VALOR
CHRISTIAN ACADEMY

PRESCHOOL FAMILY HANDBOOK

Infants – 3's

2026-2027

"But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint." Isaiah 40:31

525 Earle Lane, Redondo Beach, CA 90278 | (310) 798-5181 | ValorChristianAcademy.org

TABLE OF CONTENTS

Welcome 1
Mission Statement 1
Philosophy& Core Values 1
Goals 2
Statement of Faith 3
Mandated Reporting 8
School Governance 9
Admissions 9
Staff 9
Licensing &Teacher-Student Ratios 10
Operational Policies 11
Hours of Operation 11
Holidays – School Closed 11
Parking 12
Valet and Parking Map 13
COVID-19 Parent Information 14
Preventative Health Measures 14
Arrival/Pick-Up/ Visitor Policy 15
Pick-Up By Persons Other Than Parents 15
Tardy Policy 15
Late Pick-up 15
Signing In and Out 16
Visitors on Campus 16
Financial Policies 17
FACTS Tuition & FACTS Family Portal 17
Payment Options & Start Date 17
Tuition Discounts 19
Returned Payments 19
Non-Admission of Students Due to Tuition Delinquency 19
Enrollment 19
Continuous Enrollment 20
Preschool Continues Through the End of August 21
3's Class Promotion Ceremony 21
TK & Kindergarten Readiness 21
Withdrawal Policy 21
Tuition Refunds 22
Absences 22
Schedule & Class Changes 22
Discipline/Termination Policy 23
Parent-Teacher Conferences 23
Department of Social Services Visits 24

Universal Precautions 24
Dismissal Policy 24
Health Policies 25
Physician's Report 25
Immunizations 25
Medication Policy 25
Illness 26
Hand Foot Mouth Disease Policy 27
COVID-19 &Illness Policy Update 28
Biting Policy 32
Safety and Emergency Policies 33
Emergency Readiness Policy 33
Notification to Parents of Emergency Preparedness Plan For Valor Christian Academy 33
Car Seat Law 34
Children in Cars 35
IPM (Integrated Pest Management) Plan 35
School Safety/Insurance 35
General Policies 36
First Day of School 36
Birthdays 36
Videos 36
Harvest Day 37
Parent Communication 37
Communication with Teachers 37
Preschool Director 37
Lesson Plans 38
Parent Opportunities 38
Parent Teacher Fellowship (PTF) 38
Classroom Activities, Programs & Events 39
Fundraising 39
Donations 39
Infant Class/Toddler Class 40
Curriculum 40
Infant/Toddler Food 41
Infant/Toddler Needs and Service Plan 41
Infant/Toddler Daily Information Record 42
Diapers and Wipes 42
Clothing and Bedding 42
2's Class/3's Class 43
Curriculum 43
Field Trips 43
Sunscreen 43
Clothing and Bedding 44

Nutrition 44
Breakfast, Snacks and Lunch 44
Snacks and Lunch 45
Snacks 45
Lunches 46
Hot Lunch – ChoiceLunch (2's & 3's) 46
Diapers and Wipes 46
Potty Training 46
Signs of Readiness in a Child 47
Signs of Readiness in a Parent 47
Music Rhapsody 48
Parent Conduct Policy 49
Parent Conduct Policy 49
Issue Resolution Process for Parents or Employees of Valor Christian Academy 50
Issue Resolution Form 52
Acknowledgment of Agreement – 2026-2027 53

WELCOME

We are honored that you have selected Valor Christian Academy to partner with you in the education and care of your child. Our staff is committed to serving 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.

MISSION STATEMENT

To provide each student with an uncompromising Christian education devoted to academic excellence in a family-friendly, safe, and nurturing environment.

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

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).

MANDATED REPORTING

At Valor Christian Academy, all staff members are considered *mandated reporters* under California state law. This means we are legally obligated to report any suspected cases of child abuse or neglect to the appropriate child protection agencies. Our responsibility is not to investigate, but to report concerns so they can be assessed by professionals trained in child welfare. We take this duty seriously as part of our commitment to the safety and well-being of every child in our care.

Mandated reporting includes, but is not limited to, the following concerns:

- Neglect (such as malnutrition, inadequate supervision, failure to provide basic needs, unsafe living conditions, or chronic poor hygiene)
- Physical abuse
- Sexual abuse
- Emotional abuse
- Willful cruelty or unjustifiable punishment
- Exposure to domestic violence

If you have any questions about mandated reporting, please don't hesitate to speak with our administrative team.

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 six weeks and three years of age are eligible for admission in our Preschool.

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.

Preschool staff determine class assignments 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.

Important notes regarding our application and enrollment process:

- Submitting an application is not a guarantee of admission. Offers of enrollment are determined by our Preschool Director based on classroom availability.
- Though we try to accommodate families' desired start dates, this is not always possible.
- Enrollment is offered to families by our Preschool Director with a specific start date. Tuition will be calculated and charged based on that start date. Parents are free to have their child start after this start date, but this will not affect the tuition amount or charges. For example, a family with a start date of September 2nd that chooses to have their child start attending on October 1st will be charged for tuition starting in August (for care in September), even if they choose not to have their child in class in September. Please do not hesitate to contact us if you have any questions about this policy, and we will be glad to help.
- Enrollment is not offered to families more than 30 days prior to the start date.

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.

LICENSING &TEACHER-STUDENT RATIOS

We are licensed by **Community Care Licensing**, a division of the California Department of Social Services. Community Care Licensing provides us with the teacher-student ratios by which we abide. However, for our Infant through 2's classes, Valor Christian Academy chooses to have smaller teacher-student ratios than required to enhance the quality individual care we provide and to better serve the needs of our developmental program for your youngest students.

Community Care Licensing Ratios		Valor Christian Academy Ratios	
Infant	4:1	**Infant**	3:1
Toddler	6:1	**Toddler**	4:1
2's	12:1	**2's**	6:1
3's	12:1	**3's**	6:1

OPERATIONAL POLICIES

Valor Christian Academy is a year-round Preschool. Our school year starts in September and ends in August. Students in our program are considered enrolled through the end of August each year—and parents/guardians are responsible for tuition through the end of August—unless parents/guardians provide our Preschool Director with a completed Student Withdrawal Notice at least 2 weeks prior to a student's last day. For more details about early withdrawal, please see our Withdrawal Policy on pg. 19.

Hours of Operation

Valor Christian Academy's hours of operation are 7:00 AM to 6:00 PM (hours are 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 Thanksgiving
Christmas and New Year's Holiday Break (varies each year; see online calendar*)
Martin Luther King, Jr. Day
President's Day
Good Friday and full week after Easter
Memorial Day
Independence Day (2 day break)
Staff Development Days/Conferences - CLOSED at 4 PM (see online calendar*)
Staff Development Week in August (see online calendar*)
Parent Teacher Conferences in November and May (see online calendar*)

Please see the Valor Preschool Google Calendar for details and regular updates. The link to our Valor Preschool Google Calendar will be provided to you by a Valor administrator.

Tuition will be the same for the months that include the above-listed holidays, Professional Development Days, and other official non-school days. Please note, the school will be closed for six days in August for Staff Development.

There are no "make-up days" or "switching days" in order to accommodate absences or days missed due to school holidays.

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 anywhere on the **EAST** side of Earle Lane and South of the Preschool on the **WESTSIDE**.

Preschool families are welcome to park in the front office parking lot for drop-off and pick-up.

"Make every effort to live in peace with everyone and to be holy." Hebrews 12:4

Please DO NOT PARK:

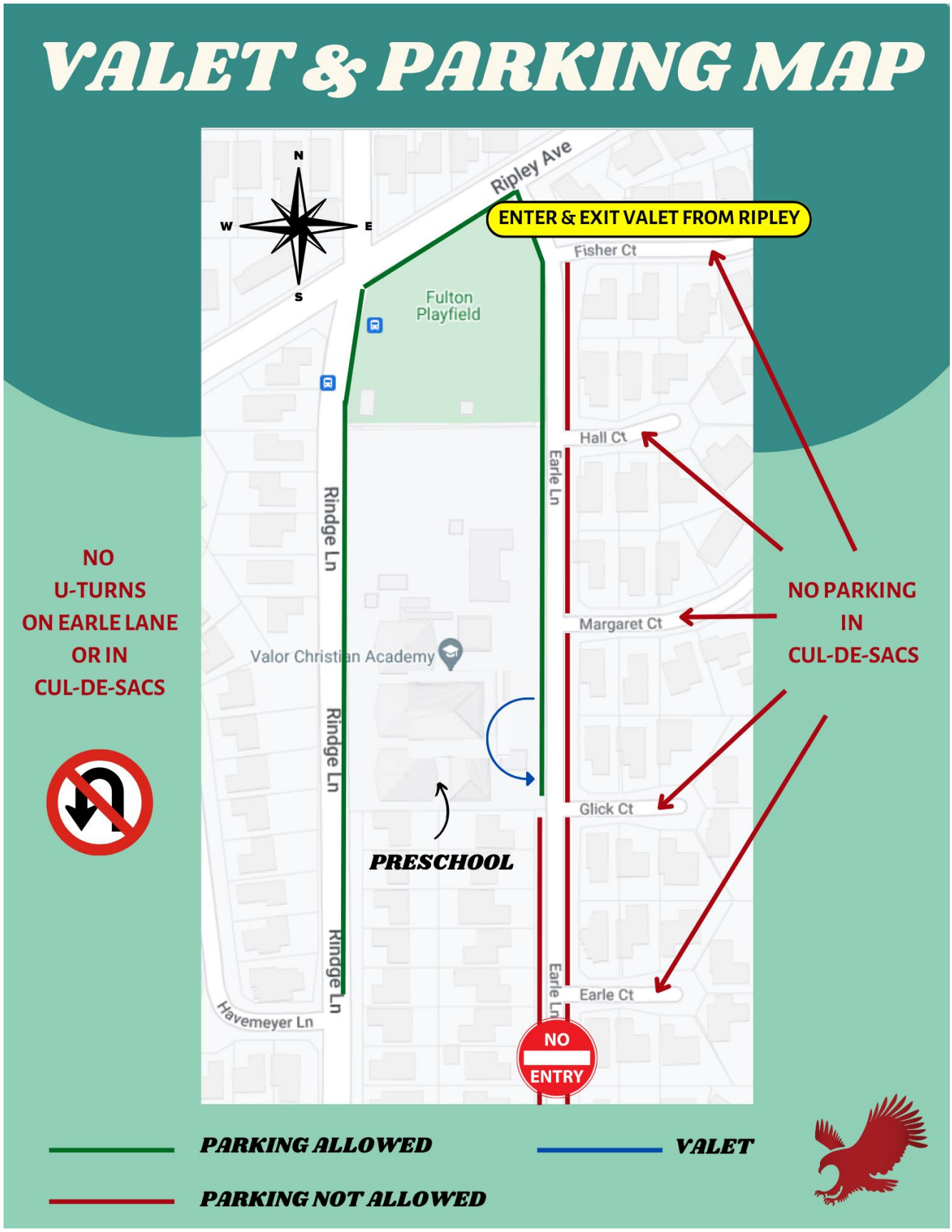
- On the cul-de-sacs of Earle Court, Glick Court, Margaret Court, Hall Court, and Fisher Court.
- On the East side of Earle Lane or South of campus (past the stop sign) on either side of street.
- On or too close to the corner.
- In Handicap designated areas in the parking lot.
- In Handicap access on streets and sidewalks.
- Near driveways (school or residential).
- Near fire hydrants.

Other parking guidelines:

- Do not use cul-de-sacs to make illegal U-turns.
- Do not double park or leave vehicle running or unattended during drop off and/or dismissal period.
- Do not leave children in parked cars without an adult.
- Pay attention to parking signage such as street sweeping schedules. Valor is not responsible for parking or traffic tickets you may receive.

The Redondo Beach Police Department will ticket for infractions.

Valet and Parking Map



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 is 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 that is on the child's Authorized Pick-Up List**. The school will not assume responsibility for any child that has not been signed in when brought to class. State of California law 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

Persons who are listed on the child's emergency contact sheet, completed at the time of registration are permitted to pickup 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, who must be at least 18 years old. Parents can permanently add individuals to their Authorized Pick-Up List by submitting a completed Emergency Contact & Authorized Pick-Up Update form to our Preschool Director.

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 and 3's).Late arrival makes it challenging for some students to enter into class routines and activities, and 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 you notify the Preschool Director 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 the 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 family's 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. Please do not sign "Dad" or "Grandma," etc. 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 pickup 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 the account of the family incurring the fine, 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 or signed out as described above:

Sign In and Out Policy	
1st Occurrence	Reminder letter sent home
2nd Occurrence	$15 fee
3rd Occurrence	$30 fee
4th Occurrence	$45 fee

VISITORS ON CAMPUS

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 visits with the Preschool Director ahead of time. While observing a class, you will be asked to sit on a chair in a specified area and avoid distracting the children or staff. If you would like to meet with a teacher, we will be glad to schedule an appointment for a conference outside of class instruction/activity 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.

IMPORTANT NOTE: Based on California Law, **a volunteer is required to have a fingerprint background check (Live Scan) if they meet the definition of a "regular volunteer,"** which is defined as an individual 18 years of age or older who has direct contact with or supervision of children for more than:

- 16 hours per month OR
- 32 hours per year

A regular volunteer also must complete state-approved Mandated Reporter Training.

Valor admin may contact parents who qualify as a regular volunteer with more information about the background check and mandated reporter training described above.

FINANCIAL POLICIES

FACTS Tuition & FACTS Family Portal

Valor's online inquiries, online application, and online enrollment packets are administered via a company called FACTS. Once a family is invited to enroll, they will access their online enrollment packet via the FACTS Family Portal. The Tuition Payment Plan (described in the next section) is selected within the online enrollment packet in FACTS. Following enrollment, families can log in to their FACTS Family Portal accounts to view financial/tuition information, update contact information, and more.

Payment Options & Start Date

Valor Christian Academy Preschool is a year-round preschool. Our Preschool School Year begins in September and ends in August for all age levels, including students in our 3's Class.

Tuition is calculated as an annual amount. However, this annual tuition total can be paid in one, two, or up to twelve payments, depending on which plan you select when you set up your FACTS account and the time of year in which you enroll. Families with monthly plans pay tuition each month prior to care (e.g., the August tuition payment covers care in September).Monthly payments are the same for months including holidays and non-student days.

IMPORTANT NOTE: Enrollment is offered to families by our Preschool Director with a specific start date. Tuition will be calculated and charged based on that start date. Parents are free to have their child start after this start date, but this will not affect the tuition amount or charges. For example, a family with a start date of September 3rd that chooses to have their child start attending on October 1st will be charged for tuition starting in August (for care in September), even if they choose not to have their child in class in September. Please do not hesitate to contact us if you have any questions about this policy, and we will be glad to help.

Tuition payments are made via a tuition management company called FACTS. Parents select their tuition payment plans via FACTS during enrollment, authorizing automatic payments to be withdrawn from a bank account of their choice (savings and checking accounts only). Tuition

payments cannot be made via credit card in FACTS. FACTS notifies parents via email in advance of withdrawals with the amount and withdrawal date.

Credit cards can only be used on campus if paying a full year's tuition in a single payment prior to a child's start date; credit card payments do not qualify for the Pay in Full Discount (described below). Credit card payments are made by appointment in the front office at least one month prior to a child's start date. Parents paying by credit card are still required to sign up for a FACTS account linked to a checking or savings account of their choice*.

Parents can select from the following Payment Plans:

1. **Single Payment**. Under this plan, the full annual tuition is paid in a single payment prior to a student's start date. We offer a 5% tuition discount for families paying a student's annual tuition in a single payment via FACTS (using a linked bank account). This discount is applied to tuition only and does not apply to materials fees, registration fees, etc. A child must be enrolling for a minimum of 7 months of the school year to be eligible for this discount*.Credit cards may be used to pay tuition in full but do not receive the 5% discount. **FACTS charges a $20 annual fee for the Single Payment Plan.**

2. **Two Payments**. Under this plan, the annual tuition is paid in two payments (August and December) via FACTS. There is no discount with the 2 Payment Plan; credit cards cannot be used for the Two Payment Plan. **FACTS charges a $20 annual fee for the Two Payment Plan.**

3. **Monthly Payments**. Under this plan, tuition is paid monthly via FACTS. Tuition must be paid the month prior to care. For a student enrolled for the full school year, parents will pay tuition August through July to cover care in September through August. There is no discount with the Monthly Payment Plan; credit cards cannot be used for the Monthly Payment Plan. **FACTS charges a $50 annual fee for the Monthly Payment Plan.**

For students enrolling after the school year has started, tuition will be prorated to the week (including any portion of a week).

Note: All families are required to set up a FACTS Tuition account during the enrollment process, even those paying in full with a credit card. All tuition payments, whether paid on campus via credit card or via automatic withdrawals in FACTS, are recorded in FACTS. Also, as part of our Continuous Enrollment process, the annual Preschool Registration Fee is set up for automatic withdrawal in July via FACTS for families that are continuing enrollment in the following year.

***Notes regarding the Pay in Full Discount**: Students enrolling for less than 7 months of a given school-year calendar are not eligible for the Pay in Full 5% Discount. If a family starts the year with a Single Payment Plan and receives the 5% discount, but withdraws prior to the end of the school year, the 5% discount will be recalculated based on the tuition total for the time the child was enrolled—which must be at least 7 months to receive the discount. Tuition paid for the months after

the withdrawal will be refunded (two weeks' notice are required for all withdrawals; tuition charges will reflect the two weeks' notice end date).

Please note: Enrollment will be offered to families by our Preschool Director with a specific start date. Tuition will be calculated based on that start date. Parents are free to have their child start after the start date, but this will not affect the tuition amount.

Tuition Discounts

- **Pay-In-Full Discount**: Pay full tuition balance via FACTS (using a linked bank account) prior to the student's start date and receive a 5% discount on tuition only. A minimum of 7 months enrollment in the current school year is required to qualify. Only the Single Payment Plan qualifies for this discount.
- **Sibling 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. For families with a child in both EMS and Preschool, the elementary tuition will be full price, and the sibling in Preschool will receive a 5% discount. To be eligible for the sibling discount, the first child in each family must be a student enrolled full time in our on-campus program (online programs do not apply) and not be receiving any other discounts (except for the Pay in Full Discount, which can be combined with the Sibling Discount).

Returned Payments

A fee of $30 will be charged by FACTS for all returned payments. Valor is not able to refund this returned payment fee as it is a FACTS charge.

Non-Admission of Students Due to Tuition Delinquency

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 will not be admitted into class until past due balances are paid.

ENROLLMENT

Valor Christian Academy Preschool is a year-round school serving children between the ages of six weeks and five years of age. Our Preschool School Year begins in September and ends in August. We welcome families to contact our Preschool Director to learn more about our program and schedule a visit to our campus for a tour. After meeting with our Preschool Director, we welcome families to complete our Online Application. If an application is accepted and there is space in a class, families complete our Online Enrollment Packet. If a class is full, we will place families who have submitted an application on our wait list. Placement on our wait list is valid for

the school year for which the application is submitted. Our Preschool Director will guide families through the enrollment and wait list process.

Continuous Enrollment

We use a Continuous Enrollment model at Valor, in which students (Infants Class, Toddlers Class, 2's Class, 3's Class), once admitted, are enrolled until they complete our 3's class in August, except for in the following circumstances:

- Parent provides written notification to opt-out of Continuous Enrollment (using Valor's "Opt-Out Form") to Valor Christian Academy's Preschool Director by the **first Friday in July** of any preceding school year. (This only impacts enrollment for the upcoming school year, not for the current school year.)
- Parent submits a Student Withdrawal Notification Form for a student withdrawing prior to the end of the current school year (i.e., prior to the end of August).
- Valor chooses to discontinue enrollment for a student, during a current school year or for a following school year, based on school policies related to academic standards, behavioral expectations, and/or the Parent Conduct Policy (see pg. 46).
- It is determined, in coordination with the family, that a child in the 3's Class will continue in the 3's Class the following year.

Each year, Valor will communicate our new rates for the upcoming school year in December or January. We then ask families who ARE NOT returning the following year to submit an Opt-Out Form to our Preschool Director by the first Friday in July. An Opt-Out From is not required for students currently enrolled in the 3's Class who will be enrolling in TK (Transitional Kindergarten) or Kindergarten in the fall. This Opt-Out Form does not impact the current year's enrollment. For those continuing enrollment in the following year, no action is needed. **Valor will withdraw the annual Preschool Registration Fee on the last Friday of July**, and enrollment for these students will be set to continue in the upcoming school year.

The Continuous Enrollment Agreement can be discontinued via the Opt-Out Form described above, a Withdrawal Form for students withdrawing during the current school year (see more details below), or as determined by the Valor Christian Academy Administration and/or Board of Trustees (e.g., due to Family Handbook violations, etc.).

The exact terms of the Continuous Enrollment Agreement are included in the Online Enrollment Packet families submit to complete enrollment.

Preschool Continues Through the End of August

Valor Christian Academy Preschool is a year-round program. Though we offer different activities and themes in the summer months, enrollment continues for all students throughout the end of August unless they withdraw prior to the end of August. In addition to tuition, there is a fee of $70 charged in June to help cover the cost of the special activities and events we have planned for the summer.

3's Class Promotion Ceremony

We have a Promotion ceremony for our 3's Class each year in June for students who will be entering TK or Kindergarten in the fall. However, the school year for the 3's Class, as with all other age levels, ends at the end of August unless a family withdraws prior to the end of August.

TK & Kindergarten Readiness

Students are required to turn 4 by September 1st to be eligible for our TK program and to turn 5 by December 1st to be eligible for our Kindergarten program; however, we also consider teacher evaluations, parent feedback, and other assessments to help determine each child's TK or Kindergarten readiness. We will discuss TK and Kindergarten readiness during the parent-teacher conference.

Withdrawal Policy

To withdraw a child from Valor Christian Academy Preschool, please submit a Student Withdrawal Notice to our Preschool Director at least two weeks prior to your child's last day in class (the form is available from our Preschool Director and Director of Media & Online Programs). The required two weeks' notice starts from the day the written notice (Valor Withdrawal Notice form) is received by our Preschool Director.

This Withdrawal Policy applies to withdrawals that occur prior to the start of the school year as well: Two weeks' notice is required to withdraw from the program; tuition will be charged up to the withdrawal date, taking into account the two weeks' notice requirement.

Tuition is calculated annually but can be paid in one, two or ten payments. When a student withdraws prior to the end of the school year, Valor will calculate the final tuition balance based on the following method:

Tuition for all months from September through August are calculated as one-twelfth of the annual tuition rate. This rate is the same for months with fewer school days, such as months with Christmas, Break Easter Break, and In-Service Week in August.
For any partial months in which a student is enrolled prior to the withdrawal, Valor will charge a weekly rate (one-twelfth of the annual tuition divided by 4.3) for each calendar week (Monday through Friday) or portion of a week in which the student is enrolled in that month.

All tuition balances must be paid the month prior to a student's last day.

The annual $200 registration fee is non-refundable.

Tuition Refunds

Tuition refunds are prorated over the number of months each student was enrolled according to a formula established by the Valor Board of Trustees. Please see our Withdrawal Policy above regarding our withdrawal process, including the requirement of at least two weeks' notice prior to the end of a student's enrollment (via the Valor Student Withdrawal Notice form).

Registration fees are non-refundable.

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, suspensions, 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 or days missed due to school holidays. Please call the Preschool office any time your child will be absent.

Schedule & Class Changes

Requests to change your child's schedule can be submitted using our Schedule and Class Change Form (available from our Preschool Director).This includes increasing or decreasing the number of days or hours your child attends. Schedule changes will be approved based on classroom availability. Class changes (e.g., changing from Infants to Toddlers, Toddlers to 2's, etc.) are determined by our Preschool Director based on a child's age, developmental level, and 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, and kicking will be asked to leave the program.

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

For significant behavioral issues, teachers/administrators may choose to implement our Valor Christian Academy Behavioral Plan Contract.

PARENT-TEACHER CONFERENCES

To prevent distraction, please refrain from engaging in discussions with teachers 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 have scheduled conferences twice a year, one in the beginning of the year and the second one after spring break. We will share 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 tuition or fee payments.
- Failure of the parent or guardian to obtain necessary updates of immunizations.
- Needs of the child/parents are unable to be met by the school.
- Child exhibits harmful or dangerous behavior to himself or herself or others.
- Excessive biting after reasonable 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, if the child 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.
- 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, and Tetanus), Measles, Mumps and 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. The Public Health Department annually audits each student's health record to see if immunizations are up to date.

Parent signature of immunization verification is no longer acceptable under California law.

Please notify our Preschool Director if your child has a medical exemption for immunizations when you apply to our Preschool. Learn more about California State's policies regarding medical exemptions on their Medical Exemptions from Immunizations for School & Child Care webpage.

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 Administer Medication" 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 Preschool 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 lip balm/Chapstick.
4. In cases where a child needs ongoing medication available at school (e.g., 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, 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, or Diarrhea
- Headache
- Skin Eruptions/Rashes (Please see Hand Foot Mouth Disease Policy below)
- Head Lice
- Possible Infection

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 returning 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 a child becomes ill during the day, he/she will be isolated from the other children. It is the parent's responsibility to come **immediately** to pick up a child upon notification by the school that their child is ill. A report will be given to the parent describing symptoms, temperature, and what first-aid has been given to your child when you pick him or her up.

Hand Foot Mouth Disease Policy

Hand, Foot, and Mouth Disease is a common viral illness that spreads easily among children. To help protect the health of all students and staff, Valor Christian Academy requires a five (5) day rest and recovery period for any student diagnosed with Hand, Foot, and Mouth Disease.

Students may return to school after five full days have passed since the onset of symptoms, provided they are fever-free for at least 24 hours (without the use of fever-reducing medication) and any open sores have begun to heal prior to returning to school.

This policy helps ensure that students have adequate time to recover and minimizes the risk of spreading infection within our school community. Please contact our Preschool Director if you have questions about this policy.

Key Criteria for Returning to School:

- **5 Full Days:** It has been at least 5 full days since the onset of symptoms.
- **Fever-Free:** No fever for a full 24 hours without using fever-reducing medicine.
- **Feeling Better:** Child is comfortable, eating, drinking, and is not excessively fussy.
- **Blisters:** Mouth sores are healing, and skin blisters are drying, crusted, or gone; children cannot return to school with open/draining sores.
- **Consult a Doctor:** If you're unsure, a pediatrician can provide the best guidance for your child's specific case.

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:
        - Nasal discharge
        - Congestion
        - Sneezing, coughing
    - Temperature of 99.7 (38.0 C) or above
    - Other symptoms of illness such as:
        - Conjunctivitis
        - 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 a child becomes ill during the day, he/she will be isolated from the other children. It is the parent's responsibility to come **immediately** to pick up a child upon notification by the

school that their child is ill. A report will be given to the parent 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.

CDC COVID-19 Guidance for K-12 Schools and Early Care Programs

Accessible version: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/sick-at-child-care-flowchart.html

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?

YES →

NO ↓

DAY 6–10

It is **safest** to continue isolation until the end of day 10[1].

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.

YES → **(After 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.

[1]**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

cdc.gov/coronavirus

CS329497-A

Accessible version: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/sick-at-child-care-flowchart.html

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?

- **YES** →

  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.

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

    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.
  - **NO** → **Quarantine**

    DAY 1–5

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

    DAY 6

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

    - **YES** →

      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.
    - **NO**

      DAY 6–10

      It is **safest** to continue quarantine until the end of day 10[1].

      - **YES** →

        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.

[1]**For program administrators:** When you determine quarantine 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

cdc.gov/coronavirus

CS329497-A

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 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 regarding similar context.
2nd Bite Within 30 days	A 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 on the child's Authorized Pick-Up List and only upon receiving 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 ensure 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, we ask that parents **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 (Integrated Pest Management) Plan

The Healthy Schools Act requires that all schools provide parents or guardians of students with notification of expected pesticides used 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 and return your completed form to the Preschool Office.

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 of school, please bring a family picture that your child can view as needed. It is normal during the first few weeks of school for your child to not want to come to school, to cry, and to cling to you during drop-off.

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 with time. 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. 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.

Harvest Day

As a Christian school, we do not recognize the practices or philosophy of Halloween as it is practiced today. We celebrate a Harvest Day with a special school event, including appropriate costumes. We send an email to parents each year to provide details about this event.

Parent Communication

Parents are informed about announcements, schedules, and "happenings" in the preschool through the Preschool Monthly Newsletter sent via Brightwheel, email, and hard copy at the sign-in sheet table, the Valor Preschool Google Calendar, 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

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 her or him 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.

PARENT 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, Preschool Representative, etc.).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. Learn more about our PTF and our Volunteer Opportunities on our website.

Here are just a few of the ways you can help:

- Room Parents
- Fundraising (PTF)
- "Word of Mouth" outreach/marketing
- Cleaning projects (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 Valor Preschool Google Calendar specific dates.

Classroom Activities, Programs & Events

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, 3's Promotion. 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. We also welcome and are grateful for Charitable Donations, which can be given as one-time or monthly gifts.

INFANT CLASS/TODDLER CLASS

Curriculum

Infants Class: 6 weeks – 15 months

The Infant 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 and 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 Class: 15-24 months and walking

Toddlers participate in a curriculum that builds upon the rapidly changing developmental milestones that took place in infancy. As toddler's 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. 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 and 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 your 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 Online Enrollment 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. Forms to update your child's plan can be obtained from our Preschool Director or can be downloaded here:

- Needs and Service Plan – Infants (PDF)
- Needs and Service Plan – Toddlers (PDF)

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. Daily Information Record forms can be obtained from Preschool Teachers.

Diapers and Wipes

Parents must supply diapers, wipes, diaper cream, bottles formula, baby food, extra clothing, pacifiers, and blankets. **Please label all items with your 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 of your child's belongings with their name.**
- Check your child's cubby for soiled clothing. If there is soiled clothing, please bring a fresh set of extra clothing the following day.

2’S CLASS/3’S CLASS

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.

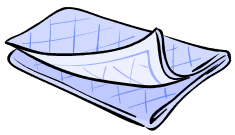
Parents will have the opportunity to meet with their child’s teacher in a Parent/Teacher conference to discuss their child’s developmental progress. These reviews will include assessments of your child’s progress with language, pre-math, curriculum activities, self-awareness, Bible activities, problem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

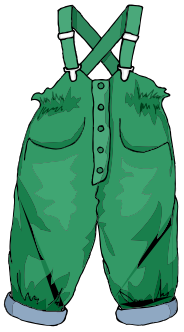
Field Trips

Permission slips are required for all children for the school year. We have special events, including a walking field trip to Fulton Field located adjacent to our school, our annual 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 and 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.





Clothing and Bedding

1. All children will bring clothing and bedding in a 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.
    - Check your child's backpack each day for soiled clothing. If there is soiled clothing, please bring a fresh set of extra clothing the following day.
3. **Please write your child's name on all their clothes and belongings with a permanent marker** or name labels.
4. 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.
5. 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.**
6. Children are not allowed to bring toys from home.
7. Our rest time is between 12:30 PM and 2:30 PM.
8. 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: chicken, turkey, hard-boiled egg, tuna, beans, etc.
- Bread/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 in our preschool, 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.

We encourage parents to try to avoid sending any nuts/nut products to school with your child as some students have nut allergies.

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 and eggs). **Please do NOT send candy, gum, soda, donuts, chips, or other unhealthy foods.** We prefer not to feed children too much sugar on a daily basis. Due to allergies in some children, we do not allow sharing lunches.

Hot Lunch – ChoiceLunch (2's & 3's)

Students in the 2's and 3's classes have the option of bringing lunch or purchasing a hot lunch ahead of time. ChoiceLunch 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 ChoiceLunch. Please refer to the ChoiceLunch website for details and pricing (choicelunch.com).It is the parent's responsibility to inform their child's teacher if their 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 strong need a child still 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 not a process that a toddler goes through on his/her own, of course. 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 undressed-on the toilet.
9. Stay relaxed and low key–do not overdo the praise, you want them to do this for themselves, not because you clap and cheer.
10. Respond calmly to accidents and never punish or ridicule.
11. Be consistent!

Because successful potty training relies on a consistent approach both at home and at school, we ask that you coordinate this training with your child's teacher based on the following process:

Once the decision has been made between the 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. **Students do not wear pull-ups while they are awake**. Pull-ups may be used during nap time during the potty training transition period.

You will want to **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)**.The child will be told that it is time to use the toilet about every 1 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. Take your child to the toilet upon arrival at school.1st week teacher will ask every hour, 2nd week every 2 hours, 3rd week child should go independently – no pull ups.

If your child has too many accidents or does not seem interested, he/she will go back into diapers until a decision by the parent and school can be made to try again.

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– 3's Class)

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 every child attending Valor Christian Academy (Infants through 3's).This program runs from September through June. This fee may be paid monthly or annually. Our Infant and Toddler program have music class on Fridays and our 2's-3's have it on Tuesdays and Fridays (your children will be split up into two groups, depending on the class size and days, half will go on Tuesday and the other half will go on Friday).

PARENT CONDUCT POLICY

Parent Conduct Policy

Valor Christian Academy recognizes that the parent/guardian is the first and most important educator in the lives of their children. As a school, it is our privilege to partner with families in the education process and to assist in effectively molding a child's character towards responsibility, respect, and Spiritual Growth.

In order for this partnership to be successful and positive we ask that all parents adhere to the following expectations and methods of conduct:

- Parents will demonstrate respect for teachers, staff, and other adults in authority, especially in the presence of children.
- Parents will exhibit behavior both in and out of school that is consistent with Valor's Christian values during Valor-related events, such as Valor sports events and PTF-sponsored events.
- Parents will follow the Matthew 18 principle (see Issue Resolution Process in section 39) when addressing concerns or disagreements. In doing so this will allow all parties (parents or school members) to refrain from gossip or slander.
- Parents will communicate in a respectful manner and professional tone, abstaining from yelling and cursing, or using profane, threatening, or destructive language. This includes verbal, written, and electronic communication.
- Parents will support all school and classroom rules and procedures and encourage their children to do the same.
- Parents WILL NOT approach or speak to students who are not their own children at any time to address perceived conflicts or behavior concerns. Any concerns of this nature should be brought to the attention of a teacher, staff member, or administrator with the trust in them to handle situations effectively and appropriately.
- Parents will address concerns regarding academic or behavior issues with teachers outside of class time.

- Parents are not to take pictures of other students while on campus (or during off-campus school activities) as evidence of rule-breaking or other concerns without permission. Photos of your child that might include other students at celebratory events or other similar activities are fine.

Valor recognizes that the family-school relationship is dependent on both parties honoring expectations of conduct.

We also recognize that as we are all human and subject to the nature of sin (Romans 3:23), therefore we will all fall short at times when interacting with one another. Yet we remain confident through the grace of God, the guidance of His Word, patience and forgiveness towards one another, there are no obstacles we as a Valor family cannot work through.

Please note, in instances of continual violation of the conduct policy or unwillingness to accept resolution or final decision when conflict occurs, VCA reserves the right to act accordingly which could include parental restrictions to the school campus or events, or termination of a child's enrollment.

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 School. In order to provide prompt and satisfactory resolution of these matters, the Concerned Parties are encouraged to follow these 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, School Committee, Pastor, or other staff should be re-routed to include this informal step.

Level 2 – Formal: Parties Directly Involved and Schools Administrator

If the informal meeting fails to resolve the situation, the matter should be brought to the attention of the School Administrator. The School Administrator 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 School Board.

Other Provisions:

- Complete Issue Resolution Form and submit to the Principal/Head of Schools.
- All meetings under this procedure shall be conducted in private and presided over by the School Board Chairman.
- The meeting will be conducted in a Christ-like manner and with respect.
- The concerned party will be given 5 minutes to state their concern and objective before the School Board.
- The Board may ask questions for clarification.
- The Board will deliberate and give their resolution in writing to the concerned party in a timely manner.
- 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.
- No person shall suffer recrimination or discrimination because of participation in this Issue Resolution Process.
- Only concerned parties directly involved may be present at Issue Resolution Meetings.
- Confidentiality will be observed pending resolution of the matter of concern.
- 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 Concern: _____

Date Submitted: _____

Summary description of issue or concern:

_____

_____

_____

_____

_____

_____

Your Objective: _____

_____

_____

_____

_____

_____

_____

Signature of Concerned Party: _____

Signature of Deciding Authority: _____ Date: _____

Acknowledgment of Agreement – 2026-2027

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:_____