



2023 - 2024  
PRESCHOOL  
PARENT-STUDENT  
HANDBOOK

PRESCHOOL/ELEMENTARY  
CAMPUS

4040 D-TULLY RD.  
MODESTO, CA 95356  
(209) 527-3481  
[WWW.BVCS.ORG](http://WWW.BVCS.ORG)

JUNIOR HIGH/HIGH SCHOOL  
CAMPUS

1020 PELANDALE AVE.  
MODESTO, CA 95356  
(209) 571-4800  
[WWW.BVCS.ORG](http://WWW.BVCS.ORG)

A MINISTRY OF BIG VALLEY GRACE COMMUNITY CHURCH

## **ADMINISTRATION, DIRECTORS, AND OFFICE STAFF**

Senior Pastor.....	Joel Boone
Superintendent.....	Michelle Mott
Director of Preschool .....	Tyra Toney
Principal (TK-6 <sup>th</sup> ) .....	Kris Giannosa
Principal (7 <sup>th</sup> – 12 <sup>th</sup> ).....	Melissa Maher
Director of Operations .....	Marsha Holbrook
Campus Pastor .....	Scott Elliott
Director of College Prep .....	Cindy Alavezos
Academic Counselor (9 <sup>th</sup> – 12 <sup>th</sup> ) .....	Michele Lacasse
Director of Athletics.....	David Voortman
Director of Theatre Arts .....	Natalie Woodfield
Director of Student Life (7 <sup>th</sup> – 12 <sup>th</sup> ) .....	Brain Berkefeld
Director of Student Life (7 <sup>th</sup> – 12 <sup>th</sup> ) .....	Jackie Ward
Director of Communications .....	Michelle Camoirano
Registrar (Preschool -6 <sup>th</sup> ) .....	Deena Biondolillo
Registrar ((7 <sup>th</sup> – 12 <sup>th</sup> ) .....	Liz Boer
Admin Assistant (TK – 6 <sup>th</sup> ).....	Heather Anderson
Admin Assistant (TK – 6 <sup>th</sup> ).....	Melissa Warn
Admin Assistant (7 <sup>th</sup> – 12 <sup>th</sup> ) .....	Peggy Springer
Admin Assistant (7 <sup>th</sup> – 12 <sup>th</sup> ) .....	Sarah Beers

## **SCHOOL BOARD**

Gregg Eilers, President  
George Kirchner, Vice President  
Brian Stubbart, Secretary  
John Barton  
Phil Blake  
Mike Coats  
Connie Escobedo  
Sandy Fromm  
Lyndsay Stevens

## SCHEDULE

Morning Extended Care begins in room 303 (optional - must sign-up in the office)	7:30 a.m.
Sign in to the classroom	8:20-8:30 a.m.
Preschool Program begins	8:30 a.m.
Preschool Program ends	12:30 p.m.
Sign out of the classroom	12:30-12:40 p.m.
Preschool Afternoon Care begins (optional - must sign-up in the office)	12:30 p.m.
Extended Care begins in room 307 (optional - must sign-up in the office)	3:00 p.m.
Extended Care closes	5:00 p.m.

## SIGN-IN/OUT PROCEDURES

According to state law, parents are required to sign their child in and out with full signature. A sign-in/out binder will be used as you drop your child off and pick up at the classroom. If someone other than the child's custodial parents or guardian will be picking up the child from preschool, prior authorization by phone or in writing must be made. The parent or guardian is the only person who can authorize the preschool to release the child to another individual. This authorization is given on the enrollment form and should be periodically updated in writing and in your FACTS Family Portal online. The person authorized to sign-in or out must be at least 18 years of age and will need to provide a valid driver license. The preschool closes promptly at 5:00 p.m. If your child is not picked up by 5:05 p.m. we will start calling your home, work and the people listed on your registration form. If for some reason you cannot call the school and we cannot reach anyone by 6:00 p.m., we will call Children's Protective Services at (866) 901-3212. They will send a representative for your child.

## NON-DISCRIMINATION STATEMENT

Big Valley Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and tuition assistance policies, and athletic and other school administered programs. However, Big Valley Christian School reserves the right to refuse admission to anyone unwilling to comply with the school's policies or unable to meet and/or achieve the school's levels of academic or behavioral standard.

## **ADMISSIONS**

It is the desire of Big Valley Christian School to provide the best education that can be given through classroom instruction. In keeping with the overall philosophy and mission of the school, an admissions policy has been established. The school recognizes however that it cannot meet the needs of every child who wishes to enroll at BVCS. It is the School Board's intention that every child has a successful educational experience.

## **MISSION STATEMENT**

The mission of Big Valley Christian School is to nurture and equip students to impact the world for Christ.

## **VISION STATEMENT**

The vision of Big Valley Christian School is to glorify God by striving to reach the highest standard of Christian education.

## **STATEMENT OF EDUCATIONAL PURPOSE**

The development of a child is a wonderful phenomenon. It is not something to be left to chance, nor can it be accelerated. Children, even those from the same family, develop at different rates and in different ways. One period of childhood is no less important than another. At Big Valley Christian Preschool, we believe that an educational program should provide a secure yet challenging environment that promotes the physical, cognitive, social, emotional, and spiritual development of a child. Such a program is possible to the degree that we apply our knowledge of how children learn and develop to our program practices. In other words, our program must be developmentally appropriate for each child.

First, it must be age appropriate, considering the universal, predictable sequences of growth that occur in children's lives. This knowledge provides the framework from which our teachers prepare the learning environment and plan appropriate experiences.

Second, it must be individually appropriate, taking into account the uniqueness of each child, their stage of development, particular learning style, personality, and family background. Teachers use this knowledge to match materials, experience, and people to the child's developing abilities.

## **STATEMENT OF EDUCATIONAL PHILOSOPHY**

The educational philosophy of the Big Valley Christian Preschool program is built upon a solid foundation of research into how children develop and learn, and the role of schooling in that process. Our beliefs have been categorized into four program components: curriculum, teacher-student interaction, parent-school relationships, and evaluation of the student.

## **CURRICULUM**

We believe that learning does not occur in strictly defined subject areas. Learning is integrated and activities that stimulate one dimension of development affects others as well. The curriculum is derived from many sources. These include the Bible, knowledge of the various subjects, the desires of parents, and culture.

We recognize that play is a primary vehicle for intellectual and social growth, enabling children to progress from preoperational thinking of toddlers to the concrete-operational thinking exhibited by primary age children.

We believe that for children to understand fully and remember what they have learned, the information must be meaningful to the child in the context of the child's experience and development. Activities should be concrete, real and relevant to children, and their complexity and challenge should increase with children's skills and abilities.

## **TEACHER-STUDENT INTERACTION**

We believe learning to be an active process of interaction with the teacher and other children, as well as educational materials. Adults should provide numerous opportunities for children to explore through active involvement. They should stimulate thinking and facilitate children's engagement with materials and activities through questioning and appropriate guidance.

Since children learn differently, it is vital that adults stimulate the student in various ways. This includes and is accomplished through verbal encouragement, guidance at new tasks, correction, and challenge. In the spiritual area, we believe that adults can facilitate a child's spiritual growth through the Godly example of their own life, respecting and accepting children as gifts from God (even when their behavior cannot be accepted), and disciplining with dignity and in love. The result will be teacher-student interaction that has eternal value.

## **PARENT-SCHOOL RELATIONSHIPS**

We believe that parents are biblically obligated for the education of their children and that the school comes alongside to assist in this training. We recognize our responsibility to uphold the sanctity and integrity of the family while planning for increasing independence as children acquire foundational skills.

We believe that teachers should regularly share their insights and knowledge of the child with the parents, and that parents have both the right and responsibility to share in decisions about their child's education.

Big Valley Christian School acts in a supportive role to reinforce the Christian training in the home. This is accomplished through daily Bible instruction, a biblically integrated curriculum, weekly chapels, prayer, scripture memorization, and the encouragement to attend church.

The Church is an institution that should be part of every young person's life. We do not require church attendance as a condition of continued enrollment in Preschool. However, we strongly urge our students and parents to join and attend a church that recognizes Jesus Christ as Lord, teaches the authority and perfection of the Bible, and emphasizes the application of biblical principles for daily living. Church attendance is a high school requirement for admission and continued enrollment.

Big Valley Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. **In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.**

## **EVALUATION**

Major educational decisions are not made only on the basis of a single evaluation instrument. All relevant information about a child is considered. Informal (observation) methods will be used to evaluate a student's ability, effort, and achievement.

As a result of continual student evaluation, the school plans changes in curriculum, identifies special needs, communicates with parents, and assesses the overall school program's effectiveness.

## **STATEMENT OF EDUCATIONAL GOALS**

The educational goals at Big Valley Christian Preschool are designed to foster and complement a student's development in four areas. These areas parallel the growth of Jesus Christ as expressed in Luke 2:52, *"And Jesus grew in wisdom and stature, and in favor with God and men."*

### **PHYSICAL**

Big Valley Christian Preschool seeks to:

- Provide a healthy and safe environment where children may develop physically
- Promote the continual development of gross and fine motor skills
- Teach children that their bodies are a gift from God
- Encourage and develop appropriate health and hygiene practices

### **WISDOM**

Big Valley Christian Preschool seeks:

- To develop competency in the mastery of new skills
- To build a positive attitude toward education
- To develop a sense of responsibility
- To stimulate curiosity, creativity, and imagination
- To facilitate the development of higher level thinking skills
- To promote an understanding of God's universe and the people of His world
- To teach a core educational program appropriate to a child's readiness

### **SPIRITUAL**

Big Valley Christian Preschool seeks:

- To provide an environment where Christian behavior can be learned and practiced
- To help children develop a love for God and all of His creation
- To help children develop a sense of self-worth as beings created in God's image
- To help children learn to accept and take advantage of change
- To provide an environment that will foster a sense of security

### **SOCIAL**

Big Valley Christian Preschool seeks:

- To help children learn to express themselves in socially acceptable ways
- To teach the same acceptance of others that Jesus Christ modeled on earth
- To develop the social skills of cooperation and negotiation to resolve interpersonal problems

- To help children learn to cope with problems in an acceptable and healthy way

Your teacher will be able to share objectives specific to your child's individual needs. If you are interested in learning more about the research underlying our educational practices at Big Valley Christian Preschool, contact the Preschool Director.

## **DISCIPLINE POLICY**

Preschool teachers need to use positive guidance, redirection and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. Teachers will encourage children to be kind and respectful of other people and respectful of others' property. Teachers will teach children to be responsible for their actions. Part of discipline is teaching character and self-control.

Teachers will guide children to develop self-control and orderly conduct in relationship to peers and adults. No aggressive physical behavior toward staff or children will be tolerated. Teachers will immediately intervene when a child becomes physically aggressive to protect all of the children and encourage acceptable behavior. Teachers must show and explain to the child positive alternatives rather than just telling the child "no." Good behavior will be rewarded with hugs and lots of positive praise and being able to resume activities with other children.

Teachers will use discipline that is consistent, clear and understandable to the child. As part of their daily curriculum, teachers need to be sure that children know what acceptable behavior is.

If these behavior management techniques are ineffective, "time-out" or removal of a child from the environment may be used selectively for children who are disturbing others or at risk of harming themselves. The period of "time-out" will be just long enough to enable the child to regain control of him/her. Approximate time should be no longer than the child's age, i.e... 4 years old = 4 minutes. During "time-out" the child will be visually observed by a teacher. Physical restraint will never be used except as necessary to ensure a child's safety or that of others and then only for as long as is necessary for control of the situation.

Prohibited or unacceptable practices include:

1. Corporal or any type of physical punishment.
2. Withdrawal or the threat of withdrawal of food, rest or bathroom opportunities.



3. Abusive, profane, or derogatory language including yelling and belittling.
4. Any form of public or private humiliation.
5. Any form of emotional abuse.

In rare cases, it may be necessary to drop or suspend a child from the program due to disruptive behavior. The following procedures will be administered to disruptive children:  
Step 1: .....Teacher talks with the child and attempts to modify behavior. Behavior is documented.

Step 2: .....Teacher meets with parent(s) about desired change in documented behavior. This meeting is to ensure that school and home are working together.

Step 3:.....If disruptive documented behavior continues, the Preschool Director talks with the parent(s).

Step 4:.....If disruptive documented behavior continues, the child is excluded for one day.

Step 5:.....If the child still exhibits unacceptable documented behavior, he/she will be dropped from the program and will not be re-enrolled.

In the case of biting, the parent will be called. If the child bites a second time, he/she will be sent home. If biting continues, he/she may be dropped from the program. A student may be asked to drop from the program immediately if serious injury or harm to another child or teacher results.

### **DAILY SCHEDULE**

A.M. Extended Care (optional)..... 7:30 a.m.-8:30 a.m.

Preschool Program..... 8:30 a.m.-12:30 p.m.

Preschool Afternoon Care (optional)..... 12:30 p.m.-3:00 p.m.

P.M. Extended Care (optional)..... 3:00 p.m.-5:00 p.m.

### **PARENT-TEACHER COMMUNICATION**

If you need to communicate with your child's teacher, you may email the teacher or leave a note for the teacher to call you at a convenient time. You may also talk with the Preschool Director. Parent-Teacher conferences are scheduled in the fall and the spring, and progress reports will go home at that time.

### **PARENT/CHILD SEPARATION**

It is often difficult for both parent and child to get through the first few days of school. We know that it's a big step in a child's life. If you anticipate tears or other expressions of anxiety, here are a few suggestions:

- Bring your child to visit our school
- Attend "Meet Your Teacher" event with your child
- Express your own enthusiasm about our school
- Explain when school is over and who will pick him/her up
- Don't linger ... we know it's hard, but children usually stop crying and get involved in activities minutes after being dropped off.
- Always say goodbye ... do not sneak out!

Please know that if your child continues to cry we will call you. You are welcome to call the office and check on them at any time.

### **SIGN-IN/OUT PROCEDURES**

According to state law parents are required to sign their child in and out with full signature. If someone other than the child's custodial parents or guardian will be picking up the child from the center, prior authorization, by phone or in writing must be made. The parent or guardian is the only person who can authorize the center to release the child to another individual. This authorization is given on the enrollment form and should be periodically updated in writing. The person authorized to sign in or out must be at least 18 years of age and will need to provide a valid driver's license. The preschool closes promptly at 5:00 p.m. If your child is not picked up by 5:05 p.m. we will start calling your home, work and the people listed on your registration form. If for some reason you cannot call the school and we cannot reach anyone by 5:30 p.m., we will call Children's Protective Services at 1 (866) 901-3212. They will send a representative for your child.

### **PRESCHOOL AFTERNOON CARE**

Registered preschoolers are able to sign up for Afternoon Care in the school office providing there is space available. Afternoon Care is from 12:30 p.m. - 3:00 p.m.

### **NAP ROOM/ACTIVITY ROOM**

The nap room offers a quiet place for children to rest or sleep from 1:00 p.m. - 3:00 p.m. A small blanket and crib size sheet with the child's name clearly labeled should be brought from home and left at school. The blanket should be taken home weekly to be laundered.

An optional activity room provides enrichment opportunities like gross motor development, art and science during the same time period. Paperwork will be provided in order to have your child in the activity room every program day. However, if the BVCS staff notices your child needs a nap, your child will be given one.

### **LATE PICK-UP CHARGE**

Please be prompt in picking up your child. All students staying beyond 12:30 p.m. who have not made prior arrangements with the office, will be assessed a late charge of \$1.00 for each minute. If you anticipate being late for any reason, call the office to make arrangements.

There is no grace period after 5:00 p.m. Any child not picked up by 5:00 p.m. will be charged \$1.00 for each minute past 5:00 p.m. Those children left after 5:00 p.m. more than 3 times may be suspended of services.

### **ABSENCES**

A regular pattern of attendance should be encouraged at an early age. *We do not offer illness credits as our costs remain the same whether your child is present or absent.*

### **WITHDRAWAL OR PROGRAM CHANGES**

Our policy requires that all withdrawals or changes in schedule, whether before the school year begins or during the year must be made in writing with at least a two-week notice and shall be effective when such notice is delivered to the school. If notice is not submitted as required, a two-week tuition charge will be required. We ask that you provide us with as much advance notice as possible. Please include the reason for withdrawing or changing. Forms are available in the school office or from the Preschool Director.

### **YOUR CHILD'S HEALTH**

It is often difficult to tell when preschoolers are ill. We use the following criteria to determine whether or not a child may attend the preschool on a given day, or if a child needs to leave preschool due to illness.

- Fever above 99 degrees. No child will be allowed to return to school until 24 hours after the temperature has returned to normal or until released by a physician.
- Vomiting
- Excessive sneezing or coughing, difficulty in breathing

- Diarrhea
- Unidentified rash
- Ear infection not seen by a physician
- Runny nose with greenish colored mucus (green mucus is a sign of infection)

If your child has any symptoms of illness not mentioned above (listlessness, pale, flushed, stomach aches, etc.), the staff will contact you to discuss whether or not your child needs to go home.

***Please report any contagious diseases immediately to the office so that the parents of other children can be notified.***

## **COMMUNICABLE DISEASES**

The school will use the following guidelines for a child's return to school after recovering from a communicable disease.

**Strep Throat:** May return after 48 hours of medication and without fever.

**Chicken Pox:** Stay home until all pox are scabbed over. This could be from 5-14 days.

**Impetigo:** Stay home until sores are cleared off of skin or can be covered completely.

**Conjunctivitis (Pink Eye):** Stay home from preschool until prescription treatment is initiated.

**Head Lice:** Obtain treatment recommendation from Preschool Director or office personnel. Child must have clearance from the Preschool Director or office personnel before returning to school. All nits must be removed before re-entry.

**Scabies:** Exclusion from preschool until documented treatment and released by a doctor.

**Ringworm:** Exclusion from preschool until infected area has disappeared or can be covered with gauze dressing or adhesive bandage.

*A doctor's release may be required to re-enter after any illness if the Preschool Director feels it is necessary.*

## **SICK CHILDREN**

The State Department of Social Services requires a Statement of Health from your physician upon enrollment in preschool. In addition, if your child has had a serious illness and has been absent for two weeks, a doctor's statement may be required before he or she is allowed to return. This is for the protection of all students. A child who becomes ill after arrival at preschool will be isolated and you will be notified to pick him or her up. With some medical concerns, a student may be advised to stay home. If you have any questions, check with the Preschool Director.

Portions of our program take place outside, so a child who is unable to play outside should not attend preschool. A child with a cold should stay home until symptoms disappear. A child who has been exposed to a contagious disease outside of preschool should stay home during the incubation period.

## **MEDICATION**

If it becomes necessary for medication to be administered at school, the parent or guardian must:

- Obtain a "Consent for Medication" form from the school office each time the need for a new medication arises.
- Have your child's doctor completely fill out the form and return it with the medication to the office. The medication must be in the pharmacy labeled container for that specific medication.
- Over the counter medication dispensed through the office requires the same consent form filled out completely by a parent and physician.
- The only exception to this is sunscreen. Only a parent note is required.
- If your child needs inhaler/nebulizer care, the parent and doctor must fill out the Nebulizer Care Consent/Verification Form before we can administer care. Forms are available from the preschool director. All machines or inhalers will be kept in a locked cabinet.

## **REQUIRED IMMUNIZATIONS**

The following immunizations are required for a child two through four years of age: Varicella, Polio, DPT, Measles, Rubella, Mumps, Hib, Hep B, and TB clearance from your physician. Check with your private physician to see if your child has received the correct dosage and immunizations.

You may have these immunizations done at the Stanislaus County Public Health Department, 820 Scenic Drive, Modesto, CA 95351, (209) 558-4818. You may also have immunizations completed by your private physician.

### **TOILETING POLICY**

The California State License at Big Valley Christian Preschool allows us to care only for children who are completely toilet trained. We expect toileting accidents from time to time, and we know adjustments to a new setting may be accompanied by some toileting problems.

Children who frequently wet or soil their clothing and continue to do so past a two-week period, may be considered for temporary dismissal. The child's toileting patterns will be monitored, and the following goals will be set:

2 Day Children	1 dry day the 3rd week
	1 dry day the 4th week
	2 dry days the 5th week
3 Day Children	1 dry day the 3rd week
	2 dry days the 4th week
	3 dry days the 5th week
5 Day Children	3 dry days the 3rd week
	4 dry days the 4th week
	5 dry days the 5th week

Where difficulty is noticed, the Preschool Director will contact the parent. If it becomes necessary to temporarily dismiss a child, his or her name will be placed in a priority standing on the classroom waiting list.

### **COMMUNICATION HOME**

In order to effectively inform parents of school activities and current news regarding BVCS, a website has been created that is updated as needed. A current calendar is posted on the web site ([www.bvcs.org](http://www.bvcs.org)) and you will also receive an email with the latest news (Friday @ 5:00). BVCS also has an app that can be downloaded with all current information (search Big Valley Christian School in your app store on your phone).

### **ALLERGIES**

Please be sure to inform the Preschool Director and/or Teacher of any allergies your child may have, especially food allergies.

## **CLOTHING**

It is recommended that boys and girls wear washable play clothes. Painting, clay, mud, etc. is usually available to your child and some colors of paint won't wash out. Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle. For the younger children do not dress them in overalls or one-piece outfits. "Pull-on" type clothes with elastic waists that can be easily manipulated by the child is preferred. All children are required to keep a complete change of clothing in a labeled zip-lock bag in their backpack in case of an accident. Label each item with your child's name. If these clothes are used, please be sure to send a clean set of clothing the next day.

The preschool is not responsible for lost or damaged personal property.

All jackets, sweaters, coats, hats and boots must be clearly marked with the child's name. Many children wear identical clothing and without a name in each garment it is almost impossible for an aide or teacher to identify to whom it belongs. A sweater or jacket at the school, especially for all day children, is recommended since the temperature changes from morning to late afternoon. All shoes must be in good condition.

## **PERSONAL PROPERTY AT SCHOOL**

Children are not permitted to bring any objects or personal property to school which are irrelevant to education or are a distraction (e.g. toys, video games, cards, etc.). Please have your child leave all toys at home. If in doubt about whether something can be brought to school, contact the preschool office for clarification.

There will be designated *share days* assigned for the year in which your child may bring an item from home to share with the class. Please bring share items pertaining to current curriculum study. The item must fit in the child's cubby and must also be labeled with the child's name. The share item must go home that same day. The school is not responsible for broken or lost items.

## **BREAKFAST, SNACKS AND LUNCH**

### **Breakfast**

Children dropped off between 7:30 a.m. – 8:20 a.m. may bring their own breakfast. Food should be of good nutritional value.

### Snack

Each child needs to bring their own snack and a water bottle each day. Children who stay past 12:30 will also need to bring a lunch. Children who stay after 4 need to bring 2 snacks.

### **SCHOOL NOTICES AND NEWSLETTERS**

Please check the door postings, your student's sign in sheet and their file box for important information. A classroom newsletter we call "Safari Scoop" is available the first of each month. It gives information on curriculum, special dates and classroom activities. Please read it carefully.

### **SCHOOL PICTURES**

Pictures will be taken for purchase in the fall and spring. Dates will be posted on the school website.

### **STUDENT ACCIDENTS**

If your child is injured while at school, first aid will be administered. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. An "Ouch Report" for minor accidents will be sent home.

### **EMERGENCY PREPAREDNESS**

Big Valley Christian School has developed an emergency preparedness plan in the event of a disaster. This would include disasters such as flood, earthquake, chemical spill or power outage. The school realizes that a severe disaster could possibly present a time of crisis for each student and family. The administration will institute the appropriate emergency plan as determined by the type of disaster that occurs. Staff members are trained in First Aid and CPR.

The entire school staff is apprised of the steps to be taken in the event of such a disaster and will provide for an orderly and systematic evacuation and/or departure from the campus. Earthquake and fire drills are practiced on a regular basis. Only those names listed on the emergency form will be allowed to pick up your child. A picture ID will be required if the adult picking up your child is unfamiliar to our staff. If at any time your emergency contact information changes, notify the office immediately.

### **BIRTHDAY CELEBRATIONS**



Your child's birthday is a special day! We enjoy being a part of your child's birthday celebrations and like to recognize birthdays here at preschool. Parents are welcome to provide the morning snack for your child's class. All birthday treats must have good nutritional value, no cupcakes, cookies or other foods with high sugar content. Please discuss this with your child's teacher. This is a 15-minute time slot so please keep refreshments simple and store bought.

### **REGISTRATION, TUITION, AND FINANCIAL POLICIES**

All information on costs, etc., is provided with your registration packet. Should you need another copy, please contact the office.

### **WITHDRAWAL**

A two-week notice must be given prior to withdrawal from any program or when changing programs where the change results in a reduced number of hours or number of days. Failure to do so will require payment for the two-week period of time. *There is a \$20.00 fee for any program changes.*

### **PRESCHOOL PROGRAM**

The following is a sample program of activities we provide in a school day. A schedule highlighting specific times will be posted in each classroom.

- Exploration Time
  - Bible Time
  - Language and Literacy Concepts
  - Stories
  - Music
  - Science Activities
  - Art
  - Math Concepts
  - Small Group Times
  - Fine and Large Motor Activities
  - Outside Play
  - Sensory Activities
- 12:30 p.m.-3:00 p.m. Afternoon Care  
3:00 p.m.-5:00 p.m. Preschool Extended Care

### **SCHOOL CALENDAR**

The current school calendar is posted on the web site at [www.bvcs.org](http://www.bvcs.org).

## **MANDATORY REPORTING REQUIREMENTS**

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **LICENSING AND REPORTING DISCLOSURE**

Our facility is licensed by the State of California Department of Social Services, 770 East Shaw Avenue, Suite 300, Fresno, CA 93710. A copy of the Manual of Policies and Procedures is available for review upon request. Our facility license is #500300276.

*California State Law requires that we inform you of our obligation to report any suspected child abuse or neglect.*

## **CHILD CARE CENTER GENERAL LICENSING REQUIREMENTS - 101200 INSPECTION AUTHORITY OF THE DEPARTMENT**

a. The Department has the authority to interview children or staff without prior consent.

i. The licensee shall ensure that provisions are made for private interviews with any children or staff members,

b. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

i. The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

## **VOLUNTEER POLICY**

Volunteers bring something special to a school and are welcomed. They provide extra services for children, and volunteering brings a real sense of satisfaction to the volunteer. All parent volunteers will be required to provide proof of immunizations for influenza, pertussis, and measles. For more information, visit the California Legislature Website

<https://leginfo.legislature.ca.gov> Senate Bill No. 792. If you are interested in volunteering, please contact the Preschool Director.

## **QUESTIONS**

If you have any questions, please call our office staff at 209-527-3481.

## **Notes:**