

Parent Handbook

2023-2024 School Year



Victory
EARLY LEARNING ACADEMY

2650 Audubon Road

Audubon, PA 19403

Phone- (610) 676-9085

www.victoryearlylearning.com

Victory Early Learning Academy

Parent Handbook

Table of Contents

Introduction.....	3
A. Hygiene measures	4
B. Admission and Exclusion.....	4/5
C. Care Policy.....	5
D. Personal Belongings.....	5
E. Arrival and Departure Procedure.....	5/6
F. Visitors.....	6
G. Field Trips/Special Events.....	6
H. Parties/Celebrations.....	6
I. Food.....	6
J. Fee and Payment.....	6/7
Information for Public, Social, and Community Services.....	8
Civil Rights Compliance.....	9
Receipt for parents to sign.....	10

Victory Early Learning Academy

Introduction

Dear Parents,

Welcome aboard to Victory Early Learning Academy. We're ready to set sail for the 2023-2024 school year and we're excited that your family is joining us! The teachers at VELA are committed to providing a quality program that is safe, biblically based, educational, child friendly, and fun!

Thank you for entrusting your children to our care during their formative years. We believe that children are a blessing from God, fearfully and wonderfully made as it says in Psalm 139, and that each child possesses unique gifts, talents, interests, and abilities. It's our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

We strongly believe that at this stage in their lives, children learn best through play and gain self-awareness and self-esteem through child directed activities. Our curriculum is play and center based and will be tailored to meet each child's developmental needs through well planned, age appropriate learning activities. We want to introduce a love of learning to our students and to lay a strong educational foundation in their lives that will prepare them for the elementary years to come.

The staff at VELA want to partner with your family in nurturing your child's relationship to God. It's our hope that the influence we have on your children in their early years will provide them with a clear understanding of who Jesus Christ is as Lord and Savior and that we will give them a solid foundation of faith to build their futures upon.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Victory Early Learning Academy is a safe and enjoyable place for your family.

Partnering with you in passing on the heritage of faith to the next generation,

Mary Beth Christofis
Victory Early Learning Academy

A. Hygiene measures and procedures

a. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available.

b. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day.

B. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100.4 degrees, etc.) **will not be admitted** to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at (610) 676-9085 or message on HiMama to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification from VELA.

The child will be permitted to return when his/her temperature **is normal for 24 hours without aid of fever reducing medication**. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to VELA until their symptoms have subsided for at least 24 hours. If your child's illness requires a doctor's visit, a doctor's note must be written on their letter head and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the physician and parent utilizing the “Authorization for Administering Medication” form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the classroom teacher in its original bottle, which contains the pharmacist’s directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

C. Care Policy

When a child has a special need including prescribed medication or specialized instruction, a plan will be put in place with a team of parents, health care providers, and special instructors when applicable. A template plan will be provided for each family to fill out and keep in child’s file so that all staff are aware of each step of the plan should an emergency arise. All medications will be kept in a space inaccessible to children, and a medication log will be filled out and signed by parents for permission. If a plan changes, it is imperative that the parent fill out a new form as soon as possible.

D. Personal Belongings

Children may bring in any personal items, but they will be asked to be placed in their backpack for safe keeping. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

E. Arrival and Departure Procedures

Our facility is operational from 7:00am – 5:30pm, Monday through Friday.

Drop off procedures:

Parents **will** be permitted to walk children back to their classroom. There will be a teacher at the classroom entrance that will take the child’s temperature and then the child can continue into their class. Parents are permitted in their child’s classroom.

Pick up procedures:

Parents will be permitted to pick up their child from the classroom and are permitted inside the classroom to grab their child's belongings from their cubbies.

F. Visitors

Visitors will be permitted at this time, with permission from the director. Therapists are permitted with notification from parents.

G. Field Trips/Special Events

We will closely monitor the situation and make a case by case decision.

H. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at VELA, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, or fruit.

I. Food

- a. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
- b. Snack: A morning and afternoon snack is included in your monthly tuition amount. Snack is provided at 10:00am and 3:00pm daily.
- c. **Food Allergy: We are a peanut free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated on your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

J. Fee and Payment

Policy Victory Early Learning Academy enforces the following policies and procedures for tuition payments with the backing of Victory Church:

- a. Part-time and Full-time tuition is automatically deducted on the 1st of the month.
- b. A \$25.00 per month late fee will be charged when a payment is declined.
- c. There will be a \$5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
- d. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), emergency related closings mandated by the state/local government/DHS, like a pandemic.
- e. Free Vacation Week:
 - 1. A vacation week will be granted after a full-time or part-time student has been enrolled in the school for a full year.
 - 2. A vacation week MUST be taken in five consecutive days.
 - 3. A vacation week will not be granted if tuition is not current and paid on time on a consistent basis.
 - 4. The school director requires a 2-week written notice prior to month requested from parents who want to use their vacation week.
- f. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted)
- g. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 20% per month fee. The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.
- h. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.
- i. It is understood that there will be an annual increase each September at the start of the new school year.
- j. There is a 4% convenience charge for any enrolled family using a credit card. ACH (bank account) can be used with no added fee.

Information for Public, Social, and Community Services

- **Early Intervention (EI) or Intermediate Unit (IU):**
 - For families who want their child assessed and evaluated for services like (but not limited to) learning disabilities, behavior therapy, occupational therapy, speech therapy, you can contact the Montgomery County Intermediate Unit (MCIU)
 - Website link for more info: <http://mciu.org/office-of-student-services/early-interventionpreschool/>
 - Phone number for MCIU: 484-685-1856. Leave a voicemail with name and address to receive application packet.
- **ELRC (Formerly known as Child Care Information Services or CCIS):**
 - For families who are eligible (or to find if you are eligible) for subsidized childcare funding or for other referral services.
 - Website link for more info: <http://www.montcopa.org/115/Child-Day-Care-Services>
- **Pennsylvania's Promise for Children:**
 - For families who seek more information about best practices, guidelines, what to look for in quality childcare, etc.
 - Website link for more info: <http://papromiseforchildren.com>
- **Keystone STARS:**
 - Our center is part of the Keystone STARS program, a quality assurance/retention program that helps train and motivate providers to do best practices, obtain resources and trainings as well as receive government funding to enhance the program and facility.
 - Website for more info: http://www.pakeys.org/pages/get.aspx?page=programs_stars
- **Childline Abuse Services:**
 - To report suspected child abuse

- Website for more info:
<http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/>
- Phone number to report suspected child abuse: 800-932-0313
 (open 24 hours)

If you do not see a service listed that you would like more information on, please ask the director, and we would be happy to find that information for you.

CIVIL RIGHTS COMPLIANCE

Admissions, the provision of services, and referrals of children shall be made without regard to race, color, religious creed, disability, ancestry, age, sex, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any parent/guardian who believes he or she has been discriminated against may file a complaint of discrimination with any of the following:

Complaints of discrimination may be filed with any of the following:

Victory Early Learning Academy

2650 Audubon Road

Audubon, PA 19403

U. S. Dept of Health and
Human Services

Office for Civil Rights

Department of Human Services

Bureau of Equal Opportunity

Room 223 Health and Welfare Building

P.O. Box 2675

Harrisburg, PA. 17105

Suite 372, Public Ledger
Building

150 S. Independence Mall
West

Philadelphia, PA. 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th Street, Suite 501
Philadelphia, Pennsylvania 19107

Commonwealth of Pennsylvania
DHS Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA. 19107

Victory Early Learni

Parent or Guardian Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook Edition for the 2023-2024 school year, which contains the policies and procedures for Victory Early Learning Academy. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Mary Christofis
Director, Victory Early Learning Academy

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of Victory Early Learning Academy's Parent Handbook . I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____