

Dear Parents,

Welcome to Valley Christian School. We are enthusiastic about the partnership that we have with you in the training and education of your child. As we serve God in this ministry, we intend to do the best job that we can. It is our precious privilege to see your boys and girls grow and mature in the formative years. The rewards are great.

Valley Christian School does not discriminate on the basis of gender or race. Valley Christian School reserves the right to decline admittance to our program or dismiss a student based on our ability to meet their educational needs.

A school's operation involves many details. To assist in keeping you informed, this handbook has been prepared. Your agreement to partner with us is consent that you will abide by the policies and procedures set forth in this handbook. We trust it will be of help to you. The Valley Christian School Board of Directors reserves the right to make policy changes or additions as it deems necessary and appropriate.

Sincerely,

Susan Caler (Mrs.)
Administrator

PHILOSOPHY OF EDUCATION

At the heart of the Christian philosophy of education is the reality that God, who has revealed Himself as a Trinity, Father, Son and Holy Spirit, is at the center of all life.

God is the Creator and Sustainer of all things; He maintains control over His entire universe and is the Source of all truth. Because of sin man does not naturally seek God and fails to relate himself and his knowledge to God, the Source of all wisdom. The Bible is the authority by which all knowledge is measured.

God creates persons having physical, mental, social, emotional, and spiritual qualities. (Luke 2:52) Christian education is committed to addressing the needs of the whole child by creating an environment designed to assist children in achieving their God given potential.

The Bible places primary responsibility for the training and education of children upon their parents. The Christian school defines its role, not as a substitute for, but as an extension of home and church.

The mission of Valley Christian School in partnership with each parent is to develop Christ-centered thinkers, with a heart for God, equipped to excel in all aspects of life.

INSTRUCTIONAL PROGRAMS

Our curricula are expressed with a biblical world view. Students are exposed to Christian and secular thinking with a basic foundation in scripture. Lively discussions and quizzical spirits are encouraged as we seek answers through God's Word.

PRESCHOOL EDUCATION

Four-year-old children may enroll for three or five days. Two full days may be an option if there are openings. Children should be brought to the classroom door at 8:45 and picked up either at 11:45 or 2:50. The staff consists of one teacher and one aide (as deemed necessary by enrollment). Afternoon rest times occur after lunch and recess. Children arriving late miss the early morning activities planned in the program. Preschoolers have third grade buddies whom they meet with weekly for reading time and activities. Away from school field trips are planned. Only students who bring car seats to school may attend. Parent chaperones are gratefully used to drive.

The Preschool program at Valley Christian is sensitive to children's developmental levels. It is designed to provide many hands on, participative activities to stimulate and challenge the children. Programs include Bible, language arts, math, music, art, physical education, Spanish, and the social sciences. Students attend weekly chapel and occasionally lead this worship. Students must wear shorts or pants and sneakers on physical education day to participate. Preschoolers participate in the school musicals and other all school activities such as Field Day that may be appropriate for them.

Parents are required to attend a conference in November. Two "progress reports" will be issued in January and June. Promotion from this program is based upon teacher observation, classroom

performance, and/or the results of the Gesell Developmental Assessment which may be administered in the spring of the year.

KINDERGARTEN EDUCATION

Children must be five years old by September 1st to attend kindergarten. Gesell Developmental Tests are administered to those entering Kindergarten. In addition to the chronological age requirement, a child should be developmentally between the ages of 5.0-5.6 years of age. Our program capitalizes upon the enthusiasm five- year-olds have for learning about their world and the natural interest they begin to demonstrate in letters and numbers. In addition to building a strong foundation in Bible, reading, writing and language skills, science, technology, Spanish and social studies to promote success in the upper grades, the focus is on developing positive attitudes about learning and independent work habits that appear as a result of self-confidence.

Promotion from this program is based upon student performance, teacher observation, and/or the results of the Gesell Developmental Assessment which may be administered in the spring.

ELEMENTARY EDUCATION

First graders must be six years old by September 1st.

The Gesell Test is administered to incoming first graders. A developmental score of 6.0-6.5 should be achieved for admittance. A placement test for reading and math is administered to students entering grades 2-6. A grade level score must be achieved for admittance into the various grades.

The primary years are a time of acquiring information and developing skills in Bible, reading, language arts, math, social

studies, and science. These are the foundation upon which later school progress will depend.

There is a significant change in child development between the third and fourth grades. This is true for the maturation of the child and for the curriculum. Some children find this transition time difficult because all do not reach the level of development at the same time. Higher level thinking skills and greater independence is required. By the end of the year the students sense a tremendous feeling of personal growth and accomplishment.

The upper elementary years are a time of acquiring new and more complex skills and of refining basic education. Fifth and sixth graders concentrate on bringing together skills learned earlier into a unified, organized whole. Our goal for our students is to develop independent Christ-centered thinking about man and the world as well as a quiet confidence in who they are as God's children and their responsibility in fulfilling His plan for their lives.

Promotion and retention for grades 1-6 is based upon student performance, teacher testing and recommendation, homework, and some consideration is given to the results of standardized testing. Parents are informed early of the potential or existing problems. Final decisions are made by the school administrator based on VCS board policy. The critical areas of reading and math are considered in this decision.

Students may be required to attend an accredited summer school program, to seek immediate tutoring, or to attend counseling sessions. A child's reentry and grade level may be determined based upon these results.

VCS does have the right to hold to the promotion/retention policies as stated by the VCS board policy.

ADDITIONAL INSTRUCTIONAL PROGRAMS include physical education, music, art, foreign language, technology, and physical fitness. Students are expected to participate in these programs unless written excuse is given or a meeting is conducted with the teacher or administrator. A proper uniform including shirt, shorts/sweatpants & sneakers must be worn to participate in physical education. Participation in school musicals is required for the music program. Field Day activities are an extension of our physical education program and are held during school hours for the entire student body. All students wear a team t shirt and participate in the days activities.

TECHNOLOGY PROGRAM (Grades Kindergarten-6) School Technology Programs, University of Richmond/Boston University. Our technology program is based on over 350 literacy objectives in ten different technology areas. Curriculum is designed to be integrated with our classroom studies so our students use the computer as a tool to develop projects and presentations. Our staff is trained and supported by an experienced staff of technology coordinators from the universities who provide valuable assistance to all areas of our technology program development. With the University WebLinks program, our teachers, students and parents have access to a dedicated website with over 1,800 of the best educational websites, maintained by the universities. Ask your child's teacher about access to this site.

LIBRARY is a program for all grades or as needed for the upper grades. Students are expected to return books that are borrowed at the designated time. Parents will be billed for unreturned, damaged, or lost books. Report cards may be withheld for unreturned books.

CHAPEL/ASSEMBLIES are held weekly for students in all grades. Preschool through Grade 6 gather together each week. This time together is devoted to a message, prayer, singing, drama, guest speakers and other special activities. Parents are always welcome to attend. Teachers will inform you when your child is leading chapel. Special assemblies will be conducted as the opportunities arrive. Parents and siblings are welcome to attend. These are provided through the registration fee and the Parent Teacher Fellowship funds.

REMEDIAL SERVICES are provided by the Montgomery County Intermediate Unit. These services may include speech, reading, math, and psychological testing. New students may be screened in the fall by our assigned specialists. Consultative or evaluative services may be requested by the classroom teachers or parents. Decisions for placement are based upon screening results, recommendations of teachers, and availability of space in the program. No student is guaranteed placement to these services. Consideration is given each year for admittance. Preference is given to younger students who need to master the basic skills of reading.

BAND is optional in grades 4-6. Lessons are provided by the Northeastern Music Systems and fees for lessons or instrument rental is paid directly to them. Students are expected to practice daily and come to lessons prepared to perform. Attendance at band concerts is required for this program. Missed class work is the responsibility of the student as lessons are given during school hours.

PIANO lessons may be contracted with the general music teacher for children in kindergarten and older. Arrangements are made directly with the teacher. Siblings or homeschoolers may participate in this program.

COMPETITIONS are held through the Association of Christian Schools International (ACSI) and the MidAtlantic Christian School Association (MACSA). Participants are determined through school level performance. Academic areas include reading, math, speech, spelling, and geography.

FIELD TRIPS are a part of the instructional program and attendance is not optional unless a meeting is held with the classroom teacher upon notice of the trip. Written permission must be secured prior to the day of the trip. Students may not use the phone to obtain oral permission. We are thankful for our volunteer chaperones and drivers. The church bus may be used for trips providing that an insured driver is available. All drivers must possess automobile insurance as required by law. We prefer that only parents or legal guardians of VCS students chaperone on such trips. Seatbelts must be worn or car seats used. Please be sensitive to the type of music or radio station that is played on school trips. A good question to ask, would this be permitted in the classroom during school hours? A generic field trip permission slip is secured at the beginning of the school year.

INTERIMS AND REPORT CARDS

Preschoolers are assessed throughout the year. A mandatory conference is held with the classroom teacher. Progress reports go home in January and June.

Kindergarteners and grade 1-6 are assessed with Interims at the midpoints of the four grading periods. Report cards are issued four times per year. The dates for release are on the school calendar and in the Valley Voice. Parents are responsible to receive these reports from their child as they will be sent home on the published dates. A signature or return of the report card are not necessary. Mandatory conferences are held at the end of the first grading period. The final

report card is given to the student prior to sixth grade graduation and on the last day of school for all remaining students. Release is based upon verification that all outstanding bills and tuition have been paid.

STANDARDIZED TESTING

The Stanford Achievement Test Tenth Edition may be administered to the first and second graders as well as the Otis-Lennon School Ability Test. The Iowa Test of Basic Skills and the Cognitive Abilities Test is administered to grades 3-6. PSSA tests may be administered to grades 3, 5, and 6.

HOMEWORK POLICY

Homework is regarded as an important part of education. It is used to reinforce learning. Parents are responsible to see that daily assignments are completed at home. Types of homework are: spelling word practice, Bible memory verses, math fact memorization, report/creative writing, book reports, reading aloud or silently, making final copies of reports, and studying for tests and quizzes.

The amount of homework will vary with age. A good rule of thumb is 10 minutes per grade per day. Grades 3-6 have their assignments written in an assignment book provided by the school. Kindergarten and grade 1 & 2 bring home a daily folder. Provide a structured environment and stress the importance of completing all work. Check to see that all work is completed according to the instructions. Please follow the individual teacher's policies regarding homework completion and communication.

Regular homework will not be given on the weekends, evenings when there is a school event or during holiday breaks. A student may be asked to work on a long term project during that time.

SCHOOL AND PROGRAM HOURS

SCHOOL HOURS are from 8:40 AM -2:50 PM for grades kindergarten through grade 6. The preschool program begins at 8:45 and concludes at 11:45. The school office is open from 8:30 AM - 3:30 PM. An answering machine is available when the office is unmanned. Students should enter the building with their class. Preschool children are the only children escorted to their classroom area by parents.

TARDY Students should be brought to the office for drop off if they do not enter the building with their respective classes.

BEFORE SCHOOL PROGRAM begins at 7:30 AM and ends at 8:30 AM. Monthly bills are issued for use. Failure to pay the current month's bills may constitute denial to the program effectively immediately.

AFTER SCHOOL PROGRAM begins at 2:50 PM and ends at 6:00 PM. Rates per hour are payable in 15 minute increments. Please call or send a note if your child needs to stay after school on a day that is not previously scheduled. After School supervisors should be familiar with all persons who may pick up a child. In case a call needs to be made after office hours, the phone number to reach the ASP supervisor is 267-767-3709. If students are not picked up by 6:00 PM, a \$1.00 per minute late fee will be charged. This money goes directly to the ASP supervisor. Privileges for this program may be suspended for failure to pay your bill on time or misbehavior on

the part of a student. Respect for authority and peers are expected as is cooperation. Payment is due upon receipt of the bill.

EARLY DISMISSAL DAYS dismiss at noon. Most districts provide transportation on these days. Check with your local district office or the VCS office for availability. ASP will be open on some early dismissal days; consult the school calendar or Valley voice for this information. Please be prompt in picking up your child.

EMERGENCY CLOSINGS

It may be necessary to close school early or cancel school because of inclement weather or an emergency. If your local school district is closed or opening one or two hours late, your school bus will follow the same schedule for most districts. If it is necessary to close school early, please be certain your child knows where to go in case of these emergencies. We may not be able to contact you before your child leaves school. There will be no ASP if we should close early. Obviously, we feel the need to get the children home ASAP! Check the school calendar for snow closing information. If your child attends half-day preschool, there will be no class with a two hour delay. All day preschoolers should report to class two hours late. There will be no Before School Program on those days.

COMMUNICATION

TELEPHONE CALLS should be made and received through the school office with permission from the adult in authority. Students may not use cell phones during school hours. Cell phones should remain in backpacks throughout the day. The school is not responsible for lost or stolen cell phones at school. The school secretary will convey messages to/from the students and parents. Only in the case of an emergency will students be permitted to leave

class and speak on the phone. Students or office staff may not call home to secure permission for school activities.

EMAIL ADDRESS of the school is info@vcs-hvpc.com. The office phone number is 215-947-4581. All calls for the administrator must go through the secretary at this number. Messages are checked frequently throughout the day. Every faculty, staff, and administration personnel have a school email address. The address is the person's last name, first initial and then @ vcs-hvpc.com. Parents should email the faculty and staff directly with questions or discussions. Only matters of emergency, dismissal changes, or generic questions need to go through the office. Mrs. Nancy Schmid manages hot lunch, dismissal and special event information. She can be reached directly via email or at 215-947-4206. Mrs. Annette Tusing is the Development Director and she can be reached directly at 215-947-4207.

SCHOOL DIRECTORY is issued by the end of September. Please submit your address and phone number to be included in this directory. If you do not wish for your address etc. to be included, please notify the school office in writing by the first week of school. Otherwise, it will be published.

BIRTHDAY PARTY invitations should be mailed from your home and not brought to school in the child's book bag.

EMERGENCY CARDS will be sent home at the beginning of the school year. Please be sure to provide cell phone numbers and email addresses if available. Also, please be sure to update our records should you change jobs, move, etc. We may need to reach you quickly. These cards also provide vital information regarding the administering of medical attention. Please be sure that you have

submitted one at the beginning of each school year. Notify the office if changes in numbers occur throughout the year.

VALLEY VOICE

This weekly newsletter is published every Wednesday and will be sent to you via e-mail. It provides information on upcoming school events. This document contains vital information for you and your child. It is our way of keeping you informed. You will be responsible for acting upon information requested in this newsletter. Please read it each Wednesday evening. Let the office know if your copy was not received through email. Notify the office of changes of address. If you have news regarding a VCS alumni or noteworthy information about a current student, please send it to us for inclusion in this publication. We love to brag about our Valley students. Submissions for the Voice should be sent electronically to the office (Info@vcs-hvpc.com) by noon on Tuesdays.

PERIODIC NEWSLETTER is published three times annually by our development director. Stay tuned for lots of news in this periodical.

WEEKLY ENVELOPES

In grades one through six a weekly envelope is sent home each Wednesday which contains the graded materials for the week. This envelope must be signed by a parent and returned to school the following day. Preschool- grade 2 will bring home a daily folder.

INVOICES

These are mailed from the school office. Requests for second copies of this or other documents will be granted when a \$2 fee is paid to the office.

TRANSPORTATION

BUS SERVICE is provided by the local school district of residence with the following limitations. Valley Christian must be no more than ten miles from the closest school district boundary in which a family resides. Philadelphia does not provide transportation for kindergarteners. No transportation is provided for preschoolers.

Please discuss proper bus behavior with your child. We expect VCS students to remain seated, talk in a reasonably quiet voice and respond properly to bus drivers' requests. Bus behavior reports are sent to the school and parents if a child refuses to cooperate. A child may be temporarily or permanently suspended by the school administrator if requests are not heeded. Please advise us and the district office of any recurring problems with bus drivers. There are guidelines to be followed for the safety of the children. Drivers are responsible for students arriving prior to 8:30 a.m., our earliest drop-off time in which there is supervision.

Students arriving by **CAR** should be dropped off between 8:30-8:40 a.m. If your child needs to arrive between 7:30-8:30, please take him/her to the Before School Program. Do not park in front of the building for drop-offs. Please pull into a designated parking place. Students must be escorted to the playground area from vehicles that are parked. Student may be dropped off near the playground area if desired.

If the weather is inclement, students may be dropped off at the Boyer Auditorium front doors. Students should leave the vehicles quickly and move inside to keep the traffic flowing smoothly. Students will also board busses and vehicles via the Boyer Auditorium front doors on inclement weather days. Please give preference to busses that need to keep to a schedule and leave our parking lot quickly.

AFTER SCHOOL PICK-UP requires a written note indicating the driver if your student is being picked up. If you have a change of plans during the school day, please be sure to call Mrs. Schmid at 215-947-4207 or e-mail her or Mrs. Bodenheimer prior to 2:15 p.m. It is important that the dismissing teacher know of any changes. If we have not heard from you before 2:15 with either a note or a phone call, we will dismiss your child as we would normally on that day. We will not take verbal messages from students. We must hear from a parent. It is also a good idea to email besides writing a note. Often, the note gets misplaced, is not taken from a book bag or folder, and never makes it to the office.

Also, please park at the right side or near the grassy strip and walk to get your child from the area reserved for waiting. This allows adequate room for busses. Please do not pull up to the building and get out of your vehicle. Use the designated parking places.

DRESS CODE

Our dress code is for students in Grades K-6. Uniforms are not an option. Students must comply with the following guidelines:

NON-GYM DAYS:

Girls: VCS golf shirt, VCS long sleeve “T” shirt, VCS sweatshirts & hooded, zipper sweatshirts worn with navy or khaki-colored traditional 2 or 4 pocket, straight-legged cotton/twill pants or walking shorts or navy or khaki-colored cotton/twill, polyester, or corduroy skirt or skirt. White blouse, white or navy turtleneck may be worn with cotton/twill, polyester, or corduroy navy, or khaki-colored jumper. Girls may wear a navy or white turtleneck under the VCS logo shirts or a navy cardigan sweater.

Boys: VCS golf shirt, VCS long sleeve “T” shirt, VCS sweatshirt or hooded, zipper sweatshirt may be worn with navy or khaki colored

traditional 2 or 4 pockets, straight-legged cotton/twill pants or walking shorts. Boys may wear a navy or white turtleneck under the VCS logo shirts.

GYM DAYS: VCS short sleeve “T” shirt or sweatshirt with any navy shorts or solid navy fleece sweatpants. Sneakers must be worn by all students on gym days. Students may not participate if they are out of uniform on gym days.

- Shirts must be tucked in at all times on nongym days
- A belt must be worn if there are belt loops
- All white, navy, or khaki-colored clothing must be a solid color.

What not to buy for uniforms: Capri’s, cargo pants/shorts, cropped pants, other logo navy clothing, and solid navy sweatshirts, t shirts, or golf shirts. Colors other than navy are also unacceptable. If you have a question, please call the school before you make your purchase.

Please check before your child leaves the house to see if he/she is wearing a belt and his/her shirt is tucked in.

If your student is out of uniform a Dress Code Violation form will be sent home. If your child persists in violating the dress code, we may remove him from class and call a parent to bring proper clothing. **PLEASE MARK ALL SCHOOL CLOTHING WITH YOUR CHILD’S LAST NAME.** The lost and found bin will be emptied periodically and clothes are given to a mission. **LABEL EVERYTHING!**

DRESS DOWN DAYS are held occasionally and may require specific colors or designs just for fun. Students must comply with the regulations for that day or wear the regular uniform. Of course, immodest clothing or undesirable logos are never permitted.

Strapless or spaghetti straps are unacceptable. If you are in doubt, you probably should not wear it.

Students who participate in Reading Olympics may wear their team shirt for the current year for the remainder of the school year. The same is true for field day t-shirts.

Students are required to wear uniforms for field trips. Dress down day cards which are earned through the Race for Education event may be used on any day providing the card is presented on the day of use.

APPROPRIATE WINTER DRESS is a must if students are to play or be in the snow covered areas. We do play outside in the winter and gloves, hats, and heavy jackets are a must. Boots and snow pants are required to play in snow covered areas. Boots typically cover the ankle and part of the leg and snow pants are other than those worn in the classroom and made of a heavy lined fabric.

FINANCES

Tuition and fees are paid to the Smart Tuition program.

TUITION is due each month. **A late fee is assessed after the due date.** An application to ST must be submitted upon acceptance to the school. The tuition is a flat rate divided evenly for monthly payments. If your child does not attend school for a month, you must still pay the tuition.

At the end of each grading period, tuition should not be in arrears more than two months. At this point, the administration and board will determine an appropriate plan of action. If there are extenuating circumstances, please contact the administrator. **SIXTH GRADERS** intending to participate in the graduation exercises and the sixth

grade trip must have all financial obligations met by June 1. Report cards may be withheld for other students with financial obligations.

Financial scholarships are available according to need. Applications must be submitted as indicated in the Valley Voice.

PM PRESCHOOL, BEFORE SCHOOL PROGRAM, AFTER SCHOOL PROGRAM, AND ALL OTHER EXPENSES are due upon request. Failure to pay as requested may result in loss of participation in a given program. If you have extenuating circumstance please notify the administrator.

ON ACCOUNT is a program that allows you to write fewer checks or send in less cash. You simply give the office a check in any amount and the secretary will deduct occurring expenses.

HOT LUNCH is sold 3 days each week for a minimal cost. Cards may be purchased and punched at the school each time your child purchases a hot lunch. Mrs. Schmid will inform you when your child's card needs renewed. Cash or a hot lunch card must be used on the day that lunch is purchased. We do not issue credit for hot lunch.

Hot lunch is ordered online through our website by Friday each week for the following week.

If a child comes to school with no lunch, has not ordered lunch and does not have money or a lunch card, we do not call the parents. The child is given crackers and a beverage. If the problem persists, the lunchroom supervisor will call you to discuss the matter. Children may not share lunches, trade snacks or give another student money at any time. This is for the safety of those who may have food allergies, to help prevent the spread of germs, and to assure that your child is

eating the food that you intended for him to have. Students may not touch other students' lunches. Certain foods may be restricted from a particular classroom given the severity of a food allergy.

Unless informed by you, we will assume that your child is to eat the lunch that you have packed for him/ her.

Morning snacks are provided in the preschool. Kindergarten through grade six students are encouraged to bring a nutritious mid morning snack. Please, no glass bottles or containers.

BUYING AND SELLING MERCHANDISE

Students may not buy or sell items from each other on school property unless this is the result of a class or school wide project. Students may not trade items with classmates.

ATTENDANCE AND DISCIPLINE

Our **DISCIPLINE POLICY** emphasizes the need for children to take responsibility for their own actions and the resulting consequences. In order to help children clearly understand this concept a behavior contract has been adopted. Below is listed the four major rules of the school.

1. Fighting is unacceptable.
2. Proper language is to be used at all times.
3. Respect for rights, property and feelings of others, including self, is expected of all students.
4. Respect for and cooperation with adult authority is expected of all students.

For most behaviors, removing certain privileges, talking with the student about the problem and isolating the child in or out of the

classroom is sufficient to improve behavior. If a problem is serious the child will visit the administrator, sign a behavior contract and take the contract home to be signed by the parent. This must be returned the next school day. In some cases, a student may be suspended for one or more days. In extreme cases a child may be permanently suspended from Valley Christian. The administrator may keep a personal file of disciplinary records.

Parents are expected to support the decisions of the teachers, staff, and administration. Our goal is to get to the "heart" of the matter and to the heart of your child. We strive to fix the root problem and not simply put a band aid on the symptoms.

ABSENTEEISM interferes greatly with the opportunity your child has to learn. Each day that your child spends in the classroom is important. Non-illness related absences communicate a message to children that school is not a priority.

1. If your child is going to be absent, a phone call to school will let us know that your child is safe with you. A normal temperature for 24 hours is necessary for returning to school after a fever. Do not send your child to school ill. We have no nurse or nurse office and we want to prevent other children from being exposed.
2. Absences due to illness or death in family are excused absences and work may be made up.
3. An absence due to illness needs a note from home on the day the student returns to school.
4. After a week's absence due to illness a physician's permission to return to class is required.
5. A student will have one week to hand in make-up work from the day he/she returns to class.

6. Absences due to other than illness or death in family are considered unexcused. Teachers are under no obligation to provide work to be done during the absence. Make-up work is the responsibility of the student and is to be completed one week from the day of return.
7. After 20 days of absence, a child's promotion to the next grade will be re-evaluated.
8. Please make every effort to have your child at school during standardized testing weeks. Teachers cannot guarantee that testing can be made up for these days.
9. Students arriving after their class has entered the classroom should report to the office and will be marked tardy. Parents should not take their child to the classrooms.

MEDICAL ISSUES

FIRST AID provisions are available in the school office if your child is sick or has a minor injury. We do not have a nurse on staff. An injury report form will be kept on file and a copy will be sent home with your child that day should there be a significant injury or accident. The seriousness of the injury and the determination of whether an injury report will be filed are at the discretion of the staff person on duty and the administrator. We do not write a report every time a student comes to the office. If an emergency occurs, the parent and the local emergency personnel will be called. If your child has a cold, please send cough drops and throat lozenges to school. These are not available in the school office. If your child is sick when he/she awakens, please do not send him/her to school. We do not have a nurse's office for "sick patients." If your child becomes ill at school, please be prompt to pick them up. Please have a person ready to come and pick up your child if you are unavailable

for an immediate pick up. We will call the people on your emergency card if you are unavailable.

Some of our staff is trained to administer CPR.

Prescription medication must come to the office upon arrival to school in a vial from the pharmacy with the prescribed dosage indicated.

PHYSICAL EXAMINATIONS are required in Kindergarten and Sixth Grade. **DENTAL EXAMINATIONS** are required in Kindergarten and Third Grade. Forms must be secured from our office.

The Lower Moreland School District Health Services provide vision and hearing screening. Scoliosis screening is conducted for the Sixth Grade. Height and weight are taken and reported BMI is sent to the appropriate authorities. A TB Tine test may be administered to Kindergarteners by private physicians or through the LM Health Services. These tests are scheduled through the office in conjunction with the LM School District and are done at VCS.

RECESS is generally held outside weather permitting. If your child needs to remain inside due to medical conditions, a note must be given to the classroom teacher in the morning.

SECURITY AND SAFETY

BUILDING SECURITY is of vital importance to us. The only access and exit to and from the building will be through the front door below the VCS office. A magnetic lock will be operating on this door from 7:30 a.m. to 6:00 p.m., which will require a code to open. Please call the office or use the intercom to acquire the code.

If someone enters the building you do not know, please kindly escort them to the VCS office. Students are not to be given the security code. Reminder: the school office closes at 3:30 PM. You must know the code to enter the building after this time. If other family members are picking up your child be sure they know the code. Why not keep our phone numbers and code in your cell phone.

LOST AND FOUND items may be kept in a box in the hallway. Please label all of your child's items. After a period of time the boxed items will be given away or removed.

PARENT TEACHER FELLOWSHIP (PTF)

This group has been organized to facilitate parent involvement in the school. Part of the function of the PTF is that of fundraising and an equally important role is fellowship.

Parents help in the school in various ways such as: classroom aides, classroom mothers/fathers, grading papers, driving for field trips, and working with small groups or individuals, special classroom projects, hot lunch preparation and in the library. Sign up sheets are sent home in the summer packet. Parents/family members wishing to visit the children/classroom (other than for the reasons given above) during school hours must speak with the administrator prior to the day of the visit. This request may/may not be granted. We have many opportunities in which parents are invited to school for events.

FUNDRAISING is a function of our Parent-Teacher Fellowship. PTF will inform you of our fundraiser(s). We redeem for cash the following food store register tapes: Bethayres Market. We collect Boxtops for Education from General Mills products and Campbell's Soup labels.

The Race for Education is our major yearly fundraiser. Each student secures pledges through the mail for a one-hour walk/run/jog. Upon completing the race on a designated school day, letters are sent to receive the pledges.

Other fundraisers may be organized throughout the school year. A Silent Auction is held in the spring. Each family is expected to donate to classroom baskets.

SCHOLASTIC BOOK FAIR is held in the fall. Students and families may purchase items. Profits are used to purchase additional instructional resources.

CHRISTMAS SHOP is an opportunity for children to bring money to school and buy gifts for family and friends in a "secret" manner. It is not intended for students to buy gifts for themselves.

ROOM MOTHERS are needed to assist the classroom teacher. Their responsibilities include arranging for refreshments, hosting and clean up for holiday parties (i.e. Christmas, Valentines Day, Grandparents Day and the teacher's birthday). The room mothers may provide other help as the teacher would communicate that need.

REENROLLMENT

Reenrollment occurs in the spring of each year. A student is accepted on a yearly basis. A letter of invitation is sent to each family whom VCS desires to retain. Reasons for not receiving an invitation may include lack of student or parental cooperation of school policy and undesirable behavior or performance by the student. An invitation will not be sent if tuition is not current.

WAYS TO HELP STUDENTS IN SCHOOL

Directing the wholesome growth of your child is the joint responsibility of parents and school personnel. Parents may help in the following ways:

1. Provide a setting where your child can learn to know God and depend on Him. Children should witness evidence of the family's faith in everyday life.
2. Attend parent-teacher conferences and discuss at that time any problems involving your child
3. Guide your child in doing "his own work" and encourage him to do his best within the broad range of his capabilities.
4. Provide additional cultural experiences, which can enhance your child's school studies.
5. Make certain that your child is dressed properly and warmly each day for not only his school activities, but also for recess which may be scheduled out-of-doors.
6. Remember that all children are different. Even members of the same family may differ in academic standing. Consequently, each child should be considered on his own merits.
7. Provide a study area or room free from all distractions of radio, TV, or other family noise for doing homework.
8. Reading aloud to your children as a family activity has great benefits as a shared activity, exposure to good literature and a vocabulary builder. Check your library or Christian Book Store for good selections.
9. Provide your student with a nutritious breakfast and send in a nutritious morning snack and lunch.
10. Give full support to your child's teachers, VCS staff and the administrator and keep an open line of communication with them.
11. Have your student here promptly so they may enter the classroom with their class.

FINAL THOUGHTS

We trust that this handbook will be an informative guideline for your family. Refer to it often as different situations arise. If you have questions, please do not hesitate to call the school office. As with any institution, adherence to general guidelines is essential for the smooth operation of the program. By enrolling your child in VCS, we believe your desire is to abide by our policies. By signing the school application you agreed to abide by the policies and procedures as stated in this handbook.

We will certainly do our best to view each situation on an individual basis. We understand that extenuating circumstances happen and sometimes prohibit the execution of school policy. However, we expect you to communicate with us when this happens.

Policy changes may be made any time at the discretion of the Valley Christian School board and school administrator.

Thank you for your cooperation.