



VICTORY
CHILDREN'S CENTER

Parent
Handbook

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1) Statement of Purpose

Victory Children's Center exists as a ministry of Victory Church of Pevely, MO. It is an extension of the home for the purpose of educating the whole child - spirit, mind, and body. We believe children are a gift from God and should be provided a place where they feel loved and secure when away from home. Our staff is committed to providing that kind of environment, nurturing each child according to his or her needs. This is best accomplished in classrooms where Christian principles are taught. We are educating children for eternity, and therefore we adhere to high spiritual, educational, and social standards as set forth in God's Word.

We also desire to see the children grow academically, so our program follows Project Construct guidelines. Project Construct is a process-related curriculum based on the premise that children grow and obtain knowledge through their interaction with adults, other children, and their environment. We fill our day with learning through play, instruction and communication. The children receive varied perspectives by participating in creative learning.

The children exercise their minds and bodies by experimenting, discovering, building, and creating. We encourage them to develop a "desire to discover" that will last throughout their school years and beyond. Our preschool program provides a foundation for a lifetime of knowledge and wisdom.

Teachers guide and facilitate this growth by providing needed motivation, praise, and redirection. The environment is structured so that children are successful. God wants all of us to succeed. Victory Children's Center teachers are sensitive to the world of the young child, and through this world together we'll open new doors of imagination, learning, and friendships.

We consider preschool to be an added measure of creative learning and academics. The children enjoy praise and worship music, musical exploration, crafts, baking, object lessons and drama. Teachers also work with the children to give them a knowledge of the Bible, relationships and obedience. We believe that small children can begin to learn to make wise choices, and we're blessed to be able to assist them in their decisions!

We want to encourage you, as parents, to be actively involved in our program. We believe that parents are a vital part of our program. Our program is established to offer families (not just the children) a learning, as well as a loving, environment.

2) Statement of Beliefs

At Victory Church, we ascribe to historic Christian beliefs as expressed below from those adopted in 1942 by the National Association of Evangelicals.

- * We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- * We believe there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.

- * We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and great glory.
- * We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. This salvation is received only through God's grace as it is given to us through the shed blood of Jesus Christ, and this grace is received by repentance and faith, apart from and not as a result of good works.
- * We believe in the present ministry of the Holy Spirit, by whose indwelling and filling the Christian is enabled to live a sanctified, godly and victorious life, and to perform service pleasing to the Lord.
- * We believe in the spiritual unity of all true believers in our Lord Jesus Christ, the Church, the Body of Christ.
- * We believe in the resurrection of both the saved and lost; the saved unto the resurrection of eternal life, and the lost unto the resurrection of eternal damnation.

3) Admissions Policy

Victory Children's Center admits children of any race, color, nationality or ethnic origin to all privileges, programs and activities available to the children.

4) Registration

There is a registration fee due at the time of registration for all new students. This fee is non-refundable. The amount for various ages is specified in our Registration Packets.

5) Annual Fees

There is an annual fee due at the beginning of each school year that is paid on the 3rd Monday of August. The amount is set each year and it covers the cost of our beginning of the year setups.

6) Attendance Commitment

The program that you decide upon and design for your child is to be a weekly commitment. You will be responsible for payment of your child's weekly bill, regardless of inconsistent attendance.

This policy is necessary for the following reasons:

1. Your child is being given a place in his/her class that is reserved and cannot be filled in case of absence.
2. A teacher has been hired and is being paid on a regular basis to meet the needs of your child's schedule.
3. The teacher will be better able to meet your child's needs when your child attends class consistently.

The days you have agreed for you child to attend Victory Children's Center are considered a commitment, just like tuition. You will be charged for these days, regardless of attendance.

Also, our tuition and payroll is broken down on a weekly basis, so interruptions due to family vacations, holidays, or an occasional snow day if we get frozen out (we make every effort to open!), etc. does not change your weekly rate.

7) Schedules

The Center is open year round with the exception of designated holidays. Preschool is open from mid-August to the end of May with the exception of school holidays and breaks.

8) VCC Class Offerings

1. **Preschool only classes** are available for children ages 2-5 years old. These programs run from 8:30AM - 11:30AM, 5 days a week.
2. **Regular daycare** - Monday through Friday from 6:00AM - 6:00PM. Parents provide a carry-in lunch and bring items for naptime, etc.
3. **Schoolagers before and/or after school care** is available for K through 6th grade. 6AM - 8AM and 3:30PM - 6PM. Check with our staff for classes available. We also provide childcare for schoolagers when regular schools may be closed.

9) VCC Closings

In the event of severe weather, the Preschool and/or Center may close. Snow closures are announced via text and email. Be sure you have opted into our private texting system by texting **vccpevely** to **96362**. You will get an opt-in confirmation. **Please make sure we always have your latest contact information, especially email and cell number.**

10) Billing Procedures

#1 through #6 below will change to #9 below in light of our our new Smartcare autopay policy beginning February 1, 2019!

1. Tuition is due each Monday, for that current week of care. If Monday is a holiday, payment is due on Tuesday.
2. We accept payment by check, cash, or money order, and digitally through Smartcare, our online app that we use at VCC. We have a drop box and envelopes for early morning and late afternoon payments For cash payments you must obtain a receipt from our office, of which we keep a duplicate. Do NOT drop a cash payment in our drop box without obtaining a receipt. Your receipt is your only proof of payment when using cash, and we are not responsible for any cash discrepancies.
3. Statements are run every Wednesday by Smartcare for the following week. The statements are then emailed that day to all parents. **We require all families at VCC to have an email address.**
4. If payment is not received by the end of the day on Monday (or Tuesday if Monday was a holiday), an overdue charge of five (5) dollars will be added to your statement.
5. If payment is not received on Wednesday, you will be notified (via a notice in your mailbox in your child's classroom) that your child's enrollment may be in jeopardy. You may also receive a call from the Director.
6. If payment is not received on Friday, your child will not be accepted into the Center that next Monday.
7. You are always welcome to pay biweekly or monthly, but you must always be paid at least a week in advance. We don't accept partial payments, each week must be paid in full.
8. If an error occurs on your statement, please call the accounting department at (636) 475-3100.

9. NEW Autopay policy beginning February 1, 2018!

Our new online system Smartcare has intelligent autopay, and beginning February 1st we are **requiring all families at VCC to register for autopay**. You can do this straight to your bank, or also to a credit card, so you can choose which works best for you. We invoice on Wednesday, and Smartcare's autopay will automatically deduct it from whatever source you choose on the upcoming Monday. If you happen to be paid ahead, autopay knows that and will not deduct anything. The nice thing about this is it's one less thing for us or you to have to think about!

11) Returned or Declined Payments

A \$35.00 charge will be added to your bill for credit card declines or ACH declines. At a second occurrence you will lose your spot at VCC.

12) Late Pickup Policy

If you pick up your child after 11:30AM for preschool hours you will be charged for a whole day. All child pickups after 6:00PM (our closing time) will be charged \$1.00/per minute late. We go by the office computer time, which is locked to the correct WWV internet time.

13) Classroom Entrance Policies

We require all parents with an infant/toddler at VCC and also an older sibling at VCC to drop off the older child first, and to pick up the infant/toddler first. The reason for this is to avoid the older child inadvertently entering the Infant/Toddler Room. This policy is for the safety and health of all the children in our Infant/Toddler Room. If older siblings enter the Infant/Toddler Room it violates the sanitizing and safety regulations we are required by the state to maintain. So to avoid this issue we ask that you abide by this policy.

Also, we ask that parents not just "hang out" in your child's room, beyond the normal drop-off, getting them settled, and picking them up and conversing with the teacher or workers about your child's day, as it can distract the kids from what the teacher has planned for the entire class. If you have a special reason that you feel you need to spend time with your child in a VCC classroom, please discuss that with us.

14) Holidays

The Center is closed for the following holidays:

- New Year's Eve - Closes at 3:00 P.M.

- New Year's Day

- Good Friday

- Memorial Day

- Independence Day - July 4

- Labor Day

- Thanksgiving Day & the day after

- Christmas Eve & Christmas Day

If a holiday falls on a Saturday, the Center will be closed the Friday prior, and if a holiday falls on a Sunday, the Center will be closed the Monday after. These will all be posted on the Center's website calendar.

15) Parent/Family Vacations

After one year of attendance at Victory Children's Center all parents are eligible for one week of vacation per calendar year. The vacation time must be taken as 5 consecutive days in a standard week, Monday through Friday. Parents will not be charged for this week of vacation. Different children in the same family may take different weeks of vacation. We ask for 3 weeks notice prior to your using vacation time. **Beyond this, we can't reduce weekly rates during school vacations etc. if you use only part of your day or days. Whatever plan you are on is what you are charged for as all our budgets are based on how we fill our slots/plans.**

16) Withdrawals

Withdrawals from Victory Children's Center require a two week notice of a withdrawal. If you do not give a two week notice, your final bill will include an additional one week charge. Records can be released to new schools only with parental permission (a signed release form). Records will not be released until the family's account is paid and checks have cleared.

17) Supplies Needed

Your child's teacher will give you a list of supplies that will be needed throughout the school year.

18) Meals

Lunch at VCC is provided by the parents and brought each day. Our staff will assist the children with any needs during lunch time. Refrigerators and microwave ovens are in each classroom, and are available to warm and/or keep cool anything that is sent. Two snacks will be served daily that the Center provides.

19) Clothing

Children should wear comfortable, easy to clean clothes. Clothing that a child can handle themselves for bathroom purposes is especially helpful! Tennis shoes are the best footwear for an active day at the Center.

Whenever possible, the classes go out for fresh air, so children should wear/bring appropriate protection (gloves, hat, coat, etc.) during cooler/cold weather, and more light weight clothing to avoid overheating during the warmer months.

We also require each child to have a change of clothes on hand here at the Center.

20) Personal Belongings

Please clearly mark your child's coat, book bag and all other personal items belonging to your child. This will prove helpful in making sure they remain with your child. A variety of interesting toys are provided by the Center. *Children should not bring their own toys from home.* We will inform you when/if bikes and other items will be needed.

21) Certificate of Health

A Certificate of Health (this form is provided by the Center at your request) must be completed and signed by your doctor within a month (30 days) of registration at VCC. This a requirement of the State of Missouri.

22) Immunization Records

All Immunization Forms provided by VCC must be completed with current immunization dates for your child to be at VCC. **Please update your child's immunization records with our office after each series of shots your child receives.**

23) Illness, Medications

For the welfare of your child and others, all children who have symptoms of sickness, or have any kind of contagious disease, they must be kept at home. If a child arrives at the Center and becomes ill or is running a temperature of 100 degrees or higher, or exhibits any other symptoms of a communicable illness or disease, they will be taken out of the classroom and kept in the Director's office until parents are called to come and pick them up. Children are then not allowed back into the Center until they are fully recovered. A doctor's note is required stating that the child is no longer contagious unless waived by the Director.

All medication sent by parents, whether over-the-counter or prescription, will be administered by an authorized teacher. Whenever possible, please give the medication at home.

Over-the-counter medicine must:

- a. Be in the original container.
- b. Include a dated **VCC Medication Authorization Form** giving the name of the child, the dosage and schedule of administration, and the name of the medication.

Prescription medicine:

When prescription medicine is to be administered by the Center, the medicine in question must be in its original container and accompanied by a dated **VCC Medication Authorization Form** signed by the parent and it must have a label affixed by a pharmacy or physician showing:

- a. Name of your child
- b. Dosage and schedule of administration
- c. Date purchased
- d. Physician's name
- e. Name of medication

Sunscreen must:

- a. Be in the original container.
- b. Be labelled with your child's name, so we don't get them mixed up.
- c. A VCC permission slip must be signed each year and kept in child's enrollment packet in our office. This is a requirement from the State of Missouri.

24) Accidents and Injuries

We follow MO DFS rules as follow... In case of an accident or injury to a child, the provider (VCC) shall notify a parent immediately. If a child requires emergency medical care, a parent's prior written instructions shall be followed (we have you fill out this form at enrollment). (If the injury is serious, our policy at VCC is 911 will be called immediately.) A form (we call this our Accident Report Form) shall be completed indicating the circumstances and the date and time of the injury. The form shall be signed by the caregiver and his/her supervisor. A copy of the form shall be given to the parent the day of the accident or injury and necessary explanations shall be given. The form shall be filed in the child's record.

25) Discipline

Parents are asked to support the teacher with discipline in the classroom. Redirection and time-outs are used in the classroom. Should these methods fail, we will contact you about other alternatives.

26) Communication

All communication will be done through email or text. We require families at VCC to have at minimum an email address.

Statement of Cooperation on next page...

Statement of Cooperation

1. I support the Christian teaching and Vision of Victory Children's Center & Preschool, as given in Sections 1 and 2 of this Parent Handbook. I agree to not refute them in my home or in the presence of my child. I also will support my child's teacher in the training and instruction of my child, and will take any concerns directly to my child's teacher.
2. I understand that VCC is exempt, as a religious organization, from MO State Licensing, due to separation of church and state, but that we do fully comply with all MO Health Department regulations and are required to pass inspections regularly. The same is true of Fire and Child Safety.
3. I give permission for my child to use all of the play equipment and to participate in all VCC's activities. I absolve VCC from liability to me or to my child because of any injury to my child occurring at VCC or during any VCC sponsored activity away from the Center.
4. I agree with the Center's right to dismiss any student who does not respect the standards or cooperate in the educational process. I understand that my child may be requested to withdraw whenever the general welfare demands it.
5. I will support the Center staff in front of my child. If I have a problem with a particular staff member, I will follow the Biblical principle of going directly to that person. I will refrain from discussing it with others.
6. I agree to be responsible for all bills and fees. I agree to abide by the financial policies of the Center, especially as explained in Section 10, "Billing Procedures". I further understand that if my child does not attend for two weeks consecutively without any explanation, my child will be withdrawn from VCC. I also understand that non-payment may cause me to lose my good standing, and I may possibly lose my child's position in their classroom.
7. I agree that it is my responsibility, as the child's parent, to deal directly with the Director or Asst. Director in all things pertaining to my child. The Director or Asst. Director will not discuss any of these matters with grandparents, relatives, ex-spouses, boyfriends, girlfriends, etc.
8. I understand my child's picture, or a video containing my child, could occur in occasional VCC printed or online materials (we never use names except at private in-house graduation programs) and I agree to that.
9. I agree to receiving text messages and emails as part of VCC communications with parents.

I have read, understood and accepted the Procedures Packet, the Registration Packet, and the Parent Manual (the latest version being on the VCC website) and the Statement of Cooperation.

A signed copy of this Section is required for your Parent File. (We will give you a separate copy to sign.)

Signed (mom) _____ Date _____

Signed (dad) _____ Date _____

Signed (legal guardian) _____ Date _____

NOTES:



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