

Valley Presbyterian Infant Center Parent Handbook

Dear Parents,

Welcome to Valley Presbyterian Preschool and Infant Center! I am so glad that you made the decision to enroll your child and become a part of the VPS family. The teachers and I consider it a privilege to partner with you on this educational journey we are embarking on with you and your child. It is so exciting to witness first-hand the miracle of a child's growth and development in the early years. Thank you for putting your trust in us to help with this exciting process. One of the keys to a successful relationship and positive experience with you and your child is clear communication. With that in mind, the Infant Center Handbook was designed to assist in developing a trusting and secure home/preschool relationship for the optimum benefit of everyone.

In the pages of this handbook you will find specific information and requirements set forth by Valley Presbyterian School, ACSI (Association of Christian Schools International), and the State of California. The handbook is to be used as a handy reference guide for you. It is suggested that you keep it in a convenient place for easy reference throughout the year. Amendments will be sent home as needed, and should be kept with this handbook.

I have tried to anticipate the questions most frequently asked by parents. Hopefully, you will find the answers to your questions within its content, but should you not find the answer to your question, please do not hesitate to call me at (818) 892-1622. I am looking forward to embarking on a wonderful journey with you.

Blessings to you and your family,

Christine McCorkle
Valley Presbyterian School
Preschool & Infant Center
Director

*"Your Word is a lamp to my feet and a light for my path."
Psalm 119:105*



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Organization

Valley Presbyterian School was established in 1973, by the Elders of Valley Presbyterian Church to provide young children with a well-balanced learning environment for the educational development of the total child in all areas: emotional, social, spiritual, physical, cognitive, and creative. The inspiration to organize the preschool and infant center came from the desire to assist children and their parents develop a sense of truth, love, and appreciation for God's plan in their life. Proverbs 22:6 "Train up a child in the way he should go and when he is old he will not turn from it."

Mission

Our Mission is to educate the total child so that he/she will be prepared for God's perfect plan for his/her life. It is our purpose to have "Total Christian Education" that is a thorough integration of the educational efforts of the Home, the Church, and the School.

Philosophy

The basis of our philosophy is the belief that all ultimate truth is defined by and centered in the Person of the Lord Jesus Christ and the teachings of the Holy Scripture in the Old and New Testaments. Psalm 119:105 "Your word is a lamp to my feet, and light for my path." Through a Christ centered worldview, children are nurtured and lovingly guided towards a personal relationship with God in an age appropriate, safe, and healthy environment. Our belief is that children progress individually at their own rate and every child needs a variety of developmentally appropriate play and learning experiences to foster their total development. We strive to partner with parents in the learning process by developing trusting and dependable relationships and communicating openly and consistently.

Vision

Ultimately all learning should lead the child to fulfill his/her temporal and eternal purpose, which is to glorify and enjoy the true and living God. Proverbs 2:19 "That your trust be in the Lord, I teach you today, even you." Our vision is to excel in the area of early education by providing a quality Christian preschool program that results in a superior foundation for future spiritual and academic learning. We desire to integrate all of the particulars of early education with a faith-life view, so that the mature individual will function optimally with himself, his peers, and in accordance with the Lord and Savior.



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Goals of Infant/Waddler/Toddler Care

- ◆ To provide a warm, loving Christian atmosphere where trusting relationships are developed.
- ◆ To provide an emotionally supportive and stimulating environment that fosters all areas of development (social, cognitive, emotional, spiritual, and physical)
- ◆ To maintain a safe, nurturing, and interactive environment engaging each child as they develop.
- ◆ To communicate the love of God and the significance of God's Word to each child and family.
- ◆ To promote a stable and dependable relationship with each parent based on mutual trust and respect.
- ◆ To support parents and the on-going development of their young child with open and frequent communication.
- ◆ To begin the foundation for future learning in the preschool and elementary school years.

Expected Outcomes for Families -

- Understand the importance of being the primary educator of their child and of participating in the educational process.
- Partner with the infant center in providing an enriched educational experience.
- Understand the significance of continuing Christian education through elementary, secondary, and college years.

Affiliations

Valley Presbyterian Preschool and Infant Center is a non-profit ministry of Valley Presbyterian Church, licensed by the State of California under the Department of Social Services (License # 191223292). Valley Presbyterian Preschool and Infant Center is a member of the Association of Christian Schools International. ACSI was founded by a group of Christian School leaders for the purpose "to enable Christian educators and schools worldwide to effectively prepare students for life."

Staff

Each staff member has been employed as a qualified and competent preschool/infant center teacher with education, skills, and experience in early childhood. All staff members are active Christians, dedicated to the ministry of teaching and providing loving care and guidance for each child. All staff members meet or exceed all State regulated requirements including criminal record clearance by the Department of Justice and training in First Aid and Infant/Child CPR. Staff members are also required to continue their education and attend workshops, conferences, and in-service training to stay current and informed.

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Admission

Each child is accepted on his or her individual merits, regardless of race, color, national or ethnic origin. The Administrator shall accept children who are physically handicapped or emotionally or mentally handicapped only after evaluation. The decision will be based on the following:

1. The child's attendance will have no adverse effect upon other children either through direct behavior of the child or through requiring staff time needed by other children.
2. The school is able to meet the needs of the child.

Admission procedure includes:

1. The parents tour facility, and meet with the Director.
2. A completed application is submitted to the office.
3. The completion of VPS contract and advance tuition and fees are paid in full.
4. All state and school forms must be completed prior to attendance.

Admission Form Requirements

In compliance with the State of California Department of Social Services, Valley Presbyterian Preschool is required to have the following information in your child's file. It is necessary to have this information updated on an annual basis.

- **Health Status Form**

A dated, written statement about the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination.

- **Immunization Form**

Information regarding all immunizations the child has had, including the month and year when each immunization was administered. Immunizations must be recorded on the certificate of immunization form supplied by the California Department of Health. The immunization form shall be obtained at the time of admission.

The following immunizations are required by state law for school attendance:

18 months -5 years 3 polio, 4 DTP/DtaP/DT, Hepatitis B,
1 MMR and 1 Hib (both must be given on or after the first
birthday) and 1 Varicella

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- **Emergency Form**

The parents' (guardians') home, work, and cell emergency contact information, the child's known allergies to foods or medications, a release permitting emergency medical treatment and a release for transportation due to evacuation shall be obtained at the time of admission.

- **Authorization for Pickup Form**

Information giving permission for person(s) other than the parents to pick up the child from the facility must be documented on the Emergency Release Cards. Children will only be released to those persons 18+ years whose names are on the cards. Any person other than the child's parent will be asked to show identification. Parents should notify the office or the director when other person(s) are picking up the child. In emergency situations, parents sometimes need other person(s) not on the Emergency Cards to pick up the child. In such cases, the parent must give written authorization.

Registration

Registration is based on available space within the child's development level. We maintain a waiting list in the order of applications received after the tour has been completed. Priority considerations are given to:

1. Valley Presbyterian Church family children
2. Sibling of currently enrolled students
3. Children best fitting individual class profiles

All information you provide the school or information obtained while your child attends is strictly confidential and will not be released without your written consent. Re-enrollment in February (priority registration month for school families) will guarantee a place in the preschool for the fall, provided the tuition account is kept current or paid in full. The school reserves the right to dismiss or refuse to re-enroll a child at the school's discretion. In the event of said dismissal, all tuition charges will be prorated to the last day of attendance of said pupil. After priority enrollment has concluded, it will be open to new students on a first come-first served basis.

Attendance

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend, please notify the office by 9:00 a.m. If your child is absent because of illness associated with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases.

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Adjustment to School/Separation

Starting in infant care for the first time often causes anxiety for parents and children. We recommend that you visit the center with your child before the first day of care allowing him/her to meet some of the staff and see other children at play. We want you and your infant to feel familiar with the center environment before the first day, and we will work with you and your child to make this adjustment period a positive experience. A parent's feelings of confidence and comfort will help the child with the separation. The transition process takes longer with some children. If a separation problem has been identified, the parent will stay with the child until both feel comfortable with the separation or the teacher may suggest other techniques, which may be helpful. We recommend that you give your child at least six weeks to adjust to the early education experience.

Anti-Harassment Policy

The policy of Valley Presbyterian Preschool is to provide an environment that is free from harassment and intimidation. It is the desire of our school that the environment reflects respect and dignity for all individuals. The anti-harassment policy is not meant to alarm parents, but is required by State law to be included in our handbook. Any form of harassment is a violation of federal law. Prevention is the best tool for the elimination of sexual harassment. Valley Presbyterian Preschool does not tolerate harassment of students or employees, nor does it tolerate reprisals against any individual who makes a harassment complaint. The school is prepared to take action to prevent and correct any violation of this policy.

Harassment in a school setting can take two forms: quid pro quo and hostile environment. Quid pro quo harassment occurs when a school employee causes a student to believe that he/she must submit to unwelcome sexual conduct in order to participate in a school program or activity; and can occur when an employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. Hostile environment occurs when unwelcome sexually harassing conduct is so severe that it affects a student's ability to participate in or benefit from an educational program or activity; or creates an intimidating, threatening, or offensive environment.

This policy applies to the actions of staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The following is a complaint reporting procedure:

1. A student should inform a trusted adult, teacher, or the school Director who is not the offending party.
2. Complaints will be promptly investigated and documented.
3. Students shall not suffer retaliation for filing a complaint.
4. All reasonable efforts will be made to assure confidentiality of complaints.

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Appeal/Grievance Process

The school is interested in the concerns of parents/guardians. In the Bible, Matthew 18 principles are used to address grievances. Emphasis is on communicating effectively to prevent problems. The communication is done by way of orientations, parent handbook, contracts, phone calls, requests for parents' signatures, progress reports, bulletins, and notices sent home and conferences, as well as other means.

However, if a problem should arise the parent/guardian should first review the Preschool Handbook and parent pledge. The parent/guardian may contact the school office for direction. The procedure will depend on the nature of the grievance.

Arrival

Children arriving for infant care need to be signed in on the child's clipboard with the pertinent information on the top of the form filled out. This will help familiarize the teachers with the history of your child's last feeding, diapering, and sleeping information.

Procedures For Accepting Children

1. No child shall be accepted without contact between staff personnel and the person bringing the child to school.
2. It is required that the person bringing the child remains until the child is accepted by a teacher.
3. The first teacher to greet the child will do a "health check" based on our Illness Guidelines. Ill children will not be accepted. A child with questionable symptoms will be taken to the office for further evaluation.
4. Based on our Illness Guidelines, children sent home ill **will not** are able to return to **school the next day** and must be symptom free for 24 hours without medication, to return to the center.

When your child becomes ill at school, the following procedures will be followed:

- If your child is running a fever of 100.4 degrees Fahrenheit or more, vomiting, experiencing diarrhea, and/or a has a nasal yellow/green discharge, you will be contacted in order to make arrangements to have the child removed from the school. **The child must be picked up no longer than one hour after being notified.** Alternate arrangements are the responsibility of the parent and/or legal guardian in cases where they are unable to pick up the sick student.
- If your child is experiencing diarrhea, vomiting, and/or has a nasal yellow/green discharge, and/or a fever, has been sent home by the school because of illness, he/she may not return to school the next day.

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Authorization For Pick Up

Children will only be **released** to persons **18 years old or older, whose names are listed on the Emergency Release Cards**. Parents should notify the staff and the office when other person(s) are picking up the child. Any person other than the child's parent will be asked to show identification. The authorization for pick up should also include information indicating anyone who is not allowed to pick up a child.

Biting

Child development experts believe some young children bite as a result of not being able to communicate. Infant Center and Preschool children in the early stages of language development may bite when frustrated.

When a child does bite, the following procedures are followed:

1. The bitten child is comforted, the bite is cleansed (soap and water and ice applied if indicated), and an injury report is completed. Parents are notified by phone that their child has been bitten and a communication note is sent home.
2. The biting child is redirected. Parents are made aware through a communication note that their child has bitten another child.
3. The teachers assess the environment to reduce frustration and closely supervise the biting child.
4. The identity of the child is kept confidential.

Child Reporting Obligations

In accordance with Valley Presbyterian School policy and California law, school staff is mandated to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In these very serious and legally narrow areas, **THE SCHOOL WILL NOT CONTACT PARENTS** in advance of making a report to legal authorities. The clear intent of the law is to report any reasonable suspicion of abuse. School staff will make such reports in the best interest of the affected child.

Classes

- **Angel Babies**- Infants 3 months of age to age of walking and readiness for Savior's Seedlings
- **Savior's Seedlings**- Waddlers from age of walking/readiness for this class to approximately 12-14 months of age
- **Heavenly Sprouts**- Toddlers from 18 months of age to age for Faithful Friends (must meet the September 1 age requirement to advance to Faithful Friends)
- **Faithful Friends**- Children 2 years of age by September 1
- **Faithful Friends 2**-Children 30 months of age
- **Kingdom Kids**- Children 3 years of age by September 1

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- **God's Garden-** Children 4 years of age by September 1
- **Bible Bees-** Children who are not 5 by September 1 (missing the state Kindergarten cutoff date) and/or who could benefit from waiting another year before starting Kindergarten

Conditions of Termination

Valley Presbyterian Preschool and Infant Center reserves the right to dismiss, refuse to enroll or re-enroll any child with a twenty-four hour notice at the school's sole discretion which is based on but is not limited to the following:

1. Tuition payments are past due over 60 days.
2. Failure to complete any state mandated or school policy form.
3. Behavior causing a significant risk of harm to the health and safety of other students or staff.
4. Violation of the principles set forth in the Valley Presbyterian Preschool Handbook, including, but not limited to the teaching philosophy, operating policies, objectives and programs of the school. Chronic or persistent misconduct following a two or three day suspension.
5. The school is unable to meet the needs of the child.

Confidentiality

All information you provide the school or information obtained while your child attends Valley Presbyterian School is strictly confidential and will not be released without your written permission.

Dress Standards

In keeping with our Christian philosophy various modes of dress and appearance are not appropriate in our school. Children are to wear safe, modest, washable and comfortable play clothes. It is beneficial for children to enjoy all of the center's experiences of climbing, painting, sand play, mud, play dough, etc. without the anxiety of keeping special clothes perfectly clean.

The Administration and Staff reserve the right to declare any mode of dress that, in their estimation, inhibits the philosophy, purpose and goals of Valley Presbyterian Preschool. Should the mode of dress be determined inappropriate, your child's clothing may be turned inside out, or your child's extra set of clothing may be used to correct the dress code violation.

Discipline Policy

Any form of discipline or punishment that violates a child's personal rights (which includes humiliation, and isolation) shall not be permitted regardless of

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authorized representative consent or authorization. **Withholding toileting privileges, food, or water as a means of discipline is PROHIBITED.**

Valley Presbyterian School views discipline as a positive experience that can shape and mold young children into successful students and responsible future citizens. Discipline is handled as each unique situation demands and is always done lovingly and gently. It is our desire to promote and secure the development of a positive, healthy self-esteem. Teachers are to demonstrate kind and loving positive-reinforcement techniques, as we strive to reinforce and stimulate good attitudes and behavior. Teachers facilitate this through redirection, as well as encouraging the use of verbal skills and internalizing self-control.

Unacceptable behavior is handled in a low-key discussion between teacher and child. The child may then be redirected to another activity. If the behavior continues to be repeated, and especially if the well-being of the child or his/her classmates are in jeopardy, then the child may be removed from the activity in progress and given time to get in control.

If the behavior becomes continually disruptive, the child may be removed to the Director's office. Parents may be notified by the teacher or director if this becomes necessary. Should a student require special attention, his/her parent and or legal guardian will be contacted via an incident report and or a phone call. If necessary, a conference will be scheduled between parent and/or legal guardian, teacher, and/ or the Director. If a behavior occurs that is aggressive in nature or poses a direct threat to another child, the situation will be dealt with appropriately communicating with the parents when necessary. Suspension may be the result of behaviors at the director's discretion.

Statement of Corrective Discipline - Valley Presbyterian School's philosophy of discipline is Biblically based (Proverbs 15:5; 19:18; 28:23 and II Timothy 3:14-16 are but a few examples). The safety of all students and staff are a priority.

Steps of Discipline:

Proverbs 22:6 says: *"Train up a child in the way he should go, when he is old he will not depart from it."* It is our responsibility to praise and reinforce positive behavior, respond to negative behavior and provide steps to teach self-discipline. The following steps are practiced when negative behavior has been displayed:

Step 1 - Speaking to the child directly explaining what is inappropriate and what is appropriate behavior or response.

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Step 2 - Re-directing the child to another activity, explaining what would have been a better choice.

Step 3 - Loss of privilege, explaining the inappropriate use of materials or behavior.

Step 4 - Using Conscious Discipline Practices, each classroom has a designated area

that is established as a “safe place”. The “safe place” is a visible area in the classroom that is available for children to use throughout the day as they feel the need. Additionally, a teacher will direct a child to use the “safe place” in order to regain control of their feelings and emotions. Time spent in the “safe place” is usually enough to help a child get control. However, on occasion, a child may be experiencing a temper tantrum, or may have needed constant redirection and the child may need to spend some time away from the other children and activities while under the supervision of a teacher.

Step 5 - Repeated defiance, consistent disobedience, or harmful, aggressive behavior towards peers or staff will not be tolerated. These behaviors will be reported to the Director promptly. The decision will then be made by the Director to proceed with one or more of the following steps (Not necessarily in this order):

- ◆ Notification of parent
- ◆ Parent/Teacher conference
- ◆ Three-way conference between Parent/Teacher/Director
- ◆ Temporary suspension from classroom

Emergency Procedures

Valley Presbyterian Preschool and Infant Center endeavors to keep everyone safe and has a comprehensive disaster plan in place. In compliance with and exceeding state law safety requirements, Valley Presbyterian School practices emergency drills once a month which include Fire drills, “Drop Drills” and Lock Down Drills.

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In the event of a disaster or emergency, Valley Presbyterian Preschool and Infant Center maintains a fully organized and practical procedure with staff trained in First Aid and CPR. Staff will remain at school until all students have been reunited with an adult listed by the parent on the student's emergency card. Procedure requires a signature and a current valid I.D. upon request for a child to be removed from the facility.

Financial Policy

Valley Presbyterian Preschool and Infant Center is open on a year round basis. Registration and Tuition fees are based on yearly fees. Holidays and center closures are taken into consideration when tuition rates are established.

Tuition may be paid for the entire year, half-year, monthly or bi monthly. Check in the preschool office for current payment due dates.

Families may pay their tuition in one of the following ways:

- **Option 1** - Tuition payments may be made in full by cash or check by August 1 (fall semester) or the first day of school (if starting school at another time during the year).
- **Option 2**- Payments in two semester payments:
1st payment due August 1, and the 2nd payment due January 6.
- **Option 3**- Payments in monthly 12 installments by automatic bank debit:
Payments are made via FACTS Tuition Management. All monthly payments are processed by and through FACTS. You will be charged an annual fee of \$49.00. Information and the authorization for FACTS Tuition Management can be found at www.valleypresbyterianschool.com.
- **Option 4**- Automatic monthly credit card payments may be arranged through FACTS Tuition Management, however, a convenience fee of 2.95% is charged by the company on each credit card payment. FACTS accepts Master Card, Discover, and American Express. FACTS does not accept VISA.
- **Option 5**- If you choose not to make your payments directly to FACTS by EFT or Credit Card a monthly invoice will be sent to you for payment due on the 5th of the month. Your monthly payments will be mailed directly to FACTS. You will be charged an annual fee of \$49.00.

If payment is not kept current, the child's (client's) place will be given to the next one on the waiting list.

There are no refunds or deductions for holidays and absences. The Preschool is closed for all students a week and a half prior to the start of the fall semester, and selected

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school holidays that are listed below. *There is a \$49.00 fee charged by FACTS when signing up on line.* There is a \$30.00 fee charged for any returned payment by FACTS. VPS charges an additional \$50.00 for a 2nd returned payment.

Holidays

The Preschool and infant center are closed to observe the following holidays:

- ◆ Teacher Prep days (See Calendar for details)
- ◆ Labor Day
- ◆ Veteran's Day (varies per year)
- ◆ Thanksgiving Day & the day after(may include day before)
- ◆ Christmas Eve & Christmas Day
- ◆ Selected Days around Christmas & New Year's(varies by year)
- ◆ New Year's Day
- ◆ Dr. Martin Luther King, Jr. Day
- ◆ President's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Fourth of July

Handbook Verification

A signed verification that the parent/guardian has received, read, and agrees to abide by the policies and practices in the Parent Handbook is kept in the child's file. This information shall be obtained at the time of admission or within 30 days after admission.

Health Policy

Each day there will be an observation (known as the "health check") of each child upon arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the center will not be admitted. A child that becomes ill while in attendance must be picked up within an hour of notification and will be separated from the other children until a parent/guardian can pick the child up.

When children have been exposed to communicable diseases, all staff members and all parents/guardians of children shall be notified immediately by the center. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at the center, the parent/guardian will be contacted and expected to pick the child up as soon as possible usually within 1 hour of initial parent/guardian notification. The child will be separated from the other children until the parent's arrival.

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If a child displays any of the following symptoms, he/she must be kept at home:

Fever

Diarrhea

Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.

Sore throat with fever or throat spots

Eye drainage of any type should be checked by a doctor to rule out infection

Unusual rashes should be checked by a doctor to rule out bacterial infection

Child not feeling well, such as lethargic behavior

The child may return to the center after illness when one of the following happens:

Fever free for 24 hours* without medication

Nausea, vomiting or diarrhea has subsided for 24 hours*

At least 4 doses of antibiotic have been given over a 24 hour period* for any type of strep or bacterial infection

Child is feeling well again and normal behavior has returned

*Children sent home from school with an illness **may not return to school the next day.**

Allergies

Parents must list all of their child's allergies to medication and/or food on the emergency and medical forms. Information about children with allergies will be posted in all classrooms and in the kitchen.

Medication

ALL prescription or over the counter medication that your child needs to take **must** be kept in the Preschool Office. An accompanying medication request form that is filled out by a Physician and completed and signed by a parent must be on file in our Preschool Office. Please stop by the office to pick up these forms. Medication must be in the original container, dated, with the prescription number, physician's name, the child's name, and instructions for administration. A medication measuring tube or spoon needs to be included.

Plan of Operation Incidental Medical Services Plan

The administration of medication by Valley Presbyterian Preschool and Infant Center (hereafter known as VPS) reserves the right to provide the following Incidental Medical Services (IMS):

- ❖ Administration of Prescribed Medications
- ❖ Administration of Over-the-Counter Medications
- ❖ Administration of an Epi-Pen
- ❖ Administration of an inhaler
- ❖ Administration of a nebulizer

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- ❖ Administration of prescribed ointments
- ❖ Administration of prescribed eye drops

Any child who is required to take or have a medication at the facility as prescribed by a physician will need to provide:

- (1) A written statement from such physician detailing the method, amount, and time schedules by which the medication is to be taken.
- (2) A written statement from the parent or authorized representative of the child authorizing VPS staff to perform the Incidental Medical Services Plan set forth in the physician's statement.

Prescription Medications

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The physician recommended dosage must be on the label as well as the child's name. A consent form must be filled out authorizing VPS staff to perform Incidental Medical Services. Consent forms will be placed in the child's file. If a change in dosage occurs, a new label must be obtained.

Over the Counter Medications (OTC)

OTC medications will be administered only if the medication is in its original container and the following criteria are met.

- (1) A consent form authorizing VPS staff permission to perform Incidental Medical Services must be filled out.
- (2) OTC medications require a physician's signed directions for method, schedule, dosage, and duration of administration. Consent forms will be placed in your child's folder.

Epi Pens

- (1) Epi Pens require a written statement from the physician stating the reason i.e....peanut allergy. Also that an epi-pen must be kept at VPS in case of inadvertent exposure and that emergency administration would be necessary if an exposure was to occur.
- (2) A consent form authorizing VPS staff permission to perform Incidental Medical Services must be filled out authorizing the epi-pen be administered in case of inadvertent exposure.
- (3) The parent will hold an informal meeting with VPS staff about the child's allergy and what reactions to look for.

- ❖ VPS will **immediately call 911** and the child's parent upon administration of the epi-pen.

Inhalers

Prescription inhalers will be administered only if the medication is in its original container with a prescription label attached. The physician recommended dosage must be on the label as well as the child's name. A consent form must be filled out authorizing VPS staff to perform Incidental Medical Services. Consent forms will be placed in the child's file. If a change in dosage occurs, a new label must be obtained.

Nebulizers

Prescription nebulizers will be administered only if the medication is in its original container with a prescription label attached. The physician recommended dosage must be on the label

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as well as the child's name. A consent form must be filled out authorizing VPS staff to perform Incidental Medical Services. Consent forms will be placed in the child's file. If a change in dosage occurs, a new label must be obtained.

Prescribed Ointments

Prescription ointments will be administered only if the medication is in its original container with a prescription label attached. The physician recommended dosage must be on the label as well as the child's name. A consent form must be filled out authorizing VPS staff to perform Incidental Medical Services. Consent forms will be placed in the child's file. If a change in dosage occurs, a new label must be obtained.

Prescribed Eye Drops

Prescription eye drops will be administered only if the medication is in its original container with a prescription label attached. The physician recommended dosage must be on the label as well as the child's name. A consent form must be filled out authorizing VPS staff to perform Incidental Medical Services. Consent forms will be placed in the child's file. If a change in dosage occurs, a new label must be obtained.

Record Keeping: Records to be obtained and maintained are: (1) The Parental or Authorized representative permission to provide the Incidental Medical Service. (2) A written statement from the child's physician.

Staff training: Staff training regarding specific administration of medication (ex. Epi-pens, inhalers, and nebulizers) is to be **provided by the child's physician in writing at least once a year**. Parents **are responsible to provide training materials and information specific to their child's need**. Additionally, all staff on campus will maintain current CPR/First Aid certification. Training will be conducted by a licensed professional certified by EMSA (Emergency Medical Services Authority). All staff will be trained in emergency use of IMS equipment/supplies. A medication log noting the date, time and amount of medication administered will be kept in the child's file.

Storage: All medication must be kept under secure conditions and can only be administered by the Office manager, Director, Acting Director, or designated staff personnel as assigned by the Director *with the exception of the Epi-Pen*. Valley Presbyterian Preschool & Infant Center does not participate in field trips. If they did, children with severe allergies requiring an epi-pen or inhaler would need a parent or authorized adult to bring the epi-pen or inhaler and accompany the child on the trip.

- ❖ All medications, inhalers, nebulizers and Epi-pens will be stored in the office behind a locked cabinet with exception of "contact allergy" Epi-pens. (Ex. Bee Stings).
- ❖ Refrigerated medications will be stored in the school office refrigerator
- ❖ All medications must be current. It is the parent's responsibility to make sure VPS is supplied with medication that has not expired. Medication that has expired will not be administered.

Transporting IMS equipment/supplies in an emergency evacuation:

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- Medications will be transported in a locked box to the evacuation site by office personnel.
- IMS equipment/supplies stored in classrooms will be evacuated from the building by the teacher/substitute teacher/ assistant assigned to that classroom
- VPS is not responsible for locating IMS equipment and supplies in the event of structural damage to the facility or any other emergency that threatens the safety of staff to be on campus.
- VPS reserves the right to prioritize actions in order to keep children safe in the event of a natural disaster

Safety Precautions: Gloves will be worn while administering the medication to insure no potential exposure to blood or body fluids. Hands will be washed immediately before and after removal and disposal of gloves, and disposal of used instruments in approved containers. All bio-hazardous waste will be disposed of in an approved bio-hazardous waste container.

Inhalers and Nebulizers- mouthpieces and tubing will be rinsed with warm water after use. Epi-pens-Paramedics will be called to evaluate the situation and the child may be transported to the hospital.

Communication IMS has been performed to a parent/guardian:

- Parents/ Guardians will be notified by phone when an IMS is performed using an epi-pen, inhaler, nebulizer or allergy medication in an emergency situation.
- Parents can retrieve IMS information from a VPS staff member. They will retrieve it from the medication log in the medical storage cabinet located in the school office.
- Parents of children receiving routine IMS (ex. Prescription medication to be taken regularly), can request to be notified by text or they may check the medication log with the help of a staff member as desired.

Changes to Plan of Operation IMS:

- Parents/ Guardians will be notified by email of any changes to the plan of operation IMS.
- Parents/Guardians will be notified in writing within 24 hours of any changes made to the plan of operation IMS.
- Parents/Guardians will have a 30-day grace period to adopt any changes made to the plan of operation IMS.

Reporting Requirements to the Department of Social Services for IMS:

- All serious incidents in which an IMS is performed will be reported to the Community Care Licensing (CCL) within 24 hours of the incident.
- Serious incidents are reported to CCL via telephone to the designated analyst, followed by an email and finally through written correspondence.

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- All unusual incidents will be documented and recorded using LIC form 624 by the licensee.

If you have any further questions regarding “Incidental Medical Services” please feel free to call the school office at (818) 892-1622

Hours of Operation- 7:00 AM- 6:00 PM Monday - Friday

Weather Conditions

On days of inclement, hot, excessively windy weather, or a high air pollution level has been reported, children will be kept inside the classrooms. Please apply sunscreen before bringing your child to the center.

Injury Reporting

Non-serious accidents and injuries will be treated at school and a First Aid Report Form will be completed and given to the parent/guardian. All head injuries or questionable injuries will be reported to the parent/guardian by phone when possible.

In case of a serious accidental injury, every attempt will be made to inform the parent/guardian or designated person listed on the emergency card. If a parent cannot be reached, the child’s physician will be contacted. In case of an extreme emergency, paramedics will be called.

The school provides accident insurance coverage for all students while they are participating in school activities. By state law, it provides benefits only after a student’s primary group medical coverage has first paid. A deductible applies and must be met before benefits are paid. If a claim is to be made, the school must be notified as time limits for claims and coverage do apply.

Late Pick-Up or Early Drop-Off Policy

Children arriving more than 15 minutes early or getting picked up more than 15 minutes late will be charged \$3.00 for the first 15 minutes and \$1.50 for each 15 minute increments thereafter. Childcare that has been prearranged through our office will be available for \$6.00 per hour**.

For pick up after 6:00 p.m. there will be a \$5.00 charge for each 5 minutes or portion thereof starting with the first minute. After three (3) late pick-up times, the student will be allowed to remain in a Full Day Program only at the discretion of the school. Exceptions will be made for occasional valid emergencies at the school’s sole discretion.

**Please call the school immediately if you are running late to avoid the late charges

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Lost and Found

We all shop at the same stores and as a result many items are the same and/or look the same. **Please label everything that comes to school with your child's name. This includes all clothing, lunch pails, thermoses and share items.** When items are labeled they can easily be returned if misplaced. Our lost and found box is located in the day care hallway. Feel free to check it for lost items. While every effort is made to reunite lost and found articles of clothing with their owner, we cannot guarantee that it will occur. Unidentified clothing and personal items left at school for an extended period of time will be donated to a worthy cause.

Nut Free Policy

Valley Presbyterian Preschool and Infant Center is a "Nut Free Campus". For the health and safety of all of our children, our preschool and infant center has adopted this policy. Nuts can cause severe reactions, even death in children and adults who are highly sensitive to nut products. We are asking for your help in keeping our children safe and ask that you refrain from sending peanuts/ nuts or nut butters to school. Thank you for your cooperation.

Please note any allergies to foods, etc. on the medical information sheet and emergency cards.

Parking and Traffic

Safety is our primary concern. The speed limit is 5 miles per hour in any of our parking lots. Preschool parents are encouraged to park in the South Parking Lot. Please hold your preschool child's hand in the parking lot at all times. If arriving before 8:00 a.m., the Middle Parking Lot barrier will be down for you to park directly in front of Brewer Hall on the North Side. Only enter the entrance labeled entrance, not the Exit driveway. The Middle Parking Lot barrier is put up at 8:00 a.m. during the school year. **Never leave a child unattended in an automobile.** Please park in designated parking spaces for loading and unloading. Close all gates when entering or leaving the preschool yards. Help us keep everyone safe.



Car Seats

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It is state law that every child must be placed in a car seat while riding in a car. All drivers bringing the child to the center or picking up a child need to have an appropriate car seat. Our storage space is limited and car seats cannot be kept at school.

Parent/School Communication

Parents will be informed of the latest announcements relating to the Preschool and Infant Center through notices on the parent bulletin boards located in each classroom, monthly school calendars, e-mail newsletters, parent/teacher conferences, and messages posted on sign in/out sheets. Please read all newsletters and check the bulletin boards frequently.

1. **Parent Orientation** - A group meeting planned for mothers and fathers. The purpose of this meeting will be to discuss school philosophy, policies and goals and to further facilitate the home/school relationship. Parents receive a Parent Handbook. Information about classroom expectations, curriculum and daily events will be shared.
2. **Visiting the Classroom** - Parents are welcome and encouraged to visit. Parents may enter the facility at any time. **All visitors must report their presence on campus to the office.** Sharing one's occupation or hobby with the class is an enriching experience for both parent and child. Please make arrangements with the teacher prior to these visits and sign in through the Preschool Office as a "Visitor on Campus".
3. **Open House**- An evening to come and visit the classrooms to see the wonderful learning experiences that the children have been involved in.
4. **Day at Church**- A special Sunday for your family to join their Preschool staff at Valley Presbyterian Church to worship our Lord together. The children perform on this day.

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules for personal hygiene. Hand washing before meals and after using the toilet is a part of our daily routine. Disposable paper towels are used for drying hands and each classroom has an ample supply of antibacterial gel.

Photo/Video/DVD Release Form

On occasion, teachers, parents or school personnel may photograph /video tape the children participating in daily school activities. A parent/guardian-signed Photo/Video/DVD Release Form will need to be signed so that your child can be

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photographed, videotaped, as well as, watch center-approved videos, and shall be kept in your child's file.

Promotional, Advertising, Soliciting

Because we are a part of, and are supported by Valley Presbyterian Church, Valley Presbyterian Preschool is prohibited by church constitution from promoting or soliciting the sale of or support of a non-church related organization or function (e.g., Girl Scout cookies or calendars, various walk-a-thons, etc.) **It is also policy not to advertise or promote any activity not directly related to Valley Presbyterian Church or Valley Presbyterian School.**

Re-enrollment

Re-enrollment during the Priority Enrollment Period will guarantee a place in school for the Fall, provided the school account is kept current or paid in full. The school reserves the right to dismiss or refuse to re-enroll a child at the school's discretion. In the event of said dismissal, all tuition charges will be prorated to the last day of attendance of said pupil. After the Priority Enrollment Period has closed, enrollment will be open to new students on a first-come-first-served basis.

Security

Accessing and departing Brewer Hall through the North Door and the South Parking Lot gate will require a magnetic card that will be issued to each preschool family. Parents may also enter the North Door by using the intercom to be buzzed in from the preschool office between the hours of 8:00 am and 3:30 pm. If arriving before or after these times without a card, one will need to call the preschool and a member of the staff will let you in the door. The Middle Door that faces west will remain locked at all times, but may be used for exiting.

Cards will be issued to parents through the Preschool Office after registration procedures are completed. Each family will receive two cards. A family needing more than two cards may have additional cards with a deposit of \$20 per card that will be refunded when the card is returned. **It is highly recommended that families leave the deposit to obtain additional cards.** Precious time is lost when trying to enter the building without a card because you will often have to wait for someone to buzz you in. Teachers and staff are busy with the children and may not be available to let you in right away. If a card is lost, there will be a \$20 replacement cost per card.

Valley Presbyterian Preschool and Infant Center values the safety of our students, their parents and the staff. We believe these security procedures will give you greater confidence regarding the safety of your child while attending the Preschool. Please do

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not prop the doors open or let someone in that you do not recognize. Please help to make our building safe by remembering: **"If in doubt- Be Rude!!"**

Needs & Services Plan

A written Infant and Waddler Needs and Service Plan for each child must be updated by the parents quarterly or as frequently as necessary to assure its accuracy.

Angel Babies (INFANTS)

Infant Needs

Personal Items provided by parents

1. Five regular crib size sheets, labeled with your child's name, need to be brought each Monday. Sheets must fit tightly. Infants will NOT be placed on their stomach to sleep.

2. A sleep sack with hole for arms labeled with your child's name.

3. Three or four complete changes of clothes.

Jackets and sweatshirts must NOT have DRAWSTRINGS, as they are a safety hazard. Teachers will remove them from all articles of clothing (they will be cut if necessary).

4. A bib for each feeding. (Labeled)

5. Disposable diapers to use for one day (approx. 15) Diapers are checked and changed (if needed) on an hourly basis when they are not eating or sleeping.

6. A box of wipes, (Labeled).

7. Powder or ointment to be used for diapering, (Labeled).

8. Several burp cloths, (Labeled).

9. Two or three labeled zip lock bags for storing wet or soiled clothing, bibs and burp clothes

10. All the food and milk or formula you expect your child to eat during the day. All fluids should be in plastic bottles or sippy cups. If your child no longer uses a bottle, provide milk or juice in a sealed plastic container. Prepare a separate bottle for each feeding. Caregivers will prepare the amounts of solid foods you indicate on your feeding instructions and discard any leftovers. Send each portion in a separate container. All food should be prepared and ready to eat. Storage space is limited. **Small containers only. All items must be labeled and dated.**

11. 1 emergency kit in a labeled large Ziplock bag (a day's worth of food, formula, etc.)

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Infant Room

Your child will be fed according to the schedule you give us, with moderate flexibility. It is important that you bring the kinds and amounts of food he/she needs. **IT MUST BE COMPLETELY PREPARED AND READY TO SERVE.** This includes fruits and vegetables already cut into bite sized pieces. Because infants grow and change so quickly, it may be necessary to change your child's feeding schedule often. Please keep us informed as your baby's food or schedule changes. As children get older, we encourage self-feeding skills, such as using a cup and finger food feeding, that you begin at home. Caregivers will hold infants to bottle feed until the infant can hold the bottle securely.

Your child will also be put down for naps according to the schedule you give us, with moderate flexibility (sleeping will be on the back only). If we find that a child is always sleeping through the feeding time, or is not sleepy when put down, we will bring this to your attention and decide together what schedule changes need to be made. Bottle fed infants will be awakened after a 4-hour period to be fed.

Each child's clothing and diapers shall be changed as often as necessary to ensure that the Infant and Waddler is clean and dry at all times. In any case, diapers will be checked every hour.

Whenever a child is not eating, sleeping or being changed, they will be in our well-equipped open play area. Caregivers in the play area conduct developmental activities with the children and provide opportunities for affectionate and stimulating play. In the infant room, each child follows his own individual schedule for feeding and naps.

Infants Typical Day Schedule

Upon arrival your child should be dressed in daytime clothing with shoes or booties. The caregiver will greet you and your child and take him/her to the play area. Meanwhile, you must thoroughly fill in the daily report form and sign it with a complete signature. Also at this time, you can discuss anything that will help us provide better care for your child. For sanitary reasons, street shoes are not allowed on the carpet in the infant side of the center. We require shoe covers for those desiring to enter.

In the play area a caregiver will interact with your child and provide stimulating and educational toys. Toys are washed and disinfected daily. The staff is constantly devising new ways to use the toys to provide your child with new and interesting play experiences. If your child is a non-crawler, there is a variety of things to look at and experience. The staff member assigned to the play area gives extra attention to infants who do not yet crawl.

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Transition From Infants to Waddlers

The transition from the Angel Babies Room to the Savior's Seedlings Room will occur when the Director and the teachers have agreed upon the readiness based on various developmental skills and the availability of positions in the Savior's Seedlings (Waddler) Room.

Savior's Seedlings (WADDLERS)

Waddler Needs

Personal Items provided by parents

1. Five regular crib size sheets, labeled with your child's name, brought each Monday.
2. A lightweight blanket labeled with your child's name.
3. Three or four complete changes of clothes.

Jackets and sweatshirts must NOT have DRAWSTRINGS, as they are a safety hazard. Teachers will remove them from all articles of clothing (they will be cut if necessary).

4. Disposable diapers to use for one day (approx. 15) Diapers are checked and changed (if needed) on an hourly basis when they are not eating or sleeping.
5. A box of wipes, labeled.
6. Powder or ointment to be used for diapering, labeled.
7. Two or three labeled zip lock bags for storing wet or soiled clothing, bibs and burp cloths.
8. All the food, milk, and juice you expect your child to need during the time at the center. Provide milk or juice in a sealed plastic container along with a labeled sippy cup. Foods should be prepared and ready to eat.

Waddler Room

The Waddlers have a schedule that is geared to the older infant. The following is a sample of the Waddler schedule for a typical day.

7:00 - 8:30	Arrival Greetings, Interactive Play time, Diapering as needed
8:30 - 9:00	Snack Time
9:00 - 9:15	Diapering as needed
9:15 - 9:45	Outdoor activities as weather permits.
9:45-10:00	Diapering as needed
10:00 - 10:45	Christian Education/Art/Sensory
10:45 - 11:00	Music & creative movement, Diapering if needed
11:15 - 11:45	Cleaning up/Washing hands/Lunch
11:45 -12:00	Diapering/Transition to Nap Time
12:00 - 2:30	Nap Time
2:30 - 3:00	Wake-Up, Diapering as needed, Prepare for Snack
3:00 - 3:30	Snack Time
3:30 - 3:45	Diapering as needed
4:00 - 4:30	Outdoor activities as weather permits
4:30 - 5:00	Diapering as needed
5:00 - 6:00	Circle Time and Interactive Play

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In the morning and in the afternoon, the Savior's Seedlings participate in a short circle time. Circle time includes Bible stories, children's literature, finger plays, music, movement, learning words, listening, sharing, and colors. Crafts are limited to those things Waddlers can do themselves - - painting, pasting, coloring with crayons and playing with play dough and sensory items such as cornmeal.

All Savior's Seedlings (Waddlers) are encouraged in self-feeding skills, using fingers, sippy cups and a spoon at all meals. Again it is important that you bring the kinds and amounts of food he/she needs completely prepared, ready to serve, and labeled.

Transition From Savior's Seedlings to the Heavenly Sprouts (Toddler Option) Room

When the child turns 18 months old, the child will make the transition from the Waddler Room to the Toddler Room. Parents are notified prior to the move and the teachers of both classrooms work together with the child visiting several times to make the transition a smooth one. At this time Heavenly Sprouts classroom information will be given to the parent along with the preschool parent handbook.

Nutrition and Food Guidelines

Please refrain from any nut butters or products in your child's lunch. In preparing a young child's meal, please take into consideration the following safety guidelines.

State regulations, under Title 22 states:

"Caution should be used with foods that can cause choking in children under 4 years of age."

The following foods may cause choking and should be avoided:

Hot Dogs*	Whole grapes	Dried fruit (i.e. raisins)
Tough meat	Corn (whole kernel)	Pretzels
Popcorn	Nuts - peanut	Chips
Jelly beans	Small or hard candy	Marshmallows
Hard, raw vegetables	Seeds	Butter

***Hot Dogs are the number one cause of death from choking.**

***Honey may not be used in formula or on an infant's food. It may cause botulism.**

Withdrawal or Changes in Schedule

Should you desire to change your child's program, the office must be notified thirty days in advance and a contract revision must be signed. The first change will be at no charge, but subsequent changes will accrue a fee of \$50.00 for each change. A written letter of withdrawal is required 30 days prior to the departure date. Occasional extra days or additional hours must be prearranged through the preschool office.