



# Preschool Parent Handbook

## 2- to 3-year-old class

(T-Th; M-W-F; M-F)

(8:30am-11:30am or 8:30am-3:00pm)

## 3-year-old class

(T-Th; M-W-F; M-F)

(8:30am-11:30am or 8:30am-3:00pm)

## 4-year-old class

(M-F 8:30am-3:00pm)

Paradise Valley Christian School

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## **PVCS Philosophy**

The mission of our school is to “*Educate for Eternity.*” Our goal is to ensure a quality education for each child, in a Christ-centered environment and to point each child to Christ as his/her personal Savior. If you are interested in our school’s core-beliefs as it pertains to scripture, please go to our website at [www.pvcseagles.com](http://www.pvcseagles.com) and search for ‘what we believe’.

We focus on 4 key points of the child’s development:

- **Spiritual growth:** We want our students to know Jesus and serve Him.
- **Physical growth:** We provide physical education and athletic options to foster a healthy active lifestyle.
- **Social growth:** We want our students to grow into responsible young adults and to be successful in life. We do this by promoting a biblical worldview.
- **Mental growth:** We want our students to learn and grow intellectually in the classroom.

Each school day begins with prayer and pledges and each class has time dedicated for “Bible Curriculum” where they have the opportunity to learn about God.

### *School Board & Oversight:*

PVCS is under the authority of the Eldership at Paradise Valley Christian Church. The school has a separate team (School Board) consisting of Church members elected to oversee the operation of the school. For more information on the members and when the board meets, please see the office.

## **Parent-Teacher Partnership**

Operating in partnership provides the best education for your child. Our school runs more efficiently with the help and support of parents. The way we facilitate this environment is as follows:

- We promote volunteer opportunities for parents. This is very important to our school and the parent-teacher relationship.



- We believe in open communication between the parent and teacher when it comes to the development of your child. Please communicate any changes in routines, behavior or home environment that could affect their education.

### **Communication**

Communication is very important to the success of our school; therefore, we encourage you to utilize the following methods of communication:

- Text messaging: Your teacher will put you in a text group for your child's classroom.
- Remind App: The Remind app is a method the school uses when communicating school-wide pertinent information.
- Calendar: Our school provides a monthly calendar to communicate school-wide events. You may pick one up in the office anytime.
- Website: [www.pvcseagles.com](http://www.pvcseagles.com) is our school website. We update it periodically with important dates and school information.
- Social-media: We maintain important information on our Facebook and Instagram pages. Please follow us on social-media.
- Printed material: Teachers will send home printed communication with your child from time to time.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held twice each school year. These conferences will be in October (Fall) and March (Spring). Teachers will discuss academic, developmental, and spiritual progress as well as areas of concerns in an informative but positive atmosphere. This is a great time for parents and teachers to talk freely about progress, accomplishments and concerns.

### **Preschool Assessments**

In the middle of December and the last day of school a written report of your student's progress will be available. Assessments will cover general areas of early childhood development as well as social, academic, physical & spiritual development progress.

### **Preschool Dress Code**



Preschool dress is simple. Preschoolers should come to school comfortable and ready to learn.

Avoid clothing such as tank tops, spaghetti strap blouses or any low-cut revealing tops. And shorts, pants, jeans or skirts that are not of a regular style or revealing are not acceptable.

If any form of clothing is in question, the final decision will be left up to the principal.

### **Sign In and Out**

Each child needs to be signed in and out daily. There is a sign-in and sign-out book at each classroom.

### **Drop off and Release of Children**

For your child's protection, we will release them only to the people listed on the enrollment form. If someone not on the form will be picking up your child, please notify the office in writing, or send phone numbers where you can be reached to confirm pick up verbally. Please prepare the person picking up your child that a photo ID will be required. Please keep information updated so the school can release your child to authorized persons. Parents may drop their student off at the main building each day. You are welcome to bring your child into the school building. Pick-up is the same.

### **Health**

Obviously, the health of our students and team is of the utmost importance when delivering a quality education. We ask, that you refrain from sending your child to school if they are sick. Symptoms are not limited to but may include fever, vomiting, diarrhea, undiagnosed rash, inflamed or matted eyes, severe cold or sore throat. It is usually considered safe after a child has been on an antibiotic for 24 hours. If your child has run a fever or vomited, they must be fever free and have not vomited for 24 hours before being admitted back into school. If a child has any of the above symptoms at school, parents will be called and expected to pick up their child within a reasonable time frame.



Medicine will not be administered to your child without approval of the parent and/or guardian.

It is very important that you let our school team know if your child is allergic to any foods.

### **Snacks**

Snack arrangements are made with the teacher. There are both mid-morning and post-nap and afternoon snacks.

Please consult with your teachers for your classes snack routines and expectations.

### **Safety**

The health and safety of your child and our team is obviously very important to us. As the bible reminds us, Love protects. The following section outlines all our school's safety protocols and measures.

#### Natural or unforeseen disaster policies:

##### Fire emergency:

Each month, our students and faculty walk through a mock-fire drill and we practice each step and as well document it.

In the event of an actual fire, students are instructed to evacuate the building and meet with their teacher and other students at a rendezvous point until the fire department arrives. If the fire prevents students from reentering the building, Paradise Valley Christian Church at 188 Valley Drive has agreed to serve as an emergency evacuation site. We will bus the students to the Church for pick-up.

##### Tornado/severe weather:

Each year, teachers and student are trained and conduct a walk-thru on what to do in the event of a weather disaster. In our case in Wyoming, that could be a Tornado.



In the event of a Tornado or severe storm, teachers will instruct students to leave the classroom and go into bathrooms, offices and hallways that are windowless and crouch down, cover their head. When possible, teachers and students will bring blankets and mats to cover themselves with.

Winter Weather/School closing:

In the event of winter weather or snow days, PVCS will follow the decision of the Natrona County School District. When NCSD closes due to bad weather, PVCS will also close. If NCSD dismisses early due to bad winter conditions, PVCS will dismiss early. In the event of bad winter conditions,

pay attention to the Natrona County School Districts school closure decision on the news or their website or Facebook page. Once they decide, PVCS teachers will text parents, we will post it on social media and the Remind App.

Weapons Policy:

No firearms, ammunition, archery equipment, knives, explosives or any kind of weapon or dangerous device are allowed on school property at any time.

Intruder on Property/School Lockdown:

PVCS is very aware of the ongoing threats and tragedies on school campuses across the country in recent years and we are taking necessary steps to prevent such an occurrence. These are the PVCS lockdown procedures and steps we are taking to ensure school and student safety:

*(Cameras/Doors/Locks/Security)*

- PVCS has cameras that monitor the doors and parking lot of the school.
- All doors are locked and remain locked at all times throughout the school day.
- Only familiar individuals, identified by school officials are allowed onto school premises or permitted to enter the front door of the school.
- To enter our school, you must ring the bell: At that time, we make sure we recognize the person entering before opening the door.



- Teachers and recess monitors are constantly with children during recess and observe their play for safety and boundaries.
- PVCS at times uses approved volunteer security officers who have a background in law enforcement. If interested, please see the principal.

In the event of an intruder on school premises, PVCS follows the ALICE Crisis Management protocols. Go to [www.alicetraining.com](http://www.alicetraining.com) for more details. You may also ask the school office for a copy of our training plan.

ALICE stands for:

- A Alert
- L Lockdown
- I Inform
- C Counter
- E Evacuate

In the event of an intruder, please note the following:

1. All exterior and interior doors will be locked.
2. No one may enter or leave the building until Police give those instructions – No exceptions.
3. No dismissal until the situation is over and safe per the Casper Police.
4. Watch local news for updates.
5. Do not call the school.

### **Suspension & Expulsion Policy**

The PVCS team strives to make every student's experience positive and nurturing while in our school environment. However, sometimes behavioral issues may arise that create a difficult learning environment for other children. At that time, we will follow these procedures:

1. Teacher/administrators will call a meeting with parents and or guardians to discuss the student's behavior.
2. Every effort will be made to resolve the situation allowing the student to remain at the school. School officials and parents/guardians will



develop a plan of improvement to help reform the student's behavior and restore them back into a healthy school environment.

3. However, there may be a time when the school has exhausted all efforts to help the child interact in a positive manner in our program. At which time the student will be asked to leave.

### **Preschool Disciplinary Policy**

PVCS emphasizes a first-time obedience policy. We will strive to practice the peaceful fruit of righteousness with our discipline policy. Students will be expected to learn when they misbehave or disobey, there are consequences to that behavior.

- We practice forgiveness; therefore, students get a fresh start each day.
- Students will be asked to go to the time-out chair if he/she misbehaves.
- Students can be removed from a group activity. After the following time schedule, the student may return:
  - 2-year-old up to 2 minutes
  - 3-year-old up to 3 minutes
  - 4-year-old up to 4 minutes
- Students will never be out of sight from a teacher.
- Teachers will talk and pray with the student about their behavior.
- If necessary, students may be asked to speak with the principal.
- Parents are informed if behavior continues.

### **Preschool Curriculum**

PVCS is more than a daycare. We are an academic preschool. We utilize Abeka and Bob Jones University curriculum. We use a wide-variety of learning tools and environments such as free art, stencil art books, nursery rhymes, phonics, writing, number activities, music, poetry, show & tell, puzzles, and building projects.

PVCS Preschool also uses nap time each day after lunch. We believe rest is very important for a child's development.





During the day, we will use 3 recess periods (2 15-minute recesses and 1 30-minute recess). Physical activity is very important for a child's development, motor skills, interaction with others, social skills and attention span. Preschool students utilize the preschool playground which is sectioned off from other students in our school.

### **Field trips and Transportation**

PVCS promotes learning and experiences outside the school building. We will take field trips periodically throughout the year.

We do have a school bus and vans used to transport students. Students who wish to go on field trips must have a signed permission slip turned in to the office before getting on the bus.

All bus drivers will have a background check, CDL and current driver's license on file and be 18 years of age or older. During these trips, the bus or van will be equipped with water, first aid kit and students will be under direct supervision at all times.

### **Holiday Celebrations**

As a Christian school, our number 1 goal is to honor God and therefore we will do our best to celebrate Holidays with that in mind. We understand and respect that families have their own unique traditions during certain Holiday's.

Halloween: PVCS does not celebrate Halloween, therefore we discourage wearing costumes and decorating with Halloween symbols during school. Classrooms may decorate for fall with pumpkins and other autumn colors.

Christmas: PVCS will promote the celebration of the birth of Jesus. We enjoy this time of year as a school. We will not promote Santa Claus and other non-biblical traditions at the school, but we will decorate with lights, angels, the nativity, stars and candles.



Easter: Easter will be Christ-centered at PVCS. We discourage bunnies, eggs and anything that might distract students from the true meaning of that Holy day.

### **Money**

Students are encouraged not to bring money with them to school. The only time that a student should require money on their persons would be for a field trip, paying for a Hot Lunch or purchasing something on our Student Council Snack Cart. Otherwise, we discourage bringing cash to school.

### **Teacher Accountability**

1. At no time will a student be allowed to have authority over other students or adults.
2. Rough handling of children that could produce physical harm including any form of humiliation; including threats or any form of emotional mistreatment as well as confining a child's movement as an act of punishment will not be tolerated.
3. Team members who have a fever, vomiting, cough, sore throat or are feeling ill will be required to stay home and are not permitted to provide care to PVCS students.

### **When you have a concern**

Open and transparent communication between parents and teachers is critical to the success of your child's education and our school's performance. Teachers will strive to communicate with parents on a consistent basis. In the event that you recognize a concern, we encourage you to set up a meeting to speak with your teacher. If your concerns are not resolved, please contact the school principal. If your concerns are still unresolved, please reach out to the school board by call Paradise Valley Christian Church at 307-234-2623.

In addition, you have the right to contact the Department of Family Services child care licenser at 307-473-3964.

Note: All providers/staff are required by Child Protective Services rules to report cases of suspected child abuse or neglect.



Licensed child care complaint and compliance history can be found at [findchildcarewy.wy.org](http://findchildcarewy.wy.org) or by contacting the local child care licensing office.

### **Parental Rights**

In accordance with Wyoming Childcare licensing regulations, parents or guardians shall have immediate access to your child by coming to the office for assistance. Your child/children will be brought or sent to you promptly.

Doors are locked for the safety of our school and your children. You are able to enter the building by ringing the doorbell.

Parents have the right to all the following information:

- All inspection reports required as a condition for the licensing facility.
- Phone number of the facility (307) 234-2450.
- All known and/or treated injuries that occur to your child while they are in our care. PVCS policy is to call the parent/guardians if your child comes to the office whenever they are hurt or sick.
- Any situation that occurred during child care that caused concerns for the child's health or safety.
- Staff/child ratio requirements.
- Complaint and compliance history; as well as documentation of owner, director and staff training.