



≡ EARLY EDUCATION ≡

VACAVILLE CHRISTIAN SCHOOLS

2022-2023

PARENT HANDBOOK



TABLE OF CONTENTS

Our History	4
Section 1 - Choice of Excellence	
Mission Statement	6
Lifestyle Statement	6
Marriage, Gender, & Sexuality Statement	6
Statement of Faith	6-7
School Philosophy	7
Spiritual Emphasis	7
Chapel	7
Bible	7-8
Church Attendance	8
Section 2 - Enrollment	
VCS ESLRs	8
Accreditation	8
Racial Nondiscrimination Policy	8
Admissions Statement	8
Expectations for Student & Parent Conduct	8
Re-Enrollment	8-9
Retention	9
Withdrawal	9
Section 3 - Finance	
Policies & Tuition	9-10
Release of Records	10
Extended Care Policies	10
Tuition Assistance Policy	10
Parent Involvement & Responsibility (HIS Hours)	10-11
HIS Hours FAQs	11
Section 4 - Campus Operations	
Board of Directors	11
Campus Administration	11
Campus Hours of Operation	11-12
Electronic School Communications	12
Contacting & Visiting Students in the Classroom	12
General Concerns, Ideas & Suggestions	12
Library	12
Transportation	12
Field Trips	12-13
Volunteers	13
Carpool Rules	13-14
Closed Campus & Visitors	14
Parent Organizations	14
Section 5 - Health & Safety	
Emergency Drills	14-15
Event of Emergency	15
Releasing Students	15
Medical Policy	15-16
Immunization Policy	16-17
Child Abuse	17
Internet Safety	17
Section 6 - Student Conduct & Discipline	
General Guidelines	17-18
Zero Tolerance Drugs & Alcohol Policy	18
Student Searches, Weapons & Vandalism	18-19
Academic Integrity	19
Harassment & Sexual Harassment	19-20
Bullying	21
PDA	21-22
Expulsion	21-22
Personal Electronic Devices	22
Section 7 - Extra-Curricular Activities	
Available Options	23
General Rules	23
Eligibility	23
Section 8 - Miscellaneous	
Interviewing & Photographing Students	24
Section 9 - Early Education	
Staff & Office Hours	26
Drop Off & Pick-Up	26

TABLE OF CONTENTS

Safety	26
Communications	27
Health & Health Checks	28-30
Breakfast, Snack, & Lunch	31
Field Trips	31-32
Dress Code	32-33
Nap Time	33
Conduct & Discipline	33-34
Programs	
Young Preschool	34-35
Older Preschool	35
Kindergarten Readiness	35
Curriculum	35-36
Assessments	36
Potty Training	37
Biting Policy	38-39



VCS is a private, coeducational, interdenominational Christian school that began as a vision to establish a place where faith and educational excellence could be integrated. In 1975, Vacaville Christian Schools opened its doors, and the families of 35 students were welcomed. Since our beginning as Vacaville Christian Academy, it has been our mission to provide a quality Christian education in a nurturing environment, equipping young people to achieve their full potential in life and in practical service to Jesus Christ.

Today, by the grace of God, the school continues to grow in both size and excellence. With the addition of many academic, sports, and extracurricular programs over the years, VCS has flourished to serve nearly 1,000 students annually, from young preschool to high school seniors.

VCS is recognized by the community as a leader in Christian education and was voted The Best of Solano County in 2007, 2009, 2015, 2016, 2017, 2018, 2019, 2020, and 2021 by the Daily Republic and The Reporter newspapers. Our outstanding academic program offers AP and Honors courses for college-bound students. To that end, the students of Vacaville Christian Schools are equipped for lifelong learning and success.

“THE CHILDREN AT VCS ARE RECEIVING AN EDUCATION THAT WILL PROVIDE THEM WITH MANY OPPORTUNITIES THROUGHOUT THEIR LIFETIMES.”

— Former Mayor Len Augustine, City of Vacaville

F FAITHFUL FOLLOWERS OF CHRIST.

A ACHIEVERS OF ACADEMIC EXCELLENCE.

L LIFELONG LEARNERS.

C CRITICAL THINKERS.

O OUTSTANDING COMMUNICATORS.

N NURTURING, GODLY LEADERS.

S SERVANTS OF OTHERS.



SECTION 1 - CHOICE OF EXCELLENCE

Mission Statement

Vacaville Christian Schools exists to provide, in partnership with home and church, a distinctive, Christ-centered education in a nurturing environment, which equips young people to excel in life and in service to Jesus Christ.

Lifestyle Statement

The Bible, not personal judgment, determines what is true and right. Scripture provides instructions for how we are to live, both privately and publicly. The New International Version (NIV) is the version of the Bible used by Vacaville Christian Schools.

Marriage, Gender, and Sexuality Statement

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. [Genesis 1:26-27] Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. [Genesis 2:18-25] We believe that God intends sexual intimacy to occur only between a man and a woman married to one another. [1 Corinthians 6:18; 7:2-5; Hebrews 13:4] We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. [Matthew 15:18-20; 1 Corinthians 6:9-10].

We believe that in order to preserve the function and integrity of Vacaville Christian Schools as the local Body of Christ and to provide a biblical role model to all within and without the VCS community, it is imperative that all persons employed by VCS in any capacity, or who serve as volunteers in a position of leadership, agree and aspire to live in accordance with this Statement on Marriage, Gender, and Sexuality. [Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22].

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. [Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11].

We believe every person must be afforded compassion, love, kindness, respect, and dignity. [Mark 12:28-31; Luke 6:31] Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of VCS.

Statement of Faith

VCS was founded and functions on the basic fundamental principles of the Word of God and espouses the historic Christian view of life as presented in the Bible.

We believe the Bible to be the only Word of God, divinely inspired, inerrant, infallible, completely expressing His purpose to mankind. We accept the Bible as our final authority and the all-sufficient and complete rule for faith and conduct [2 Timothy 3:15-17; 1 Peter 1:21].

We believe there is one God who is eternally existent in three persons: God the Father, Creator and Ruler of the universe, by Whom all life exists [Genesis 14:22; 1:1; Colossians 1:17]; Jesus Christ, God the Son, sent to take the form of a man in order to put God's plan for humanity into effect [John 17:5; Philippians 2:5-11; Hebrews 1:2]; God the Holy Spirit, who reveals Jesus Christ and God's plan to the Christian and bears witness to God's work in our world [John 16:13-14; 1 Corinthians 2:9].

We believe in the person of Jesus Christ, God's only eternal Son. Born of a virgin, He lived a sinless life, performed mighty miracles, died for the sins of the whole world, and rose again to conquer sin, death, and hell. He ascended to the right hand of His Father to intercede on our behalf and will return to earth again for those who have personally accepted the forgiveness of sin through Him [Isaiah 7:14; Hebrews 7:26; 1 Corinthians 15:3-4].

We believe all mankind is born sinful and is separated from God. Individual repentance and forgiveness through Jesus Christ are essential to obtain right standing before God [Romans 10:9-17; John 3:16; Titus 2:11-13].

We believe in the continuing ministry of the Holy Spirit, who dwells within every Christian and enables him or her to live a godly life [Ephesians 5:18; 4:30; 1 Corinthians 3:16].

We believe in the resurrection of the dead, both for those saved through Jesus Christ and for those who are lost through their own rejection of Christ's forgiveness. Those who are saved will be resurrected unto life and those who are lost unto separation from God forever and damnation [1 Thessalonians 4:16-17; Revelations 19:20; 20:11-15].

We believe in the spiritual unity of all believers in the Lord Jesus Christ [Ephesians 1:22-23; Romans 8:9].

School Philosophy

VCS partners with families who desire to reinforce Biblical values at home, church, and school. The administration, faculty, and staff are committed to working hand-in-hand with parents to ensure a Christian learning environment. This Christian learning environment is founded on the following criteria and standards:

The belief all truth in the created universe emanates from God.

The foundational truth Jesus Christ, God's Son, is the only way to God and that repentance of sin and belief in Him assures one of eternal life.

The conviction that Jesus Christ is central to all understanding and wisdom, not only in the Bible, but in history, geography, science, mathematics, music, the arts, extracurricular activities, and all aspects of the universe, including one's personal daily life.

The belief responsibility for a child's education comes directly from God to the parents. Our school seeks to partner with parents as an extension of this Biblical principle.

The conviction that consistent Christian values and a Biblical worldview are to be reinforced at home, church, and school.

The commitment to Christ-centered instruction of the highest quality so that pupils are prepared to take their place in the home, the church, and the world in a manner that glorifies God.

The conviction from the Lord Jesus Christ and His Word should be the guiding standard for all VCS board members, administrators, faculty and staff members, students, and parents.

Spiritual Emphasis

As a private Christian school, the leadership of VCS believes that spiritual growth is not a one-time event, but a journey toward Christ-likeness [Ephesians 5:1-2]. It is our desire that students who do not know Jesus as their Lord and Savior come to know him as such and that students who do know Jesus as their Lord and Savior continue to grow and mature in their relationship with Him.

Throughout the course of the school year, VCS students may be exposed to presentations from outside organizations, speakers, and churches. Events include chapels, concerts, and conference-like seminars. Our chapel leadership group and student government will assist in planning events and themes for spiritual emphasis. In line with the Great Commission, some events may be conducive to inviting outside guests and friends to hear God's Word and meet VCS students and staff.

Chapel

As a private Christian school that integrates classroom academics and Christian instruction, VCS considers the students' growth in faith is of utmost importance. Students worship during a scheduled chapel time with their peers at which attendance is required. Students are encouraged to worship regularly with their parents in a local church of their choice. Parents are always welcome to attend chapel with their children. All students must follow their grade-level dress code policy for their chapel dress. Please refer to grade-level specific dress code policies within this handbook.

Bible

VCS believes the Bible is the infallible Word of God and, therefore, the standard by which all values, as reflected in all school programs, policies, and traditions, are measured. Bible classes are required as an integral part of our curriculum. High School and Middle School students use the NIV version of the Bible for classroom instruction. Bibles are to be protected in a Bible cover, and students are required to bring their Bible (standard book format, not an iPad app) to Bible class each day. Students in grades 2-12 are required to have an NIV Bible at school.



Class sets are provided for use in first grade. Early Education uses the New International Version translation for classroom teaching.

Church Attendance

It is vital that families recognize the value of church attendance and the positive impact it has on their children. We ask that families partner with VCS by committing to attend a local church regularly.

SECTION 2 - ENROLLMENT

VCS ESLRs: (Expected Student Outcomes)

VCS exists to educate students so they will become:

- F** Faithful Followers of Christ
- A** Achievers of Academic Excellence
- L** Lifelong Learners
- C** Critical Thinkers
- O** Outstanding Communicators
- N** Nurturing, Godly Leaders
- S** Servants of Others

Accreditation

VCS is dually accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Our preschool is also accredited by ACSI. With these accreditations, VCS meets the standards of both the academic community and the community of faith.

Racial Nondiscrimination Policy

VCS admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admissions policies, scholarships, athletics, and other school-administered programs. If you believe that an incident of discrimination has occurred, you are urged to bring the matter promptly to the attention of the Head of School or another

administrator under the complaint procedure described in VCS's Harassment Policy (See Section 6).

Admissions Statement

VCS seeks applications from families whose children embrace Christian values, are of good character, and demonstrate a desire for academic achievement. Acceptance is based upon the evaluation of a personal interview, educational performance, support for our statement of faith, and the student's desire to attend VCS. Acceptance and enrollment are at the sole discretion of the school.

Expectations for Student and Parent Conduct

It is a privilege to attend VCS. Students should realize that they are responsible at all times to conduct themselves in a manner that brings credit to the name of Christ, their family, themselves, and their school. By virtue of enrolling at VCS, each student agrees to live within the framework of the school's standards of conduct. Re-enrollment each year is contingent upon maintaining these standards.

VCS reserves the right to discontinue a student's enrollment based upon the student's uncooperative, disruptive, or other unacceptable behavior and/ or poor levels of academic achievement, as determined by the Head of School in his or her sole discretion.

Furthermore, a positive and constructive working relationship between VCS and Student's parent(s)/ guardian(s) is essential to the fulfillment of VCS's educational purpose. I/we understand that VCS reserves the right to dismiss a student if the Head of School, in his or her sole discretion, determines that the actions of a parent(s)/guardian(s) impair the positive and constructive relationship with VCS.

VCS's expectations about the behavior and actions of its students and their parent(s)/guardian(s) include both on- and off-campus behavior and actions.

Re-enrollment

Each January, VCS will publish the next year's tuition rates and fees.

Definition of Continuous Enrollment: A student will have continuous enrollment at VCS each academic year, without the need to complete re-enrollment forms. Current students' enrollment will renew each successive academic year until the student has

completed 12th grade at VCS. Any termination of Continuous Enrollment for the following school year will incur a late withdrawal fee of \$375, except when providing written notice of termination (withdrawal form) for the following school year to the Business Office, no later than March 1st.

Retention

Students must maintain satisfactory grades and progress in order to be promoted to the next grade level. In some cases, a student may be required to attend the summer remediation program in order to be promoted to the next grade level. In other cases, a student may be retained after a conference with his or her parent, teacher, and principal, if it is agreed that retention is in the best interest of the child. The final decision rests with the school administration.

Withdrawals

It is not the policy of VCS to enroll students for less than a full school year. The budget is based on the receipt of a full year's tuition. That being said, the school understands that sometimes due to unforeseen circumstances, parents may need to withdraw their students from VCS. Should this occur parents must notify the business office in writing.

The signature of all departments is required on the withdrawal form to ensure that there are no outstanding fees (library, sports, electives, camp, etc.). Registration and student fees are not refundable.

Early Education: This contract is for the entire school year. Accordingly, to withdraw a child from the early education department, a form in the business office must be completed by the parent. Thirty days' written notice is required for withdrawal from VCS. Parents should understand that they are responsible for tuition until VCS receives a signed notification of withdrawal and for the thirty days following, even if their child does not attend VCS. (This applies to the thirty days prior to the first day of school. The first tuition payment is due by August 1st and will be due unless notice is received before July 1st.)

K-12: This contract is for the entire school year. Accordingly, in order to withdraw a student, written notice to VCS is required. A withdrawal form must be completed by the parent and submitted to the business office. Prorated tuition and fees, through the last day of the child's attendance, will be assessed. Parents understand and agree that they are responsible for the balance of tuition, regardless

of the reason for withdrawal. International Students: This contract is for the entire school year. Accordingly, in order for International families to withdraw a child from VCS after the student has been accepted, a withdrawal form must be completed by the parent and the agency representative and submitted to the Admissions Office. If withdrawing after acceptance, prior to the 1st day of school and prior to October 15th, 50% of the tuition balance will be refunded. If withdrawing after October 15th, the entire school year tuition amount is non-refundable. You are responsible for the balance of tuition regardless of the reason for the withdrawal. This includes withdrawal at the request of the school.

SECTION 3 - FINANCE

Financial Policies and Tuition

A secure financial structure is vital to maintaining the high academic standards of the school. The following policies have been instituted to protect the school's financial stability:

- All application and registration fees are due upon submission of the application and are nonrefundable. Tuition reductions or refunds are not made for absences, illnesses, or holidays.
- Any student with an account that is thirty days past due may be removed from school enrollment. All accounts must be paid in full for all current charges when exams are administered. All accounts must be paid in full for students to take final semester exams and to participate in year-end graduation or class programs.
- Tuition payments must be paid through the Blackbaud Tuition Management Program.
- A charge of \$35 will be added to accounts for each check returned and for any failed auto-debit transaction. Any occurrence of a returned check may require future payments to be paid in cash or by bank check.
- A late fee of \$35 will be charged by VCS for any late payment. A \$40 follow-up fee will also be charged by Blackbaud Tuition Management for any late payment.
- HIS Club hours must be completed as defined under Parental Involvement and Responsibilities for the current school year. See below.



- Students may not register for or begin classes in the fall until all accounts are paid in full. This includes Summer Enrichment, Summer Day Camp, and all registration fees.

Release of Records, Report Cards, Grade Notices, and Final Exams

Students whose accounts are not current will not be permitted to attend field trips. Middle school and high school students will not be permitted to take exams or finals until their tuition accounts are paid. Students will not be issued a final report card until final exams are administered. Accounts that are not fully cleared before year-end events will exclude students from participation in graduations, year-end events, and field trips.

All library books, textbooks, and sports uniforms must be accounted for. Late fees, fines for damages, or costs for replacements must be cleared before final exams can be administered.

Extended Care/Financial Policies

Morning Extended Care is available from 6:30 a.m. to 8:00 a.m. for elementary and 6:30 a.m.-7:30 a.m. for middle school students.

Morning Extended Care is provided at no additional charge beginning at 7:30 a.m. for elementary students who carpool with a middle school or high school students.

Afternoon Extended Care is available from regular school dismissal until 6:00 p.m. for elementary and middle school students.

Elementary and middle school students will be signed into Extended Care and billed accordingly if not picked up by the time carpool is over. Elementary students will be signed in at 3:25 p.m. and middle school students will be signed in at 3:20 p.m.

Minimum Days: elementary students must be picked up by 12:05 p.m. and middle school students must be picked up by 11:40 a.m.

Extended Care fees on Minimum days are included only for students enrolled in Full Time Extended Care from 6:30 a.m. to 6:00 p.m. Early education students must be picked up no later than 12:00 p.m.

Wednesday Early Dismissal Days: elementary and middle school students who are not picked up by 2:25 p.m. will be signed into Extended Care and charged at the hourly rate.

Students who are not signed up for the 6:30 a.m.–6:00 p.m. Full Time Extended Care program will be charged based on an hourly drop-in rate.

Late pick-up fees will be applied after 6:00 p.m. at a rate of \$15 per 15-minute increment or portion thereof, per occurrence, per child.

After two occurrences, the late pickup charge will increase to \$30 per 15-minute increment, per occurrence, per child.

Extended Care during holidays: Extended Care is available on specific days during Thanksgiving, Christmas, and Easter Break.

Tuition Assistance Policies

The tuition assistance policy of VCS is designed to assist families in meeting their tuition obligations by helping to subsidize a portion of their tuition costs. Tuition assistance is provided from a limited fund and is awarded based on need, which is determined through an application process. Parents who have a financial need and are interested in applying for a tuition grant should apply online at <https://studentfinancialaid.blackbaud.school>.

Parental Involvement and Responsibilities

VCS has established a required parent work program called HIS (Hearts in Service) Club. VCS desires to maintain a high level of parental involvement. The quality of each student's education is greatly enhanced through his/her parents' active involvement at school. It is important that parents become involved in the school in whatever capacity they are able.

HIS Club keeps tuition affordable by reducing labor expenditures through service contributions. The parent work program also helps to equitably distribute school-related tasks among the school community.

Each VCS family is responsible for completing a minimum of 20 hours of service for the benefit of the school community or payment of \$500 in lieu of work (\$25 per hour). Single-parent households and families with a parent who is deployed for more than 5 months of the school year are responsible for completing 10 hours of service or payment of \$250.

The work requirements must be met for the current year by the last day of school and the HIS Club form must be completed and turned in to the business office no later than May 31st. Any work completed

after the last day of school will count toward the next school year.

Parents are responsible for recording their hours on a HIS Club form, available in any office. Parents are asked to obtain the signature of their child's teacher or of the staff member who assigns the project and to submit the form to the business office. The classroom teacher or supervisor will validate these hours.

It is our hope that families will opt for work hours over the payment plan, as it is more beneficial to the school and helps to keep tuition lower.

Answers to frequently asked questions about "HIS" Club Hours

Events or fundraisers where your child is rewarded with cash, credit or other benefits for your volunteered efforts do not count toward the twenty-hour requirement.

Personal time spent supporting fundraisers, such as selling candy, magazines, or gift wrap on behalf of your child, does not count toward HIS Club hours. However, counting money, tabulating results, distributing orders, making posters and flyers, obtaining prizes for the school, and other approved work related to the school-wide organization of the fundraiser can count toward HIS Club hours.

Hours spent driving for field trips and sports or supervising student camps and retreats (both waking and sleeping hours, as long as you are responsible for other children in addition to your own) may be counted toward HIS Club hours.

Work hours cannot be counted for attending or participating in school functions in which your child is involved, unless you were specifically assigned to work on the set-up, clean-up, or preparation for the event. The time you actually attend the event does not count.

Students may not earn hours for parents.

Money spent while working on projects cannot be converted to hours.

HIS Club forms must be used to record hours worked.

VCS is not responsible for contacting parents with projects. Volunteer opportunities may be communicated by electronic newsletters, as they occur.

Parent/Teacher Fellowship (PTF), principals, and teachers are not responsible for tabulating, recording, or turning in hours. Parents must submit their own HIS Club forms with appropriate signatures to the business office. Please keep a copy of your HIS Club form for your records.

VCS makes the final decision as to which projects are credited for work hours.

HIS Club hours will be doubled only as approved by the administration for the following responsibilities: security, some graduation functions, and Saturday work days as scheduled by maintenance.

SECTION 4 - CAMPUS OPERATIONS

Board of Directors

VCS is an independent, interdenominational, Christian school run by a self-governing board of directors. The board is the authority on all school policies. The board gives authority to the administration to carry out the day-to-day functions and policies of the school. Board members are chosen from interested persons who qualify and apply under board procedure and policy. For more information on how to become a board member, please visit our VCS business office.

Campus Administration

VCS is made up of many departments that work together to provide a unique educational opportunity. VCS is a twenty-six-acre campus with facilities for children from 2 years old through 12th grade, a possible sixteen-year experience. Our current department leadership consists of the following positions: Head of School, Principals of Elementary, Middle, and High School, Early Education Director, Director of Operations, Director of Admissions, Director of Finance, Director of Annual Fund & Events, and Director of Athletics.

Campus Hours of Operation

The campus is operational from 6:30a.m. to 6:00p.m. daily, Monday through Friday. The campus is closed Saturdays and Sundays. Events taking place outside operational hours, such as sports, dances, or other gatherings, are scheduled through the appropriate school administration office. For the hours of operation for individual schools, please see the grade-level specific sections of this handbook.



Electronic School Communications

Instant information can be found on the school website: www.go-vcs.com. Weekly publications are provided by school administrative staff. If you are not currently receiving school emails, please contact your school office.

Contacting Students in the Classroom and Parents Visiting Classrooms

Unexpected classroom visits are distracting and disruptive to the students. For this reason, we ask parents not to go to the classroom to pick up a child, drop off a forgotten lunch, etc. Parents should go to the appropriate school office, and the office staff will contact the student. To release your child from class for an appointment, please send a note to your child's teacher (elementary) and sign them out in the appropriate school office. Should a parent desire to visit a classroom, we request that any plans to visit be made at least a day in advance through contact with the teacher. Please check in at the office upon arrival to receive a visitor's pass.

Communications Procedure

Please help us handle concerns effectively and in a Biblical manner by following these scriptural guidelines.

Disputes or concerns about school policy or operations should be expressed directly to the person in charge of the department.

Step 1 Schedule an appointment with the responsible person. We desire to resolve most situations at this level and believe relationships and trust are built by face-to-face discussions between those involved. This follows the biblical principle found in Matthew 18.

Step 2 If the situation cannot be resolved, schedule a meeting with the responsible person and his or her immediate supervisor.

General Concerns, Ideas, and Suggestions

As we strive to improve our operations, we encourage you to communicate your concerns, ideas, or suggestions. You can do so by visiting us at www.go-vcs.com, clicking on Contact Us, or emailing us your concerns at: <http://www.go-vcs.com/contact>.

Library Guidelines

Students in grades 2 through 5 may take books home from our elementary library following normal checkout procedures. Books are due on or before their due date. A fine of \$0.10 per day (amount subject to change) will be collected on all late books (no exceptions). Library privileges are suspended until fines are paid. Library books must be turned in to the Librarian, not the school office. Books that are lost or damaged must be replaced by the student at the list price of the book plus a \$2 handling fee.

Transportation

Please be respectful of our staff, parents, and students when entering VCS grounds. When operating your vehicle on campus, we ask you to adhere to state motor vehicle laws and regulations at all times. It is the policy of VCS that all children arrive and leave school premises in proper vehicle child restraints. All seatbelt laws are followed on school field trips. We ask that you do not leave children unattended in your vehicle. Operation of a motor vehicle on the VCS campus is a privilege, not a right. Please be advised that failure to adhere to campus transportation and safety regulations will result in your on-campus driving privileges being revoked.

Field Trips

Our teachers organize well-planned field trips throughout the school year to support classroom studies. Field trips are a valuable educational learning experience and every student is expected to attend. The cost of field trips may be billed to your account. The registration form used at VCS includes permission for all students to attend all field trips.

Classroom teachers will notify parents in advance of scheduled field trips and special activities. Permission slips for field trips are typically sent each time a field trip will occur.

Students are expected and required to demonstrate behavior in accordance with VCS standards. If a student is unable to do so, appropriate disciplinary action will be necessary. Disciplinary action may consist of excluding the child from the next field trip or requiring a parent to attend future field trips with the child. Students will receive an unexcused absence if parents choose to have their child not attend a field trip.

Eligible parents are needed to drive and chaperone field trips. It is understood that every parent who attends a field trip must be fingerprinted (at the driver's expense), have a valid driver's license, and have evidence of legal minimum coverage for insurance. Fingerprint applications are obtained in each school office. Fingerprint clearance will be communicated by the HR Department to the respective school office. Once fingerprints are cleared, proof of current driver's license and a copy of the insurance must be given to the teacher before field trips. (Please allow 5 days for fingerprint clearance).

All seat belt regulations apply when transporting children. This includes the use of car seats or booster seats for students under 8 years or a height of 4' 9". Each child is to have his or her own seat belt—double-buckling is not allowed. VCS takes stringent precautions to ensure the safety and well-being of all students, and assumes no responsibility in the unlikely event of loss, injury, etc. on field trips or activities.

Students are generally not permitted to attend field trips of siblings. Younger siblings may only attend if special permission from the teacher has been granted. Parents will be given a copy of the field trip guideline handbook when driving/supervising on field trips. Further volunteer guidelines are listed below.

Volunteer Guidelines

All chaperones, drivers, coaches, classroom and extracurricular helpers, etc. are expected to follow the school guidelines and maintain a Christlike example at all times. Parent volunteers are required to be fingerprinted, prior to their volunteer obligation. Fingerprinting cost \$75 per person and is at the expense of the parent. Once initially fingerprinted by VCS, volunteers do not need additional fingerprinting.

We expect that volunteers are not now nor have ever been engaged in inappropriate conduct toward minors (inappropriate conduct includes but is not limited to verbal, physical, or sexual abuse as defined by Scripture and state law) nor have an inclination toward such conduct.

We expect that volunteers will manifest an example of the highest Christian virtue and personal decorum, serving as Christian role models (1 Timothy. 4:12).

While supervising VCS students, volunteers should refrain from smoking, drinking alcohol, taking illegal drugs, or condoning or allowing any other illegal infraction or action to occur. Volunteers should refrain from inappropriate language or conversations, either on campus or while off-site at VCS related functions (ie. field trips, etc.).

All drivers must have a valid California driver's license and insurance.

Music and talk programs that contradict the biblical philosophy of VCS are not permitted while traveling. Christian music is encouraged.

Only G-rated movies for elementary and G or appropriate PG movies for middle and high school are permissible in transport vehicles.

Drivers should follow each other as a caravan and should not detour from the group unless the teacher has given permission ahead of time.

Volunteers should speak respectfully to students and staff on trips and should refrain from discussing concerns about students, parents, or staff. Concerns should be referred to the teacher and/or department leader.

Volunteers should be examples to the students by dressing modestly and appropriately while volunteering (please refer to the student dress code section of this handbook for guidelines).

Carpool Rules

- Do not use cell phones while driving on campus.
- Arrive at the appropriate time to pick up your child: not before 3:00p.m. M/T/Th/F or 2:00p.m. on Wednesdays (EL Only; MS release is 1:45p.m.).
- Turn music down (and ensure it is appropriate for our school) so that you can hear carpool workers if they need to direct you.
- Follow the directions of carpool workers.
- Do not leave your car running if you are not in it.
- Do not leave children unattended inside your vehicle.
- Do not exceed the campus speed limit of five miles per hour.
- Drop off and pick up in designated areas of the campus.



- Do not leave cars unattended in the carpool lanes. This includes striped lanes and crosswalks.
- Park in designated parking stalls only. Violators will be towed at the owner's expense.
- Do not block or park in fire lanes.
- Multipurpose room yellow zone is used for loading and unloading elementary students during morning carpool. This area is not a designated parking location.
- Student drivers must park in approved areas and must display a permit in their windows.

Closed Campus

The VCS campus is closed to the public at all times.

Campus Visitor Policy

Visitors (parents, alumni, previous staff, etc.) must always sign in at the respective school office (EE, ELEM, MS, or HS).

Students not enrolled at VCS may attend VCS events and must abide by VCS campus rules. Special permission from the school office may be required for certain events for middle and high school.

Students visiting the middle and high school are welcomed on scheduled shadow days. Visitors will be permitted only after arrangements have been made in advance through the middle and high school offices.

The following procedures must be followed for student-scheduled shadow days:

- The parent of the visiting student must complete an emergency data/contacts form and turn it into the office.
- The visitor must sign the visiting student form, stating compliance.

Campus Rental Policy

Campus facilities are not open for use by the general public. Facility rental is available by contacting the Operations Department at 707-446-1776 ext. 5130.

Parent Organizations

Parent/Teacher Fellowship (PTF)

The purpose of the Parent/Teacher Fellowship (PTF) is to establish a supportive organization that unites

the spiritual and educational aims of the school with those of the home. The primary functions of parent groups are to coordinate and serve in special school activities and fundraising events, to show appreciation and support for teachers and staff, and to encourage prayer on campus. Meetings are held each year to carry out these functions. A parent committee, approved by the school administration, governs the PTF organization. The Head of School and Principals give guidance and support to the work of PTF.

All parent leadership positions must be approved by VCS Administration.

Athletics Booster Club

The purpose of the Falcon Athletic Booster Club, hereinafter referred to as the Booster Club, is to support Vacaville Christian Schools hereinafter referred to as (VCS), athletics by raising funds, distributing money and materials to athletic teams, soliciting memberships, offering activities for members, promoting participation in athletic teams, encouraging attendance at athletic events, and assisting the Athletic Director and coaches.

Any current VCS family, alumni or alumni's VCS family, or direct family members of a VCS student in VCS athletics can be a member of the VCS Athletic Booster Club.

Membership in the Booster Club is available throughout the year. A membership year begins on August 1st and ends on July 31st to roughly coincide with the school year.

SECTION 5 - HEALTH AND SAFETY

Emergency Drills

LOCKOUT: As part of our regularly scheduled inspections, we perform "lockout drills." During a Lockout, the perceived danger is outside of the school. School administrators move all students and activities inside and ensure the building's perimeter is secured. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction. The campus becomes closed and no one is permitted to leave or come onto campus until the area is secure and the drill is concluded. The drill is designed to protect our students should we perceive a threat on campus.

LOCKDOWN: As part of our regularly scheduled inspections, we perform "lockdown drills." In this exercise, all students, staff, and faculty take shelter in a secured area, designated by campus location, where all doors and windows will be locked. After all areas have been secured and all persons are accounted for by leadership, the drill is concluded. This drill is designed to protect our students should we perceive a threat on campus.

Lockdown (whether a drill or an actual emergency) occurs whenever VCS perceives a situation that may put our students or staff at risk. It is a precautionary measure and does not necessarily indicate imminent danger. For the safety of our students and staff, if a lockdown is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop off/pick up students until the lockdown has been lifted.

FIRE DRILL: As with lockdown drills, fire drills are also performed periodically throughout the year. Schools will reenact an actual fire drill and will be evacuated to designated areas on campus by our staff. After all areas have been secured and all persons are accounted for by leadership, the drill is concluded. This drill is designed to protect our students should we have an actual fire on campus. Students are instructed not to use their cell phones to text or call their parents during this drill. Parents who visit the campus during this drill will not be permitted access to the buildings or their children until the drill is complete.

Event of Emergency

In the event of an emergency, VCS will contact parents/guardians as listed on the emergency contacts and medical information form. This form is completed as part of the enrollment process. It is necessary that parents notify the school regarding changes of address, phone number, or job information for anyone listed as an emergency contact. VCS cannot be responsible for misinformation if the office is not notified of changes. All changes must be made by completing a file maintenance form (available in the business office). All applicable departments will be notified. Verbal changes will not be accepted.

Security Measures for Releasing Students to Adults

Children will not be released to anyone obviously under the influence of alcohol or any other drugs. Anyone not familiar with staff who is picking up a

student will be asked for an I.D. We will not release a student to anyone not listed on the emergency pick-up list.

Medical Policy

General Health Statement

Please be sure to keep students at home whenever they are experiencing signs of illness. A child should be fever-free for 24 hours before returning to school. Parents should always be aware of the crucial role that sufficient sleep, a nutritious diet, and exercise play in a child's progress and well-being.

Notification of Accident or Illness

If a child should become ill or be injured in an accident during the school day, parents will be contacted to pick up their child within the hour of notification. Accident reports will be given to parents when a child is hurt or injured at school. Please ensure that all contact phone numbers are kept up to date in all school offices to guarantee that the office staff will be able to reach you.

Medicines

School personnel will cooperate with parents when a physician prescribes medication to be taken during school hours. All medication must be in the original container and correctly prescribed for the indicated student only. All medication must be kept in the school office. The student is responsible to know the required times to come into the office to take his or her medication.

Administration policies for all medications are on the emergency contacts and medical information form. Medication can only be given between 8:00 a.m. and 4:00 p.m., except for emergencies. Medicines left at the end of the school year will be discarded after one week.

Prescription medications must have a physician's order. Over-the-counter medications must be accompanied by a form filled out by the parent stating the desired dosage for administering the medication. Forms are available in the school offices.

Inhalers

Any upper-elementary, middle, or high school student having an immediate need for asthma inhalers during school may carry the necessary medication on his or her person when certain



conditions are met. A student wishing to carry his or her own inhaler may pick up an authorization for self-carry form in the office. This form will need to be completed and returned to the appropriate school office. Otherwise, inhalers must be kept in the office and administered as prescribed.

Allergic Reactions

If your child is allergic to bee stings, pollen, or anything else that would require immediate attention, please notify the appropriate school's office of the procedure to be followed to assist your child in case of an emergency. If medication administration is part of the procedure, please provide the office with the appropriate medication, along with a signed medication authorization form.

PE/Restriction of Physical Activities

A note from a parent is required for a student to be excused from PE. A physician's note is required if a student needs to be excused from PE for more than three school days.

Middle school and high school students will still be required to dress out (if possible) and to participate to the extent possible, even if that means observation and listening to the instruction given. Middle school and high school students who have a doctor's note for an extended exemption—depending on the length of time, the severity of the injury, and period of the term—may be alternatively placed, and it may be necessary for the student to repeat physical education during another semester.

For elementary students, if a child comes to school, he or she should be well enough to participate in the total school program, including recess and physical education. It will be assumed that a student who is excused from physical education activities should not participate in other physical activities during the school day, including recess, after-school daycare play, and sports.

Communicable Diseases

A student shall not be permitted to attend classes or other school-sponsored activity if the student is afflicted with or liable to transmit any contagious or infectious disease unless the administration or its designee has determined, based upon medical evidence that:

1. The student is no longer infected or liable to transmit the disease.

2. The student is afflicted with a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

If a student is suspected of being infected with a communicable disease (i.e. conjunctivitis, chicken pox) the school will send the student home and the student will not be permitted to return to school without a signed release from a physician. If a parent has knowledge that his or her child has a communicable disease, he or she must inform the school immediately. Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school and may be grounds for termination of a family's relationship with the school.

Head Lice

Children who have head lice will be excluded from school until the hair has been properly treated and all eggs (nits) have been removed as instructed. Children must be checked by and given a written release from the Health Department, a private physician, or the school office before returning to school.

Immunization Policy

Each student must have an up-to-date immunization record or waiver on file. Please be sure that this information is kept current in case of an emergency. No student will be allowed to start at VCS without completing emergency and health forms.

VCS immunization guidelines are designed to prevent the spread of illness and preventable diseases in our community. Unless a student's parent or legal guardian provides VCS with an acceptable exemption (see www.cair.cdph.ca.gov/exemptions/home), a student must be immunized against certain communicable diseases, as provided in California Health and Safety Code section 120335. A student is prohibited from attending school unless, prior to admission to the school, the student has been fully immunized. Immunization documentation is required for our entire student body. Parents must show their child's immunization record as proof of immunization.

If VCS reasonably believes that a student has been exposed to a disease listed in subdivision (b) of Health and Safety Code Section 120335 and his or

her documentary proof of immunization status does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code, § 120370(b).)

Reporting Child Abuse

While everyone should report suspected child abuse and neglect, the California Penal Code (sections 11164–1174.3) states that professionals, including teachers, teachers' aides, coaches, school staff, school administrators, local pastors, and lay ministry persons, must report suspected abuse to the proper authorities. Parents will not be notified of this event.

Internet Use and Safety

Internet use and all materials accessed are to be appropriate, wholesome, and within the guidelines of the school. An Acceptable Technology Use & Social Media Policy agreement (See Appendix B to this Handbook) must be signed by the parent and student before access to the Internet is allowed.

In its continued efforts to comply with the Children's Internet Protection Act, VCS shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service-provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, or sexually harassing. Sites that contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes.

Every student and parent must read, sign, and return (to the appropriate school office) the Internet Use and Safety Agreement. For a complete review of this agreement, see the back pages of this handbook or request a copy from the appropriate school office.

Section 6 - Student Conduct & Discipline

General Principles

All students at VCS have given testimony that they desire to be in attendance at VCS and adhere to the school's policies and guidelines. Policies regarding student conduct at VCS are governed by principles drawn from God's Word. Each student will conduct himself or herself by following Christian standards on and off campus. This means that any student conduct that is disruptive to the school's operations reflect poorly on the school's reputation and are inconsistent with the school's religious values. These standards are applicable in these situations because they reflect Christ's character and life. These standards are conveyed in both this Handbook and in the school-specific section of all parent and student handbooks.

A student's conduct is a reflection of his or her relationship with Jesus and with his or her own family. A student's conduct also affects how others view VCS. When disciplinary action toward a student becomes necessary, it is firmly carried out and tempered by good judgment and understanding.

Respect for Authority

"Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and always to be gentle toward everyone" [Titus 3:1–2].

Students are expected to be prompt, willing, and cooperative in their obedience and respect toward their teachers and all VCS staff members. Students are permitted in a classroom only when a teacher or administrator is present.

A Good Testimony Before The World.

"The integrity of the upright guides them" (Proverbs 11:3).

Honesty is expected at all times. Students should never be in possession of stolen property, nor should they in any way assist in an item being stolen.

God-Honoring Conversation.

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those



who listen" (Ephesians 4:29). "With the tongue we praise our Lord and Father, and with it we curse human beings, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers and sisters, this should not be" (James 3:9-10).

Any form of communication unbecoming of a Christian is unacceptable. This includes but is not limited to profanity, vulgarity, putdowns, and other offensive language, whether verbal or written. Creation of, maintenance of, or participation in any website that contains material derogatory to VCS, or any of its students or employees, is inconsistent with our cheerful values and is therefore unacceptable.

Cheerful Obedience

"Do everything without grumbling or arguing, so that you may become blameless and pure, children of God without fault" (Philippians 2:14-15).

The Biblical Foundation For Behavioral Guidelines

Students will demonstrate a distinctively Christian lifestyle. "Do not conform to the pattern of this world, but be transformed by the renewing of your mind" (Romans 12:2). "So whether you eat or drink or whatever you do, do it all for the glory of God" [1 Corinthians 10:31].

Guidelines For Students Regarding Avoiding Prohibited Activities: Littering, Gum, Food In Class, And Agreement To Abide By Rules

- Smoking and consumption of tobacco products, alcohol, and nonprescription drugs are not permitted on or off campus.
- Students should not remain at an activity where drugs or alcohol are being consumed or where minors are consuming alcohol or smoking.
- Littering is prohibited. Students are expected to show respect for their school by keeping the campus clean.
- Gum is not allowed on campus. The first offense will result in a consequence that is grade appropriate.
- Food is not allowed in the classrooms unless specifically permitted by the teacher for special events.
- All middle school and high school students, as well as parents, will sign the student agreement stating that they desire to attend VCS and will live

within the rules of the school. This agreement is their commitment to abide by the school rules with a willing attitude.

- Students will demonstrate Christ-honoring conduct by following directions given by all VCS staff members and other adults promptly with a positive attitude.
- Students will exercise self-control at all times and show courtesy to everyone.

Zero-Tolerance Drug and Alcohol Policy

The VCS Board, administration, and staff are committed to providing a safe and positive Christian environment for our students. VCS enforces a zero-tolerance policy regarding drug possession and drug use and removes students from the school who are found in violation of this policy. As a part of this policy, VCS contracts with a company that uses highly trained dogs to search for drugs, alcohol, and explosive materials. This is a routine procedure that the school follows throughout the year. If you have information about alleged drug possession and/or drug use by a VCS student, we ask you to contact VCS Administration at 446-1776 ext. 5450 immediately. Please leave your name and phone number if you are leaving a message. Your name will be held in confidence by our office, except when disclosures are necessary for the course of an investigation or to comply with the law.

Student Searches

To maintain a safe and positive learning environment, a student's outer attire, personal property, or school property, including books, desks, and school lockers, may be searched by the administration. (See Education Code Section 49050.) VCS reserves the right to search all personal effects such as backpacks, lunch boxes, purses, cars, etc. Drug detection dogs may be used for inspection without notice

Weapons

Under no circumstances should weapons of any kind be brought to VCS. This includes any type of knife, gun, pepper spray, or martial arts apparatus. In most cases, possession of weapons is grounds for immediate expulsion. Combs made to look like switchblades; laser pointers; smoke bombs; stink bombs; firecrackers; incendiary devices of any kind, including matches; and toys that have the general appearance of a real weapon are not allowed on campus.

Vandalism/Pranks

Students who abuse school property in any way, whether deliberate or accidental, are subject to disciplinary consequences and must pay all repair/clean-up costs as set by the school.

Campus pranks that jeopardize school security or facilities or that create extra custodial work time and costs are not permissible.

Academic Integrity

There is a clear expectation that all students will conduct themselves with honor and integrity on all school work, assignments, and tests. This includes doing their own work, citing sources, and giving proper acknowledgment when work is not their own.

ACADEMIC DISHONESTY OR CHEATING CAN TAKE MANY FORMS AND INCLUDES, BUT IS NOT LIMITED TO:

- Copy, fax, e-mail, exchange, or duplicate assignments that will each be turned in as "original work".
- Use "cheat sheets" or have writing on your person or property during a quiz or test.
- Use cell phones to text message information to another student.
- Exchange answers with others (either giving or receiving answers)
- Take someone else's assignment and submit it as your own.
- Allow parents, family members, or friends to do work for you.
- Submit material created by someone else without giving the name of the author and the source, publication, or website.
- Produce assignments in conjunction with other people (i.e. another student, a tutor) that should be the student's own independent work.
- Duplicate in any manner of another's work during a test or exam.
- Submitting one's own work that has already been submitted for assessment in another subject or class.

Students who engage in academic dishonesty will be disciplined, up to and including expulsion. The

following disciplinary guidelines may be followed, but the school reserves the right to modify or bypass some or all of the below guidelines at its sole discretion:

- Zero on the test, paper, or assignment
- Parent notification and/or meeting
- Principal and Academic Counselor notification
- Possible suspension or expulsion

Harassment

Discriminatory harassment is a particular form of NOT TOLERATE among students, among employees, or between employees and students. VCS is committed to providing a safe educational environment free of discriminatory harassment. This policy defines discriminatory harassment.

Discriminatory harassment of a student includes harassment based on actual or perceived sex, race, color, religion, ancestry, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age, sexual orientation, gender identity, or gender expression.

Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy.

Discriminatory harassment can consist of virtually any form or combination of verbal, physical, visual, or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between students of the same or different gender.

Examples of the types of discriminatory harassment prohibited by this policy include, but are not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis.



d) Threats and demands to submit to sexual requests as a condition to avoid loss and/or offers of other benefits in return for sexual favors.

e) Retaliation for having reported or threatened to report harassment

All of the above guidelines also apply to online and electronic communication.

Students who violate this policy may be subject to disciplinary action, up to and including expulsion.

No student shall create a hostile or offensive environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student.

All students shall report any conduct that fits the definition of discriminatory harassment to the Head of School or another appropriate authority figure.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, to comply with the law, to take subsequent remedial action, and to conduct ongoing monitoring.

The school will investigate all reports of possible discriminatory harassment. All students shall cooperate with any investigation authorized or conducted by VCS into any alleged act of discriminatory harassment.

Sexual Harassment

VCS prohibits unlawful sexual harassment of or by any student by anyone in or from the school. Conduct that constitutes sexual harassment of students impairs the ability of students to make full and effective use of the school's instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness. California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment, academic status, or progress. The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or on creating an intimidating, hostile, or offensive work or educational environment.
3. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Students who engage in sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school.

Any student of VCS who believes that she or he has been the victim of sexual harassment is urged to bring the problem to the attention of the principal so that appropriate action may be taken to resolve the problem. The school will investigate all reports of possible sexual harassment.

Such reports should ordinarily be brought to the attention of the principal or head of school because they are responsible for maintaining a suitable learning environment on the school campus, are trained to investigate misconduct, and are authorized to impose appropriate disciplinary action.

However, the school recognizes that, due to the possibly embarrassing nature of sexual harassment conduct, individual students may instead choose to make a report to another trusted adult employee such as a counselor, nurse, or teacher. VCS employees who receive such reports are expected to take appropriate action to ensure that students are not subjected to sexual harassment.

Additionally, should sexual harassment constitute child abuse, reporting shall be made in the manner provided in the Employee Handbook.

All VCS staff involved in the receipt of, or investigation of allegations of sexual harassment are to hold such information in appropriate confidence to the extent possible to ensure the privacy of the individuals concerned.

Bullying

VCS believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. VCS has adopted an anti-bullying policy, the entirety of which may be accessed on the VCS website.

Bullying is exposing a person to abusive actions repeatedly over time. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated. Bullying involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Examples of the type of behavior prohibited by this policy include:

- Direct physical contact, such as hitting or shoving;
- Verbal assaults, such as teasing or name-calling;
- Social isolation or manipulation.

VCS reserves the right to use discretion in determining student bullying.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including suspension or expulsion.

VCS expects students and/or staff to immediately report incidents of bullying to the Head of School or designee. Staff is expected to immediately intervene when they see a bullying incident occur.

Each complaint of bullying should be promptly investigated. The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Personal Responsibility, Hands-Off Policy/ PDA, and Sexual Immorality.

"... that each of you should learn to control your own body in a way that is holy and honorable..." [1 Thessalonians 4:4].

VCS strictly enforces a hands-off policy, which prohibits horseplay, pushing, slapping, punching, kicking, and grabbing. Since small things can quickly escalate or be misinterpreted by others, students are to keep their hands to themselves. The rights and property of others are to be respected at all times. Students should not handle or move the property of others without permission (even as a "joke" or a "game").

Boy-girl relationships and friendships are important and can be enjoyed without displays of public affection. Kissing, holding hands, frontal hugs, and cuddling are not appropriate behaviors on campus.

Sexual immorality in any context and in any form is not permitted. Consequences may range from suspension to expulsion based on the situation and the decision of the VCS administration. The ultimate goal is to see a change of heart in the offender and true repentance for sin. While there are consequences, we also want to extend grace and reconciliation after those consequences have been carried out, while upholding the beliefs and standards of VCS and setting a clear understanding that sexual immorality is not acceptable. In the meantime, we strive to ensure there is a support system in place to help the student feel connected to the school; ensure academic progress; to encourage participation in counseling and classes that will ultimately promote Biblical contrition, restoration, reconciliation, and benefit them in the future; and to assist in pointing the student toward God's Word.

Expulsion

Expulsion is the immediate dismissal of a student from school. Recommendation for expulsion is at the discretion of the principal and must be approved by the Head of School. Expelled students will not be allowed to visit the school campus or attend any school-sponsored activity or event. VCS reserves the right to decide under which circumstances expulsion or some lesser penalty, such as warning, detention, or suspension, is appropriate. Confirmed possession of a controlled substance may result in legal prosecution and expulsion.



A decision of expulsion may be appealed within 5 days of the expulsion decision by submitting a written request for appeal to the Head of School. Upon timely receipt of the written notice of appeal, a meeting or conference call will be scheduled between the Head of School, any other administrator that the school deems appropriate, the parents, and in cases where the school deems appropriate, the student. During the meeting, the parents and/or students will have the full opportunity to present their position as to why the expulsion decision should be reconsidered. After the meeting, the Head of School—who has sole discretion to make the determination—will inform the parents and/or student of the outcome of the appeal, which decision will be final.

Use of School Telephones and Personal Electronic Devices

The school phone system is for official school business only. Classroom phones are for teacher use only. Students needing to make emergency phone calls can do so in the school office.

DS gaming devices and other similar electronic devices are not allowed at school.

Elementary students are not allowed to carry cell phones while on school grounds.

Middle and high school students may carry cell phones; however, cell phones may not be seen, heard, or used in class or in Extended Care.

A teacher or administrator may choose to collect cell phones at his or her discretion.

Students may not use their cell phones, laptops or iPads to text, email, or call friends, listen to music, watch videos, take pictures, or play games. Pictures and videos taken on phones/iPads should always be of a positive nature and never demeaning, hurtful, illegal, immoral, or inappropriate.

Cell phones at school are the purpose of making contact with parents before or after school or during lunch, never in class or during Chapel, or during passing periods. iPads are to be used for educational purposes as directed by the teachers during passing periods.

The following cell phone/electronic device violation consequences will be in place for students:

- **1ST VIOLATION:** Cell phone/device will be confiscated and kept in the office. Students may pick it up at the end of the school day and will be issued a detention.

- **2ND VIOLATION:** Cell phone/device will be confiscated and kept in the office for the rest of the day. Parents must pick up the phone at the end of the day. The student will be issued a detention.
- **3RD VIOLATION:** Cell phone/device will be confiscated and kept in the office for the balance of the day. Parents will be scheduled for a parent teacher conference with the principal or dean to discuss if and how the student may be able to continue to carry a cell phone on campus. Actions may include a Self Carry Contract, cell phone kept in office or a No Carry Agreement. Student will be issued a detention. A fourth violation will result in a Saturday School and a 5th violation results in a suspension.

If you need to reach your child, please contact the appropriate school office for assistance, by dialing their direct line:

Early Education Office:	707 - 724 - 6035
Elementary Office:	707 - 724 - 6034
Middle School Office:	707 - 724 - 6033
High School Office:	707 - 724 - 6032

SECTION 7 - EXTRACURRICULAR ACTIVITIES

Available Options

VCS offers a variety of activities for students. Team sports, cheerleading, student government, music, choir, drama, and various clubs are open to interested students who meet eligibility requirements. Extracurricular activities at VCS are designed for the physical, emotional, social, and spiritual advancement of the student. Participation is a privilege that is earned by the student meeting the outlined criteria with regard to behavior, academics, and attendance.

Sports Rules

Participation in athletics requires a record of a recent physical on file (middle and high school students, acceptable school standing, and that payment of all fees is current. Athletes are required to have insurance coverage before they participate in any sport. Parents must provide proof of insurance to the Director of Athletics. The school does not offer an insurance plan for students. Parents must take full responsibility for investigating their insurance coverage.

Students may not participate in any extracurricular activity on a day or in the evening of a day in which they have been suspended. Students must attend a minimum of 6 periods (or 5 periods if a senior has less than 6 periods). Middle and High school, to attend or participate in an extracurricular event (if Saturday, 6 periods or 5 periods if a senior has less than 6 periods, must have been in attendance on Friday).

Absences for a doctor or dentist appointment are the exception to this rule but the student must turn in an Office Visit slip from the doctor or dentist in order to be excused. Middle School and High School students leaving early for school athletic competitions must turn in all work due that day prior to their departure from school in order to have the work be considered on time.

All activities are under the supervision of the school and students are expected to be as responsive and cooperative at an activity as they are in the classroom. All school rules, dress codes, and behavioral guidelines apply at such events.

All plans for student activities must be approved by sponsors and the administration.

Team members or participants must use authorized school transportation only. Students may not drive themselves.

Eligibility

Board Policy Number 600.4

Vacaville Christian Schools and Vacaville Christian High School require and enforce an eligibility standard more rigorous than the minimum eligibility standard set forth by the California Interscholastic Federation (CIF). No probationary period is provided for students. Students are either eligible or ineligible.

Students participating in extra-curricular activities must maintain satisfactory school conduct and academics. Students must maintain a 2.0-grade point average with no grades of "F". Suspended students are not allowed to attend or participate in events.

High School, Middle, and Elementary Eligibility

Eligible Students wishing to participate in athletic and other extra-curricular activities must maintain a 2.0 grade point average with no "F"s for middle and high school students, for elementary students must maintain at minimum, a "C" in every subject.

An ineligible student is defined as having less than a 2.0 grade point average and/or a grade of "F" in any class. Ineligible students may practice with a sports team but will not be allowed to suit up, sit, or stand with the team during any game or contest (league, non-league, scrimmage, tournament, etc.) and may not travel with the team. Ineligible students are to remain in the bleachers. An ineligible student's academic progress is reviewed every 4.5 weeks to assure VCS standards are met. If eligibility is achieved, full participation will resume. A student's status on academic probation will be reevaluated at the end of each grading period (progress reports and quarterly report cards), not on a week-to-week basis.



Section 8 - Miscellaneous

Interviewing and Photographing Students

From time to time, the public media or school media may wish to interview or photograph students when covering educational and sporting events at school. We want you to be aware that your son/daughter could be interviewed or photographed in such situations.

In addition, from time to time VCS will hire professional photographers and film crews for the sake of promoting the school with billboards, TV commercials, and new images for VCS websites and social media.

During new student enrollment and re-enrollment, all parents are provided a Release of Specific Student Information sheet to either give or deny permission for photography and photos to be used in marketing. This form is kept on file for the entire school year in reference to consent or denial of consent for such images to be used at the school's discretion.

If a parent's consent changes at any time, immediately contact the school registrar to have the student's records updated. For questions or concerns, contact Katie Eads at katie.eads@go-vcs.com.

**“TRUST IN THE LORD
WITH ALL YOUR HEART
AND LEAN NOT ON YOUR
OWN UNDERSTANDING;
IN ALL YOUR WAYS
SUBMIT TO HIM, AND HE
WILL MAKE YOUR PATHS
STRAIGHT.”**

(PROVERBS 3:5-6 NIV)





SECTION 9 - EARLY EDUCATION GENERAL INFORMATION

Early Education Director

Stephanie Yamato
Direct Line: 707-724-6261

Early Education Assistant Director

Marie Murphy
Direct Line: 707-724-6035

Early Education Supervisor

Claudia Ramirez
Direct Line: 707-724-6035

Early Education Office

Direct Line: 707-724-6035

Office Hours:

Monday–Friday 7:30 a.m. to 4:30 p.m.,
located in Building 5

Beginning and Ending of School

The new school year of 2022-2023 will begin on August 22, 2022, and the last day of school will be June 1, 2023. Preschool and Kindergarten Readiness (KR) students must be registered for Summer Camp and/or Summer Enrichment programs in order to attend during the summer program dates.

What You Will Need at Registration

When you register your child for school/child care, you will need an original Birth Certificate, Immunization Record, and any Custody Papers if applicable. The Immunization Record must show the date (month, day, and year) your child received each dose of the required immunizations. The school or center will not admit your child unless you have an Immunization Record with you. If you do not have an Immunization Record or your child has not received all the required immunizations, contact your doctor or local health department immediately to arrange an appointment. Faxed copies of legal documents will not be accepted. Original copies must be presented in our office, and a copy will go into the child's file.

Open Door Policy

We have an open door policy, and parents have the right to come into the center at any time. Whenever possible, please be sensitive to the lessons that are taking place and high distractibility of the children who are learning. If you wish to observe or help in

the classroom, please set up a time with your child's teacher.

Drop-off/Pick-up Instructions

Please allow adequate transition time for your child. If you'd like suggestions for smooth drop-offs, your teachers will be happy to assist you. Parents may park in the designated drop-off places. Everyone must use crosswalks. There is absolutely no parking in the lanes by the Preschool and Kindergarten Readiness classrooms: buildings 7, 3, and 4.

Safety Concerns

Please avoid:

- Backing up your car where children could be walking.
- Backing up your car into the traffic flow, causing everyone to stop.
- Not following the traffic flow.
- Leaving your car running without a driver present.
- Leaving children unattended in the car.
- Parking for over fifteen minutes in the designated drop-off spots.
- Parking in the crosswalk
- Parking in handicap parking places without a handicap placard.
- Using your cell phone while driving on campus.
- Driving over the posted speed limit of 5 mph.

Sign-In/Out

Parents signing their Preschool or Kindergarten Readiness children in or out must have their children (even elementary children) remain with them. No child may be on the playground unsupervised. Only children enrolled in our Preschool or Kindergarten Readiness should use the playground equipment while under supervision of our staff. All children must be brought inside the building by an adult and released to the supervision of a staff member at drop off. The adult must sign the child in via our sign-in book, noting the time, printing his/her name, and writing a full signature. This year, we will be implementing electronic sign-in/out procedures that will replace our sign-in book. Once this project is completed, you will receive information and

instructions on our new sign in/out process. The child will be released only to a parent or to an authorized adult listed on their emergency contact form. Do not take a child from a play area without first informing a staff member. Adults not recognized by staff members will be required to show a photo I.D. Please adhere to your child's program time. Do not drop your child off early or pick up late without prior arrangements made with our supervising staff. Additional fees will be charged outside of your scheduled program.

Staff

The Vacaville Christian Schools Early Education Department is equipped and staffed to offer the best possible care for your child. Each staff member is trained in CPR and First Aid and has completed early education units at the college level. They are professionals dedicated to educating children in a loving, nurturing, Christ-centered environment.

Visit to School

Prior to the first day of the new school year, parents are contacted by their child's teacher to set up a time for a visit to school. You and your child will visit his/her classroom. During your visit, you will complete an informational packet and any questions or concerns that you have will be addressed.

Your child will have the opportunity to explore his/her classroom and meet his/her teacher. Please feel free to take a picture of your child with their new teacher during this visit.

Communication

Please check the Parent Information Board, Class Dojo and email for important information and updates. Please read all communications carefully. There will be special events, important dates, and timely information that you will need to know (e.g., field trips, class parties, lunch menus and HIS Club opportunities). Please keep your email address, phone number, home address, and emergency contacts updated in the Admissions or Early Education Office.

Holidays

All holidays will be celebrated with a biblical emphasis and various traditional activities.

Halloween

This event is not celebrated at VCS. Witches, devils, Jack-o-lanterns, etc. are never a part of any celebration. Please refrain from dressing your child(ren) in Halloween apparel or from bringing Halloween themed treats. Harvest is celebrated with items such as pumpkins and apples representing God's goodness.

Birthdays

Your child's birthday is special and our teachers look forward to celebrating with him or her. We welcome you to send a special treat for your child's class on his/her birthday. Check with your child's teacher to make arrangements for your child's birthday snack. Please remember that we are a Nut Free Zone as you are planning your child's special treat.

*Parents may hand out invitations at school only if they invite their child's entire class.

Holiday Schedule and Daycare Only Days

Children who are enrolled for all-day programs (6:30 a.m. to 6:00 p.m.) have paid for these days in their program. Children who are enrolled for class time only do not have these days included in their program. If you need daycare on these days, your child may attend if space is available. You will be charged the normal drop-in daycare rate as stated in the annual Tuition Guide. All day hours for Preschool and Kindergarten Readiness are 6:30 a.m. to 6:00 p.m. and half-day hours are from 8:00 a.m. to 12:00 p.m.

Drop-In Daycare

Children enrolled in "Class only" programs may stay for daycare on occasion if space is available. Hours used in addition to regular program days will be billed at the drop-in rate of \$8.15 per hour. You must request drop-in care with a supervisor at least 24 hours in advance.

Minimum Day

"Minimum Day" means that all programs will end at 12 noon on this day (Preschool and Kindergarten Readiness). No extended care will be available. Please make arrangements for additional care on these days.



Addresses and Telephone Numbers

It is the parent's responsibility to notify the Admissions or Early Education Office immediately when there is a change in your address and/or phone number by submitting a file maintenance form. This is extremely important so that we keep your emergency information up-to-date

Potty Trained

Children enrolled in older preschool or KR must be potty trained. Children have routine bathroom breaks, approximately every 2 hours throughout the day. A child must be able to take care of all of his/her own bathroom needs. The term "potty trained" means that a child can remove his/her clothes, go potty, wipe himself/herself, pull clothes on, and wash their hands unassisted. We understand that accidents happen occasionally. If a child has accidents regularly, we will ask you to withdraw your child until he or she is completely trained. We suggest that you put clothing on your child that can be easily removed for using the restroom. Overalls, belts, tights, leggings, long dresses, rompers, buttons and onesies pose a particular problem because they are difficult for young children and can cause them to be frustrated at bathroom breaks. We suggest elastic waists and clothing with snaps. Potty chair toilet attachments from home are not allowed.

*Pull-Ups will not be used in Preschool or Kindergarten Readiness.

Child Abuse

While everyone should report suspected child abuse and neglect, the California Penal Code states professionals, including teachers and some lay people, must report suspected abuse to the proper authorities. Parents will not be notified in this event. Please see page 17 for the school and California State Penal Code.

HEALTH

The State Department of Social Services (our licensing agency) requires a physical examination when enrolling. A Physician's Report (on the California State-issued form LIC 701) must be completed and be in our files by the first day of school. It must be kept current in the Early Education Office, with evidence given on up-to-date immunizations for diphtheria, tetanus, polio, measles, mumps, rubella, Hib, Meningitis, Hepatitis B, Varicella and a test for tuberculosis.

Incidental Medical Services for Child Care Centers

VCS will provide the following medical services: VCS will provide the following medical services: Each staff member is trained in CPR, First Aid and Blood-borne Pathogens. In the event of an emergency, the Early Education staff will administer basic first aid, and/or CPR. Prescription medications must be in the original container from the pharmacy, showing the child's name, current date, and doctor's instructions as to administering the medication.

Parents must sign in all prescription and non-prescription medication on the Medication Chart (LIC 9221), including the date, amount to be given, type of medication each day medication is to be given. Medication charts will be located in each individual classroom. Medication will only be given as instructed on the bottle. Prescription medications must be in the original container from the pharmacy, showing the child's name, current date, and doctor's instructions as to administering the medication.

Storage requirements, including equipment and supplies: Over the counter medication must go home at the end of the week, and may be returned on the following Monday, if they are needed. All medication, including Inhalers and Epi-pens, must be signed in and stored in a locked box, located in each building. They may not be stored in a child's backpack or diaper bag. Staff will place medication in the designated storage area. Please make sure all medication is updated and the expiration date is visible.

Plan for ensuring proper safety precautions: Whenever staff can be potentially exposed to blood or body fluids (e.g., diaper changing, administering first aid to scrapes and/or cuts, cleaning runny noses or oozing eyes), rubber gloves will be worn. Immediately following the procedure administered, staff will remove and properly dispose of gloves and instruments used.

Daily Health Checks

Upon arrival to class, a visual health check for students is required and will be conducted daily by staff. Children will have their temperature taken daily upon arrival. Children are to be kept home if they show any signs of the following:

- Severe cough
- Tonsillitis
- Listless behavior

- Swollen neck glands
- Fever-when temp is 100.5 degrees or higher
- Unexplained rash/skin eruptions
- Red eyes with a discharge
- Ear ache
- Diarrhea/vomiting
- Severe congestion
- Any behavior noticeably out of the ordinary

Admittance will be refused to any child with any of these symptoms. Any child sent home from school with a fever, vomiting, or diarrhea may not come back to school until he/she has been free of these symptoms, without medication, for 24 hours.

Following any serious or contagious illness, a doctor's note will be required for re-admittance.

Regulations for Children in Childcare When They Have a Fever

Childcare centers and preschools have many rules and regulations they must follow regarding the health and safety of the children that are in their care. These rules are overseen by the state in which the center is located. Parents are expected to follow all rules regarding the health of their child in order to protect the health of all the other students enrolled in the center, as well as the staff.

What Constitutes a Fever?

A child who is in a childcare/preschool setting is considered to be running a fever when his/her temperature reaches 100.5 degrees F.

Being Sent Home

Childcare centers or preschools must send a child home when he/she has a temperature of 100.5 degrees F or higher. Fevers are one of the main symptoms of contagiousness in most illnesses, and keeping illness out of the center is important for the health of other children and staff. The child running a fever will be separated from the rest of the class to lower the risk of other children becoming sick, while a parent is notified and en route to pick up the child. Parents are required to pick up their child who is sick as soon as possible and should not be more than an hour from the time the parent is notified.

If parents do not respond to phone calls from VCS staff within 30 minutes, we will begin calling those who are on the child's pick up list to pick up the child who is sick.

Returning to the Childcare or School

A child must be kept home until he/she is at least 24 hours fever free with no medicine, and at least 24 hours has passed since the child has had vomiting or diarrhea. The child will be turned away if he/she is brought back to the daycare center the morning after being sent home. A doctor's note clearing the child of any contagious diseases may be required before he/she is allowed to return to school/childcare.

In general, if a child comes to school, he/she should be well enough to participate in the total school program. Children not well enough to participate in regular classroom activity with the class should not be in school. There is no provision at school for special supervision of a sick child.

VCS Early Education Department has adopted this policy to ensure a safe and healthy environment for all children. Please adhere to the conditions stated above when your child has a fever here at school and you are contacted to pick the child up.

California Immunization Requirements

The California School Immunization Law requires that children be up to date on their immunizations to attend school or child care centers. Because childhood diseases can spread quickly, children need to be protected before they enter. Most children need booster immunizations before entering kindergarten. A TB test is needed on all students unless the child's physician notes on the physician's report form that the test is not required. Please bring updated immunization records.

Rashes/Communicable Contagious Diseases

Any communicable/contagious disease, such as measles, mumps, whooping cough, pinworm, ringworm, scabies, tuberculosis, hepatitis, impetigo, lice, etc. must be reported to your child's teacher right away. To be readmitted to school, your child must be accompanied with a signed note from your physician stating: type of rash/disease, treatment for the condition, and release to return to school, as well as any other pertinent information from the doctor.



Description of Communicable Diseases

Scarlet Fever, Strep Throat—Incubation period is 2–7 days. Exclusion from school is required for a child who has either of these. The child may return to school after recovery, but must have permission to return from a doctor.

Chicken Pox—Incubation period is 14–21 days, usually 16–18 days. Symptoms: small water blisters on the back or chest, a slight head cold, a fever may or may not be present. Exclusion from school is required until seven days after spots appear and until all crusts are dry.

Colds and Influenza—Incubation period is 1–3 days. Symptoms: fever, chills, aches and pains in the back and limbs, sore throat, congestion and cough. Return to school depends upon recovery. The child must be free from heavy or persistent cough, sore throat and excessive nasal discharge. Child should have no fever for at least 24 hours preceding return to school.

Conjunctivitis (Pink Eye)—Any inflammation or eye discharge is considered to be contagious and the child will be excluded from school until he/she has been released by a doctor (usually 24 hours after being on medication. With very small children it may be longer due to the fact they are constantly touching their eyes).

German Measles—Incubation period is 14–21 days, usually 16 days. Symptoms: mild fever, rash, enlargement of glands behind the ears and in the back of neck at hairline. Exclusion from school is required until fully recovered and cleared by their doctor to return to school.

Hepatitis—Incubation period is 10–40 days, usually 25 days. Symptoms: fever, headache, nausea, loss of appetite, fatigue, and abdominal discomfort. Later, there may be jaundice. Exclusion from school is required until fully recovered and cleared by their doctor to return to school.

Measles—Incubation period is 9–11 days. Symptoms: rash on 13–15th day, cold with watery eyes, cough and fever, rash on face that spreads down body. Exclusion from school for seven days after the appearance of rash and the absence of fever or other symptoms and cleared by their doctor to return to school.

Mumps—Incubation period of 12–26 days. Symptoms: fever, swelling of one or both glands in front of ears

(occasionally glands under jaw swell). Exclusion from school until all the swelling is gone, usually about 10 days and must be cleared by their doctor to return to school.

Impetigo—Incubation period within five days. Symptoms: crusted, moist sores, usually on the face and hands. Exclusion from school may be required. Children may attend school if cleared by their doctor to return and sores are covered.

Ringworm—Incubation period is 10–14 days. Symptoms: flat, spreading, ring-shaped areas. Edges are reddish, may be dry and scaly. Exclusion from school may be required. The child may attend school if he/she is cleared by their doctor to return and sores can be covered.

Head Lice—Small egg-like modules accompanied by small lice in hair. Itchiness occurs. Prescribed head treatment is necessary initially and home/school areas must be treated (such as bed linens, soft furniture, hats and stuffed animals). A repeated treatment for the larvae is required in approximately two weeks. Children must be free of nits to return to school.

Allergic Reactions

Should your child have an allergic reaction to bee stings, nuts, pollen, etc. that must have immediate attention, please notify the EE office and your child's teacher, in writing with the procedure to be followed to assist your child. You will be given an allergy form to fill out at your Visit to School. If an EpiPen is necessary, please provide one for the center and meet with our school staff regarding how and when to use the pen.

Sun Block

Please help us to protect your child during the summer months by doing the following:

1. Applying sunscreen at home every morning.
2. Sending extra sunscreen to school. Sunscreen must be in its original container with instructions for proper usage. Please use a permanent marker to put your child's name on the sunscreen.
3. You will be asked to fill out a consent form giving staff permission to apply more sunscreen to your child during the day. Students cannot share sunscreen. Parents are responsible for

providing the center with sunscreen for their child. Please give the sunscreen directly to your child's teacher and do not put or leave sunblock in your child's backpack.

Rest & Nutrition

Proper rest and proper nutrition are vital to learning. We urge you to make sure that your children get sufficient rest each night. Please make every effort to provide a well-balanced breakfast, snack and nutritious lunch every school day so that your child will be alert and ready to learn when he/she begins the day. Regular bedtimes and adequate rest are crucial to academic success and appropriate behavior at school.

Breakfast, Snack, and Lunch

Students may bring breakfast from home ready to eat, as long as the child is set up and sitting at the classroom table by 7:30 A.M. Please ensure a nutritious breakfast by keeping the sugar intake low. If you choose to give your child breakfast at school, please sit him/her at the table with their breakfast before you leave.

VCS provides an afternoon snack for all-day students. Students are required to bring a morning snack and an 8–12oz refillable water/sports bottle with them. Teachers will refill your child's water bottle throughout the day, as needed, with fresh cool water. Please label your child's water bottle with their name and room number. Water bottles will be sent home daily.

Monthly snack lists are posted on the parent information board and in the E-bulletin that is emailed to parents weekly. Snacks will include two food groups. Children's lunches from home should be nutritious and have three to four of the major food groups. Please watch the sugar level in your child's lunch. Candy and soda pop are not allowed in lunches. Lunch boxes and containers must be plainly marked with your child's name and date.

If your child arrives at school after the scheduled AM Snack time or lunch, please be sure to feed your child his/her snack before being dropped off to school.

Early education is a nut free zone. Please do not include any food such as, nut butter sandwiches, nut butter crackers, or granola with nuts in your child's lunch. Please do not send almond or any other nut milks with your child to school.

Lunches brought from home cannot be refrigerated or heated up at school. VCS provides a hot lunch program daily. Menus are posted on the parent information board and are listed in the weekly e-bulletin. Parents are billed at a rate of \$4.75 for each lunch at the end of the month. Your Smart Tuition account will reflect lunch charges from the previous month.

Field Trips

Our teachers organize a few field trips throughout the school year. Classroom teachers will notify parents in advance of scheduled field trips and special activities. Students are expected and required to demonstrate behavior in accordance with VCS standards on field trips. If a student is unable to do so, appropriate disciplinary action will be necessary. This may include requiring a parent to attend field trips with the child or excluding the child from the next field trip.

Preschool and Kindergarten Readiness parents are sometimes needed to drive other children for field trips. It is understood that every parent who assists as a driver on a field trip must have a valid driver's license and also possess evidence of the legal minimum for insurance. Proof of current driver's license and insurance must be given to VCS EE Office before the field trip. All children under the age of 8 years old must be secured in a car seat or booster seat in the back of the car, per vehicle code 27360. Each child is to have his/her own seat belt. Double buckling is not allowed. VCS takes stringent precautions to care for the safety and well-being of all students but assumes no responsibility in the unlikely event of loss, injury, etc. on field trips/activities. Teachers are responsible for children when parents cannot attend the field trip, but may not drive children. If you are a volunteer driver, please find their teacher immediately once you reach the field trip location.

Young Preschool parents are required to attend and drive their own children for field trips. Parents may authorize an adult who is on their emergency contact list to drive their child by giving written consent.

Older siblings in Elementary, Middle School, or High School are not encouraged to attend field trips of younger siblings, and their absence will be counted as an unexcused absence from class. Younger siblings may attend, but must stay with their parent/chaperone at all times during the field trip.



If a field trip is scheduled on a day that is not a scheduled program day for your child, the student is welcome to attend the field trip only if he/she is chaperoned by a parent/guardian. The parent is responsible for the child at all times.

Children must be with a parent/chaperone or staff member at all times. Sending children to the restroom without a VCS staff member or their own parent/chaperone in a group is prohibited. Parents/chaperones must focus their attention on their children at all times. Staff will carry first-aid kits and emergency contacts for children without parents present.

Room Parents

Each Early Education classroom teacher needs one or two room parents who are willing to help organize classroom parties, country fair booths, special events, and activities. If you are interested in helping, please communicate directly with your child's teacher. Room parents work closely with the classroom teacher to plan classroom parties for Christmas, Thanksgiving, and Valentine's Day.

DRESS CODE

Daily Clothing:

Please make sure your child is ready for the school day at the time of drop off. This includes making sure they are changed out of their pajamas, shoes are on, hair is brushed, etc. Your child should come to school in comfortable, modest play clothes that fit well. Super Heroes are not allowed on clothing. Please remember Halloween themed clothing is not allowed. Professional team sports logos are allowed. Please put your child's name on all clothing that may be removed during the day, such as jackets and sweatshirts, lunch boxes, backpacks, etc.

Dresses:

Girls must wear shorts under their dresses. Please, no long dresses for girls, as they can be a tripping hazard and make it difficult to play safely on the outdoor equipment.

Shoes:

For your child's safety, he/she must come to school with proper footwear. Children need to wear shoes that are non-slip, without a heel, well fitted, and are

closed toed. Flip-flops are not allowed. Sandals and Crocs must be non-slip, closed-toed with a strap on the back and fit securely on the child's feet. Although not recommended, boots may be worn, but must have rubber soles.

Comfortable, breathable tennis shoes are highly recommended.

Hair:

Boys' and girls' hair styles must not cover or fall in front of the eyes. Fad-related styles such as dyed hair, shaved-in designs, etc. are not allowed for girls or boys. All hair styles must be neatly kept and have a look of good grooming.

Tattoos:

Small, rub-on tattoos are allowed. No frightening, Halloween themed, or superhero tattoos will be permitted.

Extra Clothing:

Children need to have a change of clothes at school at all times. This includes a shirt, pants, underwear, and socks. Please include an extra pair of shoes if possible. Place all these items in a ziplock-type bag, labeled with your child's name. Please check your child's backpack daily and launder soiled clothes and bedding to return to school the next day.

Backpacks:

All Preschool and Kindergarten Readiness children need full-size backpacks to carry mat cover, blanket, change of clothes, folders, and papers to and from school. The backpack needs to be large enough to hold a 9x12 folder. Please check your child's backpack daily for notes from school.

Also, please remember that the rules for appropriate clothing also apply to backpacks and lunch boxes. Please have your child bring his/her backpack every day.

Jewelry:

Please, no bracelets, dangling earrings, or necklaces, including teething necklaces.

Nap-time Needs

Children who stay all day must purchase a mat cover measuring 28"x50", clearly labeled with the child's name. Mat covers are available for \$18 in the Early Education Office.

Most children also like to have a small blanket (not a special, irreplaceable one). Please keep the size to about the size of a crib blanket. Children may bring one small stuffed animal for nap-time. Pillows, sleeping bags, and large blankets are not allowed.

Children do not have to go to sleep but must remain on their mat and lie quietly so as not to disturb those around them. If a child is having a difficult time resting and begins to disturb other resting children, we may need to remove that child from the nap area and find a more suitable place for the child to rest, such as the EE office or another classroom.

Lost and Found

We try to care for our children's personal belongings. However, we cannot be responsible for damage to personal property or lost articles. Clearly label your child's backpacks, lunch boxes, share-toy bags, share toys, books, and clothing. Please check with your child's teacher if an item is lost. Unclaimed items are donated to Goodwill or other charities at the end of the school year.

STANDARDS OF CONDUCT

- Following directions is taught, encouraged and expected of children.
- Common courtesy and respect for other people and their property must be shown at all times.
- "Hands off" policy is to be observed at all times. This includes wrestling, martial arts-type play, tackling, inappropriate touching of other children, biting, pushing, spitting, etc.).
- Children must remain with their teacher, under proper supervision at all times.
- Hiding or running away from a teacher is a serious safety concern, and therefore is not tolerated and can lead to suspension.
- Students and parents causing damage to school property will be expected to make full restitution in financial cost for school property or another student's property.
- Students must have their teacher's permission before bringing anything to school for share

time that is breakable. No live pets are allowed. Share toys should follow VCS guidelines. (No scary items, no superheroes, etc.) VCS assumes no liability for lost, stolen, or broken items, including share toys.

- Children may not open gates.

DISCIPLINE GUIDELINES

At VCS, the Bible is our authority for teaching and training children.

"Start children off on the way they should go, and even when they are old they will not turn from it" (Proverbs 22:6).

"Even small children are known by their actions, so is their conduct really pure and upright" (Proverbs 20:11)

Positive Reinforcement:

Teachers implement guidance methods that are positive and carried out in a loving, consistent manner. Positive, Christ-like behavior is reinforced through incentives that include verbal praise, public recognition, stickers, treasure-box rewards, and hugs. Teachers model Christ like behavior for the children. Teachers and supervisors work closely with children, teaching and training as a disciplinary process to ensure children's individual needs are met. They work directly to make sure there is a moral understanding of any consequences or any discipline that may occur.

Consequences:

Consequences are part of our teaching and training process used to correct unacceptable behavior and teach responsibility. They are administered in love, consistency, and are clearly defined to the student. Consequences may include but are not limited to reflective sit-time and loss of privilege(s). We may also call a parent, requesting that the parent speak to the child and encourage appropriate behavior.

In more serious or repeated offenses, parents are notified and an administrative referral may be written. Parents may also be called to pick up a child for the remainder of the day, and the child may be suspended the following day as well. Parents are expected to support all school rules, policies, and procedures. Parent/teacher conferences are a wonderful way for parents and staff to collaborate



and come up with a plan that will help the child learn more appropriate behavior and be successful in school.

In the event that interventions made by the teachers, supervisors and parents together don't help improve negative behavior, and the student continues to disrupt the classroom or endanger himself or others, the director will ask the parent to withdraw the child from the program.

Our goal is to teach and train children to use self-control, develop respect for authority, and learn to express themselves in socially appropriate ways.

Daily Discipline:

- Verbal warning and redirection
- Consequence: Reflective sit-time
- Consequence: Privilege withheld and note to parent.

For serious or continuous behavioral concerns, the following will occur:

- Phone call to parents, followed by a written note
- Scheduled parent/teacher conference
- Administrative referral and possible suspension
- Meeting with the Director with subsequent behavior contract or withdrawal from the program.

The determination of consequences depends upon the age of the child and the seriousness of the event. Consequences could include any of the following: a warning, suspension, removal of your child from the program, or other consequences we deem appropriate.

If your child should bite another child and break the skin, we reserve the right to request appropriate testing for communicable diseases.

For Young Preschool children, biting may be common. It is important that we partner with parents to resolve the issue quickly. Please see the end of this section for the Young Preschool Biting Policy.

Biting is not typical of three and four year-olds. In the Older Preschool and Kindergarten Readiness department, biting will result in suspension. Children are not allowed to hit, kick, push, throw

objects, or harm teachers, staff, or parents. This will result in suspension.

We strive to help every child have a positive, safe, successful and fun learning experience here at VCS. We are committed to giving each of them the best care and education possible. While our staff are educated and trained in Early Education, we realize that some children need more services and resources than what we have to offer. In these cases, the director will help families find resources in our community to serve their child's needs.

YOUNG PRESCHOOL - FIRST DAY

What to bring:

- 2 packages of baby wipes (alcohol & fragrance free)
- 1 Large box of Kleenex
- Package of diapers- 24 to 30, labeled with child's name or initials
- Changes of clothing
*2 complete changes of clothes (including socks & shoes if possible), if not actively potty training.
*5-10 complete changes of clothes (including socks & shoes if possible), if actively potty training.
- Mat cover and small, crib-size blanket for nap time
- Diaper cream, labeled with child's name or initials
- 8-10oz refillable water bottle
- Morning snack labeled with the child's name and either packed lunch or order hot lunch
- When preparing your child's lunch and snack, please make sure all foods are ready to eat right out of the lunch box. Please label all baggies, containers and foods with the child's name and date.
- Backpack
- Forms to return to teacher: For Those Who Can Serve

Please remember to label clothing, lunch box, (and everything inside that is not disposable), mat cover, and blanket.

Please note: Mat covers go home to be washed every Friday and need to be returned on Monday. If you forget your child's mat cover on Monday, we will be happy to provide a loaner.

OLDER PRESCHOOLER - FIRST DAY

What to bring:

- 1 box of Kleenex
- 1 package of baby wipes
- Large backpack
- 8-12 oz refillable water bottle-labeled with child's name
- Change of clothing in ziplock bag
- Morning snack labeled with the child's name and either packed lunch or order hot lunch
- 1 large glue stick and 1 small bottle of white glue
- Children in Preschool all-day programs also need a mat cover that can be purchased in the EE office
- Small blanket (no pillows or sleeping bags) for all day programs

Please Note: Mat covers go home to be washed every Friday and need to be returned on Monday. If you forget your child's mat cover on Monday, we will be happy to provide a loaner.

KINDERGARTEN READINESS - FIRST DAY

What to bring:

- 1 box of Kleenex
- 1 package of baby wipes
- Large backpack
- 8-12 oz refillable water bottle-labeled with child's name
- 1 small bottle of white glue
- Large glue stick

- Change of clothes in a ziplock bag
- Morning snack labeled with the child's name and lunch or order hot lunch
- Children in all-day programs will also need a mat cover, which can be purchased in the EE Office.
- Small blanket (no pillows or sleeping bags) for all day programs

Please Note: Mat covers go home to be washed every Friday and need to be returned on Monday. If you forget your child's mat cover on Monday, we will be happy to provide a loaner.

CURRICULUM

The curriculum in the Early Education department at VCS is planned in such a way as to maximize children's opportunities to reach goals we have set for them. Through our daily, weekly, and monthly lesson plans, we take an active role in defining the environment and providing each child with a balanced program, designed to reinforce development.

Because children learn best through hands-on exploration, we do not limit lessons to audio and visual learning. From hands-on math manipulatives to field trips exploring our community's environment, children are guided in carefully planned, enriching activities.

Academic curriculum is carefully balanced with ample time for children to grow socially and emotionally through public speaking ("Share Times"), circle times, group activities, play and much more. Chapel times and Bible lessons are implemented to encourage spiritual growth and development which equips young children to excel in life and service to Jesus Christ.

Early Education children learn best when learning is fun. Each teacher strives to create exciting and worthwhile activities to bring letters, numbers, Bible times, etc. to life. Teachers plan carefully so that children will be challenged but not frustrated, stimulated but not overwhelmed.

Preschool and Kindergarten Readiness instruction includes but is not limited to:



Bible: Our Bible curriculum will focus on understanding of and memorization of scripture, as well as, Christian character traits such as love, honesty, respect, and obedience.

Science: Learning about nature and our environment.

Letters: Recognition of names and sounds.

Numbers: Recognition, counting, concepts, and sequencing.

Painting: Recognizing colors, motor development, pre-writing skills, artistic expression Sharing: vocabulary and public speaking.

Music: Rhythm, singing, movement and dance, social interaction, games, drama, and group interaction.

Stories: Promoting interest in books, building vocabulary, new experiences, relaxation and fun, sharing, and enjoying quiet times.

Coloring: Pre-writing, self-expression, spatial relationships, and fine motor skills.

Field Trips: Learning about our environment, the world around us, community helpers, using our 5 senses.

Drama: Each year the children learn new songs, Bible verses, and poems. Older Preschool and Kindergarten Readiness present a Christmas musical production each year.

Library: A fresh assortment of library books are brought to our classrooms bimonthly for the children and teachers to use in the Kindergarten Readiness classrooms.

Assessments and Report Cards for Older Preschool and Kindergarten Readiness

Older Preschool will be assessed twice a year and Kindergarten Readiness students will be assessed four times a year. Students receive two report cards, at the end of each semester.

Parent teacher conferences occur when requested by the teacher or parent.

The current KR teacher must indicate on your child's report card whether he/she should be promoted to Kindergarten. If a KR student's report card indicates mandatory summer school, it is the parent's responsibility to make an appointment with

the director if he/she does not wish to enroll the child in summer school. Proof of tutoring will be required by the elementary department if you choose not to enroll your child in summer school.

YOUNG PRESCHOOL

We ask that you check your child's diaper upon arrival and change the diaper if necessary so that your child begins the day clean and dry. We also ask that you feed your child breakfast before you come. Remember to check the bulletin board and your child's cubby daily for notes from the office or your child's teacher.

Curriculum and Philosophy of Care

2 and 3 year olds learn during their general care throughout the day. We involve the children in diapering, potty training, eating, and independent choices by talking to them about the activity, encouraging their participation, and acknowledging their responses. Our staff of educators promote learning and curiosity of young children through nurturing and caring in their daily routine.

A successful curriculum is based on a recognition of how children grow and develop. What does a child need at each level of development? Our approach to your child is based on the following principles:

- Involve children in things that interest them.
- Let children build self-help skills.
- Model the behavior you want to teach.
- Respect each child as an individual.
- Build security by teaching trust.
- Learn each child's unique way of communication.
- Be honest about feelings.
- Be concerned about the quality of development, not the speed of development, at each stage. Invest the time and energy to build a total person.
- Limits set will be determined out of the need for the children's safety and comfort, not the convenience of the staff.
- Set safe boundaries for your child's exploration.

Young Preschool Goals and Objectives:

- Making God, His Word, and His Son Jesus a part of every daily experience
- Giving the child a good self-image
- Teaching the child to share
- Helping the child get along with others
- Encouraging muscle development
- Developing good manners
- Encouraging awareness of God's creation around us
- Learning through simple science
- Expression through singing and rhythm
- Language development
- Teaching the child to listen and respond
- Teaching self-help skills
- Encouraging emotional bonding
- Language Development through caregiver and child interactions
- Teaching listening and responding through expressive and receptive language
- Teaching self-help skills through demonstration and assistance
- Encouraging emotional bonding by providing a nurturing and loving learning environment

Daily Reports

Parents of young preschoolers will have a daily report either handed to them when picking up their child or clipped to their child's sign in/out sheet.

Potty Training

Most children are ready to potty train by the age of two and a half. Some children may take only several weeks to train, while others take longer.

When your child is ready to begin, we will work together with you to help your child be successful. When a child transfers to Older Preschool, they must be potty trained and able to take care of all toileting needs independently, including wiping after a bowel movement. VCS will support parents in Potty Training their child. VCS cannot guarantee that your child will be potty trained before he/she is scheduled to move on to Older Preschool. Our goal is to support and assist the parent's efforts pertaining to potty training their child.

No "pull-ups" are allowed in Older Preschool or Kindergarten Readiness.

Signs of Readiness

The child will:

- Be frequently dry at diaper-changing time and when the child wakes up from a nap. Show interest and curiosity potty training activities.
- Ask to be changed, or report a messy or wet diaper.
- Shows signs of bowel movement by hiding, pausing during activities, facial expressions, grunting or bearing down.
- Bowel movement at predictable times.
- Show interest and ability in changing their own soiled clothes.

Pacifiers & Bottles

Pacifiers and bottles are not permitted.

Teething Necklaces

Teething necklaces are not permitted in the Early Education Department. This will eliminate any potential choking and strangulation hazard. While we understand the need to make children comfortable during the time they are teething, necklaces present a choking and strangulation hazard for your child, as well as any other child who may inadvertently gain control of it during the day.

Cloth Diapers

VCS does not allow the use of cloth diapers in our facility.



Biting Policy for Young Preschoolers

We strive to give your children a safe, loving, and nurturing learning environment. Among infants, toddlers and 2's, biting is a rather common behavior. We know that about 10-15% of children in this age group will bite. However, whenever biting occurs, it is upsetting to all parties involved and we take it very seriously. We do our best to find the motivation for biting and help children who bite learn appropriate ways to express their needs and emotions. It is important to us here at VCS, the parent of the child who bites, and parents of children who are bitten that we resolve biting behaviors quickly. Below you will read some common motivations for children to bite and what we do when biting occurs in our center.

A child might bite to:

- Explore cause and effect (What happens when I bite?").
- Relieve pain from teething.
- Communicate or express difficult feelings, such as frustration, anger, confusion, or fear.
- Experience the sensation of biting.
- Satisfy a need for oral-motor stimulation.
- Imitate other children and adults.
- Feel strong and in control.
- Get attention.
- Act in self-defense.
- Communicate discomfort in change in life situations such as a parent returning to work, a new baby sibling, parent's separating, or moving.

Reference: *Understanding and Responding to Children Who Bite* www.naeyc.org

When a child bites another child, we will:

1. Intervene immediately and help the child who was bitten.
2. Remove the child who bit from the situation and speak to them briefly, saying in a calm, but firm voice, "No biting. You hurt him/her, he/she is crying." Whenever appropriate, we will ask the child who bit to help put an ice pack on the child who was bitten.

3. Notify parents of children involved. We will not share the name of the children to protect the privacy of all families. If the child who has been bitten is very upset or if the bite left a visible mark, parents will be contacted by phone. All parents will receive a note home explaining what happened.

4. Always reinforce positive behaviors.

When biting continues: When biting continues:

1. Parents of the child who is biting will have a meeting with the teacher, supervisor, or director.
2. Early Education staff will observe the child who's biting in order to identify the child's motivation to bite.
3. We will create a plan of action to help the child learn appropriate ways to express their needs and emotions. Whenever possible, we will have a teacher shadow the child who is biting using the procedures and techniques listed above.
4. The child who is biting may be suspended. Terms of suspension are dependent upon the severity and frequency of biting. A severe bite is defined as one that leaves a significant mark such as redness, teeth marks, bruising, or has broken the skin. (Please refer to "When biting becomes excessive" below)
5. Children who bite will often stop with some guidance. However, if the biting behavior continues, we may require the child to be withdrawn from the program.

When biting becomes excessive:

1. If a child bites 3 times leaving a significant mark, within a 4 week period, the child will be suspended for the remainder of that day and the following day. Parents will also have a meeting with the director.
2. The second time a child bites 3 times leaving a significant mark, within a 4 week period, the child will be suspended for the remainder of that day and 4 additional days. A child who has been through steps 1 and/or 2 will go back to step one when they have gone without biting for 4 weeks.
3. The third time a child bites 3 times leaving a significant mark, within a 4 week period, parents will be asked to keep their child in alternate care for a 30 day period. During this time, parents

will need to continue payment for their child's placement in our program. Parents may choose to withdraw their child at this time, however, their spot will not be guaranteed upon returning. Oftentimes, when children have excessive biting behaviors, they have a need to be in a smaller group setting. This 30 day break can be very beneficial to the child.

4. After this 30 day period, if the child returns and continues biting behavior, the child will need to be withdrawn from the program. Once the child is eligible for enrollment in the next age group, parents may meet with the Director to consider the possibility of re-enrolling their child.
5. Terms of withdrawal will be at the discretion of the Director and may bypass the steps listed above.

Reference: *Biting in the Child Care Setting, California Childcare Health Program*



Questions? Call our Early Education Office.

 **707-724-6035**

Go-VCS.com

Preschool to 12th Grade

1117 Davis Street
Vacaville, CA 95687
(707) 446-1776