

*Victory Learning Center*

*A ministry of  
Victory Fellowship Church*

**Parent  
Handbook**

**2008-2009**

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**Victory Learning Center**  
**1307 Lebanon Road Nashville, TN 37210**  
**(615)843-5830**

Dear Parents,

This handbook is designed to help you know exactly what to expect at V.L.C. We are honored that you have decided to entrust your child(ren) into our care. Please take time to read this handbook and save it somewhere safe to reference throughout the year.

If you are looking for a place where...

- you can place your child in someone else's loving arms, knowing they'll be kept safe and well cared for while you have to be away
- a sound source of interactive learning is provided, enabling your child to enhance their knowledge and skills with excitement and achieve new heights of development academically, socially, spiritually, and emotionally
- the primary focus is individualized care with a strong desire to ensure the comfort and personal development of each child
- each and every child care provider is daily held to the highest standard of expectations, creating an atmosphere that fosters positive achievement from each child
- the love of God is demonstrated daily
- you receive ongoing communication regarding your child's care, you know that your voice is heard and you get all your questions answered

... then we have the place for you!

**Bill McRay, Senior Pastor**  
**Sam DeLemos, Executive Pastor**  
**Beth DeLemos, Children's Minister/Operator**  
**Cynthia Rodgers, Director**

**“Train up a child in the way he should go, and when he is old he will not depart from it.”**

**Proverbs 22:6**

## 2008-2009 Learning Center Calendar

### Learning Center will be closed the following dates:

<b>Teacher in-service</b>	<b>Friday, October 17, 2008 Friday, January 16, 2009 Friday, April 17, 2009 Friday, July 17, 2009</b>
<b>Labor Day</b>	<b>Monday, September 1, 2009</b>
<b>Thanksgiving</b>	<b>Thursday, November 27, 2008 Friday, November 28, 2008</b>
<b>Christmas Holidays</b>	<b>Wednesday, December 24, 2008 Thursday, December 25, 2008</b>
<b>**Please let us know if you plan on attending Friday 26<sup>th</sup></b>	
<b>New Years Day</b>	<b>Thursday, January 1, 2009</b>
<b>Memorial Day</b>	<b>Monday, May 25, 2009</b>
<b>Independence Day</b>	<b>Friday, July 3, 2009</b>

### Inclement Weather

We follow Metropolitan Public Schools for weather-related openings and closings.

### Learning Center Hours

Hours are 6:30 a.m. until 6:00 p.m. The center doors will be opened at the opening and closing times. If you arrive early, you will have to wait with your child in your car until the center is opened.

All doors to V.L.C. are kept locked. Please use only the front main entrance when entering and exiting. There is a doorbell for your convenience.

## Enrollment Policy

A parent or designee must visit prior to the child starting Victory Learning Center. We need the following items before your child attends the first day:

- 1. Enrollment Application**
- 2. Emergency Medical Authorization Form**
- 3. Immunization Form**

In accordance with state law, you are required to furnish the immunization form (this form must have the State of Tennessee seal on it), stating your child's immunizations, a listing of any special health needs and the doctor's signature stating that the child is healthy. You will be expected to obtain all future immunizations at the medically appropriate time. The Health Dept. is requiring that all children born on or after 7/1/01 have the pneumococcal conjugate vaccine (Prevnar).

- 4. Receipt of Policies**

### Tuition

At V.L.C we charge tuition monthly or bi-monthly.

<u>Full Time</u>	<u>Billing</u>	
	<u>Weekly Prices</u>	<u>Bi-Weekly</u> <u>Monthly</u>
Infant Class (6 weeks – 15 months).....	\$199.00.....	\$431.16.....\$862.33
Toddler I Class (16 months – 24 months).....	\$199.00.....	\$431.16.....\$862.33
2 Year Old's Class.....	\$174.92.....	\$378.99.....\$758.33
3 Year Old's Class.....	\$174.92.....	\$378.99.....\$758.33
4 Year Old's Class.....	\$160.00.....	\$346.60.....\$693.33
5 Year Old's Class.....	\$160.00.....	\$346.60.....\$693.33

### Fees

Application Fee .....	\$40.00 per child
.....	\$65.00 per family
Enrollment Deposit.....	\$250.00 per child
Supply Fee for 2 & 3 year olds.....	\$60.00 annual
for 4 & 5 year olds.....	\$80.00 annual
<i>*Due before the child begins attending.</i>	
Late Payment Fee.....	\$5.00 per day- (see below)
Returned Check Fee.....	\$35.00
Late Pick-up Fee.....	\$1.00 per minute

### Payment Policy

V.L.C. offers two ways to pay your child's monthly tuition. Each family needs to pick one payment plan and stick with it. No tuition reduction or refunds will be given to missed days. This includes illness or inclement weather.

1. Monthly – Paying the monthly fee on the 1<sup>st</sup> of every month. If your balance is not paid by the 5<sup>h</sup>, your child will not be allowed to come to VLC until balance is up to date.
2. Bi-Weekly - Paying ½ of the tuition on the 1<sup>st</sup> and the other on the 15<sup>th</sup> of each month. Your child will not be allowed to attend if the balance is not paid by the 5<sup>th</sup> or the 20<sup>th</sup>.

*\*Late Fee-* \$5.00 per day will be added to the payment for every day late. Once the payment is 5 days late your child will not be able to attend until current balance plus the next balance is paid in full (is for bi-weekly payment plan). After 7 days your child's spot will no longer be guaranteed.

## **Vacation Days**

Vacation days are our way of rewarding you for paying on time. For every quarter that you pay on the due date you will earn 2 vacation days. These can be used between Dec. 22<sup>nd</sup> 2008 – Jan. 2<sup>nd</sup> 2009 and June 29<sup>th</sup> – July 10<sup>th</sup>. In order to use your accrued days you must fill out a vacation day form 2 weeks in advance.

## **Termination**

We reserve the right to terminate your enrollment for reasons including, but not limited to:

- Failure to complete required forms.
- Failure to pay tuition.
- Lack of compliance to the handbook regulations.
- The inability for V.L.C. to meet the child's needs by our program.
- Failure of child to adjust after a reasonable amount of time.
- Serious illness of child.
- Lack of parental cooperation.
- Physical or verbal abuse of any person or property.

## **Withdrawals**

You may withdraw your child from the program by giving V.L.C. a written two-week notice in advance of your child's last day. If you fail to provide this notice you will owe for two weeks of tuition.

## **Arrivals and Departures**

Children should arrive clean, and fed with a clean diaper. We will also give them back you to as clean as possible, fed and with a clean diaper.

## **Late Policy**

If you arrive to pick up your child after closing time, you will pay V.L.C. \$1.00 per minute after 6:00 PM. You also understand that the above fee will be added to your next tuition invoice.

## **Signing In and Out**

Parents are required by DHS to sign in and out their children each day. The clipboard will be at each classroom to make it easier on you.

## **Release of Child**

To ensure the security of your child, only the adults that you listed on the enrollment application will be authorized to provide pick-up for your child. Please provide a recent photograph of the adults authorized to pick up your child, In order for someone other than those listed on your list to pick up your child, you must submit written permission to release the child to that specific individual. There are no exceptions.

Please note: In accordance to DHS regulations, no child(ren) will be released to anyone whose behavior may appear to place the child(ren) at immediate risk of harm. Staff can refuse to release a child if the adult's behavior may appear probable to place the child in immediate risk of harm (examples: presence of alcohol, drugs etc.). This is a rule that is required by the Department of Human Services. Another adult listed on the emergency card will be contacted to pick up the child if deemed necessary.

## **Clothing and Attire**

V.L.C. will be so much fun for your child. There will be outdoor play and messy activities like water play and art, so please dress your children accordingly. All children that are able to walk must have shoes on. Also the playground material is pebbles; please keep this in mind when you are picking out shoes for your child.

## **Personal Belongings**

Please do not allow your child to bring any toys to VLC, other than the one special item for nap time. We will have a special time for show and tell during the year and will let you know when that is.

## **Supplies**

Parents are expected to furnish these items:

### **Infants:**

Diapers  
Wipes  
Breast Milk or Formula  
Change of clothes

### **Toddlers:**

Diapers or Pull-ups  
Wipes  
Baby food (if not able to eat regular food yet)  
Change of clothes  
Sheet & Blanket (we provide the mat)

### **3, 4, and 5 year olds:**

Change of clothes  
Sheet & Blanket (we provide the mat)

## **Cleanliness and Hygiene**

Every child must be bathed and in clean clothes. We expect the child to arrive with a clean diaper and we will endeavor to do the same when you pick your child up. By sending a change of clothes, we will be able to change them as the need arises.

## **Food**

A hot, nutritious lunch is served daily to children that are able to eat table food along with an AM and PM snack. You may send a special snack on your child's birthday as long as you have notified the teacher in advance. Please remember to let us know on the enrollment application of any allergies that your child may have. \*Please do not send your child with any type of peanuts or peanut butter; too many children are strongly allergic.

## **Toilet Training**

When you think your child is ready for toilet training, we ask that you begin teaching at home. We will reinforce the training once you notify us that you have started the process. During potty training you must keep your child in pull-ups or training pants.

## **Curriculum Activities**

At Victory Learning Center, it is our goal to provide an environment that fosters the beginnings of a life-long love of learning in the children in our care. The imagination and creativity of a child is not only welcome here, but it is encouraged in its development. We provide that opportunity through implementing various age-appropriate interactive learning methods. From learning shapes and colors to basic math, reading and science, each child will be challenged and experience growth in academic skills throughout his or her years with us. Physical coordination and motor skills are also given much attention, as are social skills, art and music. Whatever the age, we have the optimal learning experience available for each child in our care.

## **Christian Teaching**

V.L.C. is a ministry outreach of Victory Fellowship Church. We will spend time each day teaching them a story from the Bible and share the love of Jesus Christ throughout their entire day.

## **Discipline Policy**

We want to reinforce the methods that each family uses at home, so if time-out works well for your child please let us know. In life every person has a choice, and the choice that they make, determines what outcome is received. We will work with all the children on making the right choice and making sure that they understand the consequence that will happen when the wrong choice is made. We desire that you communicate with us in detail about your discipline methods. If you do not have a discipline policy at home, we would love to aid in the process with you. Reinforcement of home and child care doing the same thing is very important to the growth and development of each child.

## **Illness Policy**

If your child should become ill at school, we will isolate him/her and make them as comfortable as possible until you arrive. Make sure that all emergency contact numbers are kept current. After you have been contacted, you will need to pick up your child within 30 minutes. Because our operating expenses continue even when your child is sick, we are unable to refund tuition when he/she is absent.

## **Head Lice**

Although head lice is not a health hazard, infestations remain a communicable problem, especially with young children. They spread through contact, clothing and shared hairbrushes, hats and other personal items made from cloth. Victory Learning Center will take every possible precaution to prevent head lice. All teaching and administrative staff members are trained extensively on how to handle it should there be an outbreak. When a staff member suspects that a child has lice, that child is removed from the classroom and brought to the office. A designated person will examine the child's head. If it is determined that the child does have lice, the parents are called to pick up the child. The classroom is cleaned in the appropriate manner. A note is sent to all the parents of children in that classroom advising them of the situation. The child must have a note from a doctor or health department stating that he/she is free of lice and nits before returning to school. For information on how to prevent and watch for lice at home, please contact the V.L.C. administration office for information.

## **Medications**

All medications must be checked and signed in at the V.L.C. office daily.

## **Medical Emergencies**

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive the appropriate first aid, and if any emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment or home, please make sure we have a number where you can be reached.

## **Communication**

It is extremely important that you as the parent stay in full communication with your child's teacher and the director. If something changes in the home it should be discussed with us. This is for the benefit of the child. For example: If you have had to move in with grandmother because of financial reasons, death in the family (even a pet), etc. Changes for children are very important, and it would benefit each child if their teacher knew and could talk with them about it.

## **Children with Disabilities**

Victory Learning Center will make reasonable accommodations for children with known disabilities. Qualified therapists/consultants may visit these children, provided the following guidelines are met:

1. Parents of the disabled child must provide written permission for the visit.
2. Therapist must meet with the director to outline the plan for observation prior to the first scheduled visit.
3. Frequency and time of visit must be coordinated with classroom schedule.
4. Visitors must sign in/out at the welcome center at each visit and show proper identification.
5. Written notices will be sent home to parents of all children in the classroom notifying them of the visitors and their schedules.

## **House Rules**

Children will be taught certain in-house rules, and they will be expected to follow them. Running is not permitted in the building. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will not be allowed. No standing or climbing on chairs or tables. Parents are expected to help us enforce these rules and set a good example to follow.

## **Ways Parents Can Help**

1. Allow your children to do things for themselves. It may take them a little longer to do it but when you see that smile on their face the first time they are able to do it themselves it will be worth it.
2. Talk with your teacher about your child, but refrain from discussing the child in his presence.
3. Take an interest in the school and whatever your child brings home. Post art work on the fridge or a bulletin board
4. Take time to listen to your child's daily experiences, and discuss them with real interest.
5. Build up in your child a wholesome, friendly attitude toward the teacher and school.
6. Pray together as a family for your child and your child's teacher.

## **Holidays**

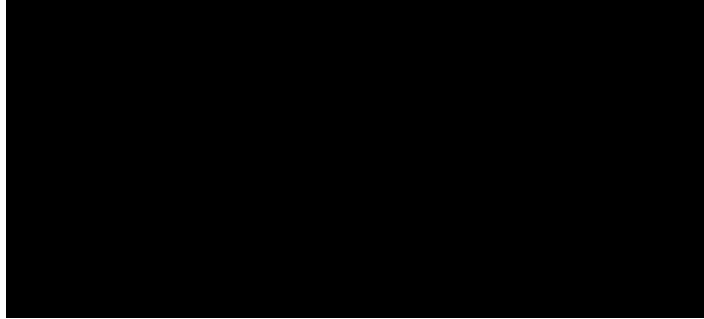
We want you to understand our policies regarding holidays. We often bring traditions we learned as children into holiday celebrations. It is important to remember that children are literal-minded and take everything you say or present at face value. Though a particular holiday tradition may have given you a warm feeling, our policy is that we need to be sure that any activity or item introduced to the classroom is consistent with what we want to teach the children.

**Halloween**-Because of the origins of Halloween or All Saint's Day we will place our emphasis on celebrating the change of the seasons. The church & V.L.C. will also provide a fall carnival which will allow the children the opportunity to dress up, play games, and collect candy. We would love your participation in this

**Christmas**-Christmas is a time we rejoice in the birth of Jesus. Preschoolers will hear about Jesus coming to earth as a baby and how the angels announced his birth. The major emphasis will be on how gift giving and receiving reflects God's gift of Jesus to the world.

**Santa Claus**-Because each family views Santa Claus differently and may or may not choose to include him in their holiday traditions, we will remain neutral on the subject. Our teachers will not introduce or teach the children about Santa Claus nor will they discourage a child who believes in him. They will, however, encourage all children to remember Jesus' birth is the reason for this holiday.

**Easter**- Teaching young children about the crucifixion is a difficult subject. We will focus on God's love for us that he would give his only son for us all. We will enjoy spring, bright colors and even have an Easter egg hunt, but the focus of Easter will be Jesus.



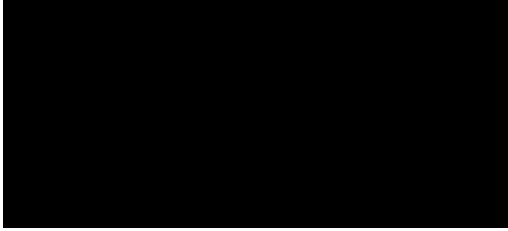
**Please sign and return:**

I have read and understand the policies and procedures of Victory Learning Center as outlined in the Parent Handbook and I agree to abide by the guidelines set forth. I understand that I have to give a written two weeks notice if I withdraw my child from the program. I further understand that failure to do so will result in having to pay for the said two weeks even if my child is not in attendance.

I have received a copy of “You have the Power” Booklet on child abuse and have had the opportunity to ask any questions that I have about child abuse.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date



## Emergency Medical Authorization Form

Name of child \_\_\_\_\_ Birth Date \_\_\_\_\_

If my child needs emergency treatment, I give my permission for any physician on call at the closest available emergency room to perform the treatment. I understand that I may not be present when the treatment is being performed, but will be notified as soon as possible.

Primary Care Physician \_\_\_\_\_

Physician's phone number \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

Emergency contact person \_\_\_\_\_

Emergency contact person phone number \_\_\_\_\_

Parent signature \_\_\_\_\_