snack time. Please arrange this with your child's teacher in advance.

Invitations to a party outside of school can only be distributed at school when the whole class is being invited.

## **Lost and Found**

A lost and found rack is located in the gym. Each year we have many items of clothing that are not claimed. Please check this rack often.

## **School Pictures**

School pictures are taken in fall and in the spring. Information is sent home in regards to purchasing the pictures. All children have their pictures taken for the school yearbook whether or not the pictures are purchased.

## **Visitors**

All parents and visitors must go to the school office *first* and obtain a visitor's pass before going to their child's classroom and or any other location on campus. This is to help with safety and ensure that there are as few interruptions as possible in the learning environment.

Volunteers in the class must have an information application on file and a copy of a tuberculosis test that is negative.

## **Green Valley Christian Preschool Eaglette**

Our preschool paper, GVCP Eaglette is published once a month. It communicates and reminds parents of school events, happenings and information. It is placed in your child's "pocket, file or cubby

## **CHILD GUIDANCE AND BEHAVIOR**

To insure that your child experiences an enjoyable time while he or she is at school, certain rules and guidelines will be defined and maintained in a firm but loving manner.

Children are expected to treat adults and other children with respect. They may not hurt themselves or others. Proper treatment of school property, equipment, and other children's possessions is also expected.

When willful disobedience or other unacceptable behavior occurs, it will result in necessary correction. This correction may include a restriction of activities and/or a "time out". During the "time out," the child will be isolated from the other children and will make an agreement with the teacher to change his or her behavior before returning to the group. If the unacceptable behavior persists, the child will visit the director and, if necessary, the parent will be contacted to pick up the child.

The preschool maintains the right to ask parents to withdraw their child, either temporarily or permanently, from the preschool if that child is not able to perform appropriately in the classroom setting. Effort is first made to help the child make the necessary adjustments. If efforts fail, withdrawal from the program will follow.

## **FINANCIAL POLICIES**

### **Payments**

Green Valley Christian Preschool uses a professional agency to help manage the administrative work associated with processing school payments. This service is used to assure timely and accurate processing of payments. As with all financial information, your account is held in the strictest confidence.

The School Ministry Leadership Team and Head Administrator of Green Valley Christian School determine rates, due dates, late fees, etc. The agency that is retained follows the instructions and policies of Green Valley Christian School. Upon enrolling, you will be instructed as to the amount of your fees and your account will be established through the bookkeeping department.

## **Non-Refundable Registration Fees**

Registration is paid directly to Green Valley Christian School. It is due at the time of initial enrollment, as well as, at the start of each new school year. Please see the rate schedule for the yearly registration fee, which is for September through August.

## **Past Due Accounts**

Accounts are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month. A late charge will be assessed on those accounts not current each month. The school reserves the right to dismiss any pupil whose payments are more than two (2) weeks in arrears. A charge will be assessed for all returned checks.

## **Withdrawal**

A **two (2) weeks written notice** is required for withdrawal from the preschool program to receive any reimbursement of fees. Failure to give the director notification will result in forfeiture of such reimbursement, whether or not child continues in attendance. Two weeks program rates will be charged from the time the director is notified, whether or not the child continues in attendance.

## **Permanent Schedule Changes**

If you wish to change your child's preschool schedule, contact the director **two (2) weeks in advance**. A \$15.00 charge will be assessed for each schedule change. No schedule change will be assessed for adding additional days or hours to your child's schedule. All changes will be contingent on the availability of openings in each classroom. The \$15.00 fee will need to be paid directly to the school office.

## **Emergency Childcare**

Arrangements must be made in advance with the director for attendance on an unscheduled day or if you should need afternoon child-care, and a fee will be assessed. These arrangements can only be made if openings are available on a given day.

## **Vacations**

***Only year-round (five full days) preschool child-care children will be given the opportunity to be taken out of preschool for vacations*** while their place is reserved. The preschool year is calculated from September 1<sup>st</sup> to August 31<sup>st</sup>. One week vacation credit is given for each three months of school attendance with a maximum of three weeks for the entire year. Vacation credit will not be given until December 1<sup>st</sup> of each school year. In order for your vacation credit to show during the month in which you are vacationing, you must give **written** notice to the director the month prior to your vacation request. All other vacation requests must be given to the director with a two weeks written notice. ***Vacation credit must be used during the current school year.***

## Holidays

**Holidays will not be deducted from the normal fees.** Preschool will operate Monday through Friday all year **EXCEPT** for holidays. **The following days are holidays:** Labor Day, Veterans' Day, Thanksgiving (2 days), December 24 and Christmas Day, days **between** Christmas Day and New Years Day, New Year's Day, Martin Luther King Junior Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, and at times, Teacher In-service Days. You will be **notified** of any changes in advance. Also, please refer to the preschool calendar.

## HEALTH AND MEDICAL POLICIES

### Illness

*Please do not bring a child to preschool who is complaining of illness.* Children should be free of vomiting, diarrhea, fever, and communicable diseases. Children sent home with these symptoms will need one full day, 24 hours, at home before returning to preschool. Parents will be required to sign an illness report when picking up their sick child. Children need time to regain their health in order to be attentive during their day. We want to protect the health of our children and staff members.

If your child becomes ill at school, he or she will be isolated until the parent, or person indicated by the parent, can be notified. When notified, please arrange for your child to be picked up immediately. Parents, or designated adult, are required to sign an illness report when picking up their sick child.

**Please notify the director if your child has been exposed to any communicable diseases.**

### Physician Prescribed Medications

Prior to administration of any medication by the school, both a Physician Statement of Need and parental Request for Medication Administration form must be completed and filed in the school office.

A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication, dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete. When the parent fills out the Parental Request for Medication Administration Form, the dosage prescribed must match the instructions on the bottle or package. **All medications must be in their original packaging.**

New forms (physician and parent) must be submitted at least once a year.

All medications will be stored in a secured cabinet that is not accessible to students.

The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g., injections).

Each administration of medication will be recorded on a Medication Administration Log sheet immediately following the time of its administration by the individual who gave the medication.

### **Non-prescription Medications**

Prior to administration of any medication by the school, both a “Physician’s Statement of Need” and parental “Request for Medication” form **must be completed and filed** in the school office. Preschool/Office personnel will administer all medication. Forms will be initialed indicating that the child has taken the medicine.

All medications, (including cough drops, eye drops, “natural” medications, etc.), must be stored in the school office at all times. **Under no circumstances are students allowed to have medications of any kind with them on campus.**

### **Nebulizers**

It is school policy in accordance with the state of California laws, that *child-care staff and school employees, including office personnel, cannot administer nebulizer treatments to children in our care.* The State Board of Respiratory Therapists has informed Community Care Licensing that only a licensed therapist, parent, medical professional, or the child may administer treatment. Nebulizers will need to be checked into the office where they will be labeled and stored until needed.

### **Allergies**

In order to have your child on our Allergy Alert form and have them receive food or drink alternatives, the office should have a physician’s verification on file. Minor food substitutions will be provided with a doctor’s verification.

### **Pre-enrollment Medical Examinations**

Children are required to have a medical examination before entering preschool.

## **Immunizations**

*Immunizations must be current* as mandated by the California Health Department in order for the child to enroll and attend preschool.

The following vaccinations are required:

- |                     |   |
|---------------------|---|
| <b>POLIO:</b>       | A minimum of three (3) doses, with the last dose given after the 2 <sup>nd</sup> birthday.              |
| <b>DPT:</b>         | A minimum of four (4) doses, with the last dose given after the 2 <sup>nd</sup> birthday.               |
| <b>MMR:</b>         | One (1)-dose given after the 1 <sup>st</sup> birthday.  |
| <b>HIB:</b>         | One (1)-dose on or after 1 <sup>st</sup> birthday. (Not required for children older than 4½ years old). |
| <b>HEPATITIS B:</b> | A three (3)-dose series.  |
| <b>VARICELLA:</b>   | One dose - 18 months to 4 years of age  |

## **SAFETY AND EMERGENCY PROCEDURES**

### **Safety**

Green Valley Christian Preschool strives to maintain a safe place for children to work and play. However, if minor accidents occur, first aid is administered by school personnel. If a major accident should occur, efforts will be made to contact a parent and the child will be taken to the local Watsonville Community Hospital Emergency Room via an ambulance and the expense will be the responsibility of the parents. An “emergency card” **must** be completed, front and back, at the time of enrollment.

### **Fire, Earthquake, and Code 3 Drills**

Emergency drills are held periodically so that all students will be aware of the proper procedures in case of fire, earthquake, or danger.

### **Emergency Kits**

All students at Green Valley Christian Preschool are required to have an “Emergency Kit” on campus. All kits must be turned in on the day that your child starts preschool. Kits will be stored on campus and returned to you at the end of the school year to be updated and or replenished for the following school year. A list of what should be included in the kit will be provided in the student enrollment and welcome packet.

## **STUDENT SEXUAL HARASSMENT POLICY**

Green Valley Christian Preschool is committed to providing a school environment free from sexual harassment for all children. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass are subject to discipline up to and including dismissal. Employees who engage in sexual harassment of students are subject to discipline up to and including termination.

### **Definition**

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

### **Reporting Procedures**

Children who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between children, the child shall report the incident to any teacher. The child may also report to the director.

If the harassment comes from an adult, the student shall report directly to the director or another responsible adult.

## **PARENT INVOLVEMENT**

We believe and are excited to have parents involved in partnering with us. We believe this team approach provides the greatest benefit to each child in his/her development.

Conferences with parents will be scheduled as the need arises. Teachers will communicate with parents regarding the child's development and overall growth as a preschooler.

S.W.A.T.T. (Service With A Tender Touch) has been established with the sole purpose of parents having the opportunity to serve and help meet the vision and mission of Green Valley Christian Ministry. We appreciate and feel privileged to work with parents in this role.

A few examples of S.W.A.T.T. participation areas are:

Volunteers in the classroom  
Classroom parties  
Involvement with Moms In Touch  
School special project events  
Workdays

## **How Parents Can Help Their Children**

All parents want their children to find success in school and to be happy in the process. Fortunately, the two goals are actually one and the same. Happy children do well and those who do well are happy. Parents play a major role in helping their children achieve these goals.

Do...set realistic goals based on your child's interests, abilities, and personalities.

Do...keep lines of communication open; take time to listen to your child.

Do...encourage reading. Read aloud to your child every day when they are small.

Do...help your child develop self-discipline by letting him/her have chores that teach responsibility.

Do...expose your child to learning experiences such as museums, nature, even family conversations.

Do...schedule your day so that your child arrives at school on time, having had breakfast, a good nights sleep, and positive morning interactions with family.

Do...speak positively about the school, your child's teachers, and learning in general.

Do...love your child.

Do...celebrate the God-given talents with which your child has been blessed.

Do...pray for your child and the teachers.

## **A CHURCH MINISTRY**

Green Valley Christian Church established Green Valley Christian Preschool as one of its ministries for the purpose of educating and reaching children and families for the Lord. All staff members are in ministry for Green Valley Christian School under the covering of the church. As a result, the governing school board, appointed by the church, reserves the right to change, amend, add, and adjust policies it deems necessary to fulfill the call of



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