



Parent Handbook

2012-2013

A Ministry of
Valparaiso Nazarene Church
2702 E. Glendale Blvd.
Valparaiso, IN 46383
219-462-2751
valponaz.org/clubhousepreschool

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Our Mission

Our mission at is to encourage each child's growth in their spiritual, intellectual, social, emotional, and physical development by providing a Christian enhanced curriculum within a Christian environment.

Hours of Operation

Pre-K classes will meet on Monday/Wednesday/Friday from 9:00-11:30 am for children ages 4-5 years old, and on Tuesday/Thursday from 9:00-11:30 am for 3 year olds. All children must be potty trained to attend.

Arrival & Pick-Up Policy

Every student must be signed in and out each day. Proper identification is required from any individual (other than the parent) who picks up your child. Parents need to notify staff if an individual (other than themselves) will be signing your child out.

School begins at 9:00 a.m. each day, so we ask that the children arrive no earlier than 8:50 a.m. to allow the teacher sufficient preparation time before class starts.

We ask that parents be prompt in picking their child up at 11:30 a.m. each day. If you have an emergency that will cause you to be late, please contact the teacher as soon as possible.

Fees and Payment Information

There will be a non-refundable registration fee of \$50 per student to be submitted with the application.

Monthly tuition:

Monday/Wednesday/Friday (4 & 5 year olds)

\$110.00/month for all members of VNC

\$120.00/month for all non-members of VNC

Tuesday/Thursday (3 year olds)

\$90.00/month for all members of VNC

\$100.00/month for all non-members of VNC

Tuition is due at the 1st of each month and can be paid in cash or by check made out to Valparaiso Nazarene Church.

Late Payment Fee: \$5.00 for each day that payment is not received. If fee isn't paid by Monday morning of the next week, your child will not be able to attend class until the outstanding balance is paid. Continued late payments will result in termination of participation in the program.

Returned Check Fee: \$20 plus the \$5 per day late fee. After the first returned check, cash will be required.

Immunization Requirements

- 4 Diphtheria/Tetanus/Pertussis vaccines
- 4 Haemophilus Influenza type B vaccines
- 3 Oral Polio vaccines or Injectable polio vaccines
- 1 Mumps/Measles/Rubella vaccine
- 3 Hepatitis B vaccines

Illness Policy

PARENTS AGREE TO KEEP THEIR CHILD/CHILDREN AT HOME OR SEEK ALTERNATE CARE ARRANGEMENTS FOR THE FOLLOWING CONDITIONS:

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Headache or stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps
- Nausea or vomiting
- Severe itching of body and scalp
- Known or suspected communicable diseases

We ask that parents inform the preschool within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature to help us notify other parents that their child has been exposed and to ensure that we take special care in sanitizing the classrooms.

Parents agree that a child will be symptom free for a full 24 hours prior to returning to school. We reserve the right to ask for a note from your family doctor, depending on the illness/disease.

DISCIPLINE STATEMENT

We will work with parents/guardians of children in our care to determine the cause of misbehavior and deal with behavior positively.

We use strategies that allow the child to take responsibility for his/her actions. In addition, we focus on teaching children appropriate behavior. We do not use threats or bribes; however, we do use Time Out when we feel the child needs a break away from the group. We focus on teaching children how to interact socially and continually reinforce the limits. Physical punishment will not be used.

We expect children in our care to respect others, respect the environment and respect themselves. Hitting, kicking, spitting, biting, hostile verbal behavior and other behaviors, which will hurt another child, are not permitted.

If your child continually misbehaves, we will call you and discuss the difficulty by phone or make an appointment to discuss the difficulty with you. We will not discuss problems in front of your child, other children or other parents.

Non-Discrimination Statement

The Clubhouse Preschool at VNC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies, admission policies, or other school programs.

*The Clubhouse Preschool calendar coincides with the Valparaiso Community Schools (VCS) calendar. If VCS does not have school or has a delay, The Clubhouse Preschool will not have school. Please refer to Cancellations.com or The Clubhouse Preschool Facebook page for delays or cancellations.

Contact Information

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