



PRESCHOOL



VACAVILLE CHRISTIAN SCHOOL
2025–2026

PARENT HANDBOOK



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OUR HISTORY

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 School 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.

Our local communities recognize VCS as a leader in Christian education. Since 2007, annually, VCS continues to be voted “The Best of Solano County” 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 School 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 School 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 School.

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 School 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 that 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. Preschool 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). 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.

VCS Parent and Staff Code of Conduct Policy

It is crucial to maintain a positive, safe, respectful, and Christ-centered learning environment for the students and staff of Vacaville Christian School, as well as constructive partnerships between our staff and our parents. For these reasons, it is essential that all parents and staff be aware of their responsibilities and adhere to the expected Code of Conduct as set forth in this policy:

Expectations of VCS Parents:

- Recognize that educating children is a shared responsibility between parents and the school community, rooted in our faith and mission at Vacaville Christian School.
- Actively participate in school events and activities throughout the year, and attend school meetings when requested.
- Read and respond to school communications promptly and respectfully.
- Communicate with teachers and staff in a respectful and collaborative manner, fostering trust and reflecting Christian principles.
- Work respectfully with faculty to address any behavior issues.
- Treat all school community members with dignity and respect, even during disagreements.
- Ensure conversations on school grounds are appropriate and language used is suitable for our school environment.
- Maintain respect and contribute positively to others in all electronic communications.
- Support and reinforce Vacaville Christian School’s disciplinary actions and policies, understanding the parental role in maintaining a Christ-centered student environment.
- Be a positive ambassador for VCS in the wider community, promoting its values and mission.

Matthew 18 Policy - At VCS, we as a staff are committed to, and expect parents to also commit to, resolving any school related concerns or conflict according to our school’s “Matthew 18” policy.

Step #1 - Any disputes or concerns should first be respectfully, in a spirit of humility, expressed directly to the person involved. We desire to resolve most situations at this level and believe relationships and trust are built by face-to-face discussions between those involved.

Step #2 - If the situation still cannot be resolved through step #1 (and only after this step has been taken), schedule a meeting with the responsible person and his or her immediate supervisor.

Step #3 - If you still cannot resolve the concern, it is necessary and appropriate to escalate

the concern to the principal, Head of School, and Board of Directors, as necessary for resolution.

Additional Matthew 18 Principles:

- **Keep the matter confidential.** Please be respectful and refrain from gossip!
- **Be both respectful and straightforward in sharing your concerns.** Restoration and improvement can only come when the issues are lovingly, yet clearly, presented.
- **Be forgiving.** Once the issue is resolved, we should wholeheartedly forgive the other person!

Partnership is also a mutual activity. The word partnership comes from the Latin word, partitionem, which means to “be a sharer or partaker together in anything”. At VCS, we recognize that we are working together in the education of our students. Therefore, as a staff, we mutually commit to the following:

Expectations of our VCS Staff, Faculty, and Coaches:

- Demonstrate exemplary behavior, positive attitudes, and professionalism towards students, parents, and colleagues, fostering a partnership built on Christian trust and respect.
- Create and maintain a positive, safe, respectful, and academically rigorous learning environment, rooted in the development of a Biblical worldview.
- Communicate appropriately with all school community members, embodying integrity, honesty, empathy, and respect.
- Address student behavior issues with patience and understanding, partnering with parents to uphold our Christian commitment to a supportive learning environment.
- Actively participate in school events, meetings, and Christian-based activities to enrich the educational experience in alignment with our faith.
- Collaborate with all school community members with dignity and respect, showing a Christ-centered understanding and care for their needs.
- Commit to continuous professional and spiritual growth, seeking to better serve the students and families within our Christian framework.



- Regularly participate in a local Christian church for both worship and community fellowship.
- Support, both personally and professionally, the statements of faith and non-denominational, Christian theological positions of Vacaville Christian School.
- Respond graciously, promptly, and effectively to any questions, concerns, or conflict with others, be they parents or staff, within the VCS community.

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 summer tutoring and/or take a summer class online (MS and HS students) to determine promotion 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. **Families acknowledge that if a withdrawal form is not completed, submitted, and approved by the Finance Department, daily tuition charges will continue to accrue until all requirements for official withdrawal have been met.**

Preschool: This contract is for the entire school year. Accordingly, to withdraw a child from the Preschool 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.

VCS Tuition Payment Policy

At Vacaville Christian School, the timely and full payment of tuition is a cornerstone of our financial health and operational stability. Our policy is designed to ensure that we can sustain the quality of education and programs we offer, as well as retain our dedicated faculty and maintain our facilities. While our primary focus is on providing an enriching academic and spiritual environment for our students, we must also attend to the financial responsibilities that underpin our institution. It is never our intention to act as enforcers of financial compliance; however, the implementation of a clear and consistent tuition payment policy is essential. This policy aids in the effective management of school resources, thereby enabling us to continue fulfilling our mission. We deeply appreciate the cooperation and understanding of our school community as we strive to balance educational excellence with fiscal responsibility.

- All tuition and fees (including extracurricular activities) are due by the 10th of each previous month beginning the month of August and ending in July of the following year.
- As of the 11th, any unpaid tuition balance is considered past due, and will result in a late fee if not paid before the 14th of each month.
- Families for whom there is an unpaid tuition balance (as of the 14th of that month) will receive email notification from Blackbaud Tuition Management regarding the unpaid balance and late fees.
- After two weeks, families for whom there is any unpaid tuition balance will receive notification from our business office that attendance of their student(s) may be jeopardized.
- Families for whom there remains an unpaid tuition balance after 30 days or one week prior to the next payment date will receive an email notification from our business office and department office that their student(s) will not be able to attend school and / or extracurricular activities until the outstanding balance is paid in full. Any student(s) who are in attendance and under this policy will be sent to the department office to await pickup by their parent(s).

*If there are extraordinary circumstances affecting a family's ability to pay tuition on time and in full, please contact the business office immediately. VCS does not guarantee that any exceptions to this policy may be granted at any time and for / under any circumstances.

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. to 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. Preschool 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>. There is a \$35 application fee for applying.

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 15th. Any form turned in after the May 15th deadline a \$75 late fee will be charged. 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 the **Business 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 volunteer 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 fliers, 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 their 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, Preschool 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 6:30 A.M. to 6:00 P.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.

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. Detailed information including parent volunteer requests will be sent each time a field trip is scheduled.

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 3:00 P.M. M/T/Th/F or 2:00 P.M. on Wednesdays (EL Only; MS release is 1:45 P.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.
- The Multi-purpose 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 (PS, EL, 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 in to 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) and MS/HS Hype Squad

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 School 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. 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 VCS Student Technology Policy (see page 23 to review the policy).

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 reflects poorly on the school's reputation and is

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, put-downs, 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 religious 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

Vacaville Christian School – Learning Support, Accommodation, and Modification Framework (K-12)

Vacaville Christian School aspires to nurture every student’s God-given potential. In partnership with parents, we thoughtfully consider documented learning differences and design supports that honor both individual needs and our college-preparatory standards. Core guidelines include:

Admission & Review:

- Families may submit a current IEP or 504 during the application process, which will be reviewed alongside entrance testing to decide if VCS can meet the documented needs.
- VCS may condition acceptance on a mutually agreed support plan or, when needs exceed our resources, decline enrollment.

Data-Driven Plan Development:

- Before any formal VCS plan is written, the school requires multiple data points which incorporate recent standardized data—e.g., ITBS, Woodcock-Johnson, or a full educational battery performed by the district or a qualified private evaluator.
- Classroom interventions (tutoring, small-group reteaching, parent conferences) must be tried and documented first.
- Once adequate data are in hand, the principal and teacher / academic support team draft a VCS Accommodation Plan; parents review and provide feedback, as appropriate.

Scope of Support:

- Accommodations adjust how a student accesses or demonstrates learning and are flexible (see typical examples below).
- Modifications alter what a student is expected to master. These are rare, subject to administrative approval, and may not waive high-school graduation requirements or essential course content.
- All plans are renewed annually and may be reduced as students develop independence



Typical Accommodations We Can Provide:

- Preferential seating and strategic grouping; clarifying or chunking directions; breaking tasks into smaller segments; extended time on classwork or tests; reduced-length homework when time thresholds are met

Limitations of Scope of Support:

- Academic integrity: students must still demonstrate mastery of course objectives; assessments remain aligned to VCS standards.
- Graduation credit requirements (credits, GPA minimums, etc.) may not be waived or reduced.
- VCS cannot provide specialized therapies (speech, OT, PT) or intensive special-education staffing offered in public programs.

Initiating or Updating a 504/IEP:

- Parents seeking a public-school plan must contact their home district; VCS will cooperate with observations and meetings.
- Should a student qualify, parents decide whether to accept district services or remain at VCS under the VCS plan.
- External service providers must coordinate scheduling with the principal; costs rest with the family.

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:

- a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b) Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures.
- c) 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 are 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. If a student withdraws prior to expulsion disciplinary action being carried out, the student is not allowed to attend VCS events. 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.

VCS Student Technology Policy

At VCS, we recognize the profound impact that personal technology can have on students’ academic performance, social interactions, and spiritual growth. Research and best practices in education have shown that the presence of personal electronic devices often leads to increased distraction, reduced cognitive capacity, and diminished critical thinking. According to Dr. Jean Twenge, author of “iGen,” excessive use of smart devices is linked to various

emotional health issues, including depression, anxiety, and lower life satisfaction. Moreover, a study published in the journal “Computers in Human Behavior” reveals that students are happier, more socially engaged, and experience higher self-esteem when personal devices (not necessary for instruction) are not available. Our technology usage policy is therefore designed to protect the integrity of our learning environment and foster an atmosphere conducive to academic excellence and personal development.

As a Christian institution, we believe it is our responsibility to guide our students toward positive behaviors that align with our values. Encouraging a healthy relationship with technology is part of this duty. By limiting the use of personal devices, we aim to cultivate a school culture where students are more engaged with their lessons, more socially interactive with their peers, and more focused on their spiritual journeys. Catherine Steiner-Adair, author of “The Big Disconnect,” describes students as being “forever elsewhere” due to their constant connection to technology, a phenomenon that we aim to counteract by fostering direct personal engagement. An environment free from the distractions of unnecessary personal technology allows students to develop resilience and habits of mindfulness that are essential for their overall well-being and future success.

****Additional Resources, Articles, and Books**

Personal Technology Defined

Personal Technology includes, but is not limited to, the following:

- Cell Phones of any kind
- Smartwatches
- Headphones or Earbuds
- Personal (non-school-issued) laptops
- Any other non-school-issued personal technology devices

Preschool and Elementary School Technology Policy

Students in preschool and elementary school are not permitted to bring personal devices of any kind to VCS. Should a student bring any such device to

school, it will be taken to the front office for parent pick-up. This policy aims to minimize distractions and promote a focus on interpersonal interactions and traditional learning methods developmentally appropriate for young children. We seek to cultivate an environment where our youngest students can thrive without the encumbrance of personal technology.

Middle School Technology Policy

Middle school students are NOT allowed to access personal devices during school hours, except for laptops or tablets specifically approved for use during classroom instruction and used for our online and electronic learning tools, such as Schoology. Any personal devices must be turned off and put away during the entirety of the school day. Any device found to be in use will be taken to the front office, where it can be retrieved at the end of the school day. Repeated infractions will result in more significant disciplinary actions. Middle school is a critical period for developing academic and social skills, and this policy supports an environment where students can concentrate on their studies and interactions with peers without the distraction of personal technology. Cell phones at school are for the purpose of making contact with parents before or after school, never in class or during Chapel, or during passing periods (including lunch).

As previously mentioned, middle school students are required to have a laptop or tablet device for instructional purposes. However, students may only access the internet through the school’s network, which has significant filtering and blocking systems in place to ensure safe internet access. Students found accessing the internet through a personal data plan or hotspot will face serious disciplinary consequences.

Elementary / Middle School Electronic Device Violations:

- **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 (in elementary, a parent / guardian ONLY may pick it up directly).
- **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 (middle school only). Actions may include a Self Carry Contract, cell phone kept in office or a No Carry Agreement. The student will be issued a detention. A fourth violation will result in a Saturday School (middle school only) and a 5th violation results in a suspension.

High School Technology Policy (NOTE - High School Technology policy has changed for the 2025-2026 School Year)

To reduce distractions, protect learning time, and support a focused campus culture, our high school personal device policies have changed. High school students may not access personal devices (for example, cell phones, smartwatches used for communication, earbuds) at any time during the school day. Personal devices must be off and stored from the first bell to dismissal. Limited use is allowed only before school and after school. Classroom exceptions for medical or disability-related needs require prior administrative approval.

With permission from the High School Office, students may briefly use a personal phone in the office for legitimate needs such as coordinating a ride, communicating a schedule change with a parent, or addressing a health matter. We recognize that timely communication can be helpful for families, but during the school day all personal devices must remain off and put away, and urgent messages should be routed through the office.

Laptops or tablets specifically approved for classroom instruction and used for our online tools, such as Schoology, are permitted during class as directed by the teacher. Students must access the internet exclusively through the VCS network to ensure safe and filtered access. Use of personal data plans or hotspots is prohibited and will result in disciplinary action. If a personal device is used during class or any part of the school day, the device will be confiscated and held in the office until the end of the day. Repeated infractions will result in progressively more significant consequences, up to and including suspension.

Personal devices during the school day distract from instruction, fragment attention during transitions, and undermine a focused, relational campus

culture. Limiting use to before and after school protects learning time, simplifies enforcement for staff, and preserves appropriate channels for parent communication.

Important Communication Guidelines:

To foster an environment free from technological distractions, we have established specific communication channels:

- High School: Parents may send an email to their child’s instructional laptop/tablet device or contact the school office. Students may also reach their parents from the office as needed.
- Middle School, Elementary School, and Preschool: Parents should contact the school office for message delivery to their child, ensuring that classroom disruptions are minimized.

Personal Device Use Outside School Hours

Personal device use at activities outside of school hours, or during school-sponsored transportation, is permitted if authorized by the trip or activity supervisor. This flexibility accommodates various extracurricular engagements while maintaining the principles of our in-school policy.

Medical Exceptions

We recognize that some students may require the use of personal devices for critical medical purposes, such as monitoring diabetes. Students needing to use a personal device for medical reasons must communicate with the principal and provide a doctor’s note to establish a tailored plan for their unique scenario. Each case will be considered individually, with medical recommendations as a necessary component.

[**See Additional Acceptable Technology Use / Social Media Guidelines for Students](#)

Our goal as a Christian educational institution is to support the holistic development of our students by creating an environment where they can excel academically and grow spiritually and socially. We appreciate your cooperation and understanding as we implement this policy. Should you have any questions or require further clarification, please do not hesitate to contact the appropriate grade-level principal.

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

Preschool 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 School 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

Vacaville Christian School (VCS) may photograph or video students throughout the school year during events (such as senior parade and homecoming, for example), for use in marketing materials, the school website, social media, newsletters, and other school communications. VCS maintains active social media accounts where photos of student life are regularly posted. Additionally, the school may hire professional photographers or film crews for promotional purposes, such as billboards, commercials, and advertising campaigns.

From time to time, public media outlets (e.g., newspapers, local TV stations) may cover school events and may include interviews or images of students. Please note that VCS does not have control over how public media captures or uses such content.

All students on campus may be photographed or video recorded unless VCS receives a written request to opt out. If a parent or guardian chooses not to have their child(ren) included in any VCS-controlled photography or videography, they must notify the school in writing by emailing Admissions@go-vcs.com or submitting a letter to the school office.

Once filed, the opt-out request will remain active for the duration of the student's enrollment at VCS. Parents may change their preferences at any time by notifying the school in writing (as noted above) if they choose to allow their child(ren) to be included in future photography or video content.

**“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– WELCOME TO
PRESCHOOL GENERAL
INFORMATION

Preschool Director

Stephanie Yamato
Direct Line: 707-724-6261

Preschool Assistant Director

Marie Murphy
Direct Line: 707-724-6035

Preschool Office

Direct Line: 707-724-6035

Office Hours:

Monday–Friday 7:30 A.M. to 3:30 P.M. located in Building 5

Beginning and Ending of School

The new school year of 2025-2026 will begin August 18, 2025, and the last day of school will be May 28, 2026.

What You Will Need at Registration

When you register your child for school, 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.

Annually, you will be asked to fill out the ASQ:SE-2 and ASQ-3 for your child before they start the next school year. These questionnaires help us learn about your child’s developmental strengths and areas of growth. On occasion, the Director or Assistant Director may ask you to do more than the annual minimum. Preschool staff may use these questionnaires on any child at any time for the purpose of observation and assessment.

Continuous Enrollment

In 2020, we adopted at VCS a model of “continuous enrollment”, through which VCS families no longer have an annual enrollment fee and tedious re-enrollment process. Once your child is enrolled in VCS at any grade level, including Preschool, he or she will continue onto the next grade level for the upcoming school year.

Grade Placement

Your child will be placed in the appropriate grade level, based on their age.

Kindergarten Readiness: Children must be 4 years old on or before September 1st to enroll

Older Preschool: Children must be 3 years old on or before September 1st to enroll

Young Preschool: Children must be 2 years old to enroll.

****Some children in our Young Preschool (YPS) Program will remain in YPS for two school years in order to be on track with their age group. For example, a child turning 2 on September 2nd may begin attending on or after their birthday, complete that year and the following year, since they would miss the cutoff to go to Older Preschool.

*If you believe your child needs more time to develop and mature and therefore, repeat a grade level, please reach out to the Director or Assistant Director to discuss concerns, options and considerations.

Summer Camp

All students must be registered with our Preschool Office for Summer Camp and/or Summer Enrichment programs in order to attend during the summer program dates. Current VCS families will receive a Summer Camp packet in April and have priority registration.

Morning Only or All Day Programs

Children who are enrolled for morning only programs may attend from 8:00 a.m. to 12:00 p.m. Children who are enrolled for all-day programs may attend anytime during our opening hours of 6:30 a.m. to 6:00 p.m. The time before 8:00 a.m. and after 12:00 p.m. is considered extended care. During these times, classes may combine with others and use different classrooms. You will receive information regarding classroom locations and times.

Community Care Licensing

Our Preschool is a state licensed facility and we work with Community Care Licensing to ensure the health and safety of every child in our care. We work with our CCL analyst to be sure we are in compliance with Title 22 regulations. CCL conducts yearly inspections of our facility and will thoroughly investigate any complaint they receive. In the event they are conducting an investigation, CCL analysts may interview staff, students or parents. Private student interviews would take place here in our facility and assisted by our supervising staff or directors. If an analyst chooses to call you as a parent, they will use the phone number you have listed with us.

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 child’s 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 classrooms: Buildings 7, 3, and 4.

Safety Concerns

Please AVOID:

- Using your cell phone while driving on campus.
- Driving over the posted speed limit of 5 mph.
- 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.

Sign-In/Out

Parents signing their Preschool children in or out must have their children (even older children) remain with them. 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. 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. No child may be on the playground unsupervised. Only children enrolled in our Preschool should use the playground equipment and only while under supervision of our staff.

**Children are under staff supervision while signed in to our program.

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. You may update your emergency contact list at any time with the Preschool Office.

Staff

The Vacaville Christian Schools Preschool Department is equipped and staffed to offer the best possible care and education 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.

Meet & Greet

Prior to the first day of the new school year, parents will receive a letter from the teacher with an invite to a *Meet & Greet*. You and your child will visit the classroom, meet his/her teachers and other families in your child’s class During your visit, you will complete an informational packet, purchase a mat cover for all-day students and any questions or concerns that you have will be addressed. Please be



sure to bring the “Getting to Know You” page you received with the teacher letter to this visit. This will be a great time to take a picture of your child with their new teacher if you would like

Communication

Please check the Parent Information Board in the classroom, 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. campus closure days, 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 Preschool 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/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 Extended Care 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 (8:00 A.M. to 12:00 P.M.) do not have these days included in their program. If you need care on these days, your child may attend if space is available with the approval of a director and at least 24 hours in advance. You will be charged the normal drop-in

daycare rate as stated in the annual Tuition Guide. Our center hours 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 Days

Children enrolled in “Morning only” programs may stay for extended care on occasion if space is available. Hours used in addition to regular program days will be billed at the drop-in rate of \$24 per hour. Upon availability, you may bring your child for a drop in day for \$75 for 8 a.m. – 12 p.m. and \$140 for full day. You must request drop-in care with a director and receive approval at least 24 hours in advance.

Addresses and Telephone Numbers

It is the parent’s responsibility to notify the Admissions or Preschool 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 Kindergarten Readiness must be fully independent in toileting, taking care of all their bathroom needs. Children have routine bathroom times, approximately every 2 hours throughout the day. We consider children fully independent when they can recognize the need to go potty, tell a teacher they need to go, remove clothes, go potty, wipe, 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 keep your child at home until he/she is fully independent, usually about 2 weeks. If this occurs, we will hold their spot in the program and no adjustments will be made to their tuition account. 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. We suggest elastic waists and clothing with snaps. Potty chair toilet attachments from home are not allowed.

*Pull-Ups are not permitted in Older Preschool or Kindergarten Readiness.

Reporting Child Abuse & Neglect

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 Preschool 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

Vacaville Christian Schools will follow the guidelines required by Community Care Licensing.

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 Preschool 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. 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. 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), disposable 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 are to be kept home if they show any signs of the following:

- Severe cough
- Tonsillitis
- Listless behavior
- Swollen neck glands
- Difficulty staying awake
- 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 illness, a doctor’s note will be required for re-admittance.

Regulations for Children in School When They Are Ill

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.

Being Sent Home

Childcare centers and 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. When a child is being sent home for illness, they must be picked up from the facility within an hour. If you cannot make it in that time frame, please ask one of your emergency contacts to pick he/she up.

Returning to 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 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.

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.

We have adopted this policy to ensure a safe and healthy environment for all children. Please adhere to the policies and procedures stated above when your child is sick at school.

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.

Covid-19, Colds and Influenza–Incubation period is 1-10 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. The 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 likely to touch their eyes often.

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 Preschool 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 Meet & Greet. If

an Epi-Pen is necessary, please provide one for the center and meet with our school staff regarding how and when to use the pen.

Sunscreen

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 and a Centrally Stored Medication form (LIC 622) 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 child gets sufficient rest each night. Preschool children typically need 10-14 hours of sleep 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. 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. Staff 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. Water bottles will be sent home daily.

Snack menus are posted on the parent information board and in the Preschool newsletter 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 are not allowed in lunches. Lunch boxes and containers must be plainly marked with your child’s name.

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

Our Preschool 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 newsletter. Parents are billed for each lunch at the end of the month. Your Blackbaud account will reflect lunch charges from the previous month.

Special Activities

Our staff may organize in-house and off-campus special activities throughout the school year. Staff will notify parents in advance of scheduled events. Students are expected and required to demonstrate safe and appropriate behavior in accordance with VCS standards during special activities. If a student is unable to do so, appropriate disciplinary action will be necessary. This may include requiring a parent to attend with the child or excluding the child from the next activity.

Older 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 fingerprint clearance, 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 the VCS Preschool 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. Staff 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.

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. 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.

Superheroes that use weapons or violence are highly discouraged on clothing, backpacks, lunch boxes, water bottles, blankets, sleep toys, etc. During preschool age, children love to pretend and act out what they are thinking about. At school, we do not

allow pretend fighting, wrestling or weapon play. Removing the visual stimuli of super heroes helps prevent such play and therefore helps us keep our students safe. Other characters are fine to be worn as long as they are not scary or Halloween themed.

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’ hairstyles should 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 hairstyles must be neatly kept and have a look of good grooming.

Accessories/Make Up:

Make up, fake nails and clip-on hairpieces are not permitted. 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 students need full-size backpacks to carry their 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. Soiled clothing will also be placed in their backpack.

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:

Bracelets, dangling earrings, and necklaces, including teething necklaces are not permitted.

Nap-time Needs

Children who stay all day must purchase a mat cover prior to their first day of school and clearly label it with the child’s name. Mat covers are available for \$20 in the Preschool Office.

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. If your child goes home sick from school, please be sure to bring their mat cover home to be washed.

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 will either nap in their own classroom or another preschool classroom, depending on space available.

Children do not have to go to sleep but are encouraged to rest their bodies 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 find a more suitable place for the child to rest, such as the Preschool Office or another classroom.

Lost and Found

We try to care for our student’s personal belongings. However, VCS assumes no liability for lost, stolen, or broken items. 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 quarterly



Behavioral Expectations

As a department, we have adopted the following expectations. We use a variety of teaching strategies to promote and support appropriate behavior, positive social interactions and overall success in school.

We are SAFE:

- We stay with our class at all times.
- We play safely with our friends.
- We wait for parents and Preschool staff to open gates and classroom doors.
- We use classroom and playground equipment properly.

We are KIND:

- We are kind to our friends and teachers by using our hands and feet gently.
- We use kind, appropriate words with each other.
- We are learning to take turns and share with our friends.

We are RESPECTFUL:

- We are learning to follow directions, expectations and routines.
- We are respectful of others’ space.
- We are respectful of others’ belongings.

*Students and parents causing damage to property will be responsible for restitution for the damage.

Discipline Guidelines

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

We believe that behavior is communication. At this stage of development, children are learning how to identify and express their emotions and we are here to help them. We understand that by building trusted relationships with our students and teaching friendship skills, students are more likely to engage in positive interactions. We primarily accomplish this by implementing positive strategies such as:

Positive Reinforcement: Staff implement guidance methods that are positive and carried out in a loving, consistent manner. Positive, Christ-like behavior is modeled and reinforced through bible stories, prayer, character lessons, books and affirmations.

Sometimes, incentives such as stickers and treasure-box rewards are used to acknowledge positive behaviors.

Positive Descriptive Acknowledgment: Staff narrate positive, appropriate behaviors they see and tie them into our behavior expectations. For example, “You shared the blocks with your friend. That is so kind!” PDA promotes internal motivation in children, helps them develop confidence in their ability and gives them the credit for their positive behaviors.

Emotional Deposits: Staff invest in children’s interests, their favorite books and activities, engage in play, pray with them and talk with them. Staff strive for every child to feel loved, safe and valued here.

Regularly Evaluating Classroom Environment: Leadership works with teachers to adapt the classroom environment as needed to create a welcoming, safe, appropriate and fun learning environment.

Provide Structure: We set children up for success by developing and maintaining a consistent schedule, routines, and structure. We use tools such as visual schedules, visual timers and transition strategies to help them develop a sense of security, time, and routine.

Observations: When positive and challenging behavior occurs, it’s important that we know what contributed to the behavior. Preschool staff will observe children, looking for patterns and potential triggers. Staff will communicate observations with parents in efforts to find helpful strategies to encourage positive behavior in students.

Whenever it is appropriate and needed, teachers will use consequences for unacceptable behaviors. Consequences are part of our teaching process used to address 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, verbal warnings, redirection, reflective sit-time, loss of privileges, removal from the classroom and notes home.

Continuing Challenging Behaviors

The determination of consequences depends upon the age of the child and the seriousness of the event. When a child displays challenging behavior two

or more times a week, we consider that behavior “continuing”. Consequences could include any of the following: a warning, suspension, removal of your child from the program, or other consequences we deem appropriate.

Parents are expected to support all school rules, policies, and procedures. Some expectations of parents may include, but are not limited to:

- Respond to communication from Preschool staff in a timely manner.
- Communicate respectfully with Preschool staff at all times.
- Attend and participate in conferences scheduled by the teacher or directors.
- Pick up your child from school within an hour when the Assistant Director or Director deems it’s necessary.
- Acquire assessments from medical and/or psychological professionals when asked to by the Assistant Director or Director in a timely manner.
- The Assistant Director or Director may offer optional, free, in-house observations by a Mental Health Consultant. If this is recommended and parents choose not to participate, parents will be required to obtain a professional observation or assessment on their own. Parents will have one month to share results of the findings with the Assistant Director or Director. Parents may be asked to keep their child home until it’s complete when deemed necessary for the safety of the child, other students, or staff.

Parent partnership is of utmost importance to ensure a child’s success in the school environment. Failure to meet these expectations may result in the child being removed from our program.

Our goal is to teach children to use self-control, develop respect for others, and learn to express themselves in socially appropriate ways. Challenging behaviors may include: excessive hitting, kicking, throwing objects, or physical aggression towards other students or teachers; biting (If your child should bite another child and break the skin, we reserve the right to request appropriate testing for communicable diseases.); engaging in unsafe behaviors such as running away or hiding from teachers, or not staying with the class during transitions; or continual disruptive behaviors. When parents and staff partner together, most children are able to improve and eventually discontinue these challenging behavior

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

- Phone call to parents
- Scheduled parent/teacher conference - 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.
- Administrative referral and possible suspension
- If significant improvement is not made within two months of the first parent/teacher meeting regarding the child’s challenging behaviors, a meeting with the Director or Assistant Director will be required. The meeting will result in a subsequent behavior contract or withdrawal from the program.

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. We view every child as uniquely and beautifully created by God. Every child has their own personality, temperament, experiences and needs. We strive to promote your child’s spiritual, physical and cognitive development. 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 and deserve the right to get their needs met. In these cases, the Assistant Director or Director will help families find resources in our community to serve their child’s needs.

CURRICULUM

The curriculum in the Preschool 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.

The academic curriculum is carefully balanced with ample time for children to grow spiritually, socially, emotionally, physically and cognitively. Preschool children learn best when learning is fun and hands-on. Each teacher strives to create exciting and worthwhile activities to encourage a love of learning,



a sense of wonder, and awe of God’s love and His creation. Teachers plan carefully so that children will be challenged but not frustrated, stimulated but not overwhelmed.

A successful curriculum is based on a recognition of how children grow and develop. Our approach to your child is based on the following principles:

- Children learn best when learning is hands-on and interesting to them
- Children need to have opportunities to master skills that promotes autonomy
- Children need to see desired behaviors modeled
- Children deserve to be respected and viewed as a unique individual
- Children need trust-based relationships with their teachers
- Children need appropriate boundaries that are determined out of the need for their safety and comfort
- Children are more successful in school when they have meaningful relationships with their peers

Preschool Goals and Objectives:

- Encouraging spiritual development
- Making God and His Word a part of every daily experience
- Encouraging awareness of God’s word, creation, goodness and His love for us
- Promote self-esteem by providing developmentally appropriate activities children can master
- Teaching friendship skills such as sharing, inclusion and demonstrating kindness
- Teaching self-regulation and problem-solving skills
- Encouraging physical development
- Cognitive learning through the Bible, books, math, science, phonics, phonemic awareness, music, poems, and language and literacy
- Expression through music, art and pretend play
- Language development through teacher and child interactions, peer interactions and literature rich in vocabulary
- Teaching self-help skills through demonstration, assistance and practice

- Building trust-based relationships with students and providing a nurturing, loving learning environment

For a detailed overview of our curriculum at each grade level, please refer to our “Curriculum Overview” in your application packet or follow the link [HERE to view our Preschool Curriculum Overview Handbook](#).

Assessments and Report Cards for Older Preschool and Kindergarten Readiness: Older Preschool students will be assessed twice a year and Kindergarten Readiness students will be assessed four times a year. Students receive a report card at the end of each semester.

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

The current KR teacher will 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 enrichment, 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 enrichment. Proof of tutoring will be required by the elementary department if you choose not to enroll your child in summer enrichment. If a KR student is not recommended for promotion, the child may be required to be assessed by the Elementary department at the parent’s expense.

YOUNG PRESCHOOL

Philosophy of Care

Young children learn during their general care throughout the day. We involve the children in diapering, potty learning, 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 for them in their daily routine

Potty Training

Most children are ready to begin potty learning by the age of two and a half. Some children may take only several weeks to learn, 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. Our teachers 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 parent’s efforts pertaining to potty training their child with the intention of getting them ready to move to Older Preschool when they are old enough.

We ask that you check your child’s diaper upon arrival and change it if necessary so that your child begins the day clean and dry. You will be asked to keep a supply of diapers at school. If your child runs out of his or her own diapers, the school will provide enough diapers for the day and you will replenish those the following day.

No diapers or “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 in potty training activities
- Ask to be changed, or report a messy or wet diaper
- Show signs of having a bowel movement by hiding, pausing during activities, facial expressions, grunting or bearing down
- Have bowel movements at predictable times
- Show interest and ability in changing their own soiled clothes

Cloth Diapers

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

Pacifiers & Bottles

Pacifiers and bottles are not permitted.

Teething Necklaces

Teething necklaces are not permitted in the Preschool Department. 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.

BITING POLICY FOR YOUNG PRESCHOOLERS

We strive to give all 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, parents 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. All parents will receive a phone call and a note home explaining what happened
- 4. Always reinforce positive behaviors

When biting continues:

- 1. Parents of the child who is biting will have a meeting with the teacher, assistant director or director.
- 2. Preschool 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

What to Bring the First Day of School

Please label diapers, clothing, water bottle, lunch box, (and everything inside that is not disposable), mat cover, and blanket.

Young Preschool

- 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 learning.o
 - 5-10 complete changes of clothes (including socks & shoes if possible), if actively potty learning.
- Mat cover and small, crib-size blanket for nap time (small stuffed animal for nap if desired)
- Diaper cream, labeled with child's name or initials
- 8-12 oz 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: Getting to Know You, Consent to Treatment, Allergy Alert, Permission Slip (These should be completed at the Meet & Greet)

Older Preschool

- 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 Older Preschool all-day programs also need a mat cover that can be purchased in the Preschool office
- Small blanket (no pillows or sleeping bags) for all day programs (small stuffed animal for nap if desired)
- Forms to be returned: Getting to Know You, Consent to Treatment, Allergy Alert, Permission Slip (These should be completed at the Meet & Greet)

Kindergarten Readiness

- 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 Preschool Office.
- Small blanket (no pillows or sleeping bags) for all day programs (small stuffed animal for nap if desired)

- Forms to be returned: Getting to Know You, Consent to Treatment, Allergy Alert, Permission Slip (These should be completed at the Meet & Greet)



Questions? Call our Preschool Office.

 **707-724-6035**

Go-VCS.com
Preschool to 12th Grade

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