



Village Church  

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P R E S C H O O L

FOLLOWING JESUS FOR LIFE  
*Building a Community of Learners*

**PARENT HANDBOOK**





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FOLLOWING JESUS FOR LIFE  
*Building a Community of Learners*

The Village Church Preschool is a program of The Village Community Presbyterian Church. The school is licensed by the state of California. The “Village” is operated on a nondiscriminatory basis: equal treatment and access to services without regard to race, color, religion, national origin, or ancestry. We believe as Christians in the worth of every individual and accept each child as he /she is.

The following policies that you have agreed to have been adopted by the Village Church and the Family Commission which consists of church members and parents of attending children.

**Please read and sign the form  
“PARENT ACKNOWLEDGEMENT OF INFORMATION”**

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## PHILOSOPHY AND GOALS

We are delighted that you have chosen the Village Church Preschool. These are important years for exploration and discovery for your child. The Village Church Preschool is known for its balanced curriculum and creating well-rounded children. Our teachers are dedicated to excellence and are attentive to every aspect of your child's development and education. Small class sizes allow for a personal, nurturing environment where teachers know their students as individuals and every child's voice is heard.

The school's mission, philosophy and practices are inspired by the developmental theories of Piaget, Dewey, Montessori, Erikson, Bruner, Vygotsky and Malaguzzi. We are also, inspired by the Reggio-Emilia approach to education.

Based on the studies of these individuals and methods, we are more concerned with the process of learning than specific products. A young child is constantly learning through experimentation, exploration and having the need to solve problems. Our goal is to help foster the development of a child's critical thinking skills and the ability to communicate by providing meaningful opportunities to experiment, explore, question and PLAY.

The overarching philosophy of the Village Church Preschool is to provide a developmentally appropriate program within a Christian setting that fosters the development of emotionally healthy children and stimulates children's natural curiosity and interest in learning.

Our broad, long-term program goals include helping children:

- Find that learning about people and things is exciting and that school is an interesting place to enjoy
- Discover that each person is different from himself/herself but equally important and needs to be treated with respect
- Gain confidence by learning the many skills needed to deal with the world in which we live
- Become creative, independent thinkers
- Develop a sense of responsibility
- Develop strong moral values

# ADMISSIONS

## REGISTRATION

When you register your child, a priority registration sheet will be provided. Please read it carefully so that you will understand in what order your child is enrolled. Your CONTACT DATE for that child may become important.

## TUITION AND FEES

You have received a tuition and fee schedule including dates due. If for some reason you need to remove your child from school, a sixty (60) day notice in writing is required for any refunds of tuition. A fee will be added for any late payments, late pick-ups, check returns and bank charges.

There will be no refunds or transfers for enrollment deposits or material fee. Summer Camp payments are due at the time of registration. Due to planning for staff, there can be no refunds.

## PRIORITY REGISTRATION

To assure priority registration, your child's files must be complete, and all previous tuition and fees must be paid.

When the above have been completed, children will be registered according to the following priorities:

1. Children of Church Members. A church member is defined as a person who has been received into membership of the Village Church.
2. Children who are currently enrolled (Priority will be determined by date of initial contact)
3. Entering siblings of children who are currently enrolled.
4. Children on waiting lists (Priority will be determined by date of initial contact)
5. At the discretion of the preschool director

The school holds registration every January for in-house families and February for those on our community wait list.

## CURRICULUM

Our curriculum is:

- Developmentally and individually based.
- Concerned with process, and having the child be an active participant in learning.
- Sensitive to the child, to set their own pace according to their ability.
- Based on the child's interests and abilities.
- Designed to help the child solve problems, question, experiment and hypothesize.
- STEM - Science, technology, engineering, and math

The classrooms are set up with learning centers including creative arts, writing center, manipulative equipment, building and construction, science, book area and dramatic play. A daily schedule is posted in your child's classroom.

## CLOTHING

Please dress your child in play clothes which may get messy and have paint on them in spite of our smocks. Children should wear tennis shoes or other closed-toed shoes to provide the maximum traction and protection. Leave sandals, cowboy boots and dress up shoes for other occasions. We assume that you are sending your child here to fully participate in the program. Clearly mark all your child's clothing such as extra clothes in case of an accident, jackets, sweaters, lunch box, hats etc.

Be sure to collect sweaters, jackets and sweatshirts each day! Every month or so we donate what has not been claimed!

## SCHEDULE

The preschool is on a traditional school year, starting mid-September and finishing mid- June with one week at Thanksgiving, two weeks at Christmas and a week at Easter, plus legal holidays.

There are times when the preschool must close for an unscheduled closure. These events are, but not limited to: Loss of power, natural disasters or other events beyond our control. In these situations, we cannot give tuition refunds or credits.

As you (the parent) or another adult, authorized by the parent, sign your child in or out with your full signature, please be aware of class times: Our 3-hour classes meet from 9am to 12noon. The five-hour classes are from 9am-2pm. The school is only responsible for your child at these times. Each family will receive a school calendar at the beginning of each school year.

## **STAFF**

Those who work with your child have been trained in child development. Many have worked with hundreds of children. Your child is unique as are each of the children who attend. Teachers plan for each individual but also allow time for self-discovery and exploration. The staff is required to attend workshops, in-service training and/or additional college classes yearly to stay current in Early Childhood Education. All staff are CPR certified.

## **PARENT/TEACHER COMMUNICATION**

Communication is a key component to make your child's preschool experience successful. We strive to keep open communication with the teachers as well as with the director. It is vital for each parent to be the child's advocate and work closely with those who work with your child. Besides our two formal conferences each year, we are available to talk with you in person, by phone or email. We are here for your child and his/her family to make your years at "Village" the best ever!

## **ASSESSMENT**

The Village Church Preschool has two formal conferences each school year. In the fall we have parents set two specific goals in each area of development and together parents and teachers get this in writing during the parent/teacher conference. Throughout the school year teachers conduct on going observations of each child so by spring there is a lot of information to share with parents. During our spring parent/teacher conference, the teachers will refer to the original goals that were set in the fall and show the progress made during the year. Parents will come away with a very clear picture of their child's development.

Because we believe young children should not be put under the stress of being "Tested," our data is gained through our classroom observations.

## **GRIEVANCE PROCEDURE**

If a parent is unable to reconcile a problem with the teacher and/or the director, they may bring their concern to the Family Ministries Pastor. The concern must be

stated in letter form and addressed to the pastor. The name of the church elder can be obtained from the school or church office.

## **SIGN IN-OUT POLICY**

### **ARRIVAL PROCEDURES**

Please arrive on time so your child can start their day with the class.

- Please be sure to lock your car before you take your child to class.
- Never leave another child in the car while taking your preschooler to class; call the school office and we will assist you either in the parking lot or take your preschooler to class for you.
- The sign in and out sheets are outside of the classroom.
- It is required by the state of California that you sign in with your full signature.
- Upon arrival your child must first wash their hands.
- Be intentional in telling your child when it is time for you to leave; the teachers will help your child transition.
- Let your child know you are happy they are at school and they will have a wonderful time.
- Please do not use your cell phone when arriving with or picking up your child; they need your undivided attention.

### **PICK UP PROCEDURES**

Please be on time to pick up your child. They are most likely very excited to see you and often become anxious when you are late.

- It is required by the state of California that you sign out with your full signature.
- If someone other than the parents are picking up, they must be on the authorization sheet for us to release the child. If you call the office because of a last-minute change in who is picking up, we will notify the teacher and check a valid ID before we release the child.

- Each child must be transported in a car seat.
- Please do not use your cell phone when you pick up your child; they are so excited to see you and need your undivided attention.
- There is a \$1 per minute late fee charged for all late pick-ups.

## HEALTH

Every parent depends on your good judgment as to your child's health on a given day. There are obvious signs such as an elevated temperature, pink eye, head lice, rashes, sore throats, sneezing, watery eyes and coughing. Sometimes children are just tired or need to be home with you. Please, for your child's sake and the sake of others, look at your child each day and determine if they are healthy enough for a busy day at preschool. We would rather not have to call you to come pick him/her up due to illness. If your child shows any symptoms, he/she will need to be picked up within 30 minutes of parental notification and cannot return until they are symptom-free without any medications after 48 hours.

Children can return to school after an illness:

- 24 hours after treatment of pink eye unless otherwise stated in a note by the doctor.
- Once head lice have been effectively treated and follow-up check has been made by school personnel. The child must be free of "Nits."

In case of minor injury and accident, the staff will administer basic first aid. All injuries not requiring immediate parental notification will be documented and reported to the parent through our "OUCH REPORT" form and their teacher at pick up time.

In case of medical injury or illness requiring immediate professional care (emergency) the staff will call 911 and when appropriate, administer CPR. Parents will be notified immediately.

**All children must have up to date emergency information and have a signed medical release form on file.**

## MEDICATION

Please inform your physician that your child attends preschool and that you would prefer to give medications at home. If medication needs to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original prescription container with the child's name and dosage clearly stated.
- Nonprescription medication will not be administered.
- Complete necessary forms in the school office.
- **All children attending Village Church Preschool must be fully immunized and provide documentation before your child can start school.**
- **State of California Physician's Report is required before child can attend the Village Church Preschool**

## NUTRITION

**Your child will need to bring a snack daily and lunch if your child is enrolled in the 9-2 program as well as a bottle of water.** We require all snacks and lunches to be healthy. We provide a healthy snack suggestions sheet in your child's welcome packet. Please do not bring cookies, cupcakes, candy etc. for snacks. It is important that every calorie count for these preschool age children. Due to food allergies, we are a "NUT CONTROLLED SCHOOL".

## BATHROOM PROCEDURES

- Children can use the classroom bathroom as needed. Teachers will accompany children from the playground to the outside bathroom.
- The teacher will assist the child, if needed, with manipulating clothing and will encourage the child to learn to wipe him/herself.

- When a child has a “potty’ accident, the teacher will assist the child in changing their clothes in the bathroom. Teachers use rubber gloves, help the child remove the soiled clothing, clean the child and help put on fresh clothing. The soiled clothes will be put in a plastic bag to go home. Teachers will document bathroom accidents.
- Teachers will teach children how to wash hands according to “best practices” in hand washing.
- **There is a non-potty-trained monthly fee of \$65 (this applies to children in the 3 and 4-year-old classes). We consider a child fully potty trained when they attend school without the use of a diaper or pull-up and are able to use the restroom on their own.**

## BEHAVIOR AND DISCIPLINE POLICY

The Village Church Preschool believes firmly in clear behavior management techniques that are suitable for preschool age children. Children are never criticized, humiliated, intentionally embarrassed or excluded in order to solve behavior problems. Each family will receive a Behavior and Discipline Policy upon registration; it must be signed and returned with your child’s registration papers.

## SAFETY

Under no circumstances leave a child of any age in the car unattended while you pick up or drop off your preschooler. Please be sure to lock your car each time you bring or pick up your child from class. Please call the school office in the event you have a sick or sleeping child and we will come out to the car or walk your preschooler to your car.

The playgrounds will be closed after school hours to ensure complete disinfection and sanitize methods daily.

## PARENT’S ROLE

It is the responsibility of both parents and teachers to maintain open communication. Parents and teachers should initiate, and schedule conferences as needed; formal conferences are scheduled in the fall and spring as noted on the school calendar. It is important for parents and teachers together to be advocates for the child in their care. A coordinated effort between home and school is imperative in establishing the stable environment young children need. There are resources on child-rearing and child development available for check out in the school office. Please use these parenting tools as you need them.



## PARENT RESPONSIBILITIES

Children must be signed in and out, with a full signature, by the custodial parent or adult person approved by the parent(s). Older siblings cannot pick up preschool children unless they are 18 years of age. Only those persons approved by the child's parent(s) may take a child from Village Church Preschool. If those persons are not known to current staff, identification will be required.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. The Village Church Preschool cannot be responsible for lost or broken personal toys.

Below are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff. We are committed to creating the best possible learning environment and look forward to working together with you to make that happen.
- **READ ALL NOTICES AND INFORMATION EMAILED FROM THE SCHOOL OFFICE/TEACHERS AND AT SIGN IN TABLES.** Communication is very important to us, but it takes both parents and school to make this happen.
- Pick up all your child's artwork papers/projects daily, as well as information the teachers have for you.
- No smoking on the premises, either indoors or outdoors.
- Please note that failure to report a criminal history will result in a termination of your child's registration if it puts the children, families or staff in an unsafe situation.

## BIRTHDAY CELEBRATIONS

We celebrate birthdays with a "Birthday Story". It is provided to the "birthday boy/girl" at least one week prior to their birthday so that it can be taken home and completed by the family with the use of drawings, magazine clippings, and/or family photos. This story, along with their favorite book can be brought from home to be read aloud to the class. Each birthday child will get a crown to decorate with stickers and will be sung "Happy Birthday" by their classmates and teacher(s). **We ask that party favors, invitations, and food are not brought to school.**

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

The Village Church Preschool staff is REQUIRED by the state of California and Community Care Licensing to report to Child Protective Services (CPS) or police any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. The staff may not notify parents when CPS is called, except on the recommendation of CPS or the police when they are called.

## **THE VILLAGE CONNECTION**

Village Connection is our parent group supporting families and teachers in various ways. A few events Village Connection sponsors are: Fall and Spring Celebrations, Teacher Appreciation Lunches, and our Annual Family Picnics. New families are encouraged to participate in Village Connection as a way to get to meet other parents.

### **WHO WE ARE:**

Village Connection is a group of parent volunteers and teachers' representatives dedicated to connecting the families, teachers and church into one "Village Community". We sponsor events and support activities that enrich the preschool experience for our children and their families. We provide opportunities for families to build relationships and develop a sense of belonging to the school community.

### **WHAT WE DO:**

Village Connection supports projects in the classroom, sponsors school/family activities and provides opportunities for the parents to connect. Village Connection sponsors several activities that bring educational events to the children. Throughout the school year we host three Teacher Appreciation Luncheons. We support the Room Parents in their role to help bring together the families and teachers of each class. The family picnic at the beginning and end of the year is sponsored by the Village Connection and is a great way to wrap up the school year.

### **HOW CAN YOU GET INVOLVED:**

Volunteer to help on one of the committees. This puts you right in the middle of everything and gets you connected! Please contact Nancy Betts in the school office: [nancyb@villagechurch.org](mailto:nancyb@villagechurch.org) or call the school office (858) 756-2394.

### **WELCOME TO VILLAGE CONNECTION!!!**

# **PARENT ACKNOWLEDGEMENT OF INFORMATION**

Please initial each section to indicate that you have read The Village Church Preschool Parent Handbook and understand the following policies:

\_\_\_\_\_ **Philosophy and Goals of the Village Church Preschool**

\_\_\_\_\_ **Unscheduled Days Preschool Closes**

\_\_\_\_\_ **Sign In-Out Policy**

\_\_\_\_\_ **Admissions**

\_\_\_\_\_ **Birthday Celebrations**

\_\_\_\_\_ **Health**

\_\_\_\_\_ **Safety**

\_\_\_\_\_ **Village Connection**

\_\_\_\_\_ **COVID Procedures and Policies**  
**(Addendum to Parent Handbook during Pandemic)**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**\*PLEASE RETURN TO THE SCHOOL OFFICE**

**Read online at [villagechurchpreschool.org](http://villagechurchpreschool.org)**



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