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4

VCA

# VALLEY CHRISTIAN ACADEMY HANDBOOK

WELCOME TO VCA!



# TABLE OF CONTENTS

- Welcome Message
- What We Believe
- Vision & Mission
- Our Story
- Programs & Curriculum
- Policies

# WELCOME MESSAGE

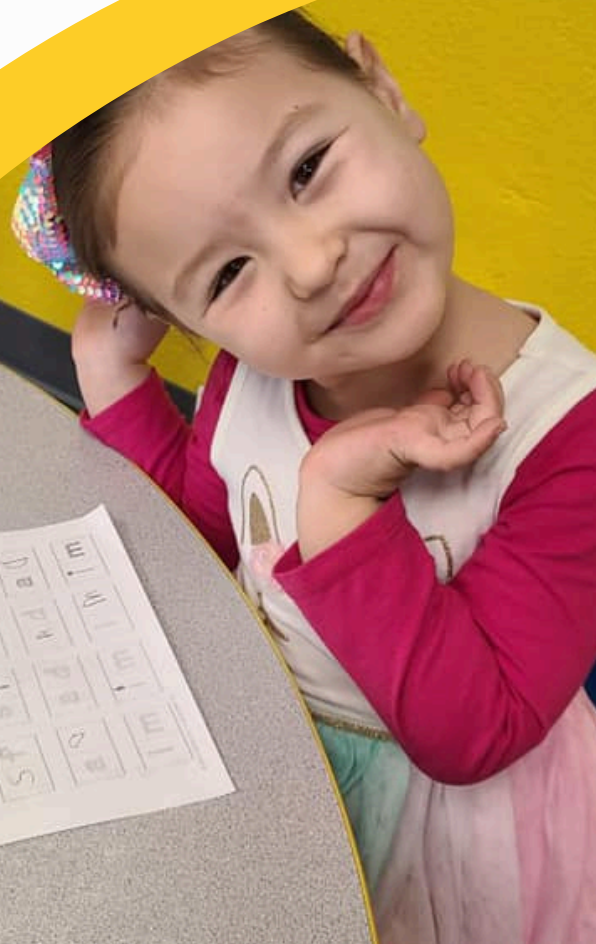
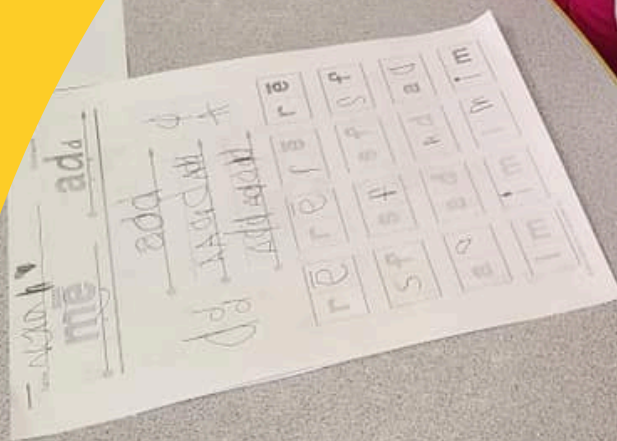
I am very humbled and honored that you have chosen Valley Christian Academy for your child's education. I know that you have a multitude of places you can send your child to for their education: most of those places are secular (no religious basis) and free. By enrolling your child in this school, you 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 and Colorado Springs. Valley Christian Academy is a Christian school that starts and ends every day with Christ, and He is the center of all we teach.

Renee Green  
CEO & Owner



# WHAT WE BELIEVE

- We believe the Bible to be the inspired word of God, free from error and inaccuracies in its original form. We believe the Scriptures, both Old and New Testaments, to be the entire revelation of His will for the salvation of men and the final authority for all Christian faith and life (2 Timothy 3:16).
- We believe in one God, creator of all and existing eternally in three persons: Father, Son and Holy Spirit (Deut. 5:7, John 10:38, John 14:11,17-18,20).
- We believe that Jesus Christ is true God and true man, begotten of the Holy spirit, and born of the Virgin Mary. We believe in His sinless life, His miracles, and His death on the cross as the substitutionary sacrifice for sin of those who believe in Him. We believe in His resurrection, ascension to the right hand of the Father, and personal return in power and glory (John 3:16-19).
- We believe man was created in God's image as a flawless individual named Adam, who fell into sin and therefore passed on a sinful nature to all of his descendants. We believe men are saved and justified by faith in the shed blood of Jesus Christ and that solely by God's grace and faith alone we are saved (Gen 1:27, Mark 12:31).
- We believe in the resurrection of both the just and unjust; that those who are just unto resurrection of life, and those who are unjust unto resurrection of damnation.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (I Corinthians 3:16, 16:19-20, Romans 8:13-14.).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9).

We want to partner 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!





# VISION & MISSION

## VISION

Our vision is to provide a developmentally appropriate Christian education that inspires community involvement.

## MISSION

Our mission is to provide a classical Christian education with a foundation in Character development, academics, and creativity.

## PHILOSOPHY

Our philosophy is to empower and inspire students to become Christian leaders by teaching core subjects, encouraging character development, and leading by example.

## CORE VALUES - L.E.A.D.

### **Learn - Proverbs 22:6**

Train the child in the way he should go and when he is old, he will not depart from it.

### **Empower - Philippians 3:14**

I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.

### **Achieve - Philippians 4:13**

I can do all things through Christ who strengthens me!

### **Disciple - Matthew 28:19-20**

Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.



# OUR STORY

Renee Green is the Head Director & Owner of Valley Christian Academy. She holds an associate 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.



# PROGRAMS

05

Room	Age	Ratio	Schedule
Infants Restoration Campus Only	6 weeks - 18 months	5:110 Maximum	7:30AM-4:00PM
College Toddlers (Restoration and Friendship)	2 years - 3 years	8:116 Maximum	Morning Class: 8:30am- 11:30am Afternoon Class: 12:30pm- 3:00pm All Day: 8:30am-3:00pm
Preschool	3 - 4 years old	10:120 Maximum	Morning Class: 8:30am- 11:30am Afternoon Class: 12:30pm- 3:00pm All Day: 8:30am-3:00pm
Kinder Prep	4 - 5 years old	12:124 Maximum	Morning Class: 8:30am- 11:30am Afternoon Class: 12:30pm- 3:00pm All Day: 8:30am-3:00pm
Kindergarten	5-6 years old	15:130 Maximum	Half Day: 8:30am-11:30am Full Day: 8:30am-3:00pm
Elementary Restoration (1st-5th) Friendship (1st-3rd)	6+ years old	15:130 Maximum	Friendship Campus: 8:30am- 3:00pm Restoration Campus: 8:00am- 3:00pm

Body

# HOURS

Valley Christian Academy is open Monday-Friday from 7AM-5:30PM at our Friendship and Restoration Campuses:

- Morning Classes: 8:30am-11:30am (3 Hours)
- Afternoon Classes: 12:00pm-3:00pm (3 Hours)
- All Day Classes: 8:30am-3:00pm (6.5 hours)
- Elementary Classes: 8:15am-3:00pm
- Before School Care: 7:00am-8:30am
- After School Care: 3:00pm-5:30pm

Valley Christian Academy is open Monday-Friday from 8:30am - 4:30 pm at our Living Hope Campus.

# SUMMER CAMP

06

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 (8:30-11:30), full day camps (8:30-3:00), and extended day camps (7:00-5:30) You can choose as many weeks of summer camp as you would like. The full day camps will have field trips away from the school's property for children 5 years and older.





# PRESCHOOL CURRICULUM

The daily curriculum is structured so that children learn the skills they need to enter kindergarten in a Christian environment. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels and developmental stages of the children. The staff is in constant contact with the kindergarten teachers in the school system to make sure that the curriculum meets the standards for kindergarten preparation. Children learn from a Bible curriculum as well each week. Prayer takes place before mealtimes and at the beginning of each day.

<b>Preschool at Valley Christian Academy</b>			
	<b>Toddlers</b>	<b>Preschool</b>	<b>Kinderprep</b>
	<b>2-3 years old</b>	<b>3-4 years old</b>	<b>4-5 years old</b>
<b>Nursery Rhymes, Poetry, and Songs</b>	Classical Core Curriculum and Core Knowledge Preschool		
<b>Phonemic Awareness</b>	Classical Core Curriculum (Preschool)	Heggerty Early PreK	Heggerty PreK
<b>Literature</b>	Classical Core Curriculum (Preschool)	Classical Core Curriculum (Junior Kindergarten)	Core Knowledge Preschool and Classical Children's Literature
<b>Alphabet, Reading, and Writing</b>	Classical Core Curriculum (Preschool)	Classical Core Curriculum (Junior Kindergarten)	Classical Core Curriculum and First Start Reading
<b>Oral Language</b>	Classical Core Curriculum (Preschool)	Classical Core Curriculum (Junior Kindergarten)	Classical Core Curriculum and Core Knowledge Preschool
<b>Numbers/Math</b>	Classical Core Curriculum (Preschool)	Classical Core Curriculum (Junior Kindergarten)	Saxon Math K (First 70 lessons)
<b>History, Science, and Art</b>	Classical Core Curriculum (Preschool)	Classical Core Curriculum (Junior Kindergarten)	Core Knowledge Preschool
<b>Bible</b>	Classical Core Curriculum (Preschool)	Classical Core Curriculum (Junior Kindergarten)	
<b>Outdoor Play/ Gross Motor Skills</b>	Classical Core Curriculum (Preschool)	Classical Core Curriculum and Core Knowledge Preschool	
Classical Core Curriculum is published by Memoria Press.			

# ELEMENTARY CURRICULUM

Our elementary students learn with a primarily direct instruction program! We believe in this method of teaching so much that we train ALL of our teachers in it! With direct instruction, our elementary students are learning using Reading Mastery, Saxon Math, and only the best elementary curriculums on the market. Mixed with our direct instruction approach, our students are able to excel in every subject and learn at a rapid pace! Of course, while we believe in the DI method, we also believe in play and experience. We give students of all ages ample and appropriate time for playing, socializing, and having fun!

## Elementary School at Valley Christian Academy

	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
<b>Literature</b>	Core Knowledge and Classical Literature					
<b>Bible</b>	Purposeful Design Bible					
<b>Reading</b>	Heggerty, Reading Mastery	Reading Mastery				RMSE and Novel Studies
<b>Math</b>	Saxon Math (CMC-A at K Friendship)					
<b>Handwriting</b>	SRA Cursive or Handwriting Without Tears	SRA Cursive	SRA Cursive			
<b>Writing/ Grammar</b>	Shurley Grammar, Terra West	Shurley Grammar				
<b>History</b>	Core Knowledge: History and Geography					
<b>Science</b>	Purposeful Design: Science					
<b>Fine Arts</b>						

# DISCIPLINE POLICY

Children are small, tough, exasperating, interesting, and loveable. To be 'good' with children, we watch each face and listen to each voice. We observe what each child is like, how each is feeling, how each child plays and moves around. We get to know the weaknesses and strengths of each child and of the group. This is how good discipline begins.

The word 'discipline' is derived from the word 'disciple,' someone who follows the teachings of another. Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do to children. It is something they do with children.

The goals of discipline are self-control, responsibility, and self-discipline. Children need help in controlling their behavior. Most importantly, they need to become responsible for their own behavior and develop self-control.

Establishing an environment conducive to learning is one of the most critical tasks that a classroom teacher faces. Whether it is called discipline or classroom management, the same is true: learning occurs best when the student is prepared to learn. Individual students' lives and their conformity to the standard of God's Word are focal points. Educators in a Christ-centered school are instruments to be used by God to instill in young people godly attitudes and actions that glorify the Lord. This is a task that takes a lifetime to develop. Hebrew 12:5-11 provides a foundation for discipline in the Christ-centered school classroom. The following principles are gleaned from these verses:

- Discipline is not to be regarded lightly. It is serious business. (Hebrews 12:5)
- Discipline involves instruction as well as the consequences for poor choices. (Hebrews 12:6)
- Discipline is evidence of love and belonging. (Hebrews 12:9)
- Godly discipline produces respect and honor toward one another. (Hebrews 12:9)
- Discipline should direct us to a greater awareness of God the Father. (Hebrews 12:9)
- Discipline should be purposeful. (Hebrews 12:10)
- Discipline should ultimately make us more like Christ. (Hebrews 12:10)
- Righteousness and peace are the results of being trained through discipline. (Hebrews 12:11)
- Results are not always immediate. (Hebrews 12:11)

A single thread through this passage of Scripture is the need to be habitual in the training process. In order to be successful, discipline must be regular and consistent. The specific application of the above principles in the classroom is one of the most important tasks a teacher faces. Our rules and procedures are established to help achieve the development of godly character in students.

Teachers may utilize a variety of discipline techniques to meet the needs of different situations:

- Let children make some decisions and choices - one good way to teach responsibility is to give the child as much responsibility as possible.
- Give reasons for rules - understanding the reasons for rules make it easier to remember and follow them.
- Being consistent in our language and behavioral response to children - consistent behavior by adults facilitates development of inner control through modeling.
- Remove children from situations they can't handle - if a child is too young to understand, or there is no way to change the cause, it may be possible to change the situation.
- Redirect children's behavior - often there is a way to let children do something in a better place or safer way.
- Let children learn the consequences of their actions - experience is the best teacher.

Teachers WILL NOT humiliate or demean a child in any form, verbally or physically. Such actions will be cause for immediate dismissal. No punitive action toward children will be tolerated including slapping, hitting, and/or spanking. The return of negative behavior, such as biting back is also not acceptable. Children do not like those moments when they are out of control. They need adults, at those times, to firmly, with gentleness, exert control. Returning negative behavior deepens frustration. Firmly holding and gently verbalizing, calms, and fosters control.

# SAFETY POLICIES

- Children will never be left alone or unsupervised.
- There will be a minimum of 2 staff members present during the hours of operation.
- Each employee is certified in CPR and First Aid yearly.
- Fire evacuation and severe weather plans will be posted in each area that is used by the children.
- Fire drills will be held monthly and at varying times. A record of drills is kept in the office.
- Tornado drills will be held during the tornado months.
- Lock-down drills will be held periodically.
- In the event of an emergency when evacuation is necessary, the children of Valley Christian Academy will be taken to the facility's parking lot by means of walking.
- Parents will then be called and informed of when to pick up their children.

# TRANSPORTATION SAFETY

Valley Christian Academy provides transport for field trips as well as after school care pick up. We will only transport a child if we have a permission slip signed by a parent or guardian on file. Only qualified adults that are licensed drivers will transport children. Drivers will follow all pertinent Colorado laws and will not use cell phones at any time while in the vehicle. Children will always be in proper seats and seat belts. Children will not be left unattended. Upon returning from each trip, the van will be inspected to ensure that no child is still on board. If a child needs a car seat or booster seat, their parent or guardian is responsible for providing it.

Valley Christian Academy has insurance that covers transportation of children at our center.

# SAFE CONDITIONS POLICY

The following steps will be taken to ensure that children are safe while at Valley Christian Academy. Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive background check and have completed all required trainings). The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

Valley Christian Academy will take the following steps to maintain the facility:

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

# CHILD ABUSE PROTECTION

The staff of Valley Christian Academy are mandated by law to receive Child Abuse Detection and Prevention training. The staff are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

# CHILD ASSESSMENT PLAN

Valley Christian Academy uses formal assessment tools for each child as well as taking anecdotal notes throughout the year. We use these assessments in order to create our lesson plans and daily activities to meet the needs and interests of the children. We also use these assessments to plan teacher training as well as overall program improvements.

Children at VCA are assessed by their own teacher individually once at the beginning of the year and again at the end of the school year. Parent teacher conferences take place afterwards for the teacher to communicate their findings and progress with the parents.

Improvements included but are not limited to:

- " Changing the Curriculum
- " Planning and creating activities that keep children engaged and developing in all six domains
- " Changing the environment
- " Switching out materials
- " Bringing in outside resources when needed.

# PARENT COMMUNICATION

- Family conferences will take place for all children two times per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day. Written communication may also be in your child's folder, so please make sure to check it daily.
- Parents may also receive and/or send communication to the director and staff through the communication application Brightwheel, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at Valley Christian Academy are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.

# ADMISSION, ENROLLMENT, TERMINATION

## ELIGIBILITY FOR ENROLLENT

- We are capable of enrolling children starting at 6 weeks - 8th grade. Please see our 'Offered Programs' Section for more information.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We cannot provide service to any child whose needs cannot be met or whose behavior endangers other children.
- Valley Christian Academy is committed to supporting all children and families but realizes there are children who may be better served through the support of other local agencies. Parents will be notified if concerns arise.

## CARING FOR CHILDREN WITH SPECIAL NEEDS

Childcare programs must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities.

- Children with special needs will be accepted into our daycare under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.
- Valley Christian Academy will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program.
- Valley Christian Academy will ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- Children with special needs will be educated in the least restrictive environment as possible. To accomplish this, Valley Christian Academy may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without written parental consent. Inclusion of staff on IEP (Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is desired to ensure the childcare program provides the most supportive and least restrictive environment.
- It is important that parents keep Valley Christian Academy apprised of any changes or needs that their child may have regarding their special need.

## NONDISCRIMINATION 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 ensure 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!

# ADMISSION, ENROLLMENT, TERMINATION

## ENROLLMENT FORMS

Forms to be completed and submitted to Valley Christian Academy at the chosen campus prior to admission include:

- Online enrollment through Brightwheel at: [www.mybrightwheel.com](http://www.mybrightwheel.com)
- The online enrollment includes Student and Parent demographics, Emergency Authorization and Contacts, and Permissions.
- Tuition Agreement - Signed Contract
- Direct Withdrawal (optional)
- Health Form - Must be completed and stamped by a licensed health provider, 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 in accordance with Colorado's laws.
- Certificate of Immunization - \*Due to Colorado law, we cannot accept photocopies of shot records.
- Medication Consent (if needed)
- Social Media and Photo Release
- Acknowledgement of Handbook

## WAITING LIST

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. There is no deposit required to be put on the waitlist. When a spot becomes available, the first person on the waitlist will be contacted and will have 24 hours to put a deposit down or we will move onto the next family on our waitlist. When enrolling a child, the parent or guardian must pay the deposit and have the child start within one month. If the child's start date will be longer than a month away, we suggest that the child get on the waitlist.

## ANNUAL REGISTRATION FEE

Upon registration, the family must pay the \$100.00 registration fee. This fee is non-refundable should the family decide to not attend. If the child has a sibling enrolled already, the fee is \$85.00 for each other child of the same family.

## BOOK FEE

A Book fee will be charged to our elementary students. It is due in full by August 1 or you may spread out 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.

# ADMISSION, ENROLLMENT, TERMINATION

## PAYMENT & FEES

Valley Christian Academy accepts cash, checks, money orders, online ACH payments, 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 'A Rainbow of Friends,' or 'AROF.' Be sure to include your child's name on the memo line.

## REFUND POLICY & 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 PREPAYMENT

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.





# ADMISSION, ENROLLMENT, TERMINATION

## TERMINATION OF CARE

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.

If a child has behavior incidents such as but not limited to biting, hitting, or hurting other children or teachers, and throwing or destroying property and we have tried everything in our discipline policy, we will call parents to pick up their child. The discipline policy is used to limit suspensions, however if we have exhausted all resources and the child continues to exhibit these behaviors we will work with the family to find them an alternate placement.

Valley Christian Academy reserves the right to terminate childcare for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined previously
- 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.

# OPERATIONAL POLICIES

## ADVISORY COUNCIL

- Valley Christian Academy has an Advisory Board made up of members chosen by the Head Director.
- The Council meets quarterly to review the business manager's report, the financial report, enrollment information, and other information as presented by the Head Director and Owner.
- The Advisory Council assists the Head Director in areas of policy, budget preparation and management, staffing decisions, and other facility operations.

## SPECIAL HOLIDAYS

- Valley Christian Academy will close for all federal holidays.
- There may be additional days throughout the year when Valley Christian Academy will close (weather related), but notice will be given whenever possible.
- There will be no charge for the special holiday closings.

## SCHOOL BREAKS

- Valley Christian Academy has school breaks aligned with those of the closest public-school districts. Restoration Campus follows that of Districts 3 & 8 while Friendship Campus follows that of District 11. Valley Christian Academy may offer care during a portion or all of the breaks. This includes but is not limited to Christmas camps, Spring Break Camps, and Summer Camp.

## TRANSPORTATION

- All students must be transported to and from the school via personal vehicles.
- The school does not offer transportation services for preschool and elementary classes.
- If necessary, we may be able to help coordinate carpool with another parent; however, it should be noted that it is the responsibility of each family to ensure that whoever is driving has insurance and a safe driving record..
- Transportation is provided for afterschool care for students that attend another elementary school in D3, D8, or D11 and are signed up for our afterschool care 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.

# OPERATIONAL POLICIES

## SECURITY

- Valley Christian Academy keeps our external doors locked at all times between drop off and pick up. The doors are unlocked starting 5 minutes prior to drop off, and then are locked 10 minutes after drop off. The doors will remain locked until 5 minutes prior to pick up.

## NICOTINE & TOBACCO PROHIBITED

- 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.

## 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.

# OPERATIONAL POLICIES

## 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.

## VIDEO/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.

## PLEDGES

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

# OPERATIONAL POLICIES

## ANIMAL CONTROL

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 childcare 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)

# EMERGENCY POLICIES


## INCLEMENT WEATHER, DELAYS, CLOSURES

Valley Christian Academy will make every effort to be open in bad weather. In the case of inclement weather we follow Districts 3 & 8 at Restoration Campus and District 11 at Friendship Campus. If these districts call a delay or closing, Valley Christian Academy will follow. Parents will be notified through Brightwheel, Class Dojo, and Facebook.

## EMERGENCY PROCEDURES

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

## ACCIDENTS

- Parents/guardians will be notified of accidents as soon as possible.
  - The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.
  - In non-life-threatening instances, the staff will provide on-site first aid.
  - If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
  - Parents are asked to report any instances of the child being treated by a physician, clinic or hospital. Any injury that has been treated at a medical facility must be reported to the state of Colorado. Parents will receive a copy of the accident report that is mailed to the state.
  - If the injury requires immediate medical attention, 911 will be called.
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# ATTENDANCE, ARRIVAL, & DEPARTURE

- Regular school day drop off is at 8:30am at both campuses for infant-preschool, and 8:00 am for K-5th grade. We ask that children arrive no earlier than 5 minutes before class. We ask that you do not bring your child earlier so that our teachers can prepare, and we can keep a routine. If your child is to arrive later than 8:40am, please notify the location director, with the understanding that your child may miss some lesson time.
- Parents must park in the designated areas in the front of the church building. Cars are not to be left on and idling in the parking lot.
- Parents/guardians are required to sign children in and out each day they are in attendance through the Brightwheel app.
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify the director. Staff will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.
- Please notify the location director if, due to some emergency, you are unable to pick up your child on time.
- A minimum charge of \$20.00 will be charged for children that are not picked up within 15 minutes of class dismissal. After 30 minutes, 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.

## REPORTING ABSENCES

Valley Christian Academy staff plan the day based upon the number of children expected. We ask that parents notify the location director as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early. Payment and Fee Schedule All tuition payments are due monthly, regardless of your child's attendance.

# MEDICAL POLICIES

## IMMUNIZATIONS & PHYSICAL EXAM

- Every child must be current on immunizations and verification of a physical exam (well child check-up) within the 60 days prior to their attendance. These records must be provided prior to your child's first day of attendance.
- Without this documentation, your child may not attend.
- If your child receives new immunizations and/or has an updated physical, please update the record on file in the Valley Christian Academy office.
- Immunizations exemptions for medical or religious reasons must have proper documentation on file to be approved by state consultant.

## IMMUNIZATION EXEMPTION

- Valley Christian Academy does accept non-medical immunization exemptions. This form can be obtained by completing a training module at <https://www.dcphe.state.co.us/storyline360/story.html>
- Parents of students in preschool or child care must submit nonmedical exemptions at 2, 4, 6, 12 and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten.
- Parents of students in grades K-12 claiming a nonmedical exemption must submit one annually. Nonmedical exemptions expire June 30th each year. If you submit a Certificate of nonmedical exemption on or before June 30th, it will not be valid for the upcoming school year unless you submit the exemption during early registration.
- If your child is 'underimmunized' or vaccine exempt and a vaccine-preventable disease to which children are susceptible occurs (i.e. chickenpox, polio, etc.), we kindly ask that you will keep your child home until the outbreak has concluded.

## MEDICATION

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions) and we have written parental consent.
- Medication should be in the original, labeled container bearing the original pharmacy label.
- Over the counter, non-prescription medication will only be given if we have written parental/guardian consent. This includes sunscreen, insect repellent, diaper cream, lotion, and lip balm. Diaper ointment will not be applied to broken skin without a physician's directive.
- A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.
- Medication will only be administered if the written order contains this information:
  - Child's name
  - Licensed provider's name
  - Telephone Number
  - Signature
  - Date Authorized
  - Name of medication and dosage
  - Time of day to be administered
  - Route of medication
  - Length of time medication is to be taken
  - Reason for medication (optional)
  - Side effects and/or possible adverse reactions
  - Any other special instructions
- An adult trained in any required medical procedure will be on site at all times when your child is present.



# MEDICAL POLICIES

## STORAGE & ACCESS OF 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.

## COMMUNICABLE DISEASES

- Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.
- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
  - vomiting
  - severe coughing
  - temperature of 100 or higher
  - diarrhea
  - suspicious rash
  - difficult or rapid breathing
  - lice (may only return when deemed 'nit free')
  - red, encrusted, or runny eyes
  - lethargic behavior
- Parents are expected to have the child picked up within 30 minutes of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
- Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Valley Christian Academy
- Please do not give your child medication and send them to Valley Christian Academy if they have been ill through the night.
- Parents should have a backup plan of care established if a child is sent home from Valley Christian Academy with an illness.
- If a staff member has a communicable illness, parents will be notified. A substitute caregiver will be assigned in his/her place as needed.

## REOCCURRING MEDICAL ISSUES

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Valley Christian Academy must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

# PARENTAL RESPONSIBILITIES

## MEALS & SNACKS

- A snack is served at approximately 10am and 2pm.
- Parents are required to send snacks with their children each day (one for half days and two for full day schedule).
- In the event that a student arrives with a forgotten lunch or snack, we have a few extra snack options on the premises.
- 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.
- If your child attends school for more than 4 hours, they will have lunch time.
- Lunches must be provided by the parents at this time. All lunches must be packed cold however, warm lunches may be brought in stainless steel thermoses that keep foods at 140 degrees or warmer. Parents must heat the food at home before putting it in the insulated container.
- If a parent requests a child's meal to be microwaved, the staff must not use plastic or styrofoam containers, plates, bags, or wraps.
- We do not prepare any food on campus.
- All staff must follow the steps stated in Licensing rule 7.70263 when serving food to children.
- All food brought in by a child will have the expiration dates checked before feeding to the children. Any food with an expired date must be discarded.
- Water will always be available as well throughout the day.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy.
- **We are a peanut-sensitive school. Do not bring any peanut butter or peanuts to the school.**

## NAP/REST PERIOD

- Children will participate in a rest period after lunch each day.
- Children are not required to nap but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them after a period of time.
- Please provide a small pillow, blanket, and a security item (stuffed animal), if needed.
- Each Friday the child's nap items will be sent home to be washed and returned on Monday.

## FIELD TRIPS/CAR SEATS

- Car seats are required when we must transport a child on a school van for field trips. Car seats must be provided by the parents. You may review the Colorado child passenger laws online.
- Permission slips are required for each field trip.
- A separate permission slip will be needed if we will be transporting your child.
- Children who do not have a signed permission slip on file may not participate in the planned field trip.
- There may 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.

# PARENTAL RESPONSIBILITIES

## BRIGHTWHEEL

- Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- If information is requested for the child's file, and is not received, care may be discontinued.

## CLOTHING

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- If your child is sent home in a change of clothes that belongs to Valley Christian Academy, please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Children will be expected to go outside to play (even if just for a short period of time) when the weather permits

## PERSONAL TOYS, POSSESSIONS, & COMFORT ITEMS

- Valley Christian Academy is well stocked with a variety of toys and materials for the children to play with.
- 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.

## LOST & FOUND

- Items occasionally get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- Valley Christian Academy is not responsible for items that the child has misplaced.

## 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.
- Communication between parents and teachers must occur through official VCA apps (Brightwheel or Class Dojo) or through the teacher's VCA email.
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# ILLNESS POLICY

## ILLNESS POLICY & MONITORING

- Students will have their temperatures checked daily. Once upon arrival and then after lunch, or before, if a staff member notices any change with your child's behavior and/or coloring, or if your child complains of not feeling well.
- 
- Any student with a fever of more than 100.4 must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor's note for returning before the 72 hours.
- Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc., will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.
- Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days, plus an additional healthy 3 days.
- Parents will be required to contact the location director within 24 hours to inform the school what the illness may be and/or if the child is being tested for COVID-19.
- If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state 'That the child \_\_\_\_\_ was seen and was evaluated for ..... The child is able to return to childcare without placing another child or adult at risk' We must also have what the child has and why the child is coughing (i.e. allergies, bronchitis, etc.).

## KEEPING HEALTHY

- Valley Christian Academy will take every precaution for your child to stay healthy and ask that the parents help with this.
- Consistent handwashing and cleaning of the center will be performed throughout the day.
- Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.
- We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend Valley Christian Academy.
- We ask that all families practice social distancing as recommended and/or required by State and Federal guidelines.
- During a time of a pandemic, Valley Christian Academy will only care for the allowed students in accordance with the state, federal and local government.

# RELIGIOUS INVOLVEMENT

All Valley Christian Academy Campuses are located within churches. On occasion, you will receive information about activities and events being hosted by the churches that Valley Christian Academy is located inside. This will keep you informed of the church activities. Please accept our warm welcome to attend any service or program. They both have a pastoral staff to serve you. If you are not part of a church family, please consider making yourself a part of the family at Restoration, Friendship Assembly of God, and Living Hope Churches. Everyone is welcome.

