



Valley Christian Academy

with

A Rainbow of Friends Christian Preschool, Inc.

A Premier Early Childhood Education Taught with Excellence!

2021-2022 Handbook & Contract

Restoration Campus (South)
9355 Peaceful Valley Rd.
Colorado Springs, CO 80925
Phone: 719-465-3932

Friendship Campus (Central Powers)
3685 New Center Point
Colorado Springs, CO 80922
Phone: 719-301-3622

Living Hope Campus (Westside)
640 Manitou Blvd
Colorado Springs, CO 80904
Phone: 719-301-3622

Website: www.valleychristianacademy.school
Email: info@vcacolorado.com
Facebook: www.facebook.com/vcacolorado

Welcome to Valley Christian Academy!

I am very humbled and honored that you have chosen Valley Christian Academy for your child's education. I know that you have a multitude of places you can send your child to for their education; most of those places are secular (no religious basis) and free. By enrolling your child in this school, you have made an important, conscious decision that you want these tender, young years to be influenced by the Living Word. You have made your child's education top-priority and are investing in their future, both spiritual and educational!

Why this school? This school starts at a toddler age. Preschools are usually the **first** exposure children have to a formal education and I want them to start off their educational careers loving to learn! ***How does this school achieve this?*** Through our Christian-based lessons, outstanding curriculum, and child-initiated, teacher-directed activities. ***What makes Valley Christian Academy stand out?*** We still allow children to be children! There is excitement in the air from the students as they learn, the teachers and staff utilize a positive teaching approach, and the staff pours out love to the students. It is exceptional.

Building this school has always been in complete faith! I really feel that God wants a Christian school here in Fountain Valley. Valley Christian Academy is a Christian school that starts and ends every day with Christ, and He is the center of all we teach.

Our school believes:

- All of our daily teachings begin and end with Christ. (Rev 1:8)
- Jesus died on the cross for our sins and the only way to the Father is through His son. (John 3:16)
- There is only one God, eternally existent in three persons: Father, Son and Holy Spirit (Deut 5:7, John 10:38, John 14:11,17-18,20)
- We are all created in God's image and we will embrace each other, without discrimination, for our differences. (Gen 1:27, Mark 12:31)
- God provides us with His moral standards through the Living Word. (2 Tim 3:16)
- Children are a gift from God and we are accountable to God for preparing them for a life of service to God and to others. (Psalm 127:3-5, Isaiah 54:13, Matthew 19:14)

The staff and I are partnering up with you to give your child an amazing start in life with a positive, Christ-centered learning experience. Valley Christian Academy is here to serve your family. Thank you for entrusting us to educate your child!

Blessings,

Renee Green, Director

Vision

Our vision is that Valley Christian Academy will bring students from the community into a vigorously academic and developmentally appropriate school environment that will help build strong Christian families. Valley Christian Academy also desires to create an ambiance that employees, children, families, and communities want to be involved in.

At Valley Christian Academy, we will:

- Present basic beliefs of Christ and give high quality education to children.
- Build a community bridge in the Fountain Valley community.
- Strengthen faith and family through our children's programs, parenting classes, Moms in Prayer, and Restoration Church programs.

Mission Statement

To provide a solid Christian foundation with a high quality curriculum that prepares children for higher learning as each child enters the elementary years and beyond.

Philosophy

We believe, by using a high quality curriculum program with basic Christian values and beliefs, children will develop healthy habits and will succeed in school. During the first five years of life, the emotions a child feels, sees, hears, smells, tastes, and touches is the key to their brain development. Developmentally appropriate educational opportunities will impact a child for the rest of his life and it is our responsibility to offer a curriculum that will developmentally impact our students.

The planned experiences and activities for our young students consist of six dimensions of readiness. This includes a coherent progression of skills and knowledge, physical well-being, motor development, approaches to learning, language skills, cognitive development, and a balance between child-initiated and teacher-directed activities. Through parent involvement, quality teachers, and motivated children, we will be able to accomplish this mission.

History

Renee Green is the Director and Owner of Valley Christian Academy. She holds an associate's degree in Early Childhood Education, a bachelor's degree in Early Childhood Education, Teaching license, and she is Director Qualified.

While earning her first degree, she worked at the 5th Street College, a preschool in Berthoud, Colorado. After graduating, Renee moved to Colorado Springs. She worked at the Air Force Academy Daycare and Part-Day Preschool for eight years. Renee and her husband Paul opened a part-day preschool at their home in 1999. After outgrowing her home preschool with the

increasing number of students, she obtained a large preschool license in 2001 so she could serve more families in the community.

In 2005, the preschool expanded into a center at Restoration Church located in the Fountain Valley area. For the next 5 years, the preschool had gradually grown and the need for more classes was evident. Renee changed the preschool from a secular preschool into a non-denominational Christian preschool. For the 2013 school year, the school added its first kindergarten class. That was the first step of the school turning into a true Early Childhood Christian school that will educate children from birth to eight years old. For the 2014 school year, the school added a first grade and a College Toddler class. In 2015, the school enhanced its summer camp program, added more Reading programs, and started an after school program.

The excitement continues! As the preschool program is growing, so is the elementary program. Valley Christian Academy now goes all the way up through 3rd grade! Restoration Church has added state-of-the-art classrooms for our use, and we have a second location in Colorado Springs at Friendship Assembly of God, offering for the 2019-2020 school year part and full day Preschool and Kindergarten, and extended before and after care hours.

Six Dimensions of Readiness

At Valley Christian Academy, we address six dimensions of readiness for all of our students:

1. Motor Skills

- Movement and Coordination
- Large and Small

2. Social Skills

- Autonomy Skills
- Social Skills

3. Approaches to Learning Work Habits

- Culture of Expectations
- Visual (learning through seeing)
- Auditory (learning through listening)
- Tactile/Kinesthetic (learn through moving, doing, and touching)

4. Language Skills

- Oral Language
- Nursery Rhymes, Poems, Finger-plays, and Songs
- Phonemic Awareness
- Storybook Reading and Story Telling

5. Cognitive Development

- Mathematical Reasoning
- Visual Arts
- Number Sense
- Orientation in Time and Space
- Scientific Reasoning
- Physical World
- Music

6. Balance between child initiated and teacher directed

- Centers
- Group Time

Current Classes and Programs

For the 2021- school year, we offer:

- College Toddlers – 2 ½- 3 yrs old
- Preschool – 3 - 4 yrs old
- Kindergarten Prep – 4 - 5 yrs old
- Elementary – K-5th grade
- Reading Academy – 3 yrs old – 5th grade
- Summer Camp – 2 ½ - 12 yrs old
- Moms in Prayer
- Therapies of the Rockies, Speech and Language Therapy
- Expanding Fine Arts programs

Future Classes and Programs

Sixth Grade, Mommy and Me Classes, Enrichment Classes, Partnership with home-schooled children (Hybrid classes), and Tutoring.

NAEYC Accreditation

Valley Christian Academy is proud to be an accredited Christian school. Very few centers in the area have achieved this nationally recognized standard of quality. NAEYC's (National Association for the Education of Young Children) accredited programs have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the criteria for High-Quality Early Childhood Programs, and have been found to be in compliance with the criteria. The criterion addresses all components of a high-quality early childhood program. A copy of the criterion can be obtained from NAEYC's Academy (www.naeyc.org).

Parent Involvement

Special Events: Periodically Valley Christian Academy hosts family gatherings. We generally try to make these events at times so that everyone in the program can participate. Examples of family days in the past include dinners, dance parties, picnics, bowling, ice skating, and splash pad. These events are a great time to get to know staff and other families in a casual, relaxed atmosphere.

Parent Meetings: Occasionally we host parent meeting or morning social hours. These are designed to be an opportunity for parental input, community building, and special event planning.

Volunteers: We cannot stress how much we love to have student, parent, and grandparent volunteers! If you have a special interest or know of a way to help our school, talk with the director or your child's teachers about ways you can get involved. Volunteers between 12-16 years old may volunteer up to two hours per day and will need to have a written purpose on file. Regular volunteers of the school may be asked to complete a background check and get fingerprinted. All volunteers need to be approved by the director. Please sign in and out of our Visitor's Book.

Room Parents: Each room needs a parent volunteer that will be able to help throughout the school year. The parent will help coordinate: special events, birthday reminders, picture day help, appreciation days, and the spring program. Each room parent will need a background and fingerprint check completed.

Discipline

Discipline is an important aspect of any child's education. Young children in the process of growing often need positive guidance in many areas. The word "discipline" comes from the word "disciple," which means, "to teach." In using this definition, rather than the negative connotation (punishment), discipline becomes a teaching tool. Valley Christian Academy defines discipline as "guidance for growing children in a positive, teaching way."

Valley Christian Academy strives to teach democratic life skills. Teachers will concentrate on one democratic life skill the teachers would like the children to learn before progressing to other democratic life skills. The teachers may modify the daily schedule, room arrangement, grouping patterns, and transition activities to give the skill a high priority. They also may use direct modeling and instruction on the skill during conflicts.

Corporal punishment or with-holding food is unacceptable. A "Time In" may be used to give the learner a cooling off period and a chance to review the skills needed. Teachers will use behavior instructional guides such as emotion charts and books like Tucker Turtle and The Three Bees. If there are several incidents involving the same problem, the Director will speak with the child. If the problem still persists, we will then contact the parents. If the problem is not resolved, we will meet for a parent conference to discuss the best way to solve the problem and what is in the best interest of the child.

Parents are the principal facilitators of a child's development. We encourage parental participation and support each family to the best of our ability. We may offer workshops and discussion groups on topics of particular interest. We will try to provide as many resources to assist parents in the education of their child. Suggestions are always welcome.

Enrollment and Tuition

Documents

All enrollment documents and registration fees must be received prior to your child's start date. Those documents include:

- Online enrollment through Gradelink Enrollment at:
<https://secure.gradelink.com/1970/enrollment>
The online enrollment includes: Student and Parent information/demographics, Emergency Authorization and Contacts, and Permissions and Tuition information and contract.
- Direct Withdrawal Payment (optional)
- Health Form - **Must be completed and stamped by a physician, not the parent.**
*** You will have 30 days to submit this form to the school from your child's start date. This form also must be less than 60 days old from the start of the current school year. This is a Colorado law.**
- Certificate of Immunizations
- Therapies of the Rockies (optional)

Annual Registration Fee (non-refundable)

\$85.00 – first child

\$55.00 - each additional child in the same household

Supply fees (all students, non-refundable):

\$60 VCA students

\$30 District after care students

Book Fee (non-refundable): A book fee will be charged to our elementary students. It is due in full by August 1 or you may split the payments over 3 months.

Additional Information: You will receive a 10% discount on the second and third child enrolled at the school (lesser tuition is considered the second, third, etc. child). All children enrolled at the school must be from the same household.

To ensure your child's slot on our roster, your registration fee **must** be accompanied with the entrance form and tuition agreement. We will no longer accept registration fees without these forms initialed and signed.

The biggest compliment we can receive is a referral of our services to another family. If someone you refer signs up, after one month of attendance, you will receive a \$50 credit toward a future month's tuition as a thank you.

Payment

Valley Christian Academy accepts: cash, checks, money orders, online ACH payments (e-check), and automatic withdrawals. To keep our costs down, we **do not** accept debit/credit cards. All tuition is due on or before the 1st of the month. Invoices will be emailed out on the 20th of each prior month. If tuition is still not received by the 5th of the month by 9:00 AM, your

account will be assessed a \$25 late fee. If you are 30 days behind on your tuition, your child will be unable to attend class until all balances are paid in full.

If tuition is not completely paid by May 5th, your child will not be allowed to finish the school year, participate in the Spring Program, and you will not be able to attend the final parent/teacher conference. We understand that emergencies do happen and sometimes a month can be financially hard. If you take the time to communicate with us about a late payment, we will usually waive a late fee and work with you. We never want a child to miss out on their education due to a late payment. Please make sure you are receiving these invoices every month and you keep a current email on file.

In the case of a returned payment, the parent(s) will be responsible for a \$30 NSF fee. Please obtain a cash receipt from the front desk before you deposit your cash tuition into the drop box located on the wall. Make all checks payable to “Valley Christian Academy,” or “VCA.” Be sure to include your child’s name on the memo line.

Refund Policy and Withdrawal Procedure

Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of student(s) creates an opening which Valley Christian Academy may not be able to fill with a viable candidate. Student(s) who withdraw anytime between August 1 and May 15 must provide a 30-day notice or they will be responsible for an additional month of tuition. Any monies already paid will not be returned unless tuition was paid in full at the beginning of the school year. All approved refunds will be mailed to your address on file after your check has been cleared through the bank.

Refunding a Pre-Payment

If you pay for your child’s tuition in one lump payment before they start school, you will receive a 2% discount. If you pay for your tuition in full and need to withdraw your child before the school ends in May, you will forfeit any discounts.

A 30-day notice is mandatory or you will lose a month of reimbursement. Refunds will be issued by a mailed check within seven days of your child’s final day at school.

School Hours Restoration

Preschool – offered as Tues/Thurs, Mon/Wed/Fri, or Mon-Fri

Morning classes: 8:30 am – 11:30 am (3 hours)

Afternoon classes: 12:30 pm – 3:00 pm (2 ½ hours)

All day classes: 8:30 am – 3:00 pm (6 ½ hours)

Elementary

Kinder morning only

K-5 Full day

Extended Before & After Care Hours

VCA Before School Care: 7:00 am – 8:30 am

VCA and Districts 3&8 After School Care: 3:00 pm – 5:30 pm

School Hours Friendship & Living Hope Campus

Preschool – offered as Tues/Thurs, Mon/Wed/Fri, or Mon-Fri

Morning only: 9:00 am – 12:00 pm (3 hours)

Full day: 9:00 am – 3:30 pm (6.5 hours)

Reading/Writing Academy classes: 12:00pm - 12:30 pm

Elementary (Friendship only): Mon – Fri

Kinder Morning only: 9:00 am – 12:00 pm (3 hours)

K-1 Full day: 9:00 am – 3:30 pm (6.5 hours)

Reading/Writing Academy classes: 12:00pm - 12:30 pm

Extended Before & After Care Hours

VCA Before care: 7:00 am – 9:00 am (2 hours)

VCA and Districts 11&49 After care: 3:30pm – 5:30 pm (2 hours)

Arrival and Departure

Arrival

Please try to bring your child on time. We will open our doors five minutes before class. We ask that you do not bring your child earlier for these following reasons:

- The teachers need time before the class to prepare for the children.
- When children arrive at approximately the same time, they feel more comfortable with a constant routine. This is also helpful with any separation anxiety they may have.
- Arriving on time also allows the children time to meet and greet their friends and settle into their day feeling more relaxed and confident.

Departure

Please be prompt in picking up your child. This is important for the teachers as well as the children.

- Teachers need time to clean up and prepare for the next class.
- Children worry when their parents are late.
- No child will be released without written authorization; this is a Colorado state law requirement.

If you are detained unavoidably, please call us as soon as possible. A minimum charge of \$20.00 will be charged for children that are not picked up within 5 minutes of class dismissal. After 1/2 hour, another charge of \$20.00 will accrue and emergency contact persons will be called. If the child is not picked up within 1 hour of class dismissal and no one can be reached, a staff member will stay with the child until 3:00 pm. If the child is still not picked up at 3:00 pm (regular preschool and elementary dismissal time) they will go to our aftercare program and incur that aftercare fee. If no one has picked up the child by 5:30 pm and no one can be reached, the authorities will be contacted.

Legal requirements state that each child must be signed in and out by the parent or guardian. We

must be notified if a person other than the parent or guardian will be picking up the child. Driver's license or ID must be provided. No child will be released to a person that the staff does not know or from whom we cannot verify identification. Authorized parent or guardian will be notified of any unauthorized pickup attempt.

Restoration Campus

When you drop off and pick up your child, please enter through the middle set of doors at the church. Pass straight through The Gathering Place to the right of the Coffee Shop bar. Pass through to the double doors to enter the children's wing. You will also pass right by the bathrooms so please have your child use the bathroom and wash their hands before class.

Friendship Campus

When you drop off and pick up your child, please enter through the main doors of the church. Pass through the lobby and directly to your child's classroom. You will also pass right by the bathrooms, so please have your child use the bathroom and wash their hands before class.

Living Hope Campus

When you drop off and pick up your child, please enter through the glass doors on the south end of the church (to the "left" of the main doors).

The classroom is down the stairs to the left. The main bathrooms are on the main floor to the right of the entrance. Please have your child use the bathroom and wash their hands before class.

Transportation

Students need to be transported to and from the school by personal vehicle. The school does not offer transportation services for our preschool and elementary classes. If you are in need, we might be able to help coordinate carpool with another parent. Ensuring another parent has insurance and a safe driving record is the responsibility of each family.

The exception is the transportation provided for afterschool care for students that attend another elementary schools in area districts and are signed up in our VCACC program.

Visitors

Visitors and volunteers must sign in and out at the front desk prior to proceeding into the center and display a visitor's badge while they are at the school. All visitors must have approval from the director to be on the premises and be at least 16 years old.

Pledges

We are proud to say that we honor our American and Christian Flag every day after our morning prayers. Our students are taught respect for our country and the flag that represents our Christian relationship with God.

American Flag I pledge allegiance to the flag of the United State of America and to the Republic for which is 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.

Health, Safety, and Special Needs

Medical Forms

Medical forms are required by law and must be in the school office by the first day of school. Each child must have a medical examination **by a physician** every year. This form needs to be less than 60 days old by the first day of the school year. Immunizations must be kept current and a Certificate of Immunization must be filled out by the parent and in the school office by the first day of school.

Special Needs Care Forms

If your child has any special needs (medical, food, physical), we need to have a special needs care form filled out. This lets the school know what steps are to be taken to help take care of your child. You can also have your doctor fill out a form and turn it into the front desk. These forms need to be returned to the school by the first day of class.

Health Policy

To limit contagious illnesses at school, obviously ill children should not be sent to school. If your child becomes ill at school, you will be called to take him or her home. The child who has become ill at school will be separated from the other children, supervised in the office area, and provided with a sanitized mat and blanket until parent arrival. Your child will be sent home if they reach a temperature of 100.0 degrees. Your child cannot come back to school until they have been temperature free (under 100.0 degrees) for at least 24 hours without medication to lower their temperature. Children cannot attend school if they have open blisters with mucus or blisters in the mouth that cause drooling. Please notify the school if your child has any contagious disease or infection.

Water tables are changed with each group use and children with open wounds are prohibited from playing in this center.

Medication

Prescription, non-prescription, or homeopathic medications can be administered only with the written order of a person with prescriptive authority and with written parental consent. The written order must include:

1. Child's name.
2. Licensed practitioner's name.
3. Telephone number.
4. Signature.
5. Date authorized.
6. Name of medication and dosage.
7. Time of day to be administered.
8. Route of medication.
9. Length of time medication is to be taken.
10. Reason for medication (optional).
11. Side effects and/ or possible adverse reactions.
12. Any other special instructions.

The medication must be in the original, labeled container bearing the original pharmacy label showing the child's name, name of medicine, dosage, expiration date, and physician's name. All medications will be kept in a designated area and dispensed by staff members only. These regulations are stipulated by Colorado law for the safety of all children in our care.

Policy on Storage and Access of Inhalers, Epinephrine (Epipen), and Other Emergency Medication

All emergency medications, such as an inhaler or Epipen, are kept in a first aid bag in the child's classroom during school hours. After school hours, the medication is locked in the closet or cabinet overnight. All medication is kept out of all of our students' reach. If parents need to take home their emergency medication daily, it is up to the parent to return the medication to the school and physically hand the medicine to the teacher/staff member. If the parent does not bring the emergency medication, the student will not be allowed to attend school that day. All emergency medication must have a written health care plan signed by the school/parent/doctor before the child is left in the school's care.

Hand Washing

All children must use the restroom and wash their hands before they are admitted to their classrooms and as they leave school at the end of the day. This will limit school time lost due to unscheduled bathroom breaks and illnesses contracted from outside viruses/germs.

Please help teach your child proper hand washing techniques.



Hand hygiene with an alcohol-based sanitizer with 60-90% alcohol is an alternative to traditional handwashing for children 24 months and over when soap and water are not present.

Bathroom Procedure

Each classroom in the new children's wing has a unisex restroom for children's use.

When an entire class goes to the bathroom, they will be divided into two groups kept within the student/teacher ratio. If the classroom wing bathrooms are being utilized, then the new class will wait until the bathroom is available or proceed to the Gathering Place bathrooms. If a child informs us that they need to go to the bathroom during the school day, they will always be escorted by a staff member.

All students are encouraged to use the toilet or urinal at least once every two hours. All children will be required to wash their hands according to our hand-washing policy after recess and using the bathroom.

Children who are not toilet trained are welcome to attend our school. When children are ready for toilet training, we support the toileting routine to the best of our ability that the parents use at home. We do not charge extra for non-toilet trained students.

Consent to Apply Non-Prescription Preventatives

Written parental/guardian consent (included in the online portion of registration) must be given to apply all non-prescription preventatives including sunscreen, insect repellent, diaper cream, lotion, and lip balm. A doctor's permission is not required to administer these non-prescription preventatives and any staff member can apply as directed.

If you would like a staff member from the school to apply sunscreen to your child, please sign our sunscreen permission form. Our policy states: You, as the parent or guardian, must give Valley Christian Academy permission to apply sunscreen to exposed areas of skin on your child (face, neck, arms, legs). A doctor's note is not required if the sunscreen is used for the prevention of sunburn. We use a supplied bottle of NO-AD sunblock that is kept out of reach of children and locked in a secure closet.

When health officials recommend use of insect repellents due to a high risk of insect-borne disease, Valley Christian Academy will apply repellants containing DEET with written parental permission. Insect repellent will only be applied once per day with accordance to regulations.

Lip balm and lotion may be applied to a student with written parental permission and direction. The parent will supply and label the lip balm and/or lotion and the preventative will remain out of reach of all children during the day.

Diaper Ointment may be applied to a student with written parental permission and direction.
*Exception – Staff cannot apply diaper ointment to broken skin without a physician's directive. In this case, please refer to the procedure for medication on p. 12.

Accidents and Injuries

Valley Christian Academy staff members are trained in CPR and first aid. Each classroom is equipped with first aid kits and program staff are required to carry kits with them for outdoor recess. If the child is injured at school, relevant first aid will be administered. Parents or the

emergency contact listed will be notified immediately in a life-threatening situation. In case of a medical emergency, 911 will be contacted first, then the parent. All accidents or injuries are recorded and reported to parents.

Emergency Procedure

Valley Christian Academy has a written procedure for dealing with all emergencies such as medical, fire, and tornado. We practice and document all emergency evacuations monthly. Emergency procedures and evacuations plans are posted in each classroom and throughout the school.

Snack and Food Allergies

Parents are required to send snacks with their children each day (one for half day schedules, two for full day schedules).

We are a peanut-sensitive school. Do not bring and peanut butter or peanuts to the school. Parents are required by law to notify the school of any allergies. For birthday celebrations and holiday events, we often have special treats such as cake, cookies, candy, etc. Parents will sign-up to provide enough snacks and drink for the class. All drinks must be 100% juice or milk and all snacks must be peanut-free and healthy.

Lunches

If your child attends the school for more than 4 hours, they will have lunch time. Lunches need to be brought from home; the school does not have the facilities to provide lunch. Please do not send food items that need to be refrigerated or heated via a microwave or stove.

We are a peanut-sensitive school. Do not bring and peanut butter or peanuts to the school.

Cot/Mat Policy

Nap time is provided for students that stay all day at the school. The school provides clean mats and sheets for each napping child. Parents may bring a blanket, pillow or lovey for their child in a labeled fabric bag. The bag will be labeled with your child's assigned nap mat/sheet number. If you provide these items, it is your responsibility to take them home weekly for laundering and to return them the next school day.

Supervision

At Valley Christian Academy, children are under adult supervision by sight and sound at all times. Each staff member has the responsibility for a specified group and number of children (in ratios as specified in state regulation) and children are accounted for at each transition.

Field Trips and Transportation to Field Trips

Most of the time, Valley Christian Academy will have inside field trips right on the premises. You will be notified when these field trips are scheduled. There may be times that the children will go on a field trip that will take them off the premises of the school. At the time of enrollment, parents will need to sign a permission slip for their children to allow staff to transport students to and from field trip destinations. Any cost for a field trip is the parent's responsibility.

There will be times that parents may be needed to help transport the students to and from a field trip location. Each parent and teacher that drives on a field trip must have a valid driver's license and current liability insurance on their vehicle. The vehicle must be appropriately licensed, inspected and maintained. Doors must be locked when vehicle is moving. Drivers must carry a first aid kit. Children must be properly fastened into an appropriate child restraint system for their age size and weight and must not ride in the front seat. A cell phone will be with staff members on all field trips in case of an emergency. If for some reason the vehicle is stranded away from the center, another staff member will be called to help transport children back to the center.

If you arrive at the center and we have left for a field trip, a sign will be posted on the front door indicating where we are so the parent can bring the child there. Parents must sign in at the location with a teacher. If a parent chooses to pick their child up from the field trip, he or she must sign out their child/children and inform their teacher.

Video or Television Viewing

Parents who participate in parent meetings will decide if watching a video would benefit the children regarding the educational topic they are learning at that time. All videos will pertain to a theme or subject and will be age appropriate and rated "G". Watching a video rarely occurs and if it does, information will be in the newsletter so all parents are aware of it.

Lost Child Procedure

In the unlikely event a child appears to be lost, a staff member will take the following action in the order listed below:

1. Contact all staff members who might have knowledge of the child's whereabouts.
2. Conduct a thorough search of the premises.
3. Contact the parents to verify if they have removed the child without informing the staff.
4. Notify the authorities.

Children with Special Needs

Children with special development or physical needs are welcome at Valley Christian Academy. Our building is handicap accessible. In keeping with our ability to meet such needs, parents of special needs are encouraged to discuss those needs in detail with the Director, Executive Director, and child's teacher. The staff would gladly attend any meetings, training with school districts, educational seminars, etc. to meet the needs of these children and to provide the best atmosphere for them to grow and learn.

Diaper Changing Policy

Parents that still have children in diapers need to provide the school with at least 3 diapers and sufficient wipes every time their child comes to school. We request that you always keep a clean outfit in your child's backpack for necessary changes. Soiled clothing or cloth diapers will be placed in a plastic bag without rinsing and sent home for laundering.

Per Colorado Law, children still in diapers will be checked for wetness or feces at least every two hours and upon awakening, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child shall be changed within 5 minutes when found to be wet or soiled.

Cloth diapers policy: Soiled cloth diapers shall be immediately placed in a waterproof, zip-lock bag after being removed from the child and shall be stored in a covered diaper pail for return to parents/guardians to be laundered. Soiled cloth diapers or clothing shall not be rinsed.

Toilet Training

Children who are not toilet trained are welcome to attend our school. When children are ready for toilet training, we support the toileting routine to the best of our ability that the parents use at home. We do not charge extra for non-toilet trained students.

Nicotine or Tobacco Use Prohibited on School Grounds

The use of all tobacco products are prohibited on school grounds including the interior of the school building, playgrounds, and recreation areas. Tobacco product refers to any product containing nicotine or tobacco or derived from tobacco and intended to be ingested or inhaled by or applied to the skin of an individual or any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.

Safety/Firearms/Weapons

Items not allowed at Valley Christian Academy include balloons, fidget spinners, or choking hazards, pets, knives, firearms or explosive items, any tobacco products, lighters, medicines (OTC or prescribed), any item that is a safety or health hazard or items that are not recommended for children under the age of three.

Animal Control

In order to protect children from dangerous animals, a fence is around the playground equipment. No pets are allowed on the premises.

Complaints

To file a complaint, you may contact:

Colorado Department of Human Services, Division of Child Care
1575 Sherman St.
1st Floor
Denver, CO 80203
Phone numbers: 303-866-5958 and 1-800-799-5876

Child Abuse

Staff working with children are considered “Child Abuse Mandatory Reporters” and are required by Colorado State to have training on recognizing the signs of abuse. Any child

caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report such a fact to the county department of social services or local law enforcement agency without retaliation.

If the suspected child abuse occurred at the childcare facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the childcare facility is located.

Reports may be made to the Colorado Child Abuse and Neglect Hotline, available 24-hours a day:
1-844-CO-4-KIDS (1-844-264-5437)

Communication

Ways to Contact the School

There are several ways we will communicate information to you. We get our school-wide information out to you via parent meetings, monthly school newsletters, emails, Facebook updates, and website updates. Teachers may send home notes with your child, so check their folder every day. It is up to the teacher's discretion if they would like to give you their personal phone numbers or emails. You may always call or email Renee Green directly at 719-243-2043 or renee@vcacolorado.com.

During the school year Valley Christian Academy will send text messages regarding special school events and closings. Please contact the front desk if you would like to receive these messages. You may opt out of this at any time.

Parent/Teacher Conferences

Formal Parent/Teacher conferences are held in October and May. At that time, a detailed evaluation of your child is prepared by the teacher and discussed with his/her parents in confidence. Parents are encouraged to schedule additional conferences at any time as the need arises. All accounts must be current to attend parent/teacher conferences.

School and Staff Evaluations

Upon entrance to the school you will be provided with a family survey. These surveys provide vital information to the teachers concerning your family traditions and perspectives. We will also ask for a snapshot of your family to be placed in your child's classroom in their family binders. Your family is important to us and we want to learn about your culture and traditions and the perspectives you have for your child's early years.

In addition, once a year parents are asked to complete a written evaluation of the school and the staff to aid in the objective administration of the school. These evaluations are extremely important in setting goals and aiding in school and staff development. All evaluations are anonymous and confidential.

Concerns

If you have any concerns, please speak with your child's teacher immediately. If the concerns are not resolved, please contact the director and together we will try to solve the issue. All communications will be provided in a language that is easy for all parents and children to understand upon request.

School Attire, Toys, and Accessories

Clothing

Play clothes are appropriate for school wear. They allow the child to participate in a variety of activities without inhibition. Shoes should be comfortable and preferably rubber soled. Any removable clothing should clearly bear the child's name for ready identification. Various accidents happen at school; therefore, every child is required to bring a change of clothing in a gallon-sized, zip-lock bag. Parents are asked to replenish the clothes as needed. The plastic bag and all clothing, boots, jackets, etc. should be labeled with the child's name. ***Please, no sandals or flip-flops. They can become a hazard when your child is playing.***

Personal Toys, Possessions, and Comfort Items

Toys brought from home will only be allowed on show & tell days. If an item is brought on any other day, it will be kept in the backpack.

The school will allow comfort items to help children that are experiencing separation anxiety. Our teachers are trained to help a child redirect their attention and will use techniques to phase out these items at school. We have done this with success for many years. We do not, however, allow pacifiers, bottles, or sippy cups in the classroom. There are too many opportunities for another child to take one of these items and transfer germs.

Celebrations

Birthdays

Birthdays are celebrated at Valley Christian Academy. Parents are welcome to bring in a special treat to help celebrate. Please refrain from bringing invitations to birthday parties to school to pass out unless the whole class is invited.

Holidays and Special Programs

We are closed for all federal holidays including the day before/after Thanksgiving. We are also closed for Christmas Break and Spring Break. There is no reduction in tuition fees for those months.

We also celebrate holidays. We have Christmas programs, Easter programs, etc. If your child cannot participate in these activities due to religious or personal beliefs, please notify your child's teacher and we will notify you in advance of the special event times and dates.

Graduation and Spring Academic Showcase

In May, we have a graduation ceremony for all children attending kindergarten the following year. At this ceremony, all the children enrolled in the school will perform at the ceremony, also known as the Spring Academic Showcase. We may also have other activities. This is something decided upon by the parents at a parent meeting.

Inclement Weather Policy

Valley Christian Academy will close due to inclement weather (to include snow, wind, severe storms, etc.) along with area District closures.

Restoration Campus: D3 & D8 Friendship/Living Hope: D11

If a district is on a two hour delay, then this school will be on a two hour delay. Early care will start at 9:00, morning classes will start at 10:30am (RC)/11:00am (FC/LHC), and parents can opt to have their child attend class for one hour. All afternoon classes will start on time. The school reserves the right to override this policy if they feel that the roads are too dangerous for any travel.

Closings and delays will immediately be posted on Facebook, the school website, and sent out by text (if you have opted in) and email. If you are unsure, call or text Renee Green to find out if the school is closed. Always use your judgment on whether it is safe to transport your child to school. If the school is open, but the roads are unsafe where you live, please notify the school and stay home with your child. No school can count a weather-related absence as unexcused.

Inclement Weather Policy/Hazardous Outdoor Conditions

The children will NOT go outside in the cases of inclement weather including temperature below 20 degrees, rain or hazardous wind. Please dress your child appropriately with heavy coats, gloves, and hats. Every item needs to be labeled with your child's name. Valley Christian Academy will take many steps to identify misplaced clothing, but the school will not be held responsible for any lost articles of clothing.

In the case the health officials declare outdoor conditions unsafe all children will NOT go outside. Hazardous outdoor conditions include but are not limited to poor air quality, severe weather, or mosquitoes or other bug/animal safety concerns. Indoor play schedules will be implemented on both inclement weather and hazardous conditions days.

School Closings

The school does close for federal holidays and we will list days that the school is closed on our school calendar. We observe: Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Presidents Day, Easter, Memorial Day, and Independence Day. The school will always be closed for three days the week of Thanksgiving and two weeks for Christmas Vacation and one week for Spring Break.

The school will be closed 2 days in October and 2 days in May for Parent/Teacher conferences. We also give our teachers in-service days for training and the school is closed on those days.

Student Withdrawal

Valley Christian Academy requires parents to deliver a 30-day written notice to the school before the withdrawal of a student. This will assist us in enrolling another child as quickly as possible. No refunds are given for withdrawal. Please revisit the “Enrollment and Tuition” section in the handbook for more details about withdrawals. For kindergarten, first grade and future elementary classes, refunds will not be given in any circumstance on book fees or curriculum materials. All supplies given to the school will remain property of the school.

Termination of Enrollment

In extreme circumstances it may be necessary to ask a parent to seek school elsewhere for their child. Dismissal from the school would be considered only after the Director has discussed concerns and alternatives with the parent and after careful deliberation regarding the needs of the child.

Circumstances, which might necessitate dismissal, could include the following:

- A child exhibits behavior which repeatedly endangers the health and/or safety of other children or staff, or if there are several incidents involving the same problem or if the problem still persists the following actions will take place:
 - “Time In” will be used for a separation from the group or situation for a short time.
 - The Director will speak with the child.
 - A consultation will be held between the Director, parents, teacher or teachers and other professionals as deemed necessary.
 - If reasonable efforts have been made and the situation has not improved, the child may be dismissed by the Director. This will be effective immediately.
- A parent’s refusal to cooperate and adhere to the policies of the school could necessitate a dismissal.
- To file a complaint with the state department, please contact: 1-800-799-5876.

All efforts will be made to work with the parents and children to overcome normal difficulties.

Non-Discrimination and Special Needs

Valley Christian Academy affirms that we are open to all children regardless of race, religion, and sexual preference, ethnic or cultural background. We further affirm that we value diversity. We are open to all children including special needs children and physically challenged children. To make sure we can provide appropriate care, we will evaluate the child’s needs and our ability to meet those needs.

The most important purpose of Valley Christian Academy is to support and encourage growth, both educationally and emotionally for your child.

Thank you for choosing to bring your child to Valley Christian Academy. We look forward to watching your child grow!

Camp Crusaders - Summer Camp

Valley Christian Academy believes that learning does not have to end with the school year. This school offers a summer camp program that provides an atmosphere that meets a child's emotional, physical, social, and cognitive needs. The staff supports our students with positive self-image encouragement and the ability to engage in caring interaction with others from the same age group. We strongly believe in building character and instilling long lasting morals and values into our students.

All summer camps offer hands-on activities, reading programs, exploration of the outdoors and journaling. The teacher guides and facilitates activities allowing the children to learn through play. This makes the summer a fun and educational experience. In the summer we have several inside field trips. This will help the children feel refreshed and ready when the new school year begins.

Our summer program is for preschool and school-aged children from 2 to 12 years old. We have 3 programs divided by age group. Each age group is a different program, but they have the same weekly themes. All camps are educational, social/emotional, hands-on, and child-initiated in a fun environment.

Summer camps are typically held from June to late July. Camp classes are 5-days a week and we offer morning camps (9:00 am – 12:00 pm) and full day camps (7:00 am – 5:30 pm). You can choose as many weeks of summer camp as you would like. All morning camps will have inside "field trips." The full day camps will have field trips away from the school's property for children 4 years and older.

We also offer a summer Reading Academy for children ages 3-12. This is a great opportunity to enhance your child's reading level during the summer months.

Hidden in midst of all the fun are lots of hands-on activities that include math, science, social studies, writing, reading, music, and art skills. Junior Camp students (9-12 years old) learn to be a teacher guided by a Group Leader adult teacher. **JUNIOR LEADERS WILL NEVER BE ALONE WITH STUDENTS!**

Skills taught to Juniors:

- How to teach a small group of preschoolers.
- How to be organized.
- How to be prepared for class.
- How to work as a team with other juniors (peers).
- How to be a teacher and a friend to a preschooler.
- How to keep a preschooler in a loving, safe environment.