They That Wait Upon The Lord, Shall Renew Their Strength, They Shall Mount Up With Wings like Eagles, They Shall Run and Not Be Weary, Walk and not Faint.
Isaiah 40:31

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Welcome

Valor Christian Academy’s Mission Statement is: To provide each student with an uncompromising Christian education devoted to academic excellence in a family-friendly, safe, and nurturing environment.

We are confident that you will be pleased with your selection of education and care for your child. Our staff is committed to serve with excellence and is always available to answer your questions. We welcome your feedback and look forward to serving you and your child during their preschool years.

Philosophy & Core Values

“…Whoever welcomes a little child like this in my name welcomes me.”
Matthew 18:5

Valor Christian Academy holds to and affirms that:

- We submit to Jesus Christ in every area: philosophy, teaching, relationships, vision, and stewardship. We believe the Bible is the inspired, inerrant Word of God, and our purpose is to glorify God. Valor’s Biblical foundation is expressed through its statement of faith.

- We serve Christian and non-Christian families and seek to share Christ and the gospel, to raise up students who have a heart for missions and will fulfill God’s call to reach the lost. The teaching/learning process at Valor Christian Academy reflects a Christ-like sensitivity, relevant to a diverse school community where each student has specific giftings and callings on their lives to impact our world with the gospel of Jesus Christ.

- We provide a Christ-centered, Biblically integrated, exemplary education, never compromising our faith to achieve worldly gain or meet secular educational requirements, recognizing that God is the origin of all true knowledge and wisdom.

- To achieve our Expected School-wide Learning Results (ESLR’s) we recognize parents’ primary God given responsibility for the education of their student and it is our purpose to assist them in this endeavor.

- God is the sole provider of resources, time, talents, and abilities. As good stewards, we strive to bring Him honor through a balanced budget, tuition assistance, and financial accountability, to maintain affordable tuition and to provide just compensation for employees.

- We value our administration, faculty, and staff. We are committed to pray for and respect them. We will provide resources and support for ongoing professional development. We believe that all faculty and staff are “called” to serve this learning community in collaboration and unity as we model Christ in teaching and life.

- We will regularly utilize internal and external assessments to evaluate our progress and to this end we are committed to the WASC and ACSI accreditation process.
Goals

Valor Christian Academy dedicates itself to achieving the following goals:

**Spiritual (2 Timothy 3:15-17)**
1. To help each child develop a love for God and others.
2. To teach children that Jesus is God's Son and loves them.
3. To teach God's Word and help each child to "hide God's Word in his heart." (2 Timothy 2:15)
4. To receive and give forgiveness.

**Intellectual (Psalm 139:13-16)**
1. To help the child develop self confidence by developing competence and satisfaction in the mastery of new skills.
2. To develop a love of learning. To become lifelong learners.
3. To help the child develop a sense of responsibility.
4. To stimulate curiosity, creativity, imagination, critical thinking, and problem-solving skills.
5. To provide a developmental education program which includes (science, social studies, pre-math, reading readiness, language concepts, music and art).

**Social (Philippians 2:1-4)**
1. To provide a safe environment that will foster his/her sense of security.
2. To encourage sharing, helpfulness, manners, and honesty.
3. To help the child to feel accepted by his/her teacher and peers.
4. To develop self-care skills.

**Physical (1 Corinthians 6:19-20)**
1. To provide for the health, safety, and well being of the child.
2. To support development of large and small muscles and hand-eye coordination through play and sensory motor activities.
3. To promote good health and hygiene habits.

**Emotional (1 Peter 5:2-4)**
1. To provide an emotionally safe, secure, and loving environment for each child.
2. To provide a “home away from home.”
3. To develop and promote self-confidence.
Statement of Faith

STATEMENT OF FAITH

ABOUT THE BIBLE
We believe that God has given the Bible as His inspired, infallible, inerrant, and living revelatory Word. We affirm the verbal, plenary inspiration of the Bible and are therefore committed to the complete trustworthiness and primacy of Scripture. The Bible is God's relevant, profound, deeply personal communication to us that invites us to intimate fellowship with Him. The Scriptures consist of the sixty-six books of the Old and New Testaments. They are the totally sufficient, authoritative, and normative rule and guide of all Christian life, practice, and doctrine, and are profitable for glorifying God through growth in likeness to Christ which is our life purpose.

The Bible is complete in its revelation of Who God is, His person, character, promises, commandments, and will for the salvation of a people for His own possession. The Bible reveals who we are: created in God's image, accountable to God, fallen into sin against God, judged and justly condemned by God, redeemed by Jesus Christ, and transformed by the Holy Spirit. The Bible reveals the meaning of our total life situation in each and all its aspects - all the blessings of this life, the variety of sufferings and hardships, Satan, the influence of other human beings, etc. The Bible also reveals the nature of the Christian life and the ministries of the Church, showing the content, the functions, and the goals that express the image of Christ.

ABOUT THE TRIUNE GOD
We believe in one God, eternally existing in three equally divine Persons: the Father, the Son, and the Holy Spirit, Who know, love, and glorify one another. They are forever equal in nature, attributes, and perfection, yet forever distinct in their relations to one another and distinct in Their particular relationships both to the creation and to the actions and processes of redemption. They are equally worthy of our worship, love, and obedience. This One true and living God is infinitely perfect both in His love and in His holiness. The Triune God, in affectionate sovereignty, sustains and rules over all things, providentially bringing about His eternal good purpose to redeem a people for Himself - to the praise of the glory of His grace.

ABOUT GOD THE FATHER
We believe that God, as the Father, reigns over His entire universe with providential care, holy justice, and saving mercy, to His own glory. In His holy love, the Father is all-powerful, all-loving, all-knowing, and all-wise. He is fatherly in attitude toward all men, but Father, indeed, to those who have been made children of God through salvation in Christ.

ABOUT GOD THE SON, JESUS CHRIST
We believe in the deity of our Lord Jesus Christ, the eternal Son of God, Who humbled Himself by taking on the form of a man by means of His virgin birth, becoming forever both fully human without ceasing to be fully God. We affirm that He lived a sinless life of active love and perfect wisdom. He died by crucifixion on the cross, by His shed blood and death making a vicarious, substitutionary atonement for our sins. After three days, He was resurrected bodily from the dead, unto an indestructible life. After appearing to His disciples and instructing them for forty days, He ascended to heaven. He is now seated at the right hand of the Father, interceding for believers, reigning as King over all creation, and working in and through His Church. He will personally return in power and glory to judge the living and the dead, and to raise to immortality those who eagerly await Him, perfecting them in His image.
ABOUT THE HOLY SPIRIT
We believe that God the Holy Spirit, sent by the Father and the Son, has come into the world to reveal and glorify Christ, and to convict and draw sinners to Christ. From the moment of spiritual birth, He indwells believers, individually and corporately, as their Helper. By the Spirit's agency, believers are renewed, sanctified, and adopted into God's family. He imparts new life to believers, placing them into the Body of Christ, transforming and empowering them for Christ-like living, and sealing them until the day of redemption. He is the source of power for all acceptable worship and ministry as He imparts a diversity of enabling gifts that equip God's people for service. He provides the power to understand and apply God's truth in love.

ABOUT HUMANITY – CREATION
We believe that God created Adam and Eve in His image, male and female, and declared them "very good," granting them all the capacities of image bearers. God created them to reflect and to enjoy His glory. They were created material and immaterial, physical body and spiritual soul, these qualities united and inseparably interdependent. They were created with a conscience able to discern good and evil; with the capacity to relate, think, choose, and feel in all the fruitfulness of wisdom. They were designed and commissioned to love God and one another, living in holy and devoted fellowship with God, and in loving, complementary relationship with each other. They were designed and commissioned to care for and govern His creation, working in and ruling over all creation as God's faithful servants and stewards.

ABOUT HUMANITY – FALL
We believe that because of voluntary sin against God, Adam and Eve fell from the actively good, sinless, and innocent state in which they were first created. They became self-willed, perverse, and transgressive against God and each other. Immediately they died spiritually and also began to die physically. Consequently, for them and all their progeny, the image of God was distorted, and their nature depraved and corrupted in every aspect of their being (spiritually, socially, mentally, volitionally, and emotionally). While human beings are corrupted in every aspect of their being and functioning, because of God's common grace the image of God has not been totally eradicated, and evil is not given full reign. God preserves and enables many common goods. All people have true dignity, a conscience in which clarity coexists with distortion, and many powers of mind, action, and feeling. All humanity is separated and alienated from God and thus spiritually dead - until God's own gracious intervention. The supreme need of all human beings is to be reconciled to God; and the only hope of all human beings is to receive the undeserved grace of God in Christ. God alone can rescue us and restore sinners to Himself.

ABOUT SALVATION – REDEMPTION
We believe that salvation is the gift of God by grace alone and is received through faith alone in the Lord Jesus Christ. Salvation is wholly conceived, accomplished, and applied by God's sovereign grace. It is not, in whole or in part, conceived or accomplished by human will or works. We believe that salvation refers comprehensively to the entire work of God that redeems His people from the penalty, power, and eventual presence of sin while imputing to His people the righteousness of Jesus Christ and all the benefits of adoption into His family. This salvation overthrows the dominion of darkness and creates a new people who enter Christ's Body of light, truth, and love.

We affirm that salvation is only through Christ, for there is no other name given under heaven by which we must be saved. Christ voluntarily took upon Himself the form of a man, was tempted in all points as we are, yet without sin in nature, word, or deed. He honored the Divine Law by His personal obedience, and by His death made a full and vicarious atonement for our sins. Jesus,
having risen bodily from the dead, is now enthroned in Heaven serving as the suitable, compassionate, all-sufficient Savior and the Mediator for His believer-priests.

We believe that all the blessings of salvation are free gifts of God, and that each is a glorious facet of union with Christ. In Christ, persons once justly condemned are now forgiven and justified because Christ died bearing our sins, because He was raised for our justification, and because God imputes to His people the righteousness of Jesus Christ. In Christ, persons once dead in trespasses and sins are now made spiritually alive in the new birth, receive the Holy Spirit, and receive eternal life. In Christ, persons whose father and master was the devil are now adopted by God the Father into His family, and become citizens and servants in God's kingdom. In Christ, persons who were estranged from God are now reconciled forever. God gives all these gifts, and more, by the Holy Spirit, and we receive all these gifts by faith.

We believe that by His incarnation, life, death, resurrection, and ascension, Jesus Christ acted as our representative and substitute. He did this so that in Him we might become the righteousness of God. On the cross He canceled sin, satisfied by His sacrifice the wrath of God, and, by bearing the full penalty of our sins, reconciled to God all who believe. We believe that by His resurrection, Christ Jesus was vindicated by His Father, broke the power of death, defeated Satan who once had power over it, and brought everlasting life to all His people. We believe that by His ascension, Jesus Christ has been forever exalted as Lord and has prepared a place for us to be with Him. We believe that at His return, Jesus Christ will wipe away all tears, will remove all sin and suffering, will establish forever His kingdom of love, joy and peace, and will perfect His holy Bride. We believe that all whom God regenerates are made at once children of God, justified in His sight through faith alone in Christ's atoning work, and brought into His family. We believe that believers are kept by the power of God through faith in a state of grace and are eternally secure apart from any human works. We believe that we who are Christ's Body will see Him face to face, and that we will live with Him and with one another forever.

ABOUT SANCTIFICATION
We believe that sanctification is the process by which believers, each one and all together - as set apart from sin and united in Christ - are increasingly conformed to the image of Christ. Sanctification has past, present, and future aspects. First, believers are "chosen, holy and beloved" in Christ, set apart for God in union with Christ, and are actually made new by regeneration (positional or definitive sanctification). Second, believers begin to mature in their new life, set apart day-by-day through growth in grace into the likeness of Christ. This process (progressive sanctification) takes place by the power of the Holy Spirit, through the Word of God, in the communion of the saints, by the continual use of God's appointed means of growth in grace, each member contributing to the growth of the whole unto maturity in Christ. Third, believers will be set apart from the very presence of sin when sanctification is completed (glorification) at the coming of Christ for the Church. Definitive sanctification in the past and glorification in the future provide anchors that sustain hope and bring encouragement amidst the failures and sufferings that make progressive sanctification a long and arduous pilgrimage.

ABOUT THE CHURCH
We believe that the Church, the Body of Christ, is composed of all persons living and dead who have been joined to Christ and one another by the power of the Holy Spirit. Every true believer is baptized by the Holy Spirit into the Body of Christ and thus united in Christ to one another in unity and love across social, economic, and ethnic lines. We affirm that the local church is God's primary instrument and context for His work today; that every believer should be an active member in a local assembly; and that the Christian community is the context where believers are mutually encouraged, equipped, and empowered to conform to the image of Christ through worship, fellowship, discipleship, stewardship, and ambassadorship (evangelism). The sanctification of an individual is not a personal self-improvement project, but is the formation of a constructive, fruitful member of the Body of Christ. We believe it is every believer's privilege
and obligation to be an instrument in the Redeemer's hands. This requires an intentional involvement in the lives of others: learning to speak and to live the truth in love, learning humility, and learning to forgive and to give, so that we all grow in unity and maturity into Christ Who is the Head. The true mission of the Church is to bring God glory, as believers (individually and corporately) live consistent with the Great Commandment and the Great Commission.

ABOUT MARRIAGE, FAMILY, AND SEXUALITY
We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex/gender is a rejection of truth and God's design and plan for that person (Ephesians 4:25).

We believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any forms of sexual immorality (including adultery, fornication, homosexual behavior, bi-sexual conduct, and use of pornography) are sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture (1 Peter 3:15).

ABOUT THE ETERNAL STATE AND THE RESTORATION OF ALL THINGS
We believe in the personal, glorious, and bodily return of our Lord Jesus Christ when His kingdom will be consummated. We believe in the bodily resurrection of both the just and the unjust - the unjust to judgment and eternal conscious punishment in hell, and the just to eternal blessedness in the presence of Him Who sits on the throne and of the Lamb, in the new heaven and the new earth, the eternal home of righteousness. On that day, the Church will be presented faultless before God by the obedience, suffering, and triumph of Christ; all sin will be purged, and its wretched effects forever banished. God will be all in all, His people will be enthralled with Him, and everything will be done to the praise of His glorious grace.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT
The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Valor Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees believes the Bible is the final interpretive authority of God's word for meaning and application (2nd Timothy 3:16-17).

School Governance

The Valor Christian Academy School Board constitutes the official governing authority and spiritual oversight for Valor Christian Academy's policy, programs, and academic development. In addition, the School Board is comprised of individuals representing the church, home, school and business community. Valor Christian Academy is licensed by the State of California Department of Social Services and is a member of the
Association of Christian Schools International (ACSI). The preschool license numbers are 19718640/197418641.

Admissions

Children between the ages of 6 weeks and five years of age are eligible for admission.

Valor Christian Academy admits students of any race, color, national or ethnic origin and students are offered all rights, privileges, and programs generally afforded or made available to students at the school.

Class assignments are based upon birth date and developmental readiness. Every effort is made to meet the needs of each child by placing him or her with the appropriate teacher and students.

Staff

At Valor Christian Academy, our loving, nurturing teachers demonstrate a strong Christian walk, have accepted Jesus Christ as their personal Savior, are active in their church, and believe that they have been called by God to work with children.

All staff members also meet or exceed the approved standards for education and experience set forth by the State of California. In addition, our staff members pursue further professional growth by means of continued course work, seminars, and professional development.

Teacher-Student Ratios

We are licensed by Community Care Licensing that provides us the teacher-student ratios we abide by. However, Valor Christian Academy has our own teacher-student guidelines that we set that allow us to have smaller ratios, along with quality individual care to better serve the needs of our developmental program.

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Operational Policies

Hours of Operation
Valor Christian Academy’s hours of operation are 7:00 AM to 6:00 PM (Subject to change). The 7:00 AM opening time coincides with the before care program in our Elementary/Middle School. Classes begin at 9:00 AM. Please call the school by 9:00 AM if your child will be absent from school.

Holidays – School Closed

- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving & the day before and after
- Christmas and New Year’s Holiday Break (varies each year by calendar)
- Martin Luther King, Jr. Day
- President’s Day
- Good Friday and full week after Easter
- Memorial Day
- Independence Day

Staff Development Days/Conferences - CLOSED at 4 PM
- Staff Development Week (TBD Annually)
- Parent Teacher Conferences
  (November 21-22 & May 17-19)

Please see the Preschool Calendar for regular updates:

Valorchristianacademy.org (Preschool tab)

Tuition will be the same for the weeks that include the above listed holidays and Professional Development Days. Please note, the school will be closed for five (5) days in August, before the fall term begins, for Staff Development Days. You will be notified of the exact dates on the yearly calendar.

Parking
Our school is nestled in a quiet, residential neighborhood. Please help us to be good neighbors by parking only in designated parking areas and, only on the west side of Earle Lane, NORTH of the Preschool.

We are prohibited by our Conditional Use Permit with the city of Redondo Beach from parking on the EAST side of Earle Lane and South of the Preschool on the WEST SIDE.

Please DO NOT PARK:

- On the cul-de-sacs of Earle Court, Glick Court, Margaret Court, Hall Court, and Fisher Court.
- On the East side of Earle Lane or South of campus.
• On or too close to the corner.
• In Handicap designated area in the parking lot.
• In Handicap access on street and sidewalks.
• Near driveways (school or residential).
• Near fire hydrants.
• Do not double park or leave vehicle running or unattended at any time.
• Do not leave children in parked cars without an adult.

The Redondo Beach Police Department will ticket for infractions.

COVID-19 Parent Information

Preventative Health Measures
The relative impact of physical distancing in children under 5 years of age is likely small based on current evidence and certainly difficult to implement. Therefore, we are focusing on more effective risk modification strategies in our program. These measures include hand hygiene, infection prevention education for staff and families, physical distancing from one another as possible, adults and children 2 years of age and older wearing face coverings and spending time outdoors.

Our goal is to limit the number of people in close contact to lower the risk of transmission.

Child drop-off and pick-up will occur outside the gate. A teacher will assist you at drop-off and pick-up.

Hand Hygiene
Proper hand hygiene will be performed by washing hands with soap and water for at least 20 seconds.

If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer will be used.

Proper hand hygiene will be practiced upon entry to the school throughout the day.

Objective
Childcare plays a vital role in the lives of families. We provide children a safe place to learn and play. Keeping children safe during COVID-19 is our utmost priority.

Masks
Mask wearing are optional unless otherwise noted for both Adults and children 2 years of age and older.

Cleaning & Disinfecting
In addition to our regular cleaning routines, frequently touched surfaces (doorknobs, toys, tables, chairs, etc.) will be cleaned at the end of the day. Mats and cribs will be disinfected weekly.
Arrival/Pick-Up/ Visitor Policy

1. Each child must be brought into the school and signed in (by 9:00 AM) and out (by 6:00 PM) by an ADULT. The school will not assume responsibility for any child that has not been signed in when brought to class. The State of California law and penalty requires the date, time of arrival, and the parents’ signature (initials are not acceptable as a signature). Children will NOT be released to anyone under the age of 18 or anyone not authorized to pick-up your child.
2. Check in/out with your child’s teacher when arriving or leaving for the day.
3. When picking up siblings, please pick-up your youngest child first.

Pick-Up By Persons Other Than Parents

1. Persons who are listed on the child’s emergency contact sheet, completed at the time of registration are permitted to pick-up the child at any time with notification from the parents. If for any reason the child is to be picked up by someone other than a parent contact, a note must be given to the school SIGNED BY THE PARENT, IN ADVANCE. In emergency situations, a fax to the school will be required by the parent(s). Permission from phone or email is not accepted. A photo identification will be required for all non-parent pick-ups.

NO CHILD WILL BE RELEASED TO ANYONE WHO DOES NOT HAVE PROPER IDENTIFICATION OR IF THE SCHOOL HAS NOT BEEN PROPERLY NOTIFIED BY THE PARENT!

Tardy Policy

All students must be signed into class by 9:00 AM (2’s, 3’s and 4’s). Late arrival makes it challenging for some students to enter into class routines and activities. It is also disruptive for students and teachers who are already engaged with each other in the activities for the day. Please note: late arrival will not be accepted into the program after 9:00 AM, unless your child has a doctor/dental appointment and please let the Director know the day before. Consistent late drop-off may need to be addressed between parent and teacher/director for the benefit of the child.

Late Pick-up

A late fee of $15 will be charged for any child picked up after 12:00 PM for the half day program or after 6:00 PM for full day program with an additional $1 per minute fee for each additional minute past these times. Upon pick-up of your child, you will be required to sign the late fee form which will inform you of the amount owed. Late fees will be charged to the students FACTS account as incurred.

VERY IMPORTANT – Our teachers and staff work full days. In order for them to be fully rested and prepared for their work, they need to leave at the end of their shift on time. Thank you in advance for your support and cooperation.
Signing In and Out
State law requires that parents sign their *full legible signature*, no initials, when bringing their child to school and again when taking their child out of school. Do not sign “Dad” or “Grandma.” It is the policy of Valor Christian Academy that no child will be released to any person less than 18 years of age. People authorized by you to pick-up your child should be prepared to show identification to the school office. Failure of a parent or authorized person to properly sign his/her child in and out could lead to the school receiving a fine of $150.00 per incident from the Department of Social Services (DSS). Such a fine will result in a corresponding charge on your account, which will be payable immediately to Valor Christian Academy. Signing In and Out is mandatory and the following charges will be applied if your child is not signed in:

<table>
<thead>
<tr>
<th>Sign In and Out Policy</th>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Occurrence</td>
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Visitors on Campus *(Not applicable during Covid-19)*
At Valor Christian Academy, we have an “open door” policy for all parents/guardians of children enrolled in the school. Parents/guardians are welcome to volunteer and visit their child’s class. Parents may also schedule a classroom observation of their child. Please schedule with the Preschool Director ahead of time. While observing a class, you will be asked to sit on a chair in a specified area. Please do not distract the children or staff. The staff welcomes the opportunity to meet with you at a more appropriate time.

ALL parent visitors coming to campus for purposes other than drop-off/pick-up, or those wishing to stay to observe or volunteer must register in the main office and wear a visitor’s badge while on campus. Visitors must also check out through the main office when leaving the campus. Safety is our first priority for your child.

**Financial Policies**

**Payment Options**
1. Full Payment. Under this plan the full annual tuition is paid through the FACTS Tuition Management Plan according to the options listed in FACTS. A 5% tuition discount will be applied to the tuition cost of each child for whom full payment is received (excluding Music Rhapsody & Registration fee). This plan is an automatic payment plan made through your checking account. Those choosing this plan will authorize their financial institution to make an automatic payment to FACTS Tuition. **Credit cards may be used to pay tuition in full but do not receive the 5% discount.**
2. Two Payments. Under this plan the annual tuition is paid in two payments (August and December) through the FACTS Tuition Management Plan according to the options listed in FACTS. This plan is an automatic payment plan made through your checking accounting. Those choosing this plan will authorize their financial institution to make two automatic payments to FACTS Tuition. (No discount applies.)

3. Monthly Payments. Under this plan the entire amount of tuition is paid monthly through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS Tuition. To sign up for FACTS Tuition visit the FACTS website at https://online.factsmgt.com/signin/3FH0L. Once your account is set up Valor’s Financial department will finalize your account and you will receive email confirmation directly from FACTS. Payments may be set up to pull out of an authorized bank account on either the 5th or 20th of the month. The Preschool is a 12-month program with tuition paid August through July. Valor Christian Academy’s tuition is due one month in advance for the following month, i.e., August payment applies to September, September for October, etc.

Tuition Discount
- A 5% sibling discount will apply to the 2nd and subsequent children in the same family. The sibling discount will be applied to the lowest tuition paid.

Returned Payments
A fee of $30 will be charged on all checks returned by the bank or FACTS payment option.

Non-Admission of Students Due to Tuition Delinquency
School families failing to pay tuition according to the agreement which they have made with the school, or who have been unwilling or unable to make suitable alternative arrangements with the school, will be informed that their child(ren) will not be admitted to our school.

Tuition Refunds
When withdrawing a student prior to the first day of school, the entire amount of tuition that has been paid for the current school year will be refunded. After the first day of school, tuition refunds are prorated over the number of months each student was in attendance according to a formula established by the School Board.
REGISTRATION FEES ARE NON-REFUNDABLE.

Annual Re-Enrollment
Valor Christian Academy is a year-round school. Each January, Valor Christian Academy has an annual re-enrollment period. Parents will receive an email to re-enroll online via FACTS and an annual registration fee will be withdrawn on a scheduled day through FACTS Tuition.
To guarantee a space for returning students for the fall, your child must be currently enrolled with tuition payments up-to-date, and a re-enrollment registration fee must be paid by the date specified through FACTS Tuition. Your fall enrollment is not guaranteed if your re-enrollment packet and FACTS registration payment is not received by the date specified. If you withdraw for the summer without re-enrolling prior to withdrawal your fall enrollment is not guaranteed.

Students who will be graduating from Pre-K will be given an enrollment packet prior to the Elementary/Middle School Priority Re-enrollment period which takes place in January/February. Students from Valor Christian Preschool have PRIORITY for TK or Kindergarten registration until the priority re-enrollment period ends, after which TK and Kindergarten enrollment will be open to all applicants.

Vacation Credit

Tuition will remain the same for each month during the school term including those days where you may wish to take time off. You are allowed two vacation weeks at half price. You must notify the Preschool office at least 2 weeks prior to vacation by completing a Vacation Request Form (available in the Preschool office). Vacation periods are for full weeks only. Vacation credit for the current school year expires the last week in July. If it is not used by that time, it is not transferable to the next school year.

All vacation credits will be credited/refunded after the vacation has occurred. You will need to have been enrolled for one full consecutive year in order to receive the vacation credit. Valor’s vacation credit is available only to students enrolled in a 5 full day program.

Withdrawal

Two weeks’ notice must be given in writing if you are planning to withdraw your child from school. Withdrawal forms are available in the Preschool office. Please note that the required two weeks’ notice starts from the day the written notice is received. Parents are expected to pay the remaining balance on their account before their child’s last day.

Absences

When you enroll your child in Valor Christian Academy, we reserve a space for him or her and make arrangements such as hiring staff, ordering supplies, and making commitments to outside vendors based on your commitment. Tuition is determined on a space reservation basis, rather than actual attendance. Regular tuition is due regardless of absences, including absences caused by illness, vacations or events out of Valor Christian Academy’s control such as mandates by the State, County Public Health or Community Care Licensing. There are no “make-up days” or “switching days”
in order to accommodate absences. Please call the Preschool office any time your child will be absent.

Schedule Changes

Any request to change your child’s schedule must be made in writing. This includes increasing or decreasing the number of days or hours your child attends. The forms required to make schedule changes are available in the Preschool office. Changes will be made according to classroom availability.

Discipline/Termination Policy

Valor Christian Academy’s Preschool adheres to Title 22, Section 101223, with regard to corporal punishment.

The code states: “A child has rights which include, but are not limited to: ‘Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature…’”

Disciplinary problems are prevented or lessened by:

- Positive reinforcement for good behavior.
- Setting realistic expectations of what the children can do.
- Looking for and taking care of possible problems before they occur and redirecting the child.

If a rule is broken, the teacher will talk to the child about the rule and what they have done.

If corrections are not made, the following action will be taken:

1. Loss of privileges (a logical consequence of the misbehavior).
2. Redirection. The child may be asked to play in another area or by himself for a period of time.
3. Notification to the parent by the teacher or Director (telephone call, note or special conference).
4. Students who continue to exhibit excessive, unacceptable or inappropriate behavior that may endanger themselves, other children or staff, including but not limited to: biting, hitting, kicking will be asked to leave the program.

The school reserves the right to suspend or terminate a child’s attendance due to unmanageable behavior. The safety of all children is our first and foremost priority.

Parent-Teacher Conferences
To prevent distraction, please refrain from discussing any situation with the teacher during class time. Parents are encouraged to make an appointment with their child’s teacher to be apprised of student progress and address any concerns. In addition, as the teachers observe your child and become aware of any concerns that need your input or help, you may be asked to meet with the teacher and/or Director. Our goal is to be available for your concerns and to accommodate your needs. We will also be having scheduled conferences, twice a year, one in the beginning of the year and the second one after spring break. We will give more details as we get closer to the dates.

Department of Social Services Visits

Community Care Licensing in Los Angeles County has authority to inspect our facility at any time. This may include conducting interviews with the children and staff, as well as auditing children’s files and our childcare center records without prior consent.

Universal Precautions

The staff at Valor Christian Academy Preschool will use universal precautions when dealing with infectious material. This means all staff will use latex gloves when performing any duties that involve bodily fluids. Also, any clean up materials will be disposed of properly to ensure safety for all.

Dismissal Policy

Reasons for which Dismissal may result are as follows (but not limited to):

- Delinquent account.
- Failure of the parent or guardian to obtain necessary update of immunizations.
- Needs of the child/parent are unable to be met by the school.
- Child exhibits harmful or dangerous behavior to himself or herself or others.
- Excessive biting after all avenues of prevention and correction have been attempted.
- School not able to reach parent/guardian or emergency designee to pick-up a child and/or refusal by the parent/guardian or emergency designee to pick-up a child within one hour, when notified, who has been deemed unable or unwilling to participate cooperatively in classroom activities due to illness, possible illness, and/or uncontrollable, harmful and/or disruptive behavior.
- Failure to provide current work and home telephone which would enable the School to contact parents, in the event of an emergency or illness, in the most expeditious manner.
• If parents arrive past 6:00 pm and have not notified the school of their delay. In such a circumstance, the Police Department of Redondo Beach will be notified for the further protection and safe care of the child.
• Disregard of mandatory sign-in/out procedures (full legible signature of parent/guardian). The school will not be responsible for any child not signed in/out correctly.
• Parent/guardian failure to escort their child directly into classroom and wait until child is received by the teacher. See child drop-off and pick-up Covid-19 Parent Information on Page 12.
• Refusal to comply with the policies and procedures outlined in the handbook.
• Failure to sign this agreement.

Health Policies

Physician's Report
The State of California requires a physical examination for all children prior to entrance into preschool and every year prior to re-enrollment. No child will be permitted to start school until this is completed.

Immunizations
California Immunization law states "No Shots - No School". Immunization of the student against Polio, DPT (Diphtheria, Pertussis, & Tetanus), Measles, Mumps & Rubella, HIB, and HBV is required before attendance in school in California. Upon admission and prior to the first day of school, the parent or guardian must show proof that the child has received the required doses of vaccine, by presentation of an immunization record, signed/stamped by a physician or nurse, such as the yellow California Immunization record. A copy of this record will be kept in the student's file.

Parent signature of verification is no longer acceptable under California law. Medical exemptions must be signed by a physician with your re-enrollment packet. The Public Health Department annually audits each student's health record to see if immunizations are up to date.

Medication Policy

Please try to schedule your child’s medication around school hours. Please notify the school office if your child will require medication during school hours to ensure complete
recovery once they are no longer contagious. All medicine brought to the school to be administered to a child, whether under prescription from a doctor or over the counter, needs to be checked into the office. The “Permit to Medicate” form must be completed and signed by the parent and doctor. Medication must be labeled clearly with the child’s name. **Never send medicine and/or vitamins to school in your child’s lunch box or cubby.**

**Medication**

All prescription and non-prescription medication will only be dispensed according to the following guidelines:

1. The **parent and physician** must fill out a **“Permit to Medicate” form** giving permission for the medication to be given to the child with instructions for dosage and times to be administered. **No medication will be given without this form. MEDICATIONS WILL NOT BE GIVEN UNLESS THIS FORM WITH THE WRITTEN PARENT’S AND PHYSICIAN’S AUTHORIZATION HAS BEEN SUBMITTED.**
2. Must be in the original container with the printed directions on the container.
3. All medications must be **given to the Director** and placed in a locked cabinet or refrigerator.
   - **Do not** send any type of medication in the child’s lunch pail or backpack, including cough drops, vitamins, diaper cream, sunscreen, or Chapstick.
4. In cases where a child needs ongoing medication available at school (i.e., Albuterol for asthma) a new Permit to Medicate needs to be filled out each school year.

**PLEASE NOTE:** If your doctor has prescribed any medication for your child (either prescription or non-prescription), which you give at home, please notify the child’s teacher when you come to school. This enables us to observe the child for any signs of reactions and also helps us to know why a child may not have “normal” behavior on some days.

**Illness**

For the protection of all children attending Valor Christian Academy, no child will be permitted to attend school who shows any of the following symptoms **consistently throughout the day:**

- Acute Cold or Sore Throat or Earache
- Swollen Glands, Consistent Runny Nose (not allergy related) with yellow or green mucus
- Sneezing or Coughing
- Red or Discharging Eyes
- Temperature of 100.0 or above
- Nausea-Vomiting-Diarrhea
- Headache-Skin Eruptions/Rashes
1. If your child has had any of the above symptoms during the night, he/she should stay home for a full school day AFTER these symptoms have STOPPED.

2. If your child is sent home from school with any of the above symptoms, he/she may NOT return to school the next day and must be symptom free for at least 24 hours before they return to school.

3. The Director/Teacher has the authority to refuse admittance to your child if they see ANY signs of illness. A doctor’s note will not suffice if your child’s symptoms are still present.

4. A written doctor’s clearance or a call from the doctor’s office will be required before a child will be allowed to return to school if he/she has had, or has been suspected of having, a communicable condition, or in cases of prolonged illnesses of five days or more. This must include the name of the condition/illness, any medication being given for it, and assurance that the child is not contagious to other students.

5. Parents are requested to notify the school if their child is exposed to a communicable disease so that we may be made aware of the potential outbreak and protect the health needs of the other children at the school.

If your child becomes ill during the day, he/she will be isolated from the other children and you will be called to pick him or her up from school. It is your responsibility to come IMMEDIATELY for your child or secure alternate childcare. A report will be given to you describing symptoms, temperature, and what first-aid has been given to your child when you pick him or her up.

COVID-19 & ILLNESS POLICY UPDATE

Valor Christian Academy Preschool has updated our Illness Policy as a result of Public Health Guidelines related to COVID-19 as follows:

Your child’s health is of major importance. For your protection Valor Christian Academy has adopted the following regulations to check throughout the day.

1. No child will be permitted to attend school who shows any of the following symptoms consistently throughout the day:

   • Respiratory symptoms:
     o Nasal discharge
     o Congestion
     o Sneezing, coughing
   • Temperature of 99.7 (38.0 C) or above
   • Other symptoms of illness such as:
     o Conjunctivitis
     o Diarrhea, nausea, vomiting
Skin rash
- Loss of sense of taste or smell
- Muscle pain or aches
- Sore throat
- Acute Cold-Sore Throat
- Swollen Glands-Colored Runny Nose (not allergy related)
- Red or Discharging Eyes
- Headache-Skin Eruptions/Rashes

2. By signing your child into our program, you are confirming that during the last 24 hours, your child:
   - Has not been ill.
   - Has not been exposed to anyone that was ill.
   - Has not received any fever reducing medications.

3. If a child displays any of the above symptoms, they must stay home. If symptoms are displayed during the school day, the child will be isolated and must be picked up immediately.

4. If a child is home with any of these symptoms, they must be fever free and symptom free for 24 hours without taking fever reducing medication during that time before returning to school.

5. The Director/Teacher has the authority to refuse admittance to your child if they see ANY signs of illness. A doctor’s note will not suffice if your child’s symptoms are still present.

6. If your child becomes ill during the day, he or she will be isolated from the other children and you will be called to pick him or her up from school. It is your responsibility to come IMMEDIATELY for your child or secure alternate childcare. A report will be given to you describing symptoms, temperature, and what first-aid has been given to your child when you pick him or her up.

Additionally, if the symptoms are consistent with COVID-19, they must stay home for a minimum of 10 days after onset of symptoms AND until their symptoms have improved AND they are fever free for at least 24 hours without medication, proof of negative Covid-19 test results, or a doctor’s note with return date of attendance.

If a child has been exposed to someone with a respiratory illness, or if child/family has traveled outside of the U.S. by air, cruise ship, bus or train within the past 5 days, they should remain home for 5 days to see if they develop symptoms.

Please notify the school if someone in your household is suspected of or has tested positive for COVID-19. In this case, your child must remain home for 5 days or have a negative COVID test.

If a child or staff member tests positive for COVID-19, we will immediately contact the Department of Public Health and follow their recommendations. All staff and families will be notified of a confirmed case of COVID-19 if someone is infected that is connected to our facility.

Please see the CDC COVID-19 Guidelines Below:
Isolation and Quarantine in Early Care and Education (ECE) Programs
QUICK GUIDE: ISOLATION | COVID-19 |
What to do when a child in your early care and education (ECE) program might have COVID-19

DAY 0  Child is sick or has a positive COVID-19 test

Isolation

DAY 1–5
Child stays home and isolates away from other people to the extent possible.

DAY 6
Is the child fever-free for 24 hours without the use of fever-reducing medication?

AND is the child free of symptoms or symptoms improved?

AND is the child 2 years of age or older and able to consistently wear a mask in the ECE program?

Return to the ECE program

Whenever possible, keep children who are returning from isolation or quarantine before day 11 away from people who are at high risk, and 6 feet apart when masks are not worn.

It is safest to continue isolation until the end of day 10.

For children who have symptoms, continue isolation until the child is fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved.

For children who were severely ill, or whose fever persists past day 10, consult a healthcare professional before returning to the ECE program.

For program administrators:
When you determine isolation policies, you should consider multiple factors: The impact of the loss of access to education and care on the well-being of children and families, the level of community transmission of COVID-19, presence of other people who are at high risk for severe illness, and the ability to use additional prevention strategies.

cdc.gov/coronavirus
QUICK GUIDE: QUARANTINE | COVID-19 |
What to do when a child in your early care and education program (ECE) might have been exposed to COVID-19

DAY 0
Child has been in **close contact** with someone who has COVID-19

**Did the child have confirmed COVID-19 within the last 90 days AND is the child without symptoms?**
- **NO**
- **YES**

**Is the child up to date with COVID-19 vaccines?**
- **NO**
- **YES**

**Quarantine**

- Child stays home and **quarantines away from other people** to the extent possible. Monitor for symptoms.

**Day 1–5**

**Day 6**
- Is the child 2 years of age or older and **able to consistently wear a mask** in the ECE program?
  - **YES**
  - **NO**

**Day 6–10**
- It is safest to continue quarantine until the end of day 10.

**Return to the ECE program**
Whenever possible, keep children who are returning from isolation or quarantine before day 11 away from people who are at high risk, and 6 feet apart when masks are not worn.

**NOTE**: If child has or develops symptoms at any point during their quarantine period, they should isolate immediately. Consult a healthcare professional for testing recommendations.

cdc.gov/coronavirus
Biting Policy

Biting is common in children between the ages of 12 and 30 months. But its ordinariness does not make it acceptable or tolerable to most parents nor to the children who are on the receiving end of the bite. Our goal at Valor Christian Academy is to anticipate and intercept biting behavior and help children develop other behaviors which will enable them to function competently as individuals and as members of a group.

During infancy, babies tend to put things in their mouths just to explore and discern what an object is. The mouth is used as a tool for exploration in much the same way an older child would use their hands and eyes. By the age of one-year, oral exploration starts to diminish and is replaced with gradually increasing and coordinated use of eye-hand, crawling and walking skills. However, children still will use their mouths to chew, suck or bite on things (or others) that are accessible and/or interesting to them. For many (or most) children, what we regard as inappropriate oral behavior seems to naturally extinguish by the age of three. However, most children require some training and intervention to curtail or diminish those oral behaviors which become a social nuisance as age increases.

Valor Christian Academy’s response to a biting incident will depend on the nature of the biting behavior and the development level of the child. The intensity of the intervention we take will also conform to the level of biting behavior displayed by the child. In all cases, our aim is to prevent biting in the classroom. The staff will not use social isolation, degrading discipline or scare tactics to reduce biting behavior.

When a child bites, the teacher is asked to respond immediately, with firmness and with a consideration of the context. Timing is important because a young child will not comprehend the caregiver’s action if it is not associated with the behavior. Firmness is required so the child will understand that this behavior is a serious issue that hurts others. Context is important in understanding why a child bites so the caregiver can anticipate and intercept potential episodes in the future. Specific procedures to be followed with all biting incidents include:

- **Talking to the child:** In a firm but non-punitive tone of voice, the child is told that biting is not acceptable in the center. The words used will vary by the age and ability of the child to comprehend what the adult is saying.

- **Redirection:** All children who bite will have their behavior redirected to some other activity or shown an alternate way to get what they want. For those who bite out of frustration or during confrontation, they will also be told or shown how to use language to express wants or needs.

- **Provide Positive Teething Activities:** Infants and toddlers whose biting seems to be associated with teething will be given age-appropriate things to comfort and soothe their gums.

- **Informing other staff:** All of the staff who work in the room will be alerted to watch for situations that might precipitate biting on the part of the child.
- The parents of the child who did the biting as well as the parents of the child who was bitten will be called by the Director. An incident report will be given to parents of both children.

| 1st Bite within 30 days | • Record keeping: The Director and a teacher will enter the biting incident in the biting log and also query parents about home behavior and routines, especially for similar context. |
| 2nd Bite Within 30 days | • Conference will be held at school and an individual plan of action will be administered with input from administration, staff, and parents. Individual action plans will be based on the nature of the behavior, development level of the child, context and intensity/frequency of biting incidents. |
| 3rd Bite Within 30 days | • Parents will be instructed to pick-up their child immediately after a biting or attempted biting incident and will be asked to keep the child at home the following school day.  
  • Continual incidents in biting may result in a child being dismissed from the program to ensure the safety of other children. (See Discipline/Termination policy.) |

**Safety and Emergency Policies**

**Emergency Readiness Policy**

At Valor Christian Academy, we believe that emergency readiness training is necessary at all levels to ensure and maintain the maximum safety of all children in our care. With this in mind, we have developed and implemented an *Emergency Readiness Plan* for possible Earthquake, Fire, or “Lock-down”.

**Notification to Parents of Emergency Preparedness Plan For Valor Christian Academy**

To comply with Chapter 1659, Statutes of 1984 (”Katz Bill”) Valor Christian Academy has developed an emergency preparedness plan for a disaster that may occur when school is in session. The following policies have been approved by the School Board of Valor Christian Academy.

a. In the event of a major disaster affecting the entire community, such as an earthquake or fire, it is possible that no aid or relief will be available for up to 72 hours. Therefore, this plan considers the requirement to subsist independently for up to 72 hours.

b. In the event of a major disaster affecting the entire community, students will be held at school. Unless notified otherwise, the school will release students only to responsible adults or family members and only upon their written signature. **Additionally, each individual signing for a student will indicate their destination. It is imperative that each student will be fully accounted for.**

c. In the event of a major disaster, all teachers and staff members will remain at the school to care for the students. California Government Code, Chapter 8, Division 4, Title 1, Sections 3100 and 3101 declares that all
school employees are “Civil Defense Workers” subject to such civilian
defense activities as may be assigned to them by their supervisors by law.
d. The Administrator will communicate these policies to parents and staff
members to insure their understanding and cooperation.

Our plan designates the Student Assembly Area will be the school playground.
Parents will be able to park on or near Earle Lane or Rindge to pick-up children
at the Emergency Operation Center (EOC).

Quarterly drills will be executed to train staff and students to minimize injuries
and loss of life in a major disaster. The detailed plan is available in the school
offices for review.

All students are given regular instruction and drills in Earthquake, Fire Safety and
Lockdown procedures. Earthquake drills are held twice yearly; Fire drills are held at
least once per month. All drills are timed and logged for future reference. Other drills
are held on a rotating basis.

All staff are certified in CPR and First Aid by the American Red Cross and American
Heart Association.

Emergency Kits – All children are required to have an Emergency Kit at school. (See
registration packet for earthquake kit requirements.)

Car Seat Law

The four stages of car seat safety are as follows:
• Rear Facing: Rear facing provides the best protection for a young child’s
developing spine: rear face to a minimum of age 2, ideally age 4.
• Forward Facing: When a child has outgrown their rear facing convertible seat
and is at least 2 years old, move to a forward-facing seat with a five-point
harness.
• Booster: When a child has outgrown their five-point harness, is at least 5 years
old, and is mature enough to sit properly, move to a belt positioning booster.
• Seat Belt: When a child is at least 10 years old and can pass the five-step test,
move to a seat belt alone.

Children in Cars

In cooperation with our safety standards, parents please DO NOT leave children in the
car unattended while you are on campus. We are more than happy to have sibling
“visitors” as long as an adult supervises them! Remember, it takes less than a minute
for a child to be taken from a locked vehicle.

Please NEVER leave your car motor “running” while in the parking lot.

IPM Plan
The Healthy Schools Act requires that all schools provide parents or guardians of students with notification of expected pesticides use on school sites. The notification will identify the active ingredients or ingredients in each pesticide product and will include the internet address (http://www.cdpr.ca.gov) for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on their registry will be notified at least 24 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please request a form from the Director, fill out and return to the Preschool Office. This form is included in the enrollment and re-enrollment paperwork.

**School Safety/Insurance**

We make every attempt to create a safe campus, to be aware of all accidents, and to report them to you. It is our policy to call the parent in the event of any injury to the head or neck area (no matter how slight), or in the case of a serious fall or accident. Minor scrapes and bruises will be attended to here at the school and you will be sent an accident form explaining how it happened and what first aid was given to the child. In the event that the child is seriously injured, Redondo Beach Paramedics will be called. They will take the child to Torrance Memorial or Little Company of Mary for emergency treatment.

The parents provide the primary medical coverage for their children. Any expenses incurred from accidents that are not covered by the parents’ carrier may be partially covered by our Student Accident Insurance. This insurance, however, is meant only to augment your family health insurance.

**General Policies**

**First Day of School**

On the first day, please bring a family picture. It is normal during the first few weeks of school if your child doesn’t want to come to school, cries, is shy or clings to you.

You may also feel sad or distressed when your child becomes upset. Separation anxiety is a normal reaction to this change in your lives. Your child will become comfortable with the teachers, other children, classroom routines, and the anxiety will start to diminish. Our staff can offer additional tips tailor-made for your child to help make your child’s transition positive and welcoming.

In order to provide a smooth transition from home to school, please plan and allow ample time for your regular routine before school. Encourage and maintain a cheerful disposition about school. When you bring your child to school, simply sign in and give your child a simple “Good-bye, I love you and I will pick you up later.” Try to resist lingering after you have said “Good-bye,” even if your child is crying. Assure them that you will be back, and then leave. Sneaking out without good-bye will send a message of confusion and mistrust. Children need to know that you are confident about leaving
them with caretakers you trust. Remember, the more relaxed you are, the more relaxed your child will be.

Be assured your child is well-taken care of and enjoying their day. We will ALWAYS call you if your child is distressed. Please call the school at any time if you want to be reassured about your child’s wellbeing.

**Birthdays**

If you would like your child to celebrate with his or her classmates, please contact the teacher at least one week in advance. **Special snacks take place during afternoon snack time at 3:00 PM.**

You may bring **MINI SIZE** cupcakes, cookies, or muffins. **PLEASE, DO NOT** bring birthday cakes, candles, balloons, or decorations.

**Videos**

From time to time, the children enjoy watching a video that corresponds with the weekly Bible Story and/or theme. The video must be rated “G,” and the Director/Teacher must pre-approve the video.

**Halloween**

As a Christian school, we do not recognize the practices or philosophy of Halloween as it is today. We celebrate a Harvest Day with a special school event, including appropriate costumes.

**Parent Communication**

Parents are informed of announcements, schedules, and "happenings" in the preschool through the Preschool Monthly Newsletter sent via Bloomz, email and hard copy at the sign-in sheet table, the annual Google calendar on the Valor Christian Academy website, and notices placed at the sign-in table, or in your child’s daily folder. We communicate primarily via email and Bloomz. Please inform the Director when you have a change to your email address.

**Communication with Teachers**

(Not applicable during Covid-19)

Please check in with your child’s teacher every morning at drop-off time. It is important for us to be aware of any information that may affect your child’s day at school. During arrival and dismissal time, staff members must devote full attention to all of the children. Please keep conversations brief.

If you have a message for a teacher during school hours, please call or email the office, and the message will be relayed to the teacher. The teacher will respond as soon as possible.
Should you wish to talk with your child’s teacher at length, please let him or her know the best time to schedule a meeting. The Director will arrange for class coverage to accommodate your meeting with the teacher.

**Preschool Director**
The Director is available to assist you with confidential issues concerning your child, your family, or issues that may arise in the classroom or the center. Making an appointment to talk about confidential issues ensures that you have enough time to talk.

**Lesson Plans**
The monthly lesson plan will be posted in your child’s classroom.

**Communication Stickers**
Valor Christian Academy Preschool uses communication stickers to communicate specific concerns and needs of a child to either other staff people or the child’s parents. Communication stickers can be found in every classroom sign in/out binder and in the Preschool office. Use this sticker when you need to communicate something about your child or your child’s day to the school’s staff. A staff member may also use this sticker when we need to tell a parent or other staff members something about your child’s day. However, these stickers are not for confidential or private matters. A written note that passes through the office is required for confidential communications. Examples for when these stickers would be used include:

- Your child needs special help in a particular area or at a particular time.
- Your child is beginning to use the toilet.
- Your child has a newly diagnosed allergy.
- Your child has a new brother or sister at home.
- Someone different is picking the child up today.

Also, please use this sticker in the first weeks of school to indicate that your child will be taking a nap. Please help us all to be better communicators by using these stickers and encouraging others to use them as well.

**Parent Responsibilities Policy**

**Opportunities**
Parent Teacher Fellowship (PTF)

Preschool parents are encouraged to attend Valor Christian Academy's QUARTERLY PTF MEETINGS for fellowship with other parents and to keep informed about our school. The PTF Board is comprised of parent volunteers (President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Preschool Representative). All parents (Preschool through 8th Grade) are members of the Valor Christian Academy Parent Teacher Fellowship. There are many opportunities for parents to volunteer at VCA. Volunteering by sharing your time and talents helps to make the school the special community it is.

Here are just a few of the ways you can help (Subject to change due to COVID-19)

- Room Parents
- Fundraising (PTF)
- “Word of Mouth” outreach/marketing
- Cleaning projects (Sharefest, Super Saturday, etc.)
- Paint/repairs
- Event volunteer
- Donate time to read stories on the playground, chaperone Fulton Field walking trips, etc.

There are 3 PTF meetings per year in the following months: October, January, and May. There is also a Parent Orientation night in August prior to the first day of school. Please see the Preschool Calendar for specific dates.

Classroom Activities/Programs & Events
(Subject to change due to COVID-19)

You will be notified of special activities and celebrations in the classrooms. At times, you may be asked to sign up to bring different items. You are always invited to attend these activities. These times are for you just as much as they are for your child!

Annual Events: Harvest Festival, Thanksgiving Feast, Christmas Celebration, Parent Appreciation, Mother’s Day Music Rhapsody Sing-along and Father’s Day Celebrations, Pre-K graduation. We invite you to attend each of these programs and bring friends, relatives, and neighbors as well. Each event will bless you; we promise!

Fundraising

Tuition alone does not cover all the operational needs of a school. Schools rely heavily on fundraising to provide ongoing improvements in our programs and facilities. In order to keep from asking for monetary donations from parents, ALL FAMILIES agree by signing this handbook that they will participate fully in ALL Valor Christian Academy fundraising activities. Fundraising is vital to our school and directly benefits our children.

Donations

At the time of enrollment and throughout the year you may be asked to donate such items as: Kleenex, drinking cups, Band-Aids, Clorox wipes, etc., in order to keep tuition costs down.
Issue Resolution Process for Parents or Employees of Valor Christian Academy

Overview: Occasionally misunderstandings and disagreements may arise between teachers, administrators, parents or other employees (“Concerned Parties”) of the Schools operated by Valor Christian Academy. In order to provide prompt and satisfactory resolution of these matters, the Concerned Parties are encouraged to follow the procedures.

Spirit of Resolution: In most situations, differences are best resolved, and relationships are best preserved when all parties maintain a spirit of resolution; this approach is Biblically sound (Mat 18:15-16), (Col 3:13) and strongly encouraged. In contrast, “grievance” assertions, destructive criticism, gossip, indignant complaints, “finger-pointing,” and “we vs. they” attitudes tend to escalate differences and damage relationships. These approaches are Biblically unsound (Col 3:8), generally counterproductive, and strongly discouraged.

Level 1 - Informal: Parties Directly Involved (if applicable)
If a person has a problem, issue, or difference, he or she should first pray about the matter, then discuss it with the person who is directly responsible for the matter in an effort to resolve the problem informally. Problems, issues, or differences directed by Concerned Parties to the Schools Administrators, or other staff should be re-routed to include this informal step.

Level 2 - Formal: Parties Directly Involved and School Administrator
If the informal meeting fails to resolve the situation, the matter should be brought to the attention of the Head of School. The Head of School will attempt to help the parties resolve the matter and, if appropriate, will render a decision and its rationale in writing to both sides.

Level 3 - Formal: School Board
If the affected parties cannot come to terms or accept the decision of the School Administrator, the matter shall be referred to the Board of Trustees.

Other Provisions:
1. Complete form and submit.
2. All meetings under this procedure shall be conducted in private and presided over by the School Board Chairman.
3. The meeting will be conducted in a Christ-like manner and with respect.
4. The concerned party will be given 5 minutes to state their concern and objective before the School Board.
5. The Board may ask questions for clarification.
6. The Board will deliberate and give their resolution in writing to the concerned party in a timely manner.
7. All documents, communications, and records dealing with the processing of a matter of concern shall, unless prohibited by law, be filed in a separate file in the School’s office and made available to all involved parties for a period of six months.
8. No person shall suffer recrimination or discrimination because of participation in this Issue Resolution Process.
9. Only concerned parties directly involved may be present at Issue Resolution Meetings.
10. Confidentiality will be observed pending resolution of the matter of concern.
11. Nothing contained herein shall be construed so as to limit in any way the ability of Valor Christian Academy and Concerned Parties to resolve any matter of concern mutually and informally.
Issue Resolution Form

Submitted by (print name of Concerned Party):

Concerned Party is a (circle):

Teacher   Administrator   Parent/Guardian   Other

(describe)__________________________________________________________________________

Date of Event or Condition: ___________________   Date Submitted: __________

Summary description of issue or concern:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Your Objective:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Signature of Concerned Party: ________________________________

Signature of Deciding Authority: _____________________________   Date: ______
Infant/Toddler

Curriculum

The Infant (6 weeks – 15 months) curriculum provides experiences and interactions to help young ones learn through exploration of their natural environment. This includes indoor and outdoor activities to help develop motor skills (fine & gross), social/emotional skills, language, music and movement (Music Rhapsody) and various sensory experiences.

- Curriculum is in tune with each infant’s individual needs and development.

Toddlers (15-24 months and walking) participate in a developmentally appropriate curriculum that builds upon the rapidly changing developmental milestones, which took place in infancy. As their physical strength increases, they develop confidence in their abilities and feel comfortable exploring to a greater degree in an environment that is physically safe and nurturing. Transitional Infants and Toddlers experiment with different art and sensory materials like paint, glue, chalk, Play-doh, etc, manipulatives, dramatic play, water play, building, spatial relations hips, music/singing, finger play, puppets, stories, etc.

Infant/Toddler Curriculum:

- Engaging with the children
- Creating curriculum that is:
  - Fun
  - Age-appropriate
  - Developmental
- Playing is one of the most essential things you can do with children.
- Play is very important for the child’s brain development.

Our focus in the Toddler room is developing supporting, trusting relationships. Creating a fun interesting environment that encourages toddlers to explore and discover the world around them.

- Hands on
- Lots of observations
- Lesson plan around the child
• Watching to see what sparks the child’s interest and expanding on that.
• Helping the children feel safe and supported is one of our main focus in developing and supporting trusting relationships.

Infant/Toddler Food
Please mark all food containers, bottles and utensils with the child’s name and date with a permanent marker or tape.

The parent must provide all food for infants and toddlers. Because of the high occurrence of allergies and sensitivities, enough formula for the entire day must be provided in pre-mixed bottles.

Nutritious finger foods may be brought in labeled containers with child’s name and date. Due to allergies in some children, foods and snacks of any kind may not be shared.

Infant/Toddler Needs and Service Plan
Parents are asked to fill out the Infant or Toddler Needs and Service Plan, found in the registration packet. This plan details instructions for feeding, introduction to solids, sleeping needs, diapering, and independent play habits. This plan will be discussed further by the Director and/or teacher during the infant or toddler needs and service plan orientation. The Needs and Service plan needs to be revised as your child’s needs change.

Infant/Toddler Daily Information Record
Each child has a Daily Information Record listing food, naps, and diapering for the day. Parents are required to fill out the appropriate section of this form daily to ensure that we are providing optimal care for your child.

Diapers and Wipes
Parents must supply diapers, wipes, diaper cream, bottles formula, baby food, extra clothing, pacifiers, and blankets. Please label all items with child’s name.

Due to the sensitive skin of infants, baby wipes are used in the following ways:

Wiping when changing a diaper; washing child’s hands after diapering, playing outside or putting hands in mouth; washing face and hands after eating; and cleaning spit-up off children.
Clothing and Bedding
Please send your child in comfortable play clothes and shoes (closed toe shoes only. No crocs, sandals, flip flops or boots). Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

- Please bring - several sets of clothing, lots of bibs, and two crib sheets.
- Please be sure to label ALL your child’s belongings with their name.
- Check your child’s cubby for soiled clothing. The following day bring a fresh set of extra clothing.

Preschool (2 yrs. – 5 yrs.)

Curriculum
At Valor Christian Academy, the curriculum is the basis for developing an effective, developmentally appropriate preschool program that includes teaching in all areas vital to growth in the young child. Our program incorporates hands-on activities which include Bible, language development, reading readiness, writing skills, pre-math, science, cooking, open-ended process-oriented art, music, dramatic play, blocks, gross motor, and fine motor skills. These activities provide opportunities for the early development of critical thinking and problem-solving skills that lay the foundation for later school-related academic skills. Our program includes a biblically integrated early childhood thematic curriculum and “Music Rhapsody.”

Pre-K parents will have the opportunity to meet with your child’s teacher in a Parent/Teacher conference, to discuss his/her developmental progress and Kindergarten readiness. These reviews will include assessments of your child’s progress with language, pre-math, curriculum activities, self-awareness, Bible activities, problem solving skills, social skills, and motor skills. Additional conferences may also be individually scheduled with your child’s teacher, if needed.

Field Trips
(Subject to change due to COVID-19)
Permission slips are required for all children for the school year. We have special events that we will have a walking field trip to Fulton Field located adjacent to our school. Special events include Jog-a-thon, school picnics, etc.

Sunscreen
Sunscreen may be applied by Valor teachers and staff with a signed permission slip. Sunscreen will be provided by parents labeled with your child’s name on it. Please apply sunscreen in the morning before you drop-off your child. Teachers will apply sunscreen in the afternoon, per parent request. Use a communication sticker stating time of application requested.
Clothing and Bedding
1. All children will bring clothing and bedding in Skip* Hop BIG KID or the Pottery Barn LARGE backpack or any large backpack.
2. Please provide one set of extra clothing (shirt, pants, underwear, socks, and shoes) in a zip-lock bag, and place it in your child's backpack.
3. Check your child’s backpack each day for soiled clothing. The following day bring a fresh set of extra clothing.
4. Please write your child’s name on all their clothes and belongings with a permanent marker or name labels.
5. Dress children in sturdy, washable clothing. We recommend "pull-on" type clothes with elastic waists. Overalls, belts, snaps, body suits, and long dresses are discouraged. Shoes must buckle, tie, or Velcro securely on the child’s foot. Due to a potential safety hazard, sandals, thongs, flip-flops, and "jellies" are not permitted.
6. Please bring a crib size sheet and small receiving blanket for your child’s rest time. You may bring a small 8-1/2 x 11" pillow if your child needs it for rest-time. On your child’s last day of the week, take bedding home for laundering, and return it on their first day the next week.
7. Children can bring with one small stuffed animal only and it must remain in their back packs and only to be used at nap time.
8. Our rest time is between 12:00pm-2:30pm (Subject to change due to COVID-19)
9. All children must wear closed toed shoes. No flip flops, crocs, sandals, or boots.

Nutrition
The school and parents share responsibility for forming positive feelings about food and promoting healthful eating practices in young children by serving a variety of nutritious foods from each of the five food groups (fruits, vegetables, grains, proteins, and dairy) and to make self-feeding as successful as possible.

Breakfast, Snacks and Lunch
Scientific studies have shown that children who do not eat breakfast may experience low blood sugar which results in decreased alertness and slowed reaction time. This can cause children to be more accident-prone and less able to benefit from physical
activity and learning experiences. We urge you to take the time to feed your children **BEFORE** they come to school! Children must be done before or by 8:00 am with breakfast if they will be eating at school.

**Snacks and Lunch**

Every child attending Valor Christian Academy will receive a healthy mid-morning snack.

Students attending school for the entire day will eat lunch at school and receive a snack in the afternoon. Half-day students will not eat lunch at school. If your child eats lunch at school, we do not require your child to eat his/her entire lunch. However, we do encourage them to eat protein items first. Food that is not eaten will be sent home with your child, when possible, so you will know how much has been eaten.

Valor Christian Academy is very concerned about the health and well being of all the children attending our school. We want to support you in helping your child achieve a healthy lifestyle and a well-balanced diet. Therefore, the snacks provided and the lunches you send to school should include healthy foods. Examples of healthy foods include:

- **Protein:** children, turkey, hard-boiled egg, tuna, beans, etc.
- **Break/Cereal:** whole wheat bread, crackers, tortillas, noodles, mini bagels, pretzels, etc.
- **Fruit & Vegetables:** grapes, apple slices, orange slices, carrots, celery sticks with cream cheese, raisins, etc.
- **Milk & Dairy:** cheese, yogurt, cottage cheese, milk, etc.
- **Drinks:** milk, water, or 100% fruit juice.
- **Desserts:** fresh fruit is always a good choice.

**Please remember, we have children with SEVERE FOOD ALLERGIES, therefore we do not serve peanut butter or peanut products.**

**Snacks**

A variety of fruits and vegetables, bread and cereal products (crackers, bagels, fruited muffins, etc.), dairy, 100% fruit juice, milk, or water, and protein (cheese) is served for morning and afternoon snacks. Menus are planned to include at least one serving from each of two or more of the five major food groups and meet the state requirements for nutrition and quantity served.

No peanuts/peanut butter will be served due to high peanut butter and nut allergies. Your child may bring it in their lunch, but it will not be served by the Preschool staff for snack or special events.

**Lunches**

Please pack foods that DO NOT need to be refrigerated or heated. **Please mark all lunch pails and food containers with the child’s name.** We cannot warm up lunches so place warm foods in a thermos type container. We are a “TRASH FREE” school. Children should bring balanced and nutritious lunches from home in reusable containers (trash free). All uneaten food will be returned home in the reusable containers. We request that you send nutritious meals that are portioned for
your child which include fruits, vegetables, bread or bread alternatives (noodles/pasta), meat or meat alternatives (cheese, eggs, peanut butter). **Please do NOT send candy, gum, soda, donuts, chips, or other junk foods.** We prefer not to feed them too much sugar on a daily basis. Due to allergies in some children, we do not allow sharing lunches.

**Hot Lunch – Choice Lunch (2’s to Pre-K)**

Students have the option of bringing lunch or purchasing a hot lunch ahead of time. Choice Lunch provides the hot lunch program for Valor. To be able to participate in this lunch program you will need to pre-register your student(s) and then order on-line throughout the year. Valor staff does not accept any orders or payments for lunches served by Choice Lunch. Please refer to the Choice Lunch website for details and pricing (choicelunch.com). It is the parent’s responsibility to inform your child’s teacher if your child will be receiving hot lunch.

**Diapers and Wipes**

- Children in a full day program use approximately six (6) diapers per day. Please bring a package of diapers, wipes and a supply of diaper cream to school. Please bring ONLY the number of diapers that will fit in your child’s labeled diaper container provided by the school. We DO NOT have space to store additional diapers and wipes. Our school does not allow pull-ups.

**Potty Training**

A child’s ever-growing sense of independence and control of self is the start of their desire to learn about going on the toilet “all by myself.” Along with this growth towards autonomy is the still strong need a child has to be nurtured and cared for. This awkward and new balancing act is not always easy for them and accounts for the “one step forward, two steps back” we often see when potty training begins. During this time we will observe and respect the child’s individual pace and acknowledge the child’s regrets for leaving behind the security and warmth that are part of the diapering process.

**Signs of Readiness in a Child**

There are many things to watch for as your child approaches the potty-training stage. If you are considering potty training your child at this time, take this little quiz. Answer true or false to the following:

1. My child is dry at least two hours at a time or is dry after nap each day.
2. My child’s bowel movements are usually regular and predictable.
3. My child wants to do things on his/her own more and more.
4. My child is uncomfortable with a wet or poopy diaper and asks for them to be changed.
5. My child is interested in everything I am doing in the bathroom.
6. My child asks to use the toilet or potty chair.
7. My child is beginning to dress/undress him or herself and can pull off underpants and diapers.
8. My child is beginning to indicate when he/she is about to go.
9. My child is asking to wear underwear.
10. My child has the language ability to tell me when he/she needs to go and can understand my directions.
11. My child has the verbal skills to express his/her needs.

If you answered true to one or more of the above statements, your child may be ready to potty trained.

**Signs of Readiness in a Parent**

Potty training is obviously not a process that a toddler goes through on his/her own. Parents help by:

1. Understanding the complexity of potty training for a young child.
2. Understanding the developmental stages and individual learning styles of each child.
3. Having enough time and patience to accept and allow the child’s own pace.
4. Being kind and respectful when accidents happen.
5. Choosing a time frame for beginning the process when there will be a minimum of changes in the child’s normal routines.
6. Teaching appropriate words for potty training and body parts.
7. Dress them in loose clothing that they can pull down and up by themselves—this is not the time for belts, tights, or overalls.
8. Allow lots and lots of practice—clothed or naked—on the toilet.
9. Stay relaxed and low key—do not overdo the praise, you want them to do this for themselves because it feels good, not because you clap and cheer.
10. Respond calmly to accidents and never punish or ridicule.
11. Be consistent!!!

Once the decision has been made between parent and teacher to start the process of potty training it is very important that the same routines happen, both at home and at school. We will decide together on a start date. You and your child will enjoy shopping for “big boy/girl” underwear. We prefer that you choose regular cotton underwear. **We have a “No Pull-Ups Policy” here.** Pull-ups may be used during nap time during transition.

You will **start the process at home on a weekend** so that when your child returns to school, he/she will have a few days experience. Basically, your **child will wear underwear all day and at night (even when going out on errands or at naptime, please!)**. The child will be told that it is time to use the toilet about every hour to 2 hours. Asking a child if he or she needs to go will be met by a “no” nine times out of ten. They need to be conditioned to go at regular intervals. This process will continue for **three weeks** at HOME and at SCHOOL. If your child has too many accidents or does not seem interested, he/she will go back into diapers until a decision by parent and school can be made to try again. Take your child potty upon arrival at school. **1st week**
teacher will ask every hour, 2nd week every 2 hours, 3rd week child goes independently – no pull ups.

Our policy about potty training reflects our general philosophy of respect for each individual child. Potty training is as individual as learning to walk and talk and there is no right age by which all children should be using the toilet. All children will be potty trained on their own schedule of need. No child will be forced to use the toilet against his/her own will. Reminders will be frequent, without being overwhelming. Accidents will be treated in a matter-of-fact way.

Music Rhapsody

(Infants/Toddlers and 2 yrs. – 5 yrs.)

Music Rhapsody has been in the South Bay since 1983 and has received national and international recognition for its innovative and successful curriculum and high-quality instruments. The classes are taught weekly with 30-minute lessons by a certified Orff Schulwerk music teacher. The program teaches music through singing, movement, and instrument playing. Pitched instruments such as xylophones, glockenspiels (Orff instruments), and unpitched instruments such as triangles, maracas, hand drums, etc. make the lessons especially exciting to young children. Pitch matching, timing, and music concepts are introduced in a joyful, game-like atmosphere integrating children’s literature with music.

A monthly fee determined annually is required for everyone child attending Valor Christian Academy (Infants through Preschool). This program runs from September - June. This fee may be paid monthly or annually. Our infant and toddler program have music class on Fridays and our Preschool Program have it on Mondays & Fridays (your children will be split up into two groups, depending on the class size and days, half will go on Monday and the other half will go on Friday)
ACKNOWLEDGEMENT OF AGREEMENT

WE HAVE:

☐ READ AND AGREE

WITH THE POLICIES SET FORTH IN THIS VALOR CHRISTIAN ACADEMY HANDBOOK.

IN SIGNING THIS FORM, WE UNDERSTAND AND ARE WILLING TO SUPPORT THE POLICIES SET FORTH BY THE ADMINISTRATION AND SCHOOL BOARD OF VALOR CHRISTIAN ACADEMY. ☐

THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO STUDENT STARTING SCHOOL

STUDENT NAME (PLEASE PRINT): ________________________________

PARENT NAME (PLEASE PRINT): ________________________________

PARENT SIGNATURE: ___________________  DATE: ______________

Office Use only

Received by: ______________________________  DATE: ______________