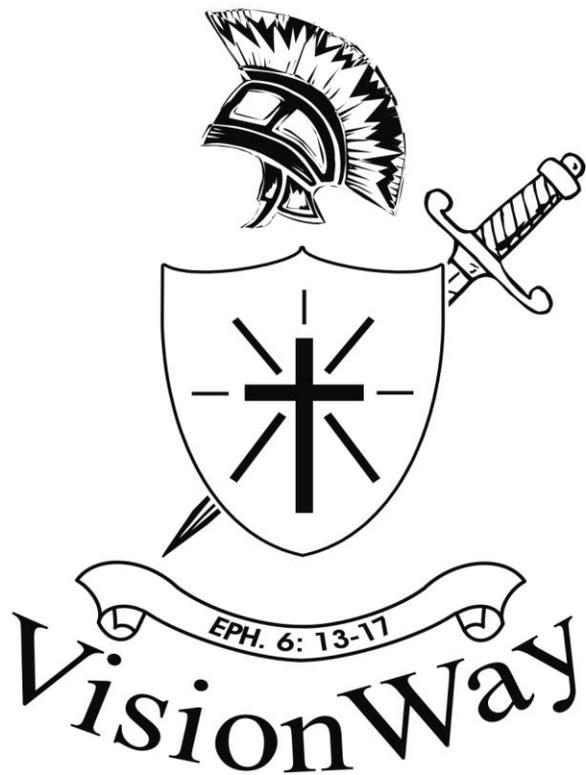


Preschool/Pre-Kindergarten
Parent/Student
Handbook



2021-2022

VisionWay Christian School

Preschool/Pre-Kindergarten Parent/Student Handbook

Parent/Student Handbook

Each parent and student will have access to the Parent/Student Handbook by visiting the school website, www.visionwayschool.org. If there are changes to the Handbook during the school year, all parents will be notified. At the beginning of the year, or when the student registers, parents must return to the office a signed form stating that they have read and agree with the policies of VisionWay Christian School.

Purpose

The VisionWay Christian School is committed to provide a Christian education for preschool and school age children whose parents desire such an experience for them. Christian education calls for an educational process that puts the Bible at its center. It requires the students, parents, and teachers to evaluate all they see and experience in the world through the eyes and mind of God, as God is Truth (John 14:6, 17:7). In Christian education, students, parents, and teachers learn to use the Bible and the teachings of Jesus Christ to evaluate all life.

Mission Statement

VisionWay Christian School exists to develop students morally, intellectually, physically, socially, and spiritually so they will become responsible, godly members of their families, churches, and communities.

Philosophy

Based upon the teachings of Scripture and the need to help students understand the world and how to function productively in it, we believe a philosophy of education should include the following:

1. Since all Scripture is God-breathed and is therefore useful for teaching, rebuking, correcting, and training, God's Word is central in all areas of education and student life.
2. Each student has equal value in the sight of God.
3. All academic programs are geared to help each student reach his/her level of accomplishment in all aspects of the curriculum.
4. There is a need to help develop in each student critical thinking that will lead to judgments or decisions that are in accordance with God's will.
5. There is a need to help each student make choices that are in accordance with God's will concerning his/her own behavior.
6. Evaluation of student's progress is to be based upon agreed levels of competency in academic, social, physical, and spiritual curricula.
7. The student should understand that it is as important to talk to God, as it is to talk about Him. Prayer is an essential part of Christian development.

Statement of Theology

1. The school accepts, without reservation, Jesus Christ as the divine Son of God and acknowledges His leadership as head of the church in all things. (Colossians 1:15-20)
2. We accept the Bible to be the divinely inspired Word of God and the only infallible rule of faith and practice for all Christians. (2 Timothy 3:16-17; 2 Peter 1:21; 3:2).
3. We believe that Christ lived a sinless life and shed his blood on a cross as a sacrifice for the sins of the world. (Hebrews 4:14-16; 9:11-14).
4. We believe that Christ rose bodily from the dead, ascended to heaven, and will personally return in power and glory. (Acts 1:9-11; 1 Cor. 15:20-26; 1 Thess. 4:13-18).
5. We believe that salvation is by God's grace. One must **believe** Jesus is Lord and Christ (Acts 16:31), **repent** and turn to God

(Acts 3:19), confess Jesus as Lord of your life (Romans 10:9), be **baptized** in the name of Christ (Acts 2:38), and **live according to God's will** (1 John 3:10). Each person is accepted and sustained by one's active, obedient faith in Christ as absolute Lord. (Matt. 10:32-33; Ephesians 2:8-10; Acts 2:37-39; James 2:14-16; Revelation 2:10)

6. We believe the Holy Spirit dwells in all those who have accepted salvation through Jesus Christ and that He gives them the desire and power to live a holy life. (Acts 2:38; Romans 8:5-11).

Operation

The VisionWay Christian School is operated as a ministry of Taylorville Christian Church. It is administered by an Administrator under the authority of the School Board as approved by the elders.

Legal Notices

Non-Discriminatory Policy

VisionWay Christian School admits students of any race, nationality, and ethnic origin. They receive all rights, privileges, programs, and activities available to students at the school. VisionWay is committed to upholding any applicable state law, case law and regulations of the Illinois State code.

Abuse and/or Neglect

The school is required by the State of Illinois to report any evidence of child abuse and/or neglect according to the Abused and Neglected Child Reported Act, as amended.

Office Hours

The school office opens at 8:00 a.m. each morning. You may contact a teacher or set up an appointment through the school secretary. You are welcome to leave a message, and it will be given to the teacher at a convenient time (as not to interrupt teaching time). If the message is urgent in nature, your call will be put through. Visitors should always report to the school office when entering the building. Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. Please do not go directly to the classroom, as this interrupts teaching.

Program

The VisionWay Christian School Preschool is concerned with the total development of children, and its program is developed to help children to grow physically, emotionally, academically and spiritually. Christian morality and ethics will be emphasized along with the development of academic, social, and spiritual skills taught in conjunction with Biblical principles.

A newsletter will be given out for the convenience of the parents.

VisionWay Christian School Preschool recognizes the importance of home, school and church working together to obtain spiritual and academic growth for the child. Therefore, scheduled times will be set aside for parents and staff to meet in order to discuss the needs of the child.

Tuition and Fees

A tuition and fees schedule will be given to parents upon initial registration of the child. These fees however may be changed by the VisionWay Christian School Board. Please note due dates for tuition payments. Our school can operate efficiently only if all tuition payments are made on time and in the full amounts agreed upon.

A one-time non-refundable registration and material fee will be charged to applicants. This fee will be applied toward the purchase of supplies and materials.

Preschool payments are due and payable the first of each month. Late fees will be assessed unless prior arrangements have been made. The receipt of an insufficient funds check is considered to be a non-payment.

A written receipt will be given upon payment of tuition. It is the responsibility of the parent to keep the receipt in the event questions arise about the child's account.

Any payments received after the 10th day of the month due will incur a **\$25.00 late charge**, unless prior arrangements have been made.

NOTE: Any check returned to the school for insufficient funds will add an additional \$25.00 fee to the parent's account.

In the event that any payment as specified above has not been received in full by the school within thirty days after the due date, the pupil(s) shall be subject to dismissal. The Administrator has the authority to make exceptions. The terms and conditions of the exception are to be written with a copy retained by the school and one given to the parent. The parents are then responsible to fully and promptly meet their obligations granted in the exception. Parents should contact the Administrator as soon as a financial problem exists so that alternative solutions can be reached and agreements made.

Students who enroll late will begin paying tuition from the beginning of the month in which they enter. In the event a family moves out of the area and has to withdraw a student from enrollment, tuition will be required for the remainder of the month in which they are withdrawn. If a student is requested to leave, tuition will be required through the end of the month. Any remaining months paid in advance will be refunded.

Registration and materials fees are non-refundable (both monetarily and materials) and non-transferable.

Withdrawal

One week prior notice is required before a child is withdrawn from the Preschool/Pre-K.

Re-enrollment

If a child is withdrawn for any reason and again desires admission to the Preschool/Pre-K, a new enrollment process and registration fee will be required. Re-enrollment can only take place if space in the group is available. If not, the child's name may be placed on a waiting list.

A student is guaranteed enrollment for the following year provided that all tuition fees are paid in full and a new registration card is filled out in the allotted time.

Termination

Every attempt will be made to meet a child's individual needs; however, any child who demonstrates an inability to benefit from the type of education offered by the facility, or whose presence is detrimental to the group, will be discharged from the school.

Insurance

VisionWay Christian School **will not provide** student health insurance. Parents are expected to meet the health and accident insurance needs of their children.

Emergencies

Safety Drills: Drills (fire, tornado, bus, lockdown) will be held throughout the year. Students will know where to report within the building or how to leave the building in any type of situation.

Snow, Ice, and Fog days: In the event of unusual weather or emergencies, which may require the school to close, information about the closing will be relayed to the local radio and TV stations.

The school administrator will utilize the School Messenger communication system to notify parents/guardians of school cancellations or early dismissals.

Generally, but not always, VisionWay Christian School cancels school when the Taylorville public schools are canceled for weather related reasons. School Messenger will notify parents/guardians of all cancelations

Communications

Parents are encouraged to communicate with teachers and administrators, as communication is essential to the educational process. We request that parents respect our teachers by limiting calls to school office hours whenever possible.

When telephoning the school during the day, a message will be relayed to the child's teacher. The teacher will not be called to the telephone during instruction periods. All calls will be returned during non-instruction time or immediately following school dismissal.

School Day – Arrival and Departure

The school day will be from 8:30 a.m. to 11:30p.m. for 3 year old preschool students and 4 year old half day pre-kindergarten students. The school day will be from 8:30 – 2:45 for the 4 year old all day pre-kindergarten students.

Before and after school student supervision for a fee is available from 7:00 to 8:00 a.m. and 2:50 to 5:30 p.m. (Hours are subject to change based on the need.)

If parents need to enter the building for any reason, they should park their vehicle in the parking lot and enter the building. Please do not leave unattended vehicles in the pick-up line.

PLEASE NOTE: If for any reason someone other than the parent shall be picking up children, the teacher will require prior notification and identification. If the teacher is unfamiliar with someone, she will ask to see a driver's license as per required by law.

Before and After School Care

Before school care is offered beginning at 7 a.m. The fee charged per student for before school care is \$3.00. After school care is offered until 5:30 p.m. on full school days. The fee charged per student for after school care is \$5.00 if student(s) is picked up by 4:00 p.m. and \$8.00 if picked up after 4:00 p.m. Before and after school balances must remain positive for the student to participate in the program. After school care closes at 5:30 p.m. If a parent or person responsible for pick up arrives after 5:30 p.m. they will be charged \$1.00 per child for every minute late. Beginning at 5:40 p.m. the closing teacher will begin calling emergency contacts on the child's registration.

Health and Safety

All medications should be administered at home according to a doctor's instructions. When a child is required to receive medication during the day, the school nurse will administer medication. The request must include the name of the child, doctor, prescription number, date and specific instructions concerning amount and time(s) to administer the medication and proper measuring device. This must be accompanied with the Medication Administration/Self-Administration Consent Form. All prescription medication will be kept in a secure location with the exception of epinephrine auto-injectors and asthma inhalers. VisionWay allows students to self-carry and self-administer these medications. **No medication requiring refrigeration will be kept at school overnight.**

Children who become ill at school will be isolated from other children and the parent(s), guardian, or emergency person listed on the enrollment form will be contacted to pick up the child immediately. Please do not send a child to school if he/she still has an abnormal temperature or is suspected of having a communicable illness.

The Administration is concerned that students who are ill have adequate time to recover before returning to class. Therefore, we require that students who exhibit flu or flu-like symptoms (vomiting, diarrhea, or a fever of 100 degrees or more) 24 hours or less before the beginning of the school day may not attend school. Parental cooperation with this requirement will ensure that ill students have time to recover and that other students are not unnecessarily exposed to illness.

Minor injuries such as scrapes, cuts and bruises will be treated by the on-duty teacher or the school nurse without parental notification. Cuts appearing to require stitches, suspicion of broken bones, and other more serious injuries will require immediate parental notification. Any reported injury to the head will result in immediate parental notification regardless of apparent severity.

School Calendar and Holidays

A calendar for the year will be distributed to parents at Orientation, and if changed, a new calendar will be sent home from the office.

School Supplies and Materials

Students are expected to come to school prepared with required supplies. A list of items that each student will need for the school year will be posted on the school website, www.visionwayschool.org. Items listed should be brought the first day of school, unless directed otherwise.

Lunch (4 year old Full Day Program)

Hot lunch will be served daily. The cost is \$2.50 including milk. If you prefer, you may send a sack lunch. We ask that you not send soft drinks in the lunch. Juice is fine to send in lunches, or milk may be purchased for \$.30. You may wish to pick up your child at lunch time. Please observe the class lunch period and be punctual. **Your child must be signed out and in at the office, and will only be dismissed from his/ her classroom or office area, NOT the playground.**

Lunch accounts must maintain a positive balance or the student(s) will be served a PBJ sandwich entrée at regular meal cost.

Holiday and Birthday Parties

As part of our Preschool/Prekindergarten curriculum, we will observe, decorate for and celebrate various holidays with emphasis placed upon the religious significance of Christmas, Thanksgiving, and Easter holidays. Birthday and holiday treats are permitted with prior approval of the teacher. Please check with the teacher concerning classroom allergies.

Snacks

Snacks are provided daily. Children will be encouraged to taste the snack, but will never be forced to eat it, nor will they be criticized for not eating the snack. Children may refuse snacks and treats, but an alternative snack will not be offered.

Field Trips

Class field trips are school events; therefore, the school is responsible for the safety and actions of those who are participating. All participants are expected to follow all school rules and dress codes. All students are required to ride the school bus and will leave from and return to the school on field trip days. Parents may be asked to chaperone class field trips when needed. A chaperone's duty is to assist the teacher. Field trips are scheduled for the enjoyment and education of our students and are not designed as family events; therefore, we ask your understanding in not bringing siblings on these trips. A **signed** permission slip will be required for all field trips. Without this signed form, the student **will not** be allowed to attend the field trip.

Discipline

Periods of time-out for a Preschool/Prekindergarten child will not exceed 5 minutes per occurrence. The child will be supervised at all times. Positive reinforcement will be used as a form of discipline every day.

Student Dress Code

Dress is very much a matter of personal interpretation for all of us. It is also a matter which is best enforced by the home, rather than the school. To fulfill the purpose of the school, serving as an extension of the Christian home, we must insist that our students dress modestly, with decency and propriety (1 Timothy 2:9).

The School administrator reserves the right to make judgments concerning appropriate dress when a student arrives at school in questionable grooming or attire. The school proposes to promote modest appearance and desires to reflect wholesome Christian testimony through its staff and students.

The following are a few of the guidelines that will be enforced to all students:

1. Students should be neatly groomed.
2. No clothing will be allowed with improper or sexually suggestive words or slogans or pictures.

3. No alcoholic beverage or tobacco slogans are permitted on clothing, sports gear, or school supplies.
4. Caps, hats, bandanas, sunglasses, etc. are not to be worn inside the building.
5. Coats are not to be worn in the classroom. Students should dress appropriately for existing weather conditions.
6. Clothes should be modest in fit and style. They should not reveal underwear or undergarments.
7. Clothes should be in good condition, clean and neat. Jeans should not have holes.
8. Neat, trim haircuts are expected. Hair should be cut to remain off the eyebrows and out of the eyes.
9. "Normal" shoe wear is required. Shoes with rollers/wheels of any kind will not be allowed at school. Gym shoes are required on P.E. days.

Due to the fact that all students go outside for recess and lunch breaks, short pants (athletic shorts, Bermuda shorts, etc.) should be limited to only very warm days. Remember we have an Air Conditioned building when dressing your children in warm weather. We ask that each student dress appropriately for cold and snowy weather as classes will be going outside in winter unless the temperature prohibits. If there is any doubt, send a coat with the student.

We ask parents to be the first to see that students are in compliance with the dress code. Please don't send a student to school in something you know is inappropriate.