

Training Christian Leaders Committed to Excellence

Apple Valley Christian Preschool PARENT HANDBOOK

(Revised 5/16/22)



Taylor Allen, Preschool Director

15757 St. Timothy Rd, Apple Valley, CA 92307

760.813.3236

www.avcschool.com/avc-preschool

Preschool Hours: 6:00 a.m. – 5:30 p.m.

AVC Preschool Philosophy

Apple Valley Christian Academy exists to give its students a complete God-centered orientation of life, providing them with an education founded on a thoroughly Christian and biblical worldview, with the goal of creating, under God, a student with a Christian mind.



WELCOME TO APPLE VALLEY CHRISTIAN PRESCHOOL!

Dear Parents,

We welcome you and your child to AVC Preschool! Our teachers have demonstrated that they are very experienced working in this environment and also as qualified teachers in Early Childhood Education.

We strongly believe that open communication between parents and school staff is essential to fully meeting your child's needs. We look forward to developing a positive relationship with you.

Early experiences are vital to your child's growth and development. Early childhood experts agree that personality, identity, and language are largely formed by the time your child is six years old.

AVC Preschool is an important resource for your child during these formative years. We believe that guidance by skilled, trained teachers allows your child's physical, cognitive, social, emotional, and spiritual development to progress smoothly and naturally. Our developmentally appropriate programs support imagination and a natural love of learning.

Excellent learning resources and our dedicated staff combine to enhance the learning process and help each child grow and develop. We provide a nurturing environment filled with warmth and encouragement. Your child will discover friendship and sharing while developing a positive self-image. Our philosophy and staff make AVC Preschool uniquely qualified to help support you as you raise your child.

The purpose of the handbook is to share information and ideas with parents, to promote understanding of our program, and to foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to both our policies and services.

Sincerely,

Taylor Allen
Preschool Director

GENERAL INFORMATION

School History

Apple Valley Christian School was founded in 1976 as a ministry of a church in the High Desert. These wonderful people of faith had a vision for a Christian school in this rural desert area and developed a long-range plan to support Christian education.

The school began providing elementary education with 19 students in kindergarten and first grade. By 1988, AVC had expanded to include a Preschool through 12th grade program. AVC became an independent Christian school in 2012, named Apple Valley Christian Academy. Now AVC Preschool provides both Preschool and Pre-Kindergarten.

God's hand in the life of Apple Valley Christian Preschool has been very evident. As we look back to the past and anticipate His blessings for the future, we pray that it will be His purposes that are accomplished at AVC Preschool, HIS school.

Mission, Theme, Verse, Motto, Colors, and Logos

- **Mission:** *Training Christian Leaders Committed to Excellence*
- **School Theme:** *"Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us, to Him be glory in the church and in Christ Jesus throughout all generations, for ever and ever!" Ephesians 3:20*
- **School Verse:** *"Not by might nor by power, but by my spirit." Zechariah 4:6*
- **School Motto:** *"Equipped To Conquer"*
- **School Colors:** *Royal Blue and Gold*
- **School Mascot:** *Warrior*
- **School Logos** (including those of Apple Valley Christian Academy):



Philosophy of Education

This Christian preschool looks to the Bible as the primary source of determining its philosophy of education and mission. Because the Bible is the inspired, inerrant, and infallible Word of God, the philosophy and mission derived from it will be God-honoring.

Christian schools exist because their philosophy is unique in the educational world. They stand apart because their philosophy is based on belief in Jesus Christ, who said, "I am the truth" (John 14:6), and also John 17:17 says, "Sanctify them through the truth; Your word is truth."

Statement of Faith

The statement of faith adopted by the Apple Valley Christian Academy Corporation is limited to primary Christian doctrine, which is considered to be central to all Christian denominations and which sets Protestant Christianity apart from other faiths. The following statement of faith is taken directly from the Apple Valley Christian Academy Corporation Bylaws:

We Believe that the Bible is the inspired, infallible, inerrant, and authoritative word of God. (II Timothy 3:16-17; II Peter 1:16-21; Proverbs 30:5-6)

We Believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (I John 5:7; Ephesians 4:4-6; Psalm 147:5)

We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory. (Matthew 1:18-25; Isaiah 7:14; John 1:1-14; John 3:16; Acts 3:22-25; Acts 1:11; Hebrews 9:24; Titus 2:11-14; I Corinthians 15:22-28; I Thessalonians 4:13-18; Revelation 20:1-6)

We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith we are saved. (Hebrews 2:9; Romans 5:10; II Corinthians 5:17-21; Mark 10:45; Romans 10:13-16; John 3:6-8; John 3:16; Romans 3:23)

We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (II Corinthians 5:10; I Corinthians 3:11-15; John 5:28-29; Acts 24:15; Luke 20:35-38; I Corinthians 15:22-24; I Thessalonians 4:16; II Thessalonians 2:1-18; Revelation 20:10-15; Mark 9:44-48)

We Believe in the spiritual unity of believers in our Lord Jesus Christ, that the church includes the whole company of believers of this age of whatever race, and is known only to the eye of God. The church is a company of believers baptized in the name of the Triune God, and observes the methods, ordinances, and principles laid down in the New Testament. (Colossians 1:18; Ephesians 5:27; Ephesians 2:19-21; I Corinthians 12:27-28; Romans 6:17; II Timothy 1:130)

We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (I Corinthians 6:19; I John 3:24)

Nondiscrimination Policy

AVC does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, and athletic and other School-administered programs.

State Licensing

AVC Preschool is licensed under the Department of Social Services of California. In compliance with the State Social Services regulation 101200.b, the Department of Social Services Licensing Division has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent.

1. The license shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the childcare center.
2. The Department has the authority to observe the physical condition of the child(ren).

Permission to Publish

As part of your child's educational experience at AVC Preschool, their photo might be published in conjunction with a school activity or craft, event, brochures, newsletters, such as our electronic newsletter, local newspaper, or website, etc. If you wish for us not to take your child's picture, please give written notification to the Preschool Director.

School and Home Communication

- **Preschool Telephone:** 760-813-3236
- **School Website:** <https://applevalleychristianschool.com>
- **AVC Office Email:** office@avcschool.com
- **AVC Warrior Newsletter:** Sent to your email address
- **AVC Preschool Newsletter:** Posted to the AVC Preschool page of the AVC website, when available
- **ParentsWeb:** Accessed by selecting the link at the bottom of the opening page of the AVC website
- **Preschool Facebook Page:** <https://www.facebook.com/groups/1612329352389424/>
- **School Closure for Inclement Weather:** All parents who have listed a cell phone with their child's admissions paperwork will receive a text message when the school is closed for inclement weather. In addition, radio stations KAVR (am 96, fm 102), KVVQ (am 910), and Y102 (fm 102.3) are notified of school closings for snow or other emergencies. These stations are contacted prior to 7:15 a.m. when weather conditions are questionable.

Daily Schedule

6:00 a.m. – 9:00 a.m.	Centers in Classrooms
9:00 a.m. – 9:15 a.m.	Snack
9:15 a.m. – 9:30 a.m.	Circle Time
9:30 a.m. – 10:00 a.m.	Outside Playtime
10:00 a.m. – 10:30 a.m.	Centers and Crafts
10:30 a.m. – 10:45 a.m.	Circle Time
10:45 a.m. – 11:15 a.m.	Academics and Centers
11:15 a.m. – 11:30 a.m.	Bible Time
11:30 a.m. – 12:00 p.m.	Lunch
12:00 p.m. – 12:30 p.m.	Books on Mats/Ready for Nap
12:30 p.m. – 2:30 p.m.	Nap
2:30 p.m. – 3:00 p.m.	Pick Up Nap Mats/Snack
3:00 p.m. – 3:15 p.m.	Circle Time
3:15 p.m. – 5:30 p.m.	Centers in Classrooms

Breakfast, Lunches, and Snacks

Children may bring their own breakfast between the hours of 6:30 a.m. and 7:30 a.m. Food should be low sugar and nutritious. We have a **voluntary** parent participation snack program where parents sign up to bring snacks. The preschool provides the afternoon snack.

Biting Policy

If a child bites another child and breaks the skin, the child's parents will be notified and it will be recorded in the child's file. If a child bites and breaks the skin more than 3 times in a 6-month period, they may be excused from the school. Children who have a tendency to bite will be given alternative ways to deal with the issue.

Clothing and Blankets

A change of clothing and a **SMALL CRIB**-sized blanket for naps **MUST** be kept at school. **EVERYTHING MUST HAVE YOUR CHILD'S NAME WRITTEN ON IT:** For example – lunch boxes, blankets, clothing, and jackets. Cubbies are provided for each child for extra clothing and blankets.

Bottles and Pacifiers

Bottles will not be allowed at Preschool. Please provide your child with a sippy cup **with their name clearly marked on it** that can be kept here at school. Pacifiers can be brought to school for children **under 3 years old**. Please feel free to supply a **pacifier for naptime purposes only**.

Birthdays

AVC Preschool encourages student birthday parties. Parents should inform their child's teacher if they plan to provide treats for his/her birthday. Your child's teacher will inform you of the number of treats needed.

Holidays

School will be closed for all National holidays, as well as for Fall, Christmas, and Easter breaks. Please check the Preschool Calendar, as it does not coincide with all of the "no school" days on the Apple Valley Christian Academy calendar.

Take-Home Notices

Notices and important information as well as a child's crafts or art will be placed in their file EVERY DAY. **It is the parent's responsibility to check in their child's file every day in order to have the latest information going home.** Please help us to keep the lines of communication open!

Parking

The driveways must remain clear at all times. Do not park along the red curbs. Do not leave your car engine running when you leave the care and do not leave small children unattended inside the car. Do not leave your car unlocked with your purse or valuables inside, even if you are only gone for a few minutes. Handicapped parking spaces are clearly marked and are available for use by handicapped only.

Sign-In and Sign-Out Procedures

According to Title 22, all children must be signed in and signed out each day by a responsible adult authorized by parent in writing, or as stated on the emergency sheet. This must be a **full and legible signature**. **The California State Licensing fine is \$100 per missed signature. Parents who neglect to sign in or sign out will be responsible for payment of this fine.**

- Children should arrive no later than 9:00 a.m.
- Each child has his/her own sign-in and sign-out sheet. Please look for the sheet with your child's name on it in order to sign them in or out. Children must be signed in and out: Please **print your full name clearly and add your signature**.
- Make sure you sign in only on the date that your child is in school.
- After signing your child in, please walk them into the classroom for the safety of your child.
- Please call and let us know if someone different is picking up your child from school.
- If you are sending someone to pick up your child that is not on your release form, please let them know that they will need to show their ID and that they must sign the child out.

Anti-Harassment Policy

AVC Preschool's desire is that students look forward to coming to school. It is the policy that all students are entitled to attend school in an environment that is free from harassment and intimidation. AVC Preschool is committed to creating an environment that represents the respect and dignity that we all want and deserve. The following statements are not meant to alarm parents, but they are required by State law to be included in our handbook.

Harassment on the basis of sex is a violation of federal law. Title IX of the Education Amendments of 1972 protects students from unlawful sexual harassment in all of a school's programs or activities, regardless of who the harasser is.

Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening, or abusive educational environment. A school employee, another student, or even someone visiting the school can create a hostile environment.

Harassment in any form, by an employee or another student, will not be tolerated and will be the basis for discipline up to and including dismissal from school. Outlined below is a complaint reporting procedure:

- A student should tell his or her teacher, parent, or school employee or Director - someone who is not the offending party.
- Complaints will be promptly investigated and documented.
- Students shall not suffer retaliation for filing a complaint.
- All reasonable efforts will be made to assure confidentiality of complaints.

ADMISSIONS

AVC Preschool reserves the right to deny admission to the school to those students who hold beliefs that are contrary to the Word of God or based on another worldview (other than biblical).

Enrollment Requirements

Our primary purpose for existence is to offer an enrichment program. Preschool classes are available to children 2-6 years old. Our program includes a wide range of skill development and experiences, including art, music, and movement, literature, computer skills, phonics, phonetic awareness, math, social development, and spiritual development. To enhance independent skills and decision making, we have structured our program in such a way as to provide a balance between teacher-directed activities and open learning centers. Our goal is that children develop independent skills and we desire to provide them with the opportunities to practice those skills.

All children MUST BE FULLY POTTY-TRAINED BY THE TIME THEY TURN 3! This means that a child is able to complete bathroom routine procedures, including wiping themselves. We will assist with clothing before the child enters the bathroom. Our standard is for staff to remain outside the bathroom door while the child takes care of their needs. Included in this handbook is an example of a "Potty Accident Report" that will be sent home when necessary; this report must be signed and returned by the parent.

Teachers

AVC Preschool teachers are godly teachers, partnering with parents, modeling before their students the special grace that accompanies spiritual maturity. With loving help, students grow as “Christian Leaders Committed to Excellence.” The teachers provide quality instruction focused on academic excellence with firm, but loving discipline. Each teacher or aide has met the State Licensing requirements to be employed by the AVC Preschool Department. Staff members are dedicated to teaching Christian values to the children in their care. All teachers have been fingerprinted and have cleared a background check.

Tuition and Enrollment Options

Fees are paid per child at the time of enrollment and are nonrefundable. Tuition is based on the days your child is enrolled to attend and is *due the first school day of each month*, in advance. Tuition is collected by means of an electronic debit from your checking account (ACH). If other payment arrangements need to be made, please contact the bookkeeper. Options of enrollment include full-day programs (2, 3, 4, or 5 days), or half-day programs (from 8:00 a.m. to 12 p.m.). The payer is responsible for monthly tuition payments up through the end of the month in which the student is withdrawn. If the student withdraws anytime within the month, the entire month’s tuition is due.

Additional Fees

Any child picked up after 12:00 pm on a morning half day schedule and 5:30 pm on all other schedules, will be assessed a late charge of \$5.00 for every five (5) minutes or portion thereof. The payment will be paid directly to the teacher on duty when you pick up your child.

Availability of Classes

Each class has a maximum enrollment of students each day. Changing or adding days for your child’s attendance will depend upon available space. If you need to make a change to your child’s schedule, please **come to the Preschool office** to obtain a “Change of Days” form. *Make-up days are not permitted.*

Enrollment Procedure

After meeting with the Preschool Director, and enrollment of your child in AVC Preschool has been approved, an application must be completed by the parent and submitted to the Preschool Director. This includes all the forms required by the State of California.

Re-enrollment

Each year it is necessary for parents to re-enroll their students at AVC Preschool for the upcoming school year. Early re-enrollment is necessary for those parents who would like to be assured of a space. Please complete and return the required reenrollment forms to the preschool office. If the required reenrollment forms are not completed, and enrollment fees are not received from the parents during this reenrollment time, returning students shall be accepted on a first-come first-served basis along with students enrolling for the first time.

Withdrawal

Our policy requires that all withdrawals, whether before the school year begins or during the year, must be made in writing with a one-month notice. The payer is responsible for monthly tuition payments up through the end of the month in which the student is withdrawn. If the student withdraws anytime within the month, the entire month’s tuition is due.

Termination of Enrollment

AVC Preschool may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the school is unable to meet the needs of the child. Some of those policies include:

- Tuition payment has not been received by the 20th of the current month
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty
- Perpetually late picking up their child

CURRICULUM AND CONCEPT GOALS/BENCHMARKS

Curriculum

Early childhood is a critical time in the development of a child's perceptions of self, others, the world, and God. The goal of this Christian preschool's curriculum is to stimulate the child's physical, mental, emotional, and social development while maintaining a strong spiritual emphasis throughout.

Two and Three-year-old Curriculum: This curriculum consists of a lot of socialization, learning to play with others, and increasing their attention span. They learn to recognize letters and numbers and their names. They also learn shapes and colors and have fun reading stories and doing art. Bible stories are integral to their daily learning.

Younger Pre-Kindergarten Curriculum: *Writing Without Tears*

Older Pre-Kindergarten Curriculum: Using age-appropriate, classically based Memoria Press curriculum, students gain the necessary skills needed to function in Kindergarten the following year. Using hands-on materials, songs, drills, games, etc., students learn letters, sounds and short vowel words to promote reading readiness. They are introduced to basic math concepts as well as music, science, and art for a well-rounded program. It is recommended that your child attend this Pre-K class at least 3 days per week, although you may choose a 2-day, 3-day, 4-day, or 5-day program.

Bible Curriculum: A biblical character trait is taught each month along with stories and life lessons from the Bible. Students also learn and memorize related Bible verses.

Concept Goals and Benchmarks

For 2 & 3-year-olds

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|---|--|
| 1. Concept of "one" | 19. Follows adult directions |
| 2. Begins to problem solve | 20. Begins to show fine motor dexterity and control |
| 3. Counts 1-10 | 21. Begins to function in a group setting with cooperation |
| 4. Knows basic body parts | 22. Listens to simple stories and songs |
| 5. Recognizes shapes (10) | 23. Begins to recognize and distinguish alphabet symbols |
| 6. Recognizes 1-5 | 24. Begins to recognize letters in name |
| 7. Recognizes colors (8) | 25. Begins to understand and use expected behavior |
| 8. Groups things together by size | 26. Participates in musical activities |
| 9. Repeats rhyming words | 27. Displays ability to catch, throw, and kick objects |
| 10. Paints with large brush | 28. Responds to others with caring emotion |
| 11. Displays observation skills | 29. Uses feeling words |
| 12. Colors with large crayon | 30. Uses 3+ word sentences |
| 13. Retells story parts | 31. Begins to clearly pronounce words |
| 14. Starts using scissors | 32. Initiates conversations and makes requests |
| 15. Rolls, pounds, and squeezes clay | 33. Begins to develop friendships |
| 16. Uses objects to imitate real life | 34. Shows satisfaction with completed projects |
| 17. Toilet trained | 35. Begins to use family terms, such as "Mother," "Father," etc. |
| 18. Recognizes familiar books read previously | 36. Demonstrates independence in hygiene and nutrition |

For 3 and young 4-year-olds

- | | |
|--|--|
| 1. Counts 1-10 or more | 26. Demonstrates understanding and recognition of numbers 1-10 |
| 2. Can explore with materials | 27. Letter recognition and alphabet role |
| 3. Sorts objects by size, shape & color | 28. Maintains concentration and interest despite distractions |
| 4. Exhibits beginning listening skills | 29. Demonstrates understanding of same/different |
| 5. Recognizes shapes (10) | 30. Uses large muscles to manipulate objects |
| 6. Concepts big/little, short/tall | 31. Pretends to read books |
| 7. Uses scissors | 32. Shows awareness of self and knows personal information |
| 8. Recognizes name and letters in name | 33. Begins to create patterns by extending and comparing |
| 9. Beginning sequencing | 34. Experiments with different writing tools and materials |
| 10. Uses three-to-five word sentences | 35. Attempts to communicate using scribbles |
| 11. Memorizes and repeats simple rhymes, songs, and Bible verses | 36. Progresses from scribbles to using letter-like symbols |
| 12. Retells story parts | 37. Puts together a 6 to 8 piece puzzle |
| 13. Engages in simple conversation | 38. Begins to show fine motor dexterity and control |
| 14. Identifies colors (10) | 39. Describes action in picture |
| 15. Uses feeling words | 40. Understands more complex spoken language |
| 16. Follows adult directions | 41. Begins to process of zipping and snapping |
| 17. Participates in musical activities | 42. Recognizes cause and effect and can predict outcomes |
| 18. Uses language to satisfy personal needs | 43. Begins to understand and use expected behaviors |
| 19. Displays observation skills | 44. Displays confidence and independence in a school setting |
| 20. Rides a tricycle | 45. Expresses feelings and is aware of how actions affect self |
| 21. Can separate easily from parents | 46. Recognizes and names (12) body parts |
| 22. Understands the functions of 5 senses | 47. Follows rules and uses materials purposefully in cooperative play |
| 23. Uses large muscles to manipulate objects | 48. Begins to function in group setting with cooperation |
| 24. Recognizes books read previously | 49. Shows give-and-take interactions and is able to negotiate conflict |
| 25. Initiates conversation and makes requests | 50. Demonstrates independence in hygiene and nutrition |
| | 51. Understands basic health and safety rules |

HEALTH POLICY AND INFORMATION

Health Policy

Each child is observed upon arrival by the preschool staff to determine if there are any visible signs of illness. A child that appears to be ill will not be admitted. If a child should become ill during the day, the parent will be called immediately. Please be sure that we have your current phone numbers on file at all times. The child must be free from vomiting or diarrhea, as well as fever-free for a period of 24 hours before returning to school. Alert staff of any cuts, bruises, or accidents the child incurred before arrival.

Children will not be admitted with any of the following signs of illness:

- Watery, inflamed eyes or crusty eyes or eyelids
- Glazed appearance of the eyes
- Inflamed nostrils or heavy nasal discharge
- Rash, sores, flushed appearance, clamminess, or other unusual condition of the skin
- Vomiting, gagging, fever, or diarrhea

Medication

Any medication, prescription or non-prescription, which must be given to a child at school, must be in accordance with the requirements below:

- The *Request for Medication Administration* form must be completed by the parent showing how much and when the medication must be given.
- Medication dosage, requested by parent, must be in accordance with the recommended or prescribed dose that is listed on the medication container.
- Medication must be given to us in the original container as delivered by the pharmacy to the parent, bearing the original pharmacy label.
- In case of serious illness or accident, the paramedics will be called, if parents and/or emergency persons cannot be reached. A parent should pick up a sick child within 30 minutes of being called by any member of the staff. A child's temperature should be normal (97.6 – 99 degrees) for 24 hours before returning to school. Earthquake supplies and first aid kits are kept at the preschool for all the children and staff.
- We do not administer extended breathing treatments.
- **Please do not send any medication, diaper rash cream, or vitamins to school in your child's backpack.**

Allergies/Restrictions

It is the parent's responsibility to provide written notification to the Preschool Director of all allergies and restrictions of any kind relating to their child. See *Allergies/Special Medical Needs form* included in this handbook.

Contagious Diseases

Children are not allowed to attend school when they show sign(s) of a communicable disease. Parents are required to notify the preschool office if your child has been exposed to any communicable disease or if they have been diagnosed as having one, or incubation dates can be verified, so that parents can be notified of possible exposure. ***State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice posted at the preschool.***

PLEASE REPORT ANY CONTAGIOUS DISEASES IMMEDIATELY TO THE OFFICE WITH A DOCTOR'S NOTE SO THE PARENTS OF OTHER CHILDREN CAN BE NOTIFIED.

The following are guidelines to be followed when sending your child back to school after an illness:

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| • Infectious Conjunctivitis (pink eye) | 24 hours after treatment has started |
| • Head Lice | 24 hours after treatment and free of all nits |
| • Strep Throat or Scarlet Fever | 24 hours after treatment and the child is free from fever |
| • Chicken Pox | All sores have crusted over |
| • Ringworm | 24 hours after sore is treated; sore to be kept covered |
| • Fifth Disease | 24 hours after free of fever; face can look as though it was slapped on cheeks; rash is heat sensitive and may disappear and re-appear |
| • Impetigo | 24 hours after sore is treated; sore to be kept covered |
| • Scabies | 24 hours after treatment has started |
| • Mumps | Nine days after the onset of gland swelling |
| • Measles | 24 hours after treatment of antibiotics is started |
| • Rubella | Six days after onset |
| • Hand, Foot, and Mouth | Clearance from doctor |

Since enrollment is limited by State regulations and the expenses continue regardless of attendance, there is no credit given for absences due to illness.

PARENT INVOLVEMENT

We always encourage parents to be involved at our school, but it is not mandatory. Parent involvement plays an important part in our school. Being involved shows your child that you care. Your involvement is part of what makes our school a wonderful place for children. We provide opportunities for parents to be involved, such as, helping with art experiences, bringing in items for special events or parties, helping cut out items for the teachers, etc. We encourage parents to come and share their talents, careers, and culture with the children. Any parent who volunteers to work with children one-on-one must bring proof of immunizations and flu shot, and they must be Live-Scan fingerprinted.

In addition, AVC Preschool works closely with Apple Valley Christian Academy. Please feel free to participate with other parents in the Parent-Teacher Fellowship (PTF) of Apple Valley Christian Academy.

Parent-Teacher Fellowship (PTF) of Apple Valley Christian Academy

Purpose: The purpose of the Parent-Teacher Fellowship is to develop positive and supportive working relationships between parents, friends, and staff of Apple Valley Christian Academy. These united efforts shall aid the School Board and staff of AVC to meet the goal of equipping and securing the educational advantages needed to help students grow as Christian leaders committed to excellence. The PTF is an organization authorized by the AVC School Board and recognizes its obligation to function with the advice and consent of the School Board through the authority of the Administrator.

Objectives

1. To promote a program of prayer support.
2. To acquaint the parent with the philosophy of Christian education.
3. To provide an opportunity for parent and teacher to know and fellowship with each other.
4. To assist in school functions as requested by the School Administrator.
5. To promote the school in the community.
6. To promote family growth - the importance of the family.
7. To assist with fundraising for equipment and/or activities under the direction of the Administrator.
8. To assist with all school fundraising.
9. To coordinate the activities of room parents, volunteer aides, transportation of school-sponsored field trips through the direction of the classroom teacher, etc.

Membership: The membership of the Apple Valley Christian Academy PTF shall consist of the parents of AVC students, teachers, and interested friends, and will include parents of AVC Preschool children.

Officers

President (Fundraising Chairperson)
Vice-President (Room Mother Chairperson)
Secretary/Treasurer
Hospitality Chairperson
Prayer Chairperson

Officers must be Christian parents whose basic Christian conviction would permit them to unquestionably sign the school's Statement of Faith.

AVC Preschool Family Pledge

- * Our family will wholeheartedly commit to the mission and purpose of Apple Valley Christian Preschool.
- * Our family will actively encourage and support the learning that is taking place at AVC.
- * We will communicate with our student every day with regard to school and schoolwork, and will assist him/her with homework and projects when necessary.
- * We will work closely with our student's teachers to help him/her do his/her best at all times.

- * We will be responsible for getting our student to school on time each day and for picking him/her up promptly after school; we understand that our dedication and punctuality are good examples for our student and that tardiness and absenteeism cause disruption at school and hinder the learning process.
- * We will promptly notify the school about illnesses or other absences and will work with our student's teachers to get any assignments that were missed.
- * We will ensure that our student turns in his/her assignments on time and that he/she will have the supplies and materials necessary for school each day.
- * We agree to read the Parent Handbook with our student and will ensure that he/she understands the rules and standards of conduct required at AVC. We will sign, along with our student, the handbook acknowledgment (an acknowledgment that we understand and agree to abide by the rules and policies outlined in the handbook) and promptly return it to the school.
- * We will treat the staff of Apple Valley Christian Academy and Preschool with the same courtesy and respect that we desire for ourselves.
- * We will work toward the positive growth of Apple Valley Christian Academy and Preschool for the benefit of its students and families.
- * We understand that parental involvement is key to the overall academic success and spiritual growth of our student. We agree to be active participants in our student's life and will promote the values, mission, and purpose of Apple Valley Christian Academy and Preschool.

AVC Preschool Pledge to Families

- We will strive to live our lives in such a way that Christ is clearly seen and honored through the things we do and the words we say.
- We will commit to integrity and excellence in all areas of our lives.
- We will provide your student with an excellent education built on truth.
- We will train your student to discern what truth is and what it is not.
- We will teach your student that it is important to do what is right and true, regardless of the consequences.
- We will prepare your student to defend his beliefs to a world that is hostile to Christ and His teachings.
- We will model servant leadership on a daily basis and train your student in the principles of Christian leadership.
- We will treat your family with courtesy and respect.
- We will be honest and truthful.
- We will closely supervise your children at all times.
- We will not behave in any way that would humiliate or embarrass you or your student.
- We will communicate with you frequently to adequately inform you of your student's academic and spiritual progress.
- We will work closely with you to resolve any problems that may affect your student's performance; we will clearly identify what services we can provide within our abilities and resources.
- We will honor confidentiality in our communications with you when it is of a private or sensitive nature.
- We will be professional in our actions and in our appearance.
- We will remember that we are appointed by God to serve.

DISASTER PREPAREDNESS PROCEDURES

These procedures are taken from the Operations Manual of Apple Valley Christian Academy and will apply to Apple Valley Christian Preschool as well.

Fire

When the fire alarm sounds, teachers will instruct their students to EXIT THE BUILDING in ABSOLUTE SILENCE and proceed to the holding area.

No items are to be taken from the classroom, with the exception of coats.
Teachers are to turn lights off and leave doors closed but unlocked.

Teachers will carry their Grade Books/Daily Attendance Records with them and will take attendance when classes have assembled at the holding area. Teachers will notify the Office Manager of any absences. SILENCE MUST BE OBSERVED THROUGHOUT THE DRILL.

Once the “all-clear” is sounded, students will be instructed to return to the classroom in an orderly fashion.

Earthquake

Should an earthquake strike, students will assume the DROP AND COVER position that they have practiced in drills.

Once the shaking ceases, students will follow the same procedures as the Fire Drill and evacuate the building. They will then proceed to the holding area where attendance will be taken.

Once attendance is taken and all students accounted for, only High School students with cars may drive themselves and their siblings home. All other students will remain with their teachers.

Code Red Alert

If a crisis occurs on campus (e.g., the death of a student or staff member, threats to a student or staff member, assault, kidnapping, or bomb threat) a CODE RED ALERT will be sounded on the intercom. Teachers are responsible for safely containing their students, keeping them away from windows and doors, and waiting quietly in their contained place until an “all-clear” is given. NO STUDENT IS ALLOWED TO LEAVE BEFORE THE “ALL-CLEAR” IS GIVEN.

If a staff member or student hears gunshots or sees someone with a weapon, the School Office should be contacted immediately for a Code Red Alert. Teachers should:

1. Lock the classroom doors.
2. Keep students away from the doors and windows.
3. Take students to a classroom if they are outdoors.
4. Close all blinds and make sure that students remain in the locked classroom until the Administrator sounds an “all-clear.”

REMINDERS FOR A SUCCESSFUL PRESCHOOL AND PRE-KINDERGARTEN EXPERIENCE

- Make going to school a pleasurable experience.
- Tell the teacher anything about your child that will help her understand your child better.
- Be interested in what your child brings home from school.
- Read all notices sent home from the teacher or office staff.
- Have complete confidence in your child’s teacher and let your child feel this strongly.
- Never discuss the teacher, playmates, or the school negatively in the presence of your child.
- Label everything.
- Please let the office know ASAP if there are changes on the emergency form, i.e. phone numbers, changes of employment, etc.
- Please be sure to call the office if your child will not be in school for more than one day.
- Pray regularly for your child, their teacher, and our school.

BEFORE AND AFTER SCHOOL DAYCARE FOR K-5TH GRADE

Please note: Daycare is under the umbrella of Preschool and so is covered under Community Care Licensing Title 22 rules and regulations. Therefore, daycare parents are required to complete Licensing forms.

Hours available: Our hours are mornings from 6:00 am to 7:45 am and afternoons from 2:40 pm to 5:30 pm. We have day care available before and after school for Apple Valley Christian Academy students enrolled in Kindergarten through Fifth grade.

Program activities: Students are provided an after-school snack, given an opportunity for outdoor play, homework time, and can participate in a craft activity. Indoor games and independent and/or group activities are also planned. Our main objective is to provide a safe and comfortable environment for your child. We attempt to meet the individual needs of each child. However, all children are accepted with the understanding that they may be asked to withdraw if they do not make a good adjustment to the program.

Health Requirements: In all matters of health, Apple Valley Christian Academy will be guided by the rules of the San Bernardino County Department of Health. If a child becomes ill during day care hours, the child's parents will be notified and asked to take the child home as soon as possible. For this reason, we ask that each family take special care to give the school up-to-date telephone numbers where parents can be reached.

Sign In/Out Procedures: It is mandatory that children be signed in at the time of arrival. Children are not to be dropped off and sent to day care alone. Always walk your children into the building for their protection. When children are picked up, the parent, or a person on your child's emergency contact list, will be required to sign them out. This ensures that the school is aware of all children using the program.

Hourly Rates: Payment of \$9.00 per hour (or \$2.25 for every 15 minutes or portion thereof) per child. Upon arrival and departure, your child's time log will be marked accordingly. Parents will receive an invoice at the end of the month, which must be paid in the Preschool office by the 5th of the following month.

Before and After School Age Schedule

AM

6-7:45 am - Free Play

PM

2:40-3:00 pm - Check in and snack

3-3:30pm - Playground

3:30-4:30pm - Games, activities, centers

4:30-5:30pm - Arts and crafts

5:30-6:00pm - Free play and clean-up