
Reporting

The Director or other staff members shall report to Child Protective Services or the Sheriff's Office, any suspicion of child abuse (sexual or otherwise), neglect, or endangerment as required by State Penal Code Section 11166.

Disenrollment of a Child

This agreement shall cease if any or more of the following occur:

1. A serious illness of the child, preventing the child from attending school.
2. The parents or guardians allow their account to become delinquent.
3. The parents or guardians fail to meet the requirements in this agreement, or in any of the rules or regulations of the handbook provided by the school.
4. Please submit a written LETTER OF INTENT TO WITHDRAW FROM SCHOOL with a two-week notification if you need to withdraw from the school.
5. The school determines it is unable to meet the needs of the child and it is not in the best interest of the school or the other children.

Our Commitment

We are committed to doing everything in our power to help your child to have a successful educational experience and to prepare them for future growth. We are invested in their spiritual development and in giving them opportunities to learn about God's love and how to show that love to others. We pray that your child will be blessed and their development enhanced during their time at DVCS. If you have any questions or concerns please contact us.



PRESCHOOL & JR. KINDERGARTEN HANDBOOK

2024-2025

8555 Uva Drive
Redwood Valley, CA 95470
(707) 485-8778 - office
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Table of Contents

Welcome	1
Our Mission, Purpose and Vision.....	2
Admissions Policy.....	3
Emergency Closures.....	4
Emergency Drills	4
Fees	4
Calendar	5
Time Schedule.....	5
Arrival and Departure	5
Attendance Regulations.....	6
Medication	6
Appropriate Dress	7
Discipline	7
Personal Items, Cubbies, Snacks, and Backpacks	8
Birthdays	9
Communications	9
Reporting	10
Disenrollment of a Child	10

Birthdays

At Deep Valley Christian School, we consider birthdays to be very special events. Please plan to supply a special snack for your child's class on your child's special day and notify his or her teacher of what you plan to bring.

It is acceptable to distribute party invitations on school grounds for a home or outside of school party if the following are met:

1. Invitations are for every person in the class, or
2. Invitations are for every boy or every girl in the class.

When invitations do not meet these standards, they must be delivered somewhere other than school.

Communications

- **School Website:** www.deepvalleychristianschool.org
- **Monthly newsletters** will be sent home with the newsletter posted on the school website under Parents' Corner.
- **Homework Folders** — Teachers will send home special announcements with their weekly homework sheets in the homework folders. Parents, please use this easy and effective means of communication to keep tabs on your student's progress.
- **Email or text messages** will be sent for special events.
- **Facebook:** Deep Valley Christian School
- **Social Media:** Please use discretion when posting pictures of DVCS events on the internet or a social media site without the consent of each family represented.

Personal Items, Cubbies, Snacks, and Backpacks

Please **label all jackets, sweaters, or any items likely to be removed by the child during the day.** Personal items such as toys, jewelry, special stuffed animals, and other “treasures” should remain at home. We encourage children to participate in **sharing** time on their designated day, but these items should not be anything valuable.

A child may bring a special item to help during naptime, but the item shall remain in the child’s backpack until naptime. Please label any special items.

The school will make every effort to safeguard the personal possessions of a child, but the school is not responsible for lost, stolen, or broken items. **Please label lunch boxes and water bottles.**

An individual cubby is supplied for each child. Snack and lunch will be provided by the child’s family.

Please label all items or containers that need to be warmed. Please no foil or glass. Please use an icepack when sending perishable items to school for lunch. We recommend that you choose at least three “growing foods” from the four basic food groups (protein, dairy, fruit/vegetable, grain).

Please remind staff of any food allergies.

1. No candy, gum, or soda
2. No marbles
3. No weapons (toy or otherwise)
4. Money should be given to teacher if needed for something special.

Welcome

Welcome to Deep Valley Christian School. We consider it a privilege to teach your child. As a special ministry of Deep Valley Christian School, the preschool program and Junior Kindergarten endeavor to provide the best possible care and instruction for your child. The staff is not only academically qualified, but also spiritually qualified.

Our school is designed to complement your home life and parental training, not to act as a substitute. Therefore, we encourage maximum parent-teacher communication. If any concerns, problems or questions arise, please contact the teacher/director or the administrator of Deep Valley Christian School at 485-8778 or 485-9513.

This is a very special time in the life of your child. They learn so much during these years. We are excited about being partners with you in helping to satisfy their thirst for knowledge, along with developing their social experiences.

Above all, we want each child to understand his/her true value in Christ. It is our belief that each child is created as a unique individual, with a variety of needs, talents, and abilities, which must be addressed individually. We desire to help each child grow and develop in all areas: spiritual, physical, mental, and emotional. Our teachers and staff are dedicated to extending God’s love and guidance to all, just as Christ has also extended His love to each of us.

Our Mission, Purpose and Vision

Mission: DVCS will shine the light of God in Mendocino County through teaching students the truth of God's Word and the gospel of Jesus Christ, integrated into a strong academic curriculum which prepares students to impact their world.

DVCS will employ teachers and staff who are committed disciples of Christ who sacrificially invest in students so they come to know and love Christ.

Partnering with students, parents and local churches, DVCS will foster a vibrant and compassionate community who care about one another.

Purpose: Deep Valley Christian School exists to glorify God by providing students the opportunity to grow spiritually and academically.

Vision: Students are spiritually, morally, and academically prepared with a Biblical worldview and godly character to serve the purposes of God in their generation. Students know they are loved and demonstrate it in caring service.

It is important that school and family work together to demonstrate positive and Biblical attitudes in all areas. The respect for Biblical principles and lifestyles, for authority at all levels, for public and private property, and for the rights and feelings of others is expected of all students.

Compliance in these areas is to be reflected in attitude as well as action.

Appropriate Dress

It is important that your child be dressed in modest, comfortable, sturdy washable play clothes that are appropriate for the weather. **Please label all removable clothing such as jackets, sweaters, mittens, caps, etc.** Closed toe shoes are best for active play. No flip flops are allowed. Shoelaces of excessive length are difficult for carefree play. It is helpful to have an extra set of clothes in your child's cubby.

Discipline

At Deep Valley Christian School, we want to encourage and enhance learning both in and out of the classroom. We believe in positive discipline and will work with your child to develop appropriate behaviors. Redirection of a child's activity while reinforcing positive behavior is an effective method of controlling potential problems. If a child's behavior is continually unacceptable, the child will be asked to come to the office until he/she chooses to rejoin the group and use appropriate behavior. There is no corporal punishment of any kind at the school.

Rules used in the preschool:

- Use an inside voice in the building
- Walk with quiet feet (except for teaching activities)
- No hitting, fighting, or biting
- Use all equipment the correct way
- Use listening ears when the teacher is talking
- Show respect for people and the school's property
- Use appropriate language and gestures

Consequences of Unacceptable Behavior

1. The staff will correct improper behavior by redirecting the child and by reinforcing positive behavior.
2. When improper behavior is repeated, or the safety of other children is at risk, the behavior will be noted in the child's file and the parents notified.
3. If after involving the parents, the behavior continues, the child may be disenrolled from the school. The Administrator retains the right to determine if the child is compatible with and is benefitting from the school.

Attendance Regulations

A parent may not bring an ill child to school. Please have an alternate plan. By strictly enforcing the guidelines below, the spread of illnesses to teachers and other children is minimized.

The following are guidelines for parents to follow:

You may not bring your child to school:

- When your child has a contagious illness
- When he/she had had a fever (temperature above 100.4° F) within the last 24 hours
- When your child has a severe cold (heavy nasal discharge, green in color), constant cough
- Has symptoms of communicable disease (sore throat, reddened eyes, runny nose, earache, headache, abdominal pain)
- If he/she has vomited or had diarrhea within the last 24 hours
- During the first 24-hour period of treatment on antibiotic medication
- If he/she cannot participate comfortably in program activities

If your child becomes ill while at school, you will be notified by the staff and expected to remove him/her until the child returns to good health. The staff will make the final decision regarding the health of your child as it relates to participation in the school. A parent or guardian will be contacted if it is the judgment of the school staff that medical attention is necessary. The school will give appropriate first aid to an injured child, but paramedics will be called to the school in the event of a medical emergency.

Medication

We will assist parents in administering medication when a child needs it only after the contagious stage of an illness is past. The medication must be in the original unaltered container, clearly marked with the child's name and prescribed dosage. A medication form must be completed and container given to a staff member. The school assumes no liability whatsoever for failure to provide requested medicines, nor for adverse reactions which may be caused by such medicines.

Admissions Policy

A child is eligible to be enrolled when he or she is between 2 years 9 months and 5 years of age (when formal school begins), and they need to be completely toilet trained.

It is our policy to admit any healthy child, without discrimination as to race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. However, if because of special needs, a child cannot participate fully in the school program, and the school cannot adjust itself realistically to meet the needs of the child, then in the best interests of the child, the parents will be asked to find another school.

Children must have had a physical examination within the last 12 months before entering.

Immunization records must be up to date on a yearly basis and a copy of the immunization record must be included in the application packet **before the child may begin school.**

Fees must be paid and the following forms must be completed and turned in to the Registrar before the child will be admitted to the preschool: Application for Admission, Preschool Agreement, Medical Consent Form and Liability Release, Parent Commitment, Identification and Emergency Information (LIC 700,) Consent for Emergency Treatment (LIC 627), Personal Rights (LIC 613A), Caregiver Background Check Process (LIC 995E), Notification of Parents' Rights (LIC 995), Child's Pre-Admission Health History (LIC 702), Physician's Report (LIC 701 -within 30 days of child's start date), Immunization Card Copy, and copy of Birth Certificate.

All forms should be turned in to the main office. State law requires that all forms be on file before your child may be admitted to the school—with the exception of LIC 701, Physician Report (30-day grace period). Students are admitted on a first-come, first-served basis. A child is eligible for enrollment when the entire application packet has been approved and registration fee has been received.

Emergency Closures

DVCS will make every effort to remain open. If the public schools are closed, please check our website, social media, or text the Administrator. Every effort will be made to contact families in a group email or text.

Emergency Drills

Fire, earthquake, and disaster drills are scheduled frequently to provide familiarity with proper emergency procedures. A calm and orderly manner is expected throughout the drill as instructions are given by school or emergency service personnel.

Fees

Tuition payments are made August through May (10 installments) based on the **yearly rate schedule available on our website or from the school office. There are also enrollment fees and materials fees detailed in your child's enrollment packet.**

Tuition is due on the 1st of each month and will be late after the 15th of the month. The tuition is a contracted yearly amount. Illnesses, vacations, minimum days, snow days and school holidays do not affect the tuition amount.

The Preschool Agreement can be changed on the first of the month to allow for adjustments in a child's schedule. A late fee of \$50 will be charged on all late payments. A check returned for non-sufficient funds will incur a \$35 charge. Students enrolled after the first month will have tuition prorated.

Attendance will be suspended on the first of the month if any charges from the previous month remain unpaid. If a child is removed from Deep Valley Christian School, the entire month's tuition will be charged.

Calendar

The Preschool and Jr. Kindergarten have the same holiday schedule as the elementary school. A current school calendar is included with your enrollment packet.

Time Schedule

Staff are available from 7:30 a.m. to 5:30 p.m.

Morning session	8:30 to noon
Morning session, Lunch, Extended Day	8:30-2:30
Daycare:	(rate \$5/hr)
Before School	7:30-8:15
After School	2:45-5:30

Arrival and Departure

Wellness checks may be performed upon arrival as needed to check for fever or other symptoms.

Children must be brought to the classroom by a parent or other designated adult. If your child will be coming to school late or being picked up earlier than the contracted times, please inform the office in advance. A phone call, text, or note is an excellent way to communicate this information to the teacher/Administrator.

Children must be signed in upon arrival and signed out upon departure with a first and last name of the person dropping off or picking up the child. This is done on the Attendance form located on the table by the door of the classroom.

Anyone picking up a child for the first time will be asked to show proper identification. Children will be released only to parents or other designated adults on the medical release form. No child will be allowed to go with another child without written permission.

In case of extended illness or other absence, please notify the teacher or school office at (707) 485-8778.