

Admissions Policy: VKC admits students of any race, color, national origin, and ethnic background. All students admitted are granted all the rights, privileges, programs, and activities generally accorded or made available to students at the school. VKC does not discriminate based on race, color, national origin, or ethnic background in administration of educational policies, administrative policies, scholarship programs, or any other school administered program or activity.

1. **Additional Criterion:** Parents who enroll their children in VKC should have a conviction that Christian training is proper for their child. (Proverbs 22:6)
2. An appointment to tour the facility and meet with director or designated assistant is mandatory prior to admission. Parents are interviewed to determine agreement with the philosophy, mission, policies and standards of VKC.
3. Enrollment application, current immunizations, health requirements, signed physician's statement, and registration fees must be completed prior to enrollment.

IMMUNIZATION REQUIREMENTS: VKC complies with the State of Texas mandated immunization requirements.

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A LETTER TO THE PARENTS

It is a pleasure to welcome you to the VKC. We consider it a privilege to serve you and your child. The purpose of this handbook is to answer many of your questions about the policies and procedures of the Learning Center. Please feel free to contact our office between the hours of 9:00 A.M. and 5:00 P.M. for any questions you may have that have not been answered for you in this handbook. You may also schedule an appointment for conferences during the same hours. The reason for the Learning Center is to help establish a strong biblical foundation so that our children will fulfill God's plan for their lives. Please keep VKC and the staff in your prayers as we do the same for you. "Train a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6

STATEMENT OF PURPOSE

The mission of VKC is to provide a Christ-centered Biblical perspective to early childhood education and care in the major areas of human development (physical, cognitive, social, and spiritual). The staff at VKC seeks to minister to children as an extension of the Christian family. We provide Bible-based curriculum that prepares children to function as responsible Christian citizens in society. We believe that God loves all people and He has a purpose and a plan for the life of each individual. Our goal is to help each student find that purpose and develop their skills to fulfill God's plan for their lives.

STATEMENT OF FAITH

1. The Bible is the inspired, infallible, and authoritative Word of God. (II Timothy 3:16-17)
2. There is one God manifested in three persons: Father, Son, and Holy Spirit. (I John 5:4-7)
3. All men have sinned which makes necessary a rebirth through confession and belief in the Lord Jesus Christ. (Romans 3:23-25)
4. The local church is necessary in the maturity of the believer. (Hebrews 12:25)
5. There is a resurrection of believers into everlasting life and an everlasting punishment for those who do not believe. (Luke 3:3)

Before admitting any child to VKC, an interview must be scheduled and the complete admissions packet must be submitted before your child starts. The packet includes:

- Completed application form
- Signed Statement of Faith and Statement of Purpose
- Health verification (physician's signature is required)
- Copy of immunization records (physician's signature is required)
- Signed payment policy
- Signed parent handbook statement
- Emergency medical release

***The Registration fee and First Week's Tuition are due prior to the student starting VKC.**

I understand that VKC is a Christian center and I am in agreement with the philosophy, mission, policies, and standards of VKC and agree to abide by them. I understand that failure to do so may lead to immediate dismissal. I have received, understand, and agree with the operational policies. I was informed of where to read and review the minimum standards and important information located on the front bulletin board.

Signature-----

date-----

HOURS OF OPERATION

VKC opens at 6:30 A.M. and closes at 6:30 P.M., Monday through Friday, twelve months a year.

TUITION at VKC is paid on a weekly basis and is due the first day of attendance each week.

FEES

VKC requires a supply fee and a one-time Registration Fee of \$25 at the time of admission. The Registration Fee is required in order to reserve your child's place in the class. The supply Fee is charged 2 times annually.

PAYMENT POLICY

Tuition is to be paid on a weekly basis at the beginning of every week. If the tuition is not paid by Friday of that week, a Late Fee of \$10.00 will be applied to your account. Please put your child's name and the week that the payment is for on the check to assure proper credit. A \$35.00 fee will be assessed for every returned check received. No credit will be extended. Failure to pay tuition and late charges will result in dismissal of your child until the tuition is paid.

REFUNDS

In the event you decide to withdraw your child from the Learning Center, the supply fee will be refunded within two weeks from the date on the application. The Registration Fee is **non-refundable**. Tuition paid during the first two weeks from the date on the application **will not be refunded**.

WITHDRAWAL POLICY

If you withdraw your child from VKC, you must notify the office **two weeks in advance**. This notice must include the date of the last day of attendance for your child(ren). If we do not receive this notice, you will be held responsible for any amount billed to your account.

ATTENDANCE

There are no state or federal laws requiring the attendance of your child. However, if your child is going to be absent, please call the center. This will help the teacher plan for the day's activities.

ABSENCE

Our tuition is based on a full time schedule and our staff must be paid accordingly. We will not be able to prorate any tuition.

VACATION

VKC allows a one-week tuition free vacation week every year. This policy is intended to allow your family vacation time without the added expense of keeping your child's place at the Learning Center. To ensure proper credit, please provide us with a two-week notice before a planned vacation.

EXTENDED LEAVE

If you choose to keep your child home for an extended period of time due to mother's maternity leave, summer break, or other circumstances, VKC will agree to hold a place for your child for one-third the tuition normally paid. This request will need to be submitted in writing and approved by the director at least one month in advance. Total payment will be due prior to the child's leave.

HOLIDAYS

This center will be closed to observe the following holidays:

- New Years Day 1-day
- Independence Day 1-day
- Thanksgiving Day 1-day
- Christmas Eve 1-day
- Christmas Day 1-days

ARRIVAL AND DEPARTURE

When arriving at the Learning Center, it is important that you **bring your child to the classroom and sign in on the daily log.**

When picking up your child, remember to **sign out on the daily log.** Before leaving, be sure to check your child's folder/cubicle for any work or memos for the day.

LATE PICK-UP

The hours of VKC are from 6:00 a.m. to 6:00 p.m. A late fee of \$1.00 per minute will be charged for each minute after 6:00 p.m. that your child is in the center. Late fees are assessed and paid to the staff on hand at the time of your arrival to pick up your child.

EARLY DISMISSAL

If it is necessary to pick up your child before their usual dismissal time, please send a note to the teacher informing them what time he/she will be picked up, who is picking them up, and if they will be returning.

PARKING VKC parents are to use the doors and portico located on the west side of the building for drop off and pick up.

RELEASE OF STUDENTS

The Learning Center must have on file the name, phone number, driver's license, and relationship of each adult whom you have designated to pick up your child. We cannot release a child to unauthorized adults. If someone other than the parents or legal guardian will be picking up your child, the center must be notified in advance. A picture ID is required for anyone not regularly picking up your child. This procedure will be enforced for the safety of your child.

SNACK

Snacks will be provided. A monthly snack menu will be posted in each room.

LUNCH

A hot nutritional lunch is provided for the children everyday. Our lunch program meets the state nutritional requirements. Menus are posted in the classrooms and parent bulletin board. You may send a lunch with your child on any given day. **Children's lunches need to be nutritional. This must include: 100% juice or 6 oz milk, 8 oz fruit or vegetables, .5 oz grains, and 1.5 oz protein. Please do not send soda for their beverage.** If you send a lunch with your child, please pack it so that it will not spoil. If your child has any allergies to certain foods, please bring this to our attention in writing in addition to noting it on your enrollment forms. If your child will be arriving after 9:00 AM, you will need to call your child's teacher to let them know if your child will be eating school lunch. The orders are taken to the cafeteria at **9:00 AM.** Lunch orders **will not be taken after 9:00 AM.**

DRESS CODE

In order to insure your child's safety, please do not send them to school with sandals with an open back or flip-flops. Children at this age run and climb and these shoes can easily slip off and cause them to injure themselves.

Children will go outside everyday, weather permitting. Please send a jacket with your child during the cooler weather and please label it with your child's name. If you choose for your child to not go outside on a particular day, please leave a note with your child's teacher.

CLOTHING

All children need to have a spare change of clothing at the center. **Clearly label each article that is brought to the facility.**

NAPTIME

Following lunch, children will be provided with a nap or rest period. A small cover may be brought to the center; pillows are not permitted. Nap items must be taken home every Friday and laundered once a week.

SUPPLIES

A supply fee of \$25.00 will be required two times a year, Sept. and Feb.

PERSONAL BELONGINGS

We cannot assume responsibility for any toys or personal belongings brought to the center. Personal toys brought from home can be a cause of disruption in the class. Please do not bring any personal items to the center.

HEALTH

According to State Law, children must be current on all required immunizations. Annual health reports **signed by a physician** will be kept on file. **If we do not have this information at the time of enrollment, your child will not be allowed to attend until the proper records are received.** A list of required immunizations can be obtained in the daycare office or by contacting your private physician or the health department.

A child who appears ill will not be admitted to the daycare unless **approved in writing by a physician.** The following symptoms will be used as guidelines for dismissal, but are not all-inclusive:

- Fever within the last 24 hours
- Vomiting
- Undiagnosed rash
- Mouth sores

- Infected sores
- Two or more bowel movements within an hour, indicating the possibility of diarrhea
- Persistent cough
- Severe itching of body or scalp; or scratching of the scalp
- Unusually dark or tea-colored urine
- Sore throat or trouble swallowing
- Pinkeye – conjunctivitis, viral or bacterial
- Tearing and redness of eyelid lining
- Yellowish skin or eyes – these may be signs of hepatitis
- Difficult or rapid breathing

Children are not to return to the child care center until there has been a 24-hour waiting period of the child being fever-free. The temperature must be taken **before** administering any fever reducing medicine. This also applies to any vomiting or diarrhea. There must be a time lapse of no vomiting or diarrhea before the child returns to the center.

The center will notify parents when an illness needs attention or is contagious. The child will be isolated until the parent can pick up the child. A doctor's note stating that your child is not contagious will be required for your child to be readmitted into the center.

It is imperative that parents contact the school when their child has been diagnosed with a contagious illness. Once identified, a notice will be sent home indicating the type of illness, symptoms to look for and other pertinent information a parent will need to know. The name of the ill child will not be made public.

MEDICATIONS

In order to be able to comply with the State of Texas and minimum standards, the center is requiring parents to administer any and all medication their child may require. Parents are encouraged to come in at their lunch break and attend any medical needs their child may have.

MEDICAL EMERGENCIES In the event there is a medical emergency, 911 will be activated if warranted. If deemed necessary, your child will be transported by ambulance to the hospital you listed on the Emergency Form. A copy of this form will accompany the staff person who goes with your child. The Learning Center staff will make every effort to contact you until you are reached. **Please be sure to keep all phone numbers home, work, and cell current.**

HEARING AND VISION REQUIREMENTS

Texas Health and Safety Code, requires a screening or a professional examination for vision and hearing for first-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 prior to completion of the first semester of enrollment or within 120 calendar days of enrollment. A licensed or certified screener or a health-care professional must conduct the screening. A provider will come to the facility and

be available to perform the screening for a one time fee, or parents may use their own doctor and supply a copy of the screening to the facility.

DISCIPLINE

We believe that our students are “ disciples taught of the Lord and great is their peace and undisturbed composure.” (Isaiah 54:13) We understand that children are not perfect, and there may be times when they will require discipline. The disciplinary procedures are as follows:

1. The child will be reminded of the rule that was broken.
2. The child will be redirected to a different activity.
3. Time out (no longer than one minute per each year age of the child) may be implemented to help a child regain self-control.
4. If the behavior persists or escalates, a conference will be scheduled with the parents, the teacher, and the director.

According to Texas state law, it is prohibited for childcare centers to use corporal punishment (inflicting any physical pain on a child as a means of controlling behavior).

Teachers are trained and expected to use positive reinforcement in as many situations as possible. Positive guidance techniques include anticipating trouble, giving gentle reminders, redirecting, offering choices, clarifying messages, pointing out natural consequences, and giving plenty of praise and encouragement for all the good choices made by the child.

-BITING

Parents of children who are repeat biters of other children while in attendance at school may be asked to remove their child from the program for a period of time. Children will be able to return to school at a later date, after evaluation by the director and/or committee according to the severity and cause of this problem. Children will not incur charges during the time not in attendance.

PROGRAMS

VKC implements programs that are designed to educate the whole child: spirit, mind, and body. We are cognizant of the fact that each child is unique and grows and learns at his/her own pace. We plan skills and activities that are age appropriate for the developmental level of the class.

Spiritually, our children are taught Biblical principles everyday. Praise and Worship, prayer and scripture memory verses, are an integral part of the day. Children are encouraged to apply principles that pertain to them.

Cognitive development is encouraged through learning centers, language, math, science, social studies, cultural awareness, music, art and books (classroom library).

Fine and gross motor skills are developed as children practice skills designed to develop these areas. Outside play is part of the children's daily routine. Children go outside to their playground at least once a day (weather permitting). Social skills and skills designed to encourage independence are developed throughout the day as children learn how to share, take turns, interact during play time and perform simple tasks on their own. Lesson plans are posted in each classroom to make parents aware of the theme and skills being taught.

REPORTS

Teachers of infants will send home a **Daily Report** to keep parents informed of their child's day which will include: times the child slept, times and amount of food consumed, times of diaper changes, child's general mood for the day, and a brief summary of the activities in which the child participated. Parents are always encouraged to know how their child is progressing in the skills being taught at his/her level.

PARENT/TEACHER CONFERENCES

If a need arises, you may request a conference with your child's teacher. A call to the center must be made in advance to allow for proper scheduling.

Parents desiring to review minimum state standards or our recent License Inspection Report are required to schedule an appointment with the director. To contact the local Licensing office, you can call 1-800-582-8286; or visit their website at www.tdfps.state.tx.us.

POLICY ON HALLOWEEN

October 31 is traditionally recognized as Halloween. VKC does not recognize this day believing that this is a pagan holiday.

BIRTHDAY PARTIES

If you wish to celebrate your child's birthday at the center, please make arrangements with the Lead Teacher in advance letting the teacher know what treats you are bringing. Due to health regulations, any treats (cupcakes, etc.) must be bought **pre-made** at a store/bakery.

LICENSE

VKC is licensed through the Texas Department of Family and Protective Services, Child- Care Licensing Division.

EMERGENCY DRILLS

In accordance with the state license requirements, VKC conducts monthly fire drills and a severe weather drill at least once every six months.

CHILD ABUSE REPORTING

Under Texas law, the staff and administration of VKC are obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: "A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall be reported." VKC will comply with the law.

CLOSED CAMPUS POLICY

The safety and security of students and staff is a primary concern. To assist in providing such conditions, VKC must operate a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day.

Visitors:

Only current parents, legal guardians, grandparents, alumni, guest speakers, VKC, VFC, VCA staff and approved vendors and contractors are allowed on the campus as guests.

Visitors are required by policy to check in at the office and secure permission to be on campus. Other appropriate procedures may be encouraged and implemented by the Administration of VKC to assist in the enforcement of a closed campus policy to provide security and safety for all students and staff.

PROCEDURES FOR QUESTIONS OR CONCERNS

If a parent has a question about a policy or a concern, it is recommended that you schedule a meeting with the director.

PARENT NOTIFICATION

Written notices will be sent home to notify parents of any changes from the daily routine, incidences in the classroom, and if there has been a diagnosis of a communicable disease. Phone calls will be made when warranted.

WEATHER POLICY

In the event of inclement weather, tune to local television or radio stations for a child-care/preschool closing announcement. We will follow the Decatur and Bridgeport ISD schools in relation to closing or delayed opening due to inclement weather.