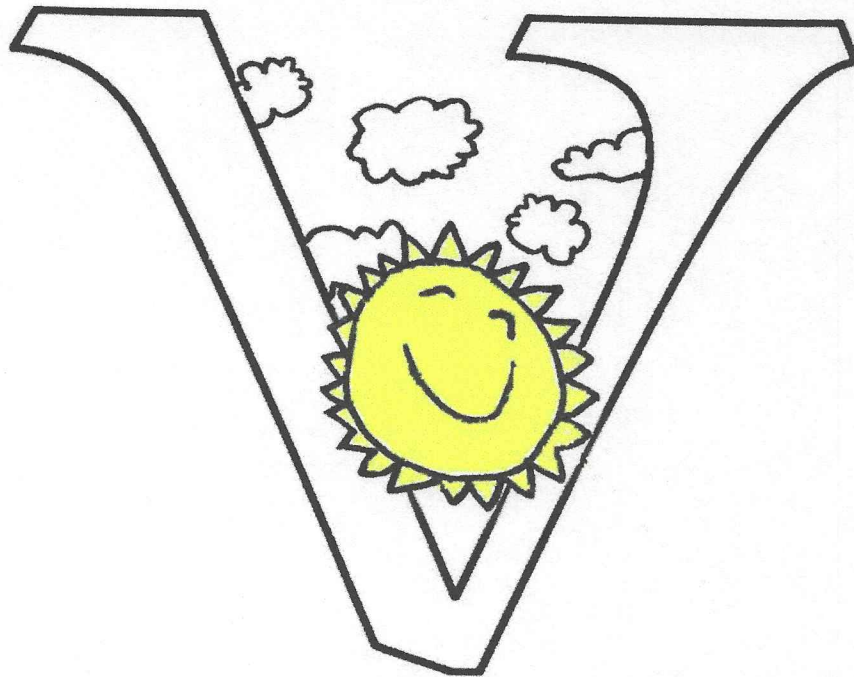


VALLEY VISTA



PRESCHOOL

Parent Orientation Handbook

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We are thrilled to be a part of your child's education. We want you to feel free to contact us with any concerns, questions, or issues. Our doors are always open; please feel free to call or email the office or your child's teacher and we can always schedule a parent/teacher conference at your convenience. Parent feedback, both positive and negative, is imperative to the continued success of VVP.

Hours of Operation

VVP is open Monday through Friday from 7:30am –6:00pm.

Mission Statement & Philosophy

Valley Vista Preschool's mission is to provide a nurturing and loving environment for children to learn and grow. We provide opportunities for students to learn, explore and develop positive self-concepts

Our Philosophy is rooted in play-based methods. While mastery of skills is not our focus, we encourage and expose students to skills on concepts through multiple modalities of play and learning that will provide them with the background knowledge need to be successful in kindergarten and beyond.

Core Values

VVP expects that our families support our Core Values which are:

- We are a loving, fun and supportive family–We respect and care for each other as a supportive, loving and fun family.
- We put children first–We place the best interests of children first in everything we do.
- We are built on trust–We practice integrity and have a foundation of trust.
- We strive for excellence–We hold high standards & strive for excellence in all we do.

Valley Vista Preschool Holidays & Closure Days

We are closed on the following holidays:

Labor Day

Veterans Day

Thanksgiving Break Wednesday-Friday

Winter Break

Martin Luther King Day

President's Day

Spring Break

Memorial Day

Independence Day

Actual closure dates will be announced yearly and set in the School Year Calendar and given to every VVP family. The School Year Calendar is also posted on the school website. VVP uses the Glendale Unified School District Calendar to base our closure dates off.

Minimum Day

Every year VVP holds an Open House for families and friends to see all the hard work and learning the children have done all year. This Open House is typically held on a Friday evening in Spring. That day we close early and have a noon dismissal. See the School Year Calendar for exact date.

General Tuition Information

Monthly Tuition is due on the first of every month, unless otherwise stated and will be considered late after the 5th of the month. A late payment charge of \$25.00 will be applied weekly to your account until the balance is paid in full.

The full tuition payment is due and payable regardless of the number of days attended, days VVP is closed, number of weeks in the month, or absence for any reason. **Therefore, when vacations, extended trips, holidays, unforeseen closures, or illnesses occur, tuition fees remain the same and are due on the first of the month or prior.** For rates and discounts please refer to the current tuition schedule, available in the office.

Payment Type

Monthly Tuition and fees are accepted by personal check, cash, or Zelle QuickPay.

Returned Payment Fees

All returned checks will be charged a \$25.00 processing fee.

Annual Registration

An annual non-refundable registration fee is due at time of registration to secure your child's spot in our program. Annual registration fees are due by the date set every year at Registration Time.

Sibling Discount

The Sibling Discount of 10% may only be applied to the Monthly Tuition for the regular school year. Discounts will not apply to the annual nonrefundable registration, summer school, late payments, or other fees. See current tuition schedule for more discount information.

Schedule Change Requests

All changes in schedule require a 30-day written notice by completing a new Tuition Policy Agreement and approval from the Director. No schedule changes are permitted for illness or holidays. We will facilitate schedule changes on a first come, first serve basis and will accommodate schedule changes sooner than 30-days if possible.

Withdrawal from VVP

Withdrawal from VVP requires a 30-day written notice to the Director and payment for those 30 days is required. If no notice is given, tuition will be due and payable for the entire 30-day period.

Registration Information

For your child's safety, we require that all of the forms from your Registration Packet be turned in prior to your child's first day of attendance. All forms that are not returned within two weeks of your child's start day will incur a late fee of \$25 per week until your registration packet is complete. VVP requests that forms be updated annually and as needed throughout the year.

Parents Right to Immediate Access Policy

Parents and guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Valley Vista Preschool as provided by law. In cases where the child is the subject of a court order we must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with Valley Vista Preschool, all guardians shall be afforded equal access to their child as stipulated by law.

Communication with Parents

Communication between parents, teachers, administration, and students is essential for effective educational development. In your child's class you will find a calendar posted on the Teacher's Board, outlining activities and themes for the month. You will also receive a copy monthly.

Parents are also encouraged to communicate with the teachers about their child's day when picking up or dropping off their child when possible. Parents will also be given an email address and/or phone number of their child's teacher to use in cases of emergency or quick communication. If you have further communication needs please communicate with the administration or schedule a conference with the teacher.

Confidentiality Policy

For your child's safety, confidential and sensitive information will only be shared with employees who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, others parents and/or children will not be shared with parents, as Valley Vista Preschool strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, email addresses, special needs information, or health related information. California authorities with legal rights may review children's files upon request.

VVP will ask Parent's permission to share contact information with the Room Representative and class parents in the beginning of the school year. You may opt out if you wish.

Requirement of Respectful Behavior

Valley Vista Preschool expects parents to be respectful of all children, families and staff at Valley Vista Preschool. We ask for respectful behavior from our families at all times. Valley Vista Preschool reserves the right to dis-enroll any family at any time without notice for any of the following behaviors. This includes behavior towards children, staff or other VVP families. It includes, but is not limited to:

- Use of inappropriate language towards or in front of staff, families or children
- Unprofessional behavior
- Yelling in a loud voice
- Physical harm or intimidating behavior
- Threatening or intimidating language or behavior
- Harassment, including face to face contact and social media
- Speech that harms the school's reputation
- Gossiping about other children, staff or parents
- Group text/email chains that are hurtful or negative towards other children, staff or families
- Any activity or conversations that impede creating a positive, loving learning environment for both our VVP students and staff

Mandated Reporting of Suspected Child Abuse

Valley Vista Preschool employees are required by law to report any reason to suspect that a child is abuse or neglected to Child Protective Services.

What to Bring the 1st Day of Preschool

On your child's first day please bring:

- all missing registration forms
- a few extra sets of clothes in a Ziplock bag (shirts, shorts, pants, underwear, and socks labeled with your child's name). These items will be stored on campus.
- a nutritional lunch if necessary
- a labeled refillable water bottle for your child to use throughout the day

Items Not Allowed at VVP

We do not allow the following items at Valley Vista Preschool:

- toys (unless for "share days")
- candy, soda, knives
- any type of screens, electronic devices
- any type of recording device
- gum
- money
- medicine (see Medication & Sunscreen Policy on page 9)
- bottles
- guns
- spray sunscreen (see Medication & Sunscreen Policy on page 9)
- hand sanitizer
- swords, "war" toys, or weapons

Adjustment to Preschool

The first few weeks of school will be an adjustment for both you and your child. Some children adjust immediately, while others take a while to become comfortable. Prepare your child by discussing school and visiting school prior to his/her first day of attendance. Talk positively about school to build up excitement.

Short Goodbyes

The first goodbye can be difficult for both parents and children. The following tips will help the transition happen more smoothly. Quick and clear goodbyes are best; prolonged goodbyes generally cause additional anxiety for your child. Create a goodbye routine and be consistent. Be assured that if your child is upset when you depart, the teacher will be there to comfort him/her.

Schedule

3's Class

9:00am-11:45am

Pre-K Class

8:45am-12:00pm

Classroom Rotations (Exact times vary for each class)	Classroom Rotations (Exact times vary for each class)
Choice Time 30-40 min Outside/Snack Time 30-40 min Calendar/Rug Time 20-30 min Outside Time 30-40 min	Choice Time 50-60 min Outside/Snack Time 50-60 min Calendar/Rug Time 30-45 min Outside Time 30-45 min
<p style="text-align: center;"><u>Thursday</u></p> Music Class 30 min (Each class rotates into Music)	<p style="text-align: center;"><u>Wednesday</u></p> Music Class 30 min (Each class rotates into Music)
Lunch Time 11:45am-12:20pm	Lunch Time 12:00-12:30pm
Outside Time 12:20-12:50pm	Outside Time 12:30-12:50pm
Transition 12:50-1:00pm to Nap	Transition 12:50-1:00pm to Nap
<p style="text-align: center;"><u>Afternoon Program</u></p> Nap Time 1:00-2:30/2:45pm	<p style="text-align: center;"><u>Afternoon Program</u></p> Nap Time 1:00-2:30/2:45pm
Choice Time 2:30-4:00pm	Choice Time 2:30-4:00pm
Snack "A"/"B" 3:30/4:00pm	Snack "A"/"B" 3:30/4:00pm
Outside Time 4:00-5:00pm	Outside Time 4:00-5:00pm
Choice Time 5:00-6:00pm	Choice Time 5:00-6:00pm

Breakfast and Lunch

Breakfast is extremely important to begin the day. Please ensure your child has a nutritional and filling breakfast prior to drop off. If needed, your child may finish their breakfast at school.

All children whom stay for lunch are required to bring a nutritional lunch. Acceptable lunch foods include items such as: sandwiches, fruit, cheese and crackers, milk, and juice. VVP discourages sugary food items for lunch. VVP does not allow candy, gum, vitamins/medication, knives, or glass containers. If you are in need of lunch suggestions, please feel free to ask office staff or your child's teacher.

There is an optional Hot Lunch you can enroll your child in. This lunch is provided by an outside vendor at an additional monthly fee.

Dropping Off and Picking Up Your Child

When you drop your child off each day you are required by state law to sign-in with your full signature and sign-in time. Before you leave, please make sure that you check-in with a teacher so he/she is aware that your child has arrived. When you pick up your child you are required by state law to sign-out with your full signature and the sign-out time. Please make sure that you check-in with a teacher so that he/she is aware that your child is departing.

When coming and going to and from the VVP parking lot we encourage you to hold your child's hand and proceed cautiously. Give your child the gift of your full attention when you pick them up from school. Leave your cell phone in the car and ask them about their day. It is the greatest gift you can give. Please be courteous to other drivers in our very small parking lot. Do not park in front of the mailbox, the gate, or in the private lot across the street.

Valley Vista Preschool reserves the right to terminate its services to those who disregard the sign-in and out policies. You may be asked to return to campus to sign in/out, regardless of where you are.

Late Pick Up

Please pick up your child by the time your child's program plan ends. A Late Charge of \$8 per hour (prorated if necessary) will be applied to any child picked up past their plan timing or dropped off earlier. This charge will be billed at the end of each month. If you are later than 6:00 pm, there will be a charge of \$10.00 per child for each 15 minutes past 6:00 pm. This late fee is due upon pick up and paid directly to the teacher on duty. If you are running late to pick up your child, please call and inform the school as soon as possible.

Authorized Pick Ups

Only persons listed on your Emergency Form and Registration Form will be permitted to pick up your child. These authorized persons must first check-in with the office and/or teacher on duty and show photo identification. Authorized persons are required to follow the same sign-in and out procedures as parents. Parents should inform the office of any non-parent pick up. If you would like to allow an individual who is not listed on your forms to pick up your child, you will need to provide authorization in writing or via email. These authorized persons must first check-in with the office and show photo identification. These authorized persons are required to follow the same sign-in and out procedures as parents.

Notification of Absence

We ask that parents notify Valley Vista Preschool via phone or email if your child will not be in attendance as a courtesy.

Medication & Sunscreen Policy

VVP may dispense medication, including asthma inhalers and EpiPens, with the authorized Parent Consent Form filled out and signed. Medication is checked monthly by VVP staff. Expired medication will be given directly to a parent or guardian and asked to be replaced immediately.

Parental permission forms for the application of sunscreen must be completed prior to administering. Sunscreen will be applied before children go out for afternoon playground time unless otherwise instructed. Please check expiration dates before bringing to VVP—expired items will be disposed of properly.

Illness Policy

Children may not attend school if they have any of the following symptoms:

- Temperature of 100 degrees or above
- Diarrhea or Vomiting
- Discharge from the eyes or nose
- Head Lice
- Rashes of unknown origin
- Presence of contagious disease
- Other symptoms or behavior indicative of oncoming illness

If any child develops any of the above symptoms while in our care, we will isolate him/her and contact the parents for pick up. **It is Valley Vista Preschool's policy that your child is symptom free, without medication, and/or on antibiotics for at least 36 hours before returning to school.**

Keep in mind that when children are ill, their immune responses may be lowered, leaving them more susceptible to other illnesses. Additionally, when children come to school ill, teachers and other children are exposed to illness, creating an unhealthy environment. If your child has been exposed or contracted any contagious diseases or infections such as (but not limited to) chicken pox, whooping cough, strep throat, or hand, foot, mouth disease, please keep your child at home and contact the office to report the condition. VVP reserves the right to deny services to a child who is ill.

California has a "No shots - No school" policy. We must have current immunization records and a health clearance signed by a physician before your child can attend school. In addition, the state now requires all staff and parent volunteers to have proof of TB test, Tdap, and MMR immunizations.

Lice Policy

Children with nits or lice will be sent home. If a child is sent home with lice they will need to have their head checked in the administrative office upon returning to preschool before going to class. Your child and siblings will need to be re-checked in the administrative office ten days after being sent home with lice. If any child has lice or nits while in our care, we will isolate him/her and contact the parents for pick up. VVP reserves the right to deny services to a child who has lice.

Biting & Aggression

Valley Vista Preschool recognizes that biting is a developmentally appropriate behavior for young children. Parents with children should expect that their children may be bitten or will bite another child. We understand that parents may be concerned or become upset if their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify the situations that provoke or elicit this behavior so it can be prevented in the future. Parents are expected to work with staff to identify methods and strategies to curb biting behavior.

We also recognize that hitting and aggressive behavior may happen. Children at this age and still learning how to regulate their emotions and their reactions to those emotions. Your child may hit or hurt or be hit or hurt by another child. If this happens an Accident Report may be written and a VVP staff member may discuss the incident with you. Please be patient and understanding that we are doing our best to help little children control their emotions and learn how to handle them in unaggressive ways. If there is a reoccurring issue with a particular child a parent-teacher meeting will be held to address those issues and a plan of action will be put in place.

Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a Valley Vista staff member will complete an Accident Report. The Accident Report will be put in your child's cubbie to be taken home. A second copy is placed in the child's file. If the Accident Report requires a call home, the Director will call the contacts on your child's emergency contact form. If your child needs to be picked up, we will continue to call all contacts until we reach a contact. If you feel it necessary to have an in-depth discussion or meeting about the Accident Report it is most appropriate to talk to the Director or schedule a meeting or telephone conference when the teacher is able to focus on the conversation, versus the other children in his/her care.

Nap Time

Children learn and play hard during the day, therefore we provide them a time to rest and/or sleep. Rest time is from 1:00 pm –2:30/2:45 pm every day. During this time, children that are “nappers” will rest in the Calendar Rooms with supervision. Children are not required to sleep, although they are required to rest quietly.

Napping is a choice and parents can have their child opt-out. These children are supervised and play outside and/or in the “VIP Room.” Please note that the school provides a one-inch thickness nap mat. Rollee Pollee Blankets must be purchased during Registration. RPs will be stored in the classroom and washed every other week or as necessary.

Dress Code

We encourage parents to dress their child in appropriate play clothes and shoes. “Dressing for success in preschool means dressing for a mess.” Busy, creative, learning play can be messy regardless of the age of your child. Please dress your child in play clothing that is washable and durable so that he/she can enjoy activities without fear of soiling an outfit. VVP does not take responsibility for clothes or shoes that are soiled, stained or ruined.

Tennis shoes, running shoes, etc. are the only shoe acceptable at VVP. For your child’s safety we do not allow children to come to school with open-toed or open-heeled shoes such as thong sandals or flip-flops. Croc shoes or Croc-style shoes are not acceptable. The only exception is on Fun in the Sun Days during the summer, but students should bring acceptable shoes to change into.

Keep the daily weather in mind; it is always easier to take off clothing when it is warm than to produce clothes when it is cold. If you have any questions regarding the dress code, feel free to inquire with your child’s teacher or the administration.

Potty-Training Policy

VVP requires all students to be potty-trained prior to starting school. The child should be able to acknowledge when he/she needs to go and be able to express their need. We understand that accidents will happen, but if changing your child becomes an interruption to the daily schedule of the classroom, VVP reserves the right to dis-enroll your child until he/she is fully potty-trained.