



# Preschool Parent Handbook

## 2025-2026

Please read the Preschool Parent/Student Handbook. Once you have read the handbook in its entirety, please return the signature page in your child's red folder.

**I have read and understand all policies mentioned in the VHA Policy Handbook and agree to abide by them to the best of our ability.**

Signature: \_\_\_\_\_ (Father)

Signature: \_\_\_\_\_ (Mother)

Date signed: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

A copy of the Preschool Parent/Student Handbook can be found on our website at  
[www.vidaliaheritage.com](http://www.vidaliaheritage.com).



# Preschool Parent Handbook 2025-2026

(Please be aware that this handbook is different from the one distributed to Elementary and Upper School Students.)

Dear Parents,

We are happy to welcome you to the family of Vidalia Heritage Academy. Our faculty and staff are dedicated to serving God and helping you as a parent to educate your children.

There is nothing more precious to a parent than the children God has given them. You and your child's needs are important to us and we look forward to the opportunity to be of service to you. Our commitment is to provide the finest Christian education possible.

The best education is that which points our children closer to the source of all wisdom —God Himself. Each child is a precious handiwork. Each has potential, gifts and abilities placed there by God. Each deserves the type of education that will leave him/her free to develop into the individual that God intended. Christian education should treat each child as an individual, not as a cog in a social wheel.

The world of tomorrow demands leaders, and those leaders are in schools today. Therefore, with that fact in mind as well as God's commands to "train up (our children) in the nurture and admonition of the Lord," we again thank you for allowing us the privilege to join with you in raising a generation that will bring glory and honor to God.

Sincerely,

Jeff McCormick, Headmaster  
Board of Directors and Staff of Vidalia Heritage Academy

## **OUR MISSION**

It is the mission of Vidalia Heritage Academy to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.

## **OUR PURPOSE**

To provide for young people the development of character and academic excellence from a Christian perspective in a Christian environment.

## **OUR HISTORY**

Vidalia Heritage Academy began in 1997 as a vision of some to have a Christ-centered school that provided high quality Christian education as well as developing well-rounded students who would impact this world for Jesus Christ.

The VHA motto is "Soli Deo Gloria", a Latin phrase meaning: "TO GOD ALONE BE THE GLORY". The motto comes from Romans 11:33-36: *"Oh, the depths of the riches both of the wisdom and knowledge of God! How unsearchable are His judgments and unfathomable are His ways! For who has known the mind of the Lord, or who became His counselor? Or who has first given to Him that it might be paid back to Him again? From Him and through Him and to Him are all things. TO HIM BE THE GLORY FOREVER. Amen."*

## **DOCTRINAL STATEMENT OF FAITH**

We believe that the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writing, and that they are the supreme and final authority in faith and life (II Timothy 3:16-17).

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (Romans 1:7).

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man (Matthew 1:18-20).

We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all people are born with a sinful nature (Genesis 1:7).

We believe in the Biblical teachings that man was created by a direct act of God and not from previously existing forms of life and that all men are descended from the historical Adam and Eve, first parents of the entire human race (Genesis 2:7).

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice and that all who

believe in Him are justified on the grounds of his shed blood (Luke 24:1-6).

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us, as High Priest and Advocate (Luke 24:1-6).

We believe in that blessed hope, the personal and imminent return of our Lord and Savior, Jesus Christ (Titus 2:11-13).

We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are eternally secure in Him (John 3:5-8).

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost (1 Corinthians 15:22-23).

## **ACCREDITATION**

Vidalia Heritage Academy holds a dual accreditation for Early Education – 12<sup>th</sup> grade that sets it apart from other schools within a 50-mile radius of the area. The school is accredited through the regional accrediting agency, Southern Association of Colleges and Schools (SACS) a division of AdvancED (now known as Cognia), as well as through the global Christian accrediting agency, Association of Christian Schools International (ACSI).

## **NOTICE OF EXEMPTION**

When Vidalia Heritage Academy made the decision to expand its ministry beyond the sphere of school-age children into the scope of early childhood back in 2012, we were required by state law to file for a Georgia Childcare License. After one year of licensure, we qualified to file for an exemption as a school governed as a religious organization. The Administration and Board at Vidalia Heritage Academy felt that it was in our school's best interest to take advantage of the exemption. While our pre-school still operates within state health and safety guidelines, we do have the advantage of certain freedoms as a Christian school under our exemption. The staff at VHA is committed to the ongoing process of self-monitoring to ensure that our preschool continues to operate within compliance of state regulations.

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## **ADMISSIONS AND FINANCIAL INFORMATION**

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### **NOTICE OF NON-DISCRIMINATORY POLICY**

Vidalia Heritage Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in admission of its educational policies, scholarship and loan programs, athletic and other school administered programs.

Vidalia Heritage Academy believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled or who manifest a disruptive behavior that impedes this school's philosophies or policies. We believe that the standards of Vidalia Heritage Academy are easier to maintain when the students and parents' attitudes are in agreement with school philosophies and policies. This cooperation helps to support the stands we strive to enforce. VHA is not equipped, nor teachers trained, to facilitate children with learning disabilities or with ADD/ADHD. If such students are accepted in our school, it is up to the parents to provide extra services other than what the classroom teachers would do in the confines of the classroom.

### **REFUSAL OF ADMISSION OR DISCONTINUATION OF ENROLLMENT**

VHA's biblical role is to work in conjunction with the home to encourage and enable students to mature as Christ-like individuals. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the mission, values, or biblical principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### **WAITING LIST POLICY AND PROCEDURE**

When new inquiry forms are received, determination is made regarding the available openings in the grade level desired. If there are no available openings in the grade level desired, parents will be notified and offered a place on our waiting list for an application fee of \$50. If a parent/legal guardian chooses to withdraw their student(s) from the waiting list, the fee will be refunded. Parents choosing to remain on the waiting list will receive pertinent information from the school. On the first day of school, the parent/legal guardian of the student(s) on the waiting list will be contacted to confirm the decision to remain on the waiting list or have the application fee refunded. After the first week of school, the application fee becomes nonrefundable.

When an opening occurs in a grade level, the parent/legal guardian of the waiting list student will be called, and placement will be offered. A decision to accept the placement must be made within one business day. If a decision is not reached, or if placement has been declined by the parent/legal guardian; the parent/legal guardian of the next student on the waiting list will be called. In this case, the application fee is not refundable. Any student remaining on the waiting list throughout the year will have the opportunity to re-enroll the following school year and will not be required to submit an application fee for that year.

## **ADMISSIONS PROCEDURE**

The admissions process begins when the Preschool Director verifies an opening is available. A parent or guardian of a prospective student will then acquire and complete the application for admissions forms. Once all forms have been reviewed by the Preschool Director, an interview may be set up with the parents or guardians of the prospective student. The admission of a student to Vidalia Heritage Academy will be determined based upon the application process and availability. Enrollment is final once the application has been approved, all forms are signed and returned, and the registration fee has been paid.

## **TUITION AND FEES**

**Please see the Preschool Fee Schedule.**

**Tuition** – Can be paid annually or monthly. Cost is per child and depends on the program your child is enrolled in.

**Registration Fee** – Registration fees are non-refundable and due at the time of registration. Cost is per child and depends on the program your child is enrolled in.

**Activity Fee** – Per student and covers the normal costs of things such as *field trips (K4), scrapbooks, Thanksgiving Feast, holiday parties, red folders, yearbook, and special assemblies.* Applies to K3 and K4 only.

**Building/Maintenance Fee** – Per *family* at VHA. These funds go directly toward the funding necessary for maintaining our facilities. Applies to K3 and K4 only.

**Other costs associated with the preschool program:**

### **REQUIRED**

**Spirit shirts for Chapel**  
**School supplies**

### **OPTIONAL**

**Hot lunch (Boonli)**  
**After-school care**  
**School pictures**  
**Dress up days / Book Fair / Valengrams, etc.**

## **BILLING AND PAYMENT OPTIONS/INFORMATION**

### **Billing information:**

- Annually and is due on June 5 of the attending school year.
- On the 12-month plan, billing begins May 25 with the first payment due June 5. (Full Day Programs only).
- On the 10-month plan, billing begins July 25 with the first payment due August 5.
- Tuition is billed the 25<sup>th</sup> of each month and is late after the 5<sup>th</sup> of the following month.
- There is no charge for ACH payments - automatic bank withdrawal.

### **Late payments:**

- If payment is not received by the 5th of the month, a late fee of \$50 per family will automatically be charged to the tuition account.
- All accounts past 30 days will be notified by the school.
- If payment is not received within 60 days of the due date, your account will be in arrears and will be under review by the Board of Directors Finance Committee.

If an account is in arrears, it is the parent's responsibility to contact the billing department ([billing@vidaliaheritage.com](mailto:billing@vidaliaheritage.com)) and make arrangements for payment as soon as possible. After 60 days in arrears, the student will be sent home until the account is paid in full or approved arrangements are made with the Financial Committee. If an account is not brought up to date by May 5, all records and report cards are held by VHA until financial obligations are met. These policies are necessary to ensure VHA is able to meet their financial obligations.

### **Returned Checks (including electronic checks):**

- There will be a \$50 charge on all returned checks (including electronic checks or bank drafts).
- After the first returned check, the family will be required to pay with cash, money order, or credit card.

## **FINANCIAL AID**

Vidalia Heritage Academy provides financial aid to families based on need and availability of funds. Eligibility does not guarantee you will be rewarded financial aid.

The funding for Financial Aid is a combination of resources taken from the school's operating budget and the Georgia Education Tax Credit Program (a reallocation of state tax dollars awarded through the Alyn Scholarship Fund to VHA by families/friends that contribute to the program.)

**NOTE:** All Financial Aid funds are limited and granted on a first come/first serve basis.

## **HOW TO APPLY FOR FINANCIAL AID**

The desire of Vidalia Heritage Academy is to offer a Christian education to as many families as possible regardless of their social or financial status. Families who want to request any of VHA's financial aid resources must apply annually to the VHA Scholarship Committee. With the goals of excellence and affordability in mind, each family will complete a one-page application that will accurately, thoroughly, and confidentially allow the Scholarship Committee to evaluate the financial status of any family seeking aid, and award tuition assistance accordingly. Supporting documents such as the front page of the family's most recent Federal Tax Return, disclosure of the family's Adjusted Gross Income, or other income sources may be required to complete the application.

## **FINANCIAL AID DEADLINES AND NOTIFICATIONS**

**Financial aid requests should be submitted before May 15<sup>th</sup> each year** to ensure an aid award is granted prior to the first tuition payment date. Incomplete applications or applications for those not meeting the state criteria will not be considered. Aid applications received after this date will be considered as they are received.

## **AFTER-SCHOOL CARE**

After-school care is available for the convenience of our parents for children enrolled in our full-day K3 and K4 programs. After-school care begins each day at 3:05 PM and a snack will be provided. Please note that after-school care is billed monthly and is paid separately from tuition.

The cost is as follows:

- 3:05 PM – 4:30 PM: included in tuition.
- 4:30 PM – 5:30 PM: \$8 per day.

*There is an additional \$25 per day late fee for late pick-ups past 5:30 PM.*

## **FUNDRAISING**

Vidalia Heritage Academy is a tuition-based school and exists on the basis of tuition/fees, donations, and fundraisers. Tuition alone does not fully cover the basic annual costs of education. In addition, the qualities we value most about a VHA education are very expensive:

- a dedicated, well-trained faculty
- quality academic standards
- excellent up-to-date curriculum
- small class sizes with individual attention
- a variety of extracurricular activities
- and appropriate and accessible equipment.

Therefore, tax-deductible contributions and fundraising are vital to the mission of the school in order to close the gap between tuition income and the actual cost of operation. Fundraisers sponsored by the school are of necessity but will be kept to a minimum number. **However, participation in fundraising activities is required. Mandatory school-wide fundraisers will be limited to two per school year and will be invoiced to each family. Participation in other fundraisers is optional.**

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## ACADEMIC POLICIES AND INFORMATION

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### PRESCHOOL PROGRAM DESCRIPTION

**K-4:** Program is Monday through Friday. The academic day begins at 8:05 AM and ends at 2:45 PM. Children must be four years old by September 1 of that school year.

**K-3 Full Day:** Program is Monday through Friday. The academic day begins at 8:05 AM and ends at 2:45 PM. Children must be three years old by September 1 of that school year.

**K-3 Half Day:** Program is Monday through Friday. The academic day begins at 8:05 AM and children in the program are released at 11:45 AM. Children must be three years old by September 1 of that school year.

**K-2 Half Day:** Program is Tuesday, Wednesday, and Thursday 8:05 AM – 11:00 AM. Children must be two years old by September 1 of that school year.

### PRESCHOOL COURSE OF STUDY

#### **Bible, Phonics, Mathematics, Social Studies, Science, Music**

The Preschool curriculum is designed to foster the development of the whole child. Learning is a total process where children are prepared for life. Beginning with concrete development activities, your child manipulates real objects, learns through all five senses, and gains understanding necessary for future mastery of academic skills.

### ACADEMIC PHILOSOPHY

We live in a world where people have difficulty thinking that God is ultimately in control of all things. Since we believe that there is only one Truth and only one Standard by which everything should be measured, a biblical worldview is central to every subject we teach, every problem we face, and every decision we make. Therefore, the selection of curriculum for use at Vidalia Heritage Academy falls within the following seven criteria:

1. Theological Presuppositions - How does this material address a Biblical world/life view?
2. Moral Tone - How is this material measured by the Ten Commandments?
3. Aesthetic Qualities - What Characteristics contribute to this material's artistic value?
4. Developmental Propriety - Where is the appropriate grade level for this material?
5. Public Reputation - What place in the tradition of western civilization does this material have?
6. Private Conviction - To what extent do concerns of individual and collective Conscience apply to

the use of the material?

7. Personal Taste - Preferences of genre, style, etc.

## **VISITING YOUR CHILD'S CLASSROOM**

Parents are an integral part of the education of each child, and many opportunities will be provided for parents to participate in preschool activities. However, for safety and security reasons, parents are NOT allowed to enter the classrooms without first making an appointment with the teacher and the Preschool Director. Please keep in mind that young children can become easily upset at the sight of a parent or another adult, and visits to the classroom will only be allowed on special occasions upon approval of the Director.

## **CUSTODIAL PARENTS/NON-CUSTODIAL PARENTS**

All parents, (both father and mother) who have students attending Vidalia Heritage Academy are considered custodial parents unless legal documentation stating otherwise is presented to the Administration. The relationship that VHA has will be with the parent/parents who have signed the contract with the school. If a dual-custody situation arises, VHA will send all correspondence to the primary parent who then will be responsible to communicate or furnish information to the secondary parent. VHA is not equipped to send duplicate information mailings, due to the large quantity of information, which goes home from various sources. Only the parent with whom we have a contractual relationship with can request such information.

## **FIELD TRIPS**

Field trips will be minimal on the preschool level and only apply to K4 classes. On the occasion a field trip is planned, all students will **RIDE TOGETHER** in VHA approved vehicles on any VHA sponsored field trip. As with any other academic day, students may be checked out from the field trip by a parent or guardian and return home in a private vehicle.

## **SUPPLY LIST**

Supply lists for general classroom supplies for each grade/class can be found on the school website ([www.vidaliaheritage.com](http://www.vidaliaheritage.com)). The supply lists will be updated during the summer months for each school year.

## **PERSONAL PROPERTY AT SCHOOL**

The school recommends that no personal property be brought to school other than items needed to function on a normal day. No toys, tape recorders, radios, knives, or anything considered to be a weapon are allowed at school. If any valuable personal property is lost, the school will not be responsible. Teachers will inform you of any opportunities which students may bring certain items to school out of the ordinary.

## **LUNCHES**

Full-day students must provide or purchase his/her own lunch each day. If purchasing, you will need to access our online ordering system (Boonli) to set up an account. Detailed instructions for ordering lunches can be found on the school website.

Please note:

- Lunches are ordered for one month at a time.
- Boonli opens during the second full week each month and is open for a few days.
- Reminder emails will be sent to parents when Boonli opens/closes.
- If a Boonli “hot lunch” day has been paid for, but is missed due to absence, the money/lunch order will not be carried over to another week.

## **SNACKS AND WATER BOTTLES**

Snack requests from your child’s teacher will be sent home once a month. All snacks will be allergy sensitive.

Students will need to bring a water bottle with them daily. Please note that we have water fountains at school and water bottles can be refilled if necessary.

## **LOST AND FOUND**

Lost and found articles that are turned into the preschool office will be placed in the lost and found closet. All students' clothing items that are plainly marked with names written inside will be returned to the owner (no initials please).

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## **PRESCHOOL CLOTHING**

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Children should be dressed in comfortable play clothes. Be aware that preschool activities such as art and snack may cause clothing to become soiled. All outerwear and accessories should be labeled with the child's name. Please avoid overalls, belts, rompers, one-piece outfits, and clothing with snaps or straps which can cause frustration for young children when developing toileting skills. Shorts or leggings should be worn underneath skirts or dresses.

For safety reasons, children must wear tennis shoes or soft-soled shoes that strap to the heel. **NO FLIP-FLOPS, CLOGS, OPEN-HEEL SHOES, OR BOOTS OF ANY KIND MAY BE WORN.**

All children will need to bring a change of clothes in a labeled gallon-sized storage bag to leave at school (socks and underwear included.)

**K3 and K4 students will be required to wear a Spirit Shirt on Chapel Days.** Shirts will be available for purchase through VHA.

**Parents will be called to bring the appropriate clothing or shoes when dress is not in accordance with school policy.**

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## PRESCHOOL TOILET TRAINING

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While parents are ultimately responsible for potty-training their children, our teachers will assist with learning toilet training for children in K-2.

Children enrolled in K-3 are required to be fully potty-trained by September 1 of the year they are attending K-3. Teachers will assist for the first few weeks of the school year and pull-ups may be worn during naptime if needed.

A toilet-trained child should be able to do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- Pull down his/her clothes and get them back up with limited assistance.
- Wear underwear with limited accidents.

We certainly will ask many times throughout the day and before naptime if they need to use the restroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet-trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. We do understand that even toilet-trained children will occasionally have accidents. By definition, “accidents” are unusual incidents that should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

We understand that each child arrives at this milestone differently, therefore we will allow four weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time. Please note that this policy is not in place to shame or punish a child or inconvenience parents/primary caregivers. Rather, cleaning accidents in the preschool is time consuming. When a teacher is busy changing a child’s soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision and interaction with the rest of the class. This policy is intended to ensure the safety and experience of children and staff at VHA.

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## **PRESCHOOL DISCIPLINE POLICIES AND INFORMATION**

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### **SPECIFIC STATEMENT OF DISCIPLINE**

Students are taught personal discipline by adhering to the classroom and school policies of Vidalia Heritage Academy. At times corrective discipline is needed in order to correct behavior. Discipline, as a God ordained method of correcting behavior and developing character, will be enforced at Vidalia Heritage Academy.

### **METHOD OF DISCIPLINE**

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Time-out (1 minute for every year of child's age)
- 3<sup>rd</sup> Offense: Child will be sent to the Preschool Director's office.

Parents will be notified via the daily behavior log and/or a phone call if needed. Please note that corporal punishment will not be enforced at preschool.

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## **GENERAL HEALTH AND SAFETY GUIDELINES**

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### **ILLNESS**

Students who become ill during the day will be referred to the school office. The office personnel will determine whether the student is well enough to remain in school until the end of the day. Students are not to call home before checking in with the office for evaluation.

The following guidelines will be followed in this determination:

1. Elevated temperature greater than 100 degrees
2. Vomiting, nausea, diarrhea, sore throat
3. Discharge from any body opening
4. Sore indicating impetigo or ringworm
5. Rashes from unknown causes or of a contagious nature
6. Paleness or listlessness
7. Head lice

When one or more of the above symptoms are present, a parent/guardian will be contacted. Adequate contact information must be on file at the school at all times.

**Students must remain at home for a minimum of 24 hours after the last episode in the following cases:**

1. Elevated temperature 100 degrees or higher
2. Vomiting
3. Diarrhea

### **COVID-19 POLICY**

- Parents and employees agree they will neither send a student nor enter the campus themselves if they are exhibiting any of the symptoms as listed by the CDC. (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
- Any child that exhibits a fever of 100+ will be removed from the classroom and parents will be notified to pick up their child to be transported home.
- We encourage all our parents, students, staff members, and employees to follow the CDC guidelines for COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)

## **MEDICATION**

No medication will be given without permission from the parents. If medication (including Tylenol and cough drops) is to be given at school, clear and precise written instructions must accompany the medicine given. If a student requires regular medication, prior arrangements must be made with a doctor's prescription. No medication will be administered by faculty or staff without doctor's orders. All prescription drugs must be kept in the office.

Our school staff cannot administer medication unless there is written permission from the parent with the following information:

1. Name of medication
2. Date
3. Exact dosage
4. Time to be administered
5. Duration of time medication is to be given
6. Doctor's name

## **IMMUNIZATIONS**

It is the requirement of the school and the State of Georgia that the school must have on file updated shot records indicating the current status of immunization. It is the responsibility of the parent(s) to keep these files updated. All updated certificates of immunization need to be submitted to the school office. The administration has the option not to allow any student (regardless of age) to begin classes until the appropriate records are on file.

## **COMMUNICABLE DISEASE**

Any staff member and/or student who contracts any communicable disease will not be allowed to attend school during the duration of the illness. This action is taken in the best interests of the non-infected students and staff.

Such communicable diseases include, but are not limited to the following: Influenza, COVID-19, Pneumonia, Strep, Whooping Cough (Pertussis), Acquired Immune Deficiency Syndrome (AIDS), Mumps, Measles, Chicken Pox, Diphtheria, Conjunctivitis (Pink Eye).

If a child becomes ill during the day, he/she will be sent home. A parent or authorized person will be notified.

## **LICE**

If it is determined that a student has lice, the parents will be notified immediately. After treatment, the student may return to school, but will be checked for five school days following his/her return. We have a "no-nit" policy, meaning that any signs of nits in the child's hair, dead or alive, will prevent us from allowing the child to return to school for at least 24 hours. Hair must be free of ALL evidence of lice and nits.

## **SUSPECTED CHILD ABUSE**

If a teacher or staff member suspects a child is being abused (mentally or physically), the concern will be brought to the attention of the Director or Headmaster immediately. The suspicion of abuse is enough to warrant the notification of the Department of Family and Children's Services. The Headmaster, in conjunction with the Director, teacher, or staff member, will determine the need to contact the Department of Family and Children Services. The Headmaster makes final decisions and initial contact. The Headmaster, Director, and teacher/staff member will document the incident.

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## ATTENDANCE POLICIES AND INFORMATION

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### **ATTENDANCE POLICY**

The goal of the attendance policy is to assist families in establishing and maintaining regular school attendance patterns. The preschool program recognizes the importance of the correlation between academic success and student attendance. Research shows that daily attendance in school is crucial in helping to ensure that our children live up to their full potential and become successful lifelong learners. Children who are late or absent unnecessarily miss out on important activities and have their routines disrupted. To obtain the maximum benefit from our academic program, students are encouraged to be in class every day.

Daily attendance records will be maintained to include the dates when a child is absent and the dates/times when a child arrives late or leaves early.

Parents are encouraged to notify the school of pre-arranged appointments and/or absences. We strongly encourage appointments to be made outside of normal class time.

### **EXCUSED ABSENCES**

The preschool program will excuse a student's absence or tardiness for the following reasons:

- Personal illness/injury (a doctor's note or medical note should be turned in to the preschool office)
- Death, illness or injury within the immediate family
- Instances where attendance by the student would be hazardous
- Validated doctor appointment

### **STUDENT ARRIVAL**

**\*\*\*Please note that the doors to the preschool building remain locked at all times. \*\*\***  
Parents can call the preschool office through the intercom system at the front door.

#### **K-2:**

Drop-off from 7:40-8:05. Parents will walk children to the preschool front double doors and a staff member will receive the child and escort him/her to the classroom.

#### **K-4 and K-3:**

Doors will open at 7:40 and drop off will end promptly at 8:05. Doors will be locked at this time.

## **STUDENT DISMISSAL**

**K2:** Dismissal will begin at 10:45 am and end at 11:00 am. Parents must come to the preschool front double doors to pick up their child.

**K-3 Half-Day:** Dismissal will begin at 11:45 am and end at 12:00 noon. Parents must come to the preschool front double doors to pick up their child.

**K-3 and K-4 Full-Day:** Carpool dismissal will begin at 2:45 and continue until 3:05 pm.

*If your child must leave early from school, you or the person picking the student up must come to the preschool office and sign the student out.*

## **IMPORTANT NOTES ABOUT STUDENT ARRIVAL AND DISMISSAL**

- Carpool will enter the center lane of the Kids Bay parking lot. After dropping off your child with a preschool staff member, please carefully exit by looping around to the left.
- **If you are walking your child to/from the preschool front doors, please avoid the carpool line by parking outside of the carpool line barricades. Please walk along the sidewalk and outside of the carpool line barricades.**
- **If you are walking your child to/from the preschool front doors, please hold their hand while escorting them to/from the front doors.**
- All preschool-age students must be strapped into the appropriate booster/car seat before the vehicle will be allowed to pull away. **VHA staff WILL NOT put a child in a car that does not have the proper child restraints.**

## **SUBSTITUTE RIDES HOME**

Please make sure all persons who you wish to allow to pick up your child are on the authorization list. If someone else comes to pick up your child, the child will not be released to him or her without your written or verbal consent. If your child is to ride home with someone that is not on the authorized pick-up list, notification needs to be sent to the teacher and/or preschool office. We will ask for a photo ID to verify their identity.

## **AFTER-SCHOOL CARE**

After-school care is available for the convenience of our parents for children enrolled in our full-day K3 and K4 programs. After-school care begins each day at 3:05 PM and a snack will be provided. Please note that after-school care is billed monthly and is paid separately from tuition. The cost is as follows:

- 3:05 PM – 4:30 PM: included in tuition.
- 4:30 PM – 5:30 PM: \$8 per day.

*There is an additional \$25 per day late fee for late pick-ups past 5:30 PM.*

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## **SOCIAL MEDIA POLICY**

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VHA recognizes both the benefits and challenges of using social media platforms within our community and specifically within a preschool setting. This policy aims to provide members of our preschool community with the expected standards of use as they engage with social media for official, professional, and personal use.

VHA will:

- obtain implicit and written permission from a child's parents/guardians prior to posting any photos or comments about photos of their child.
- ensure private information about families, children, or staff is not posted on social media platforms.
- ensure an appropriate level of privacy settings are established and maintained on all social media accounts and pages.
- regularly scan online content and comment sections on the school's social media pages to ensure appropriateness.

## **SEXUAL HARASSMENT**

VHA is committed to maintaining an academic environment in which all individuals treat each other with honor and dignity. Sexual harassment is a form of sexual discrimination. VHA desires to maintain a learning environment conducive to the spiritual and academic growth and development of students enrolled. VHA prohibits any form of sexual harassment and sexual violence. It is a violation of this policy for any student, employee, or volunteer of VHA to harass a student, employee, or volunteer through conduct or communication of a sexual nature as defined by this policy. It is also a violation of this policy for any student, employee, or volunteer of VHA to be sexually violent to a student, employee, or volunteer.

VHA will investigate all formal and informal complaints that are either verbal or written concerning actions or statements which may constitute sexual harassment or sexual violence. Disciplinary actions will follow for any student, employee, or volunteer who sexually harasses, is sexually violent, or intimidating toward a student, employee, or volunteer of VHA. VHA also reserves the right to discipline any student, employee, or volunteer for sexually related statements or conduct that does not constitute sexual harassment or sexual violence but are still inappropriate in nature.