



Parent/Student Handbook 2025-26

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This handbook provides current policies and procedures at Valley Catholic Early Learning School (VCELS). This handbook supersedes all prior summaries and understandings of these subjects. This handbook is not a contract. It simply summarizes many policies, procedures, and benefits for VCELS families. The title “parent” also includes guardian if not otherwise stated. Parental request or permission to waive any of the rules for the Certification of Child Care Centers does not give VCELS permission to do so {Early Learning Division (ELD) 414-300-0030, 11}.

To make VCELS a quality school with high standards and expectations, we must have the flexibility to change, substitute or discontinue policies and benefits described in this handbook. Any policy may be changed by appropriate authority within SSMO Ministries Corporation at any time without prior notice. Some provisions are required by federal and state laws and are therefore subject to change to comply with changes in those laws and regulations.

VALLEY CATHOLIC EARLY LEARNING SCHOOL

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Welcome to Valley Catholic Early Learning School!

We are so grateful to have your family with us. At VCELS, we are dedicated to supporting your child's growth through care, learning, and discovery. Your questions, input, and involvement are always valued, and we encourage open communication with our team.

Every child here is treasured, nurtured, and given equal opportunities to learn, grow, and thrive. Our caring staff is here to partner with your family every step of the way.

CHARISM STATEMENT

We, the Sisters of St. Mary of Oregon, living as women of prayer in simplicity and sisterly love, are called to be compassionate, joyful servants of the Lord.

MISSION STATEMENT

Valley Catholic School, sharing in the mission of the Sisters of St. Mary of Oregon, fosters a faith-filled community of lifelong learners and compassionate leaders committed to living out Catholic values and following Jesus' example through prayer, service, and love.

Valley Catholic Early Learning School (VCELS) carries out its mission by:

1. Encouraging learning in a safe, loving and inclusive environment.
2. Respecting individual and cultural differences and celebrating their uniqueness.
3. Bridging generations through programs with Valley Catholic (VC) Elementary, VC Middle and VC High School students, Sisters of St. Mary of Oregon and Maryville.
4. Creating a community environment which fosters "family like" involvement and interactions.
5. Challenging teachers and staff to continue their education and to use the most current philosophies and practices available in the field of early childhood care and education.

CATHOLIC / CHRISTIAN ATMOSPHERE

At Valley Catholic Early Learning School, faith is woven into our curriculum through a developmentally appropriate and integrated approach. Daily routines and activities—such as songs, stories, games, and mealtime prayers—help children grow in their understanding of prayer and in their knowledge of God, Jesus Christ, and the Holy Spirit.

Our staff joyfully carry forward the mission of the Sisters of St. Mary of Oregon and uphold the Mission Statement of Valley Catholic School. Teachers also integrate a rich, multicultural curriculum that teaches children to honor and respect all of God's creation.

Each Monday at 9:15 a.m., our classrooms gather for community prayer. Teachers and children share the responsibility of preparing this special time. Because of its importance, we kindly ask that arrivals and departures not take place between 9:10 and 9:30 a.m. Preschool students also participate in all-school Masses several times throughout the year.

Beyond the classroom, our Catholic/Christian identity is expressed through service. Annual toy, food, and clothing drives, as well as other service projects and campus-wide activities, give children the opportunity to share Christ's love and help those in need, especially young children.

DEVELOPMENT PRACTICES AND GOALS

VCELS is a Catholic, not for profit, private, early childhood care and learning school for infants, toddlers and preschool age children with extended care offered for elementary school-aged children through the fifth grade. We provide opportunities for children to learn in a developmentally age appropriate and caring atmosphere rich in literacy and learning. Teachers foster the growth of each child's development by utilizing concepts consistent with the guidelines for "Developmentally Appropriate Practice" defined by the National Association for the Education of Young Children (NAEYC). Pre-kindergarten standards and outcomes were developed with information from NAEYC, Oregon Dept. of Education common core standards for early childhood education and the Archdiocese of Portland preschool standards,

At VCELS, we believe learning is a process and the children are active participants in this process. We encourage the children to solve problems, question, hypothesize, experiment, and develop their cognitive processes. We encourage children to have positive peer and social relations and facilitate the development of healthy self-esteem. Each day, there are opportunities for the children to explore their environments through language and literacy. We provide a Catholic/Christian atmosphere that fosters each child's personal relationship with God. We feel these components to learning are paramount in preparing our students to be lifelong learners and successful in whatever endeavors they choose.

High quality child care and early education is a priority for parents with children of all abilities. All children and families are welcome at VCELS. With extra wide corridors and classroom passages, wheelchairs and other mobility assistance devices can easily navigate in the building. All children at VCELS, regardless of his/her background or ability, have the chance to play, learn, grow and interact with each other.

Sometimes children need extra support to keep pace with their peers. When that happens, VCELS staff work with the family and the child's health care provider to determine if there is a concern to be addressed. VCELS staff also work with families as they navigate through early intervention specialists, whether through private sources or local school districts. VCELS supports specialists' recommendations and plans of action to help the children grow and develop at his/her own developmental/physical stage and pace.

When applicable, VCELS staff helps families by providing additional community resources. VCELS does not endorse any particular avenue or practitioner but rather supports the family in finding what best suits the needs of the child.

DEVELOPMENT PRACTICES AND GOALS (CLASS/GROUP SPECIFIC)

Our Rosebuds are cherished members of our community, and we take great care to ensure their health, safety, and well-being. Because infants have unique needs, we follow specific policies and procedures designed especially for them.

Families provide all infant food, including formula, bottles, and baby food. Once an infant is at least six months old and has been introduced to certain foods at home, families may request a waiver to allow their child to begin eating "school food." Teachers and parents work together to decide when each child is ready. When signs of readiness appear, teachers also support infants in learning to drink from a cup. For families who wish their infants under 12 months to be served whole, skim, 1%, or 2% milk, written permission from a medical provider is required, even if the milk is brought from home.

Infants are always held while being bottle-fed. This nurturing practice provides one-on-one interaction and supports early social, emotional, and cognitive development. As children begin eating solids, they are fed in an upright position—either with teacher assistance or at the infant-sized table.

Each baby develops their own natural rhythms for eating, sleeping, and waking. Our teachers partner closely with parents to support these patterns while also ensuring balance with family needs.

Babies often go on walks in the VCELS stroller(s) and play in the courtyard. Sunscreen is not applied to babies under 6 months but is not needed in our courtyard as the glass canopy is equipped with UV protection. Stroller(s) are equipped with protective covers and the babies wear hats when outdoors, if provided by the families.

Babies should be safe when they sleep. All of our infants are laid to sleep on their backs. Infants may not use a swaddle, wear a teething necklace, have drawstrings of any kind, or wear a pacifier attachment while in their crib. Pacifiers may be used in the crib, without attachments. Buttons are not preferred.

Credit: <http://www.nichd.nih.gov/sts/about/environment/Pages/look.aspx>

Our Daffodils are active, curious learners who are rapidly developing new skills each day. During this stage, an important area of growth is practicing self-care skills such as handwashing and toilet learning.

At VCELS, toilet learning is guided by each child's developmental readiness—not by age. Beginning too early can create stress for the child, family, and school community, and may even extend the process. Instead, we wait until children show clear signs of readiness, then teachers and parents work together to provide consistent, supportive guidance.

Readiness cues may include:

1. Imitating the behavior of parents or other children
2. Demonstrating independence (e.g., saying “no”)
3. Showing interest in toilet learning
4. Walking confidently and being able to sit down independently
5. Communicating the need to use the toilet
6. Pulling clothes up and down with little assistance
7. Having a temperament that supports readiness, including adaptability, attention span, and persistence

By following each child's natural pace and readiness, we create a positive and encouraging experience that fosters confidence and success.

Toileting is a part of our curriculum. We read books, have discussions and make the toilet learning experience as positive, natural, and nonthreatening as possible. This helps the children feel confident throughout the process. We work to follow a sequential plan that complements toilet learning methods practiced at home.

At the beginning and during this transition time, we ask that parents dress their child in easy-to-remove clothing. For example, belts and overalls should be avoided because they are difficult for a child to manipulate. Child size toilets and changing tables are available in all of our Daffodil (toddler) classrooms. Child size toilets are also available in all the other classrooms to make toilet learning as easy as possible for these transitioning children.

At VCELS, children entering the Daisy, Sunflower, Wildflower, or Marigold classrooms are expected to demonstrate the following readiness milestones:

- **Potty Training:** Children are expected to be fully potty trained*. If a child is still working toward this milestone, administration may adjust tuition to the Daffodil transition rate in order to provide the additional support needed during this time. Our goal is to partner with families to help each child succeed. However, if a child is unable to master potty training within a reasonable period, VCELS may ask the family to either keep the child home temporarily to focus on this skill or withdraw and re-enroll the following year when the child is ready.
- **Attention and Listening:** Ability to focus for approximately 10-15 minutes (e.g., during group time) and follow simple directions.
- **Language Skills:** Able to express needs, wants, frustrations, and ideas clearly.
- **Social Readiness:** Demonstrates interest in and readiness for associative play with peers.

*Being fully potty trained includes:

- Awareness of bodily sensations and recognizing the need to use the toilet
- Independently going to the bathroom and using the toilet
- Communicating with teachers when needing to go
- Wearing underwear and remaining accident-free for at least two consecutive weeks (no pull-ups)
- Having the skills to clean themselves after toileting

In preschool (ages 3–5) and school-age (kindergarten–5th grade) classrooms, children receive regular reminders to use the toilet and to wash their hands upon arrival and throughout the day. Classroom lessons also include age-appropriate instruction on hygiene and germ control.

If a child begins in a preschool classroom and teachers determine readiness milestones are not met, VCELS reserves the right to withdraw services until the child demonstrates readiness and space in the classroom is available.

CLASSROOM TEACHER/STUDENT RATIOS

VCELS has an infant room (Rosebuds), three toddler classrooms (Daffodil 1, 2 and 3), four preschool/pre-kindergarten classrooms (Daisies, Sunflowers, Wildflowers, Marigolds) and an after school program (School age after care) for Kindergarten-5th grade students. Each classroom/program has at least two teachers, and maintains state mandated teacher/student ratios of at least:

1:4 for 8 weeks-through 23 months

1:5 for 24 – 36 months

1:10 for 3 – 5 years (up to Kindergarten)

1:15 for students attending Kindergarten through 5th grade

VCELS maintains these ratios to insure child-teacher bonds of affection, trust, and respect, and to allow each teacher the opportunity to spend time individually with each child on a daily basis. Your child will have consistent teaching staff (which include their classroom teachers as well as float teachers) throughout their day. Our teachers receive continuous education and training. Teachers are required to hold a current food handlers license, CPR and First Aid certification, complete training in Recognizing and Reporting Child Abuse and Neglect, complete training in Health and Safety practices, and complete annual "CASE" training, the Portland Archdiocese training for all adults working with children. Staff and volunteers over the age of 18 who have direct contact with the children must undergo a state and federal criminal history background check. All VCELS staff are held to a high standard of conduct as dictated by the SSMO Mission, Oregon Department of Education Early Learning Division, and NAEYC Code of Ethics.

CURRICULUM

Based on our Mission Statement and the developmental practices and goals as described in this handbook, our curriculum attends to the developmental needs of each child including:

Spiritual, Social-Emotional, Cognitive, Language and Literacy, Logic and Mathematics, Creative Representation and Physical Movement.

We believe these areas of development occur most often in active learning situations in which children have opportunities to make choices and decisions, manipulate materials, use language in meaningful ways and receive "developmentally appropriate" adult support and guidance at all age levels. We use an experiential approach to curriculum. This allows the children to be active participants in their environment and in their learning. Experiential learning incorporates environments, children and teachers in the curriculum process. Every day, children are provided

an environment rich in experiences that are meaningful and intentional. There are books, toys, materials and supplies that are accessible and available for the children to read, practice pre writing skills and use in a variety of ways. Each day, classroom teachers read aloud to the children to engage even our youngest students in language development.

Environments

- Together we create learning environments that demonstrate developmental and experiential compatibility. These environments share 3 characteristics:
 1. They promote active involvement – young children learn by doing,
 2. They are individualized – the unique, individual needs of each child are recognized, and
 3. They are child centered – focusing on the child's total development.
- VCELS environments provide many opportunities for children to see, feel, hear, taste, and smell.
- Concrete materials and activities in learning centers stimulate and foster children's natural desire to explore and learn about themselves and the world around them.
- Developmental levels, learning styles, family backgrounds, and children's interests are among the factors that help formulate the VCELS classrooms.

Children

- Children learn by exploring and doing, asking questions, and gathering information from resources available to them.
- Because young children learn by doing, developmentally appropriate practice calls for concrete, real and relevant learning activities throughout our classrooms.
- The young child's emotional and social development is promoted and supported through interaction with adults and peers. VCELS teachers acknowledge and validate children's feelings and emotions.
- Experiential learning for young children is facilitated through play in VCELS environments.

Teachers

- VCELS teachers' role in experiential learning environments are that of facilitator.
- The teachers intentionally set up the learning environment and create a positive atmosphere in the classroom. Teachers move freely throughout the classroom staying in close proximity to join activities as needed.
- VCELS teachers provide a learning environment that welcomes children's exploration. The classrooms have meaningful and necessary limits, rather than arbitrary limits that inhibit creativity.

- The teachers help children express joy in learning and they model curiosity; becoming an explorer and learning along with the children.
- VCELS teachers provide positive and encouraging feedback to the child that is specific and descriptive, but not evaluative; engaging children in frequent conversations using open-ended questions.
- Teachers are attentive and recognize “teachable moments” asking questions or offering alternative problem solving solutions.
- Teachers encourage children to take ownership of their own learning. This helps children to motivate themselves and places the center of control within the child.

Parents are encouraged to contribute to the curriculum by sharing ideas or materials with teachers and children. Opportunities to share family cultures and experiences are always welcome! Daily schedules and lesson plans are posted outside of each classroom. All volunteers must receive “CASE” training and complete a background check prior to volunteering and are never alone with the children nor used to meet a teacher/student ratio at any time.

Teachers use observation as the means of assessing children. Observations of children occur on a consistent and continual basis throughout the year. Teachers observe children in a variety of settings and evaluate their progress in all areas of development. Formal conferences are scheduled during the school year. Other conferences with your child's teacher may be arranged through the front office at any time. The Ages and Stages Questionnaire (ASQ) and other developmentally appropriate tools are used as needed for child assessment.

When additional assessment is needed, some parents are asked to complete an ASQ to help teachers see a broader picture of the child. Teachers and Administrators work with families to secure community partners for further assessment and intervention if needed.

Additional curriculum offerings may include: Music & Body Movement, Art Literacy, Library, Intergenerational programming with Maryville, VC Elementary, and VC Middle and High School students. A special weekly themed curriculum is offered school-wide during Summertime. These theme based weeks include arts and crafts, group activities, field trips, special guests and events.

BEHAVIOR MANAGEMENT / GUIDANCE PRACTICES AND POLICIES

Part of the role of any early childhood school is to help young children develop appropriate school and social behaviors. We structure the classroom environment to ensure that each child has the opportunity to be successful. Our goal is to provide clear expectations so that each child learns to assume responsibility for their behavior, for each child to learn that certain behaviors affect others and for each child to learn appropriate self-management and self-control skills. Environments and curriculum help the children learn age and school

appropriate behaviors. Teachers work together to have a proactive approach to behavior management rather than reactive.

When a child's behavior is inappropriate or unacceptable in the classroom, the teacher may use a number of techniques to guide the child in a manner consistent with the philosophy and goals of VCELS. The staff at VCELS do not use verbal abuse or physical punishment and such behavior is not accepted. Each child in our school has the right to feel safe, secure and comfortable at VCELS.

Behavior management at VCELS is developed as positive guidance, not punishment. Redirection is the primary form of discipline when necessary. Whenever safely possible, teachers allow children to experience the natural or logical consequences of inappropriate behavior. Behavior management is fair, consistent and reasonable and is based on an understanding of the child's stage of development and emotional needs.

We encourage children to resolve conflicts with peers by "using their words" to state their needs and feelings to each other. An important part of learning to control one's behavior is learning to identify and label one's feelings. Early Learning School helps the children learn to identify and verbalize their emotions and feelings by giving them the words and tools they need to be successful communicators.

When a child has an ongoing behavioral problem (biting, tantrums, and/or other harmful behavior), we work with parents to come up with appropriate solutions. We believe attempts to manage and modify a child's behavior are more successful when teachers and parents work together toward a common goal. On rare occasions when a child's behavior becomes disruptive or harmful to themselves or others, VCELS reserves the right to dismiss the child from the school or to require the parents to seek additional professional partners in order for the child to continue at VCELS.

We want everyone at VCELS to feel welcome, accepted and safe. Everyone has a right to be treated with respect. Relationships at VCELS are based on Jesus' basic principle of "... love your neighbor as yourself. [Mark 12:31]" We do not allow anyone in our school to be teased, bullied, harassed, or excluded either in the classroom or on the playground.

We do not tolerate inappropriate, rough play. Play in which children are pulling each other to the ground, tripping or pushing each other, wrestling or rolling around on the ground is not allowed --- even if it's just "kidding around." We are obligated to protect our students from teasing, bullying, harassing and exclusion. We are committed to eliminating these misbehaviors from our school community. We will act firmly when children have been referred to us for misbehaving in this manner.

Teasing, bullying and harassing may include, but is not limited to: verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, any words or conduct directed toward another person because of race, color, religion or national origin, and the intentional attempt to cause another person to fear physical injury.

Examples of behavior that may be sexual harassment may include, but is not limited to:

- making sexually suggestive remarks, gestures, jokes
- remarks about someone's appearance
- using derogatory sexual terms for people
- touching in a deliberate and unwelcome manner
- displaying sexual illustrations
- describing or asking about personal sexual experiences
- hazing, performing pranks and/or
- Intimidating a person because of his or her gender.

VCELS is committed to taking reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when Administration knows it has occurred. Any child who feels he or she has been harassed by anyone, children or adults associated with the school, should immediately notify the Principal, the Program or Family Coordinators or any other school staff member.

VCELS is committed to providing an educational environment that is free from all forms of discrimination and harassment, whether based upon race, color, national origin, age, physical or mental disabilities, religious preference, sexual orientation or gender and will not knowingly tolerate discrimination against or harassment of school staff or children by anyone—supervisors, staff members, children, parents, guardians, vendors or visitors. All complaints of discrimination or harassment should be immediately reported to an appropriate staff member. They will be investigated promptly and as confidentially as circumstances permit.

EMERGENCY CLOSURES

Emergency conditions (severe weather, earthquake, fire or flood) can disrupt school operations. These extreme circumstances may require the closing of the school. Due to the hazardous or emergency conditions or extenuating facility circumstances, such as loss of power or phone service, the principal and/or VCS president may alter Valley Catholic Early Learning School's schedule. Such alterations may include school closure, late opening of the school or early dismissal of the school. In cases of school closure, late opening, or early dismissal, radio and television stations and their corresponding websites will be notified. Parents will be notified via Procure, School Messenger, an automated calling service, the Valley Catholic Website and through social media. Please make sure all contact phone numbers, and email addresses are kept current with the school office. School late pick up fees may still apply during early dismissals and closures, although consideration will be given for extenuating circumstances.

Snow Policy – Valley Catholic School principals and the president will make an independent decision regarding inclement weather closures based on campus and surrounding community conditions. Should it be determined that there will be a late start, VCELS will open at 10:00 am.

EMERGENCY PROCEDURES

During emergencies, it may be difficult or impossible to reach VCELS by telephone. Administrative staff will use cellular phones, when possible, to contact the radio and television stations to alert parents of closure information. Parents will be notified through School Messenger, the Valley Catholic Website and Facebook page. VCELS has the authority to transport students via ambulance in an emergency situation.

Should VCELS Administration deem the building uninhabitable due to fire, earthquake or other natural disaster, children and staff will proceed to a safer location for protection. If possible, parents will be notified through School Messenger, the Valley Catholic Website and the school communication app Procure, as to where they will be able to pick up their children. Our primary evacuation site will be the football field, located directly across from VCELS, adjacent to Valley Catholic High School. If that location is unsafe, our secondary location is the front lawn, in front of the Sisters Motherhouse (the intersection between T.V. Hwy and Murray Blvd). During evacuations, teachers will monitor children, as well as take attendance.

During an emergency evacuation, children will only be released to their parents or identified emergency contacts. Individuals picking up children must meet the teacher at the evacuation area to pick up children.

VCELS staff and students practice fire and other emergency drills at least once a month.

FOOD & NUTRITION

VCELS serves a morning snack, lunch and afternoon snack. We serve fruits and vegetables each day and plan meals that teach good nutrition to the children. Teachers sit with the children during meals, using the opportunity to talk about healthy foods in a natural setting. Children are encouraged to speak to one another during meals, enforcing manners and learning to interact appropriately with their peers.

Menus are posted in the lobby and are on the VCELS website. When necessary, changes made to the menu are posted at the computer desk.

Morning snacks are offered between 8:15-8:45 am. Snacks are not provided for children arriving late. Lunch is served between 11:15-11:45 am. If your school-age (Kindergarten-5th grade) child has a lesson or other engagement during that time, a sack lunch will need to be provided from home. Afternoon snacks are offered between 2:15-2:45 pm. School age children arriving from after school activities may be given a nutritious snack alternative other than the one listed on the menu.

Food Allergies must be recorded on the VCELS allergy form, as well as a physician approved action plan which describes allergy, reactions, and treatment, before enrollment. Both should be updated as changes occur. For parents of children with food allergies, please check the

menu to see if you need to send replacements for a well-balanced meal. For parents of children with dietary restrictions, the Early Learning Division (ELD) rules require VCELS to supplement any meal parents provide that does not meet state nutrition requirements. Parent supplemented items must be in the same food group. For example, if your child does not eat meat, a protein replacement must be provided. If one is not provided, your child will be served school lunch according to ELD regulations.

Life Threatening Food Allergies- If your child has life threatening food allergies, parents may be required to provide the food your child will consume while at VCELS.

Kitchen Use is for staff only. For the safety and health of the children, please refrain from entering the Kitchen.

Lunches/Food Items brought from home should not require refrigeration. Space limitations do not allow us to store food for individual children. We ask that food be ready to serve at meals. Please do not send nut products even if your child is not allergic to them in consideration of the children who are. It is important to provide a well-balanced, nutritious meal, limiting candies, cookies and other non-nutritious foods.

Peanut/Nut Allergies- VCELS strives to maintain a menu and environment that contains very limited opportunities for children to ingest nuts due to the life threatening implications of nut allergies. However, we are not able to guarantee that we are a “nut-free” environment. If your child is allergic to nuts and nut products, please make sure an allergy form and physician’s statement are on file with the proper medications as prescribed by his/her physician.

Sharing Food- Due to the number of allergies and intolerances, VCELS does not permit food brought from home, or that is store bought, to be shared with the class.

Infant Bottle and Pacifier Policy-

- Every child under age 12 months must have a **written feeding plan**, including specifics on formula, human milk, and feeding schedule.
- **All bottles, formula, human milk, and food provided by parents must be labeled** with the child's **full name and date** and refrigerated.
- Staff will discard any leftover warmed milk or formula **once feeding ends or after one hour**, whichever comes first.
- All bottles and cups must then be returned to the parent at the end of the day for cleaning and sanitization at home.
- Pacifiers must be **labeled for individual use only**, ensuring each child’s pacifier is not used by others.
- After each use, pacifiers must be cleaned and sanitized at home by parents—either by boiling or in the dishwasher.
- They must be stored in a **clean container** that prevents contamination. Both the pacifier and its container must be sanitized **daily**.

VCELS staff does not use food as punishment or reward. Staff does not withhold food from children unless notified in writing by the child’s physician.

Meals are planned and prepared to provide age appropriate servings. Discussing healthy nutrition with the children helps them to learn to eat balanced meals. We want to encourage this lifelong learning experience to help them be successful in their physical growth and development.

HEALTH & SAFETY

The education and care of your child is very important, but we know that the safety and health of your child are equally so. At VCELS, security and safety are not only a priority but a daily practice. To ensure the health, safety and security of the children, we have the following guidelines and standards:

Playground safety- VCELS playground equipment is high quality, and age appropriate. Fall zones are designed around climbing equipment. Equipment is inspected consistently to ensure safety.

Our Rosebud and Daffodil outdoor playground is housed in the center courtyard of our building. The Daisy/Sunflower/Wildflower playground has the building and secure fencing making up the perimeter of the yard. Both exit gates are locked from the outside but always unlocked from the inside for quicker access away from the building if needed.

Custodial and Cleaning Care- VCELS is cleaned and sanitized throughout the day as well as a thorough cleaning each evening using safe and non-toxic cleaning products. Toys are sanitized during the day as well as in the evening to help prevent the spread of germs. Cleaning and sanitizing products are always out of the reach of the children. Children are encouraged to wash their hands upon arrival and throughout the day. Diapering and toileting is conducted in areas separate from play areas.

Medications- Prescription and over the counter medications are stored securely out of the reach of children. Authorization forms are required for all medications to be given by a VCELS Administrator. Diaper creams, lotions and chapsticks are considered medications and a form does need to be filled out prior to their use. Administration must follow the guidelines written on the medications, unless a doctor's note accompanies the medication.

Security and Emergencies- Exterior doors at VCELS are locked with key and keyless entry. Parents are given a unique entry code and staff has VCELS badges so that only authorized persons can enter. Only preapproved people with photo identification may pick up the children other than parents or guardians. Smoke detectors and fire extinguishers are inspected on an ongoing basis. Training and practices (drills) for earthquake preparedness, fire and lockdown/lockout situations are continuous both with and without the children in attendance. VCELS teachers and administrators are first aid, CPR and defibrillator certified. All VCELS staff (18 years and older) are required to have a background check through the State of Oregon Dept. of Education Early Learning Division, as well as Called to Protect training, to be employed.

WELLNESS & HEALTH

Wellness- The first years of a child's life are critical years for growth and brain development. At VCELS, we want to help the children learn healthy eating and exercise habits that will last throughout their lives. With that in mind, we strive to bring the following reminders to our classrooms and children each day:

- Drinking water is available at all times for the children to serve themselves. This applies both indoors and outdoors.
- 100% juice is offered no more than once a week.
- Only 1 or 2% milk is served to children older than two years old. Whole milk is served to children ages 1-2.
- Our menu is prepared monthly, lunches repeated no more than twice a month and foods from a variety of cultures are represented.
- Teachers encourage children to try new (or less favorite) foods but never force them to try new foods. Food is never used as a reward or punishment.
- Teachers join the children at the meal table to encourage conversation and healthy habits. Teachers eat the same food as the children, except in cases of food allergies/restrictions.
- Children engage in gross motor activities of at least 60-90 minutes every day.

VCELS teachers allow classroom time for free play as well as structured activities to encourage the children to move and use their growing bodies. Whether it is a song during prayer that calls for us to move or a lesson on bugs that has us mimicking grasshoppers, teachers use naturally occurring opportunities.

At our preschool, we believe that young children learn best through hands-on experiences, creative play, and personal interaction. Because of this, screen use is kept to a minimum. On occasion, screens may be used to support the curriculum—for example, sharing an animated story that connects with a classroom theme or using an interactive learning activity. Very rarely, for a special event or celebration, we may show a short, G-rated movie. Any screen use is always age-appropriate, intentional, and limited in time.

School age students (K-5th grade) are not allowed to bring handheld electronic games from home.

Illness- If a child becomes ill at school, the responsible person will be notified and expected to make appropriate arrangements for pick up within an hour. For all emergency / accident situations, VCELS will notify a parent / guardian, provide appropriate first aid, and if necessary arrange transportation to hospital care. Parental permission is given for VCELS to provide emergency care.

Symptoms for exclusion- According to ELD and the Washington County Health Division administrative rules, a child may not be in the facility with one of the following symptoms, or combination of symptoms:

- § Fever greater than 100.4;

- § Diarrhea (more than three abnormally loose, runny, watery or bloody stool);
- § Vomiting;
- § Severe cough- new or worsening cough;
- § Unusual yellow color to skin or eyes;
- § Skin or eye lesions or rashes that are severe, weeping or pus-filled;
- § Stiff neck and headache with one or more of the symptoms listed above;
- § Difficult breathing or abnormal wheezing; or
- § Complaints of severe pain.

Further, 24 hour time must elapse after a new round of antibiotics or other medication has begun and / or the child is symptom free. Any child sent home because of illness may not return to VCELS until the second business day after leaving VCELS unless sent home on Friday. In some instances, a written note from a physician may be required for re-admittance (may be faxed to us: 503-718-6491).

If a child is sent home sick for any reason and the child attends VCES, VCELS staff will notify the other school.

Medications- Neither prescription medication nor non-prescription medication including but not limited to: pain relievers, sunscreen, cough syrup, diapering and first aid ointments may be given to a child without a written, signed, and dated medication authorization on file at VCELS. Prescription medication must be in the original container, labeled with the child's name, name of medication, dosage, and directions for administering, date, and physician's name. A written record of all medications administered is on file at the front desk. Parent(s) shall be informed daily of medication administered to their child.

If your child has been given medication prior to arrival at school, please let your child's teacher know the reason for medication as well as the time of last dose.

Please don't ask for your child to be given Tylenol (or other over the counter medication) if they are fussy or if they are biting, etc. ELD 414-300-0330, 6c states ". . . prohibited punishment includes . . . non-prescription chemical restraints used for discipline or to control behavior."

If your child is not able to participate in daily activities (i.e. going outside for play) for health reasons, it is best for them to be home until they are fully recovered and are able to be involved with the group and classroom routines. In some instances, we will require your child to be picked up if he/she is unable to participate in daily activities.

Immunizations- Please let staff know when Immunizations are given so we can help your child be as comfortable as possible. Tylenol, etc. can be left at the front desk to be given as needed for pain relief.

When your child is absent due to illness, please contact VCELS as soon as possible.

Sunscreen- During summer months, sunscreen will be reapplied to children every 2 hours as needed. Parents are informed of the type of sunscreen, including SPF of 30 or higher,

supplied by VCELS. No aerosol sunscreens will be used at VCELS. Sunscreen is stored in a classroom cabinet that is not accessible to the children. Parents can inspect the product and active ingredients by asking the teacher for access. Sunscreen will not be applied to children younger than six months. Children over 6 years of age may apply sunscreen to themselves under the direct supervision of VCELS staff. Students may not carry their own sunscreen in their backpacks.

Note: Please apply sunscreen to your child each morning. In the classroom each day will be the date and time(s) of re-application as well as the name of the person administering sunscreen.

Handwashing- We teach and remind children to wash:

- Before eating or handling food.
- After using the toilet or having a diaper change.
- After coughing, sneezing, or blowing their nose.
- After playing outside or with sensory materials (sand, water table, play dough, paint, etc.).
- Whenever hands look or feel dirty.

Step-by-Step:

1. **Wet hands** with clean, running water (warm if available).
2. **Apply soap.**
3. **Scrub hands for 20 seconds**, making sure to:
 - Rub palms together.
 - Rub the backs of your hands.
 - Interlace fingers and rub between them.
 - Scrub under fingernails (pretend to scratch the palm).
 - Rub thumbs and wrists.
4. **Rinse** under running water.
5. **Dry** with a clean paper towel or cloth towel.
6. **Turn off the faucet with the towel** (to avoid re-contaminating hands).

Diaper changing policy- Staff must check each child's diaper at least every **two hours**, or more often if needed (e.g., the child shows signs of being wet or soiled); diapers must be changed promptly when needed.

Diaper changing area:

- At least one diaper-changing area must exist in or adjacent to any room with children in diapers.
- If infants/toddlers are in a multi-age group, the changing area must be in that same room.
- For preschool-age children who are toilet learning, the changing area can be located elsewhere.
- Requirements include:

- A handwashing sink with running, heated water.
- Liquid soap and single-use towels at the sink.
- A sturdy, non-absorbent, washable changing surface, free of tears.
- Protective edges or barriers to prevent falls; no safety straps or harnesses allowed.
The surface must be kept clear of non-diapering items and used only for diapering.
- Disinfecting solutions must be readily available but kept out of children's reach.

GENERAL ENROLLMENT & FINANCIAL INFORMATION

VCELS is open from 7:30 am - 5:30 pm Monday - Friday except predetermined closure dates (See [website](#) for calendar) and emergency closures.

Valley Catholic School is committed to providing an educational environment free from all forms of discrimination and harassment. We do not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, or any other status protected under applicable federal or state laws in the administration of our educational policies, admissions policies, scholarships, financial aid programs, athletic programs or other school-administered programs.

All VCELS Employees are considered Mandatory Reporters of suspected child abuse or neglect. ELD Rules 414-300-0030-5 requires "Staff shall report suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law (ORS 419B.005-419B.050) to the Department of Human Services Child Welfare (DHS) or to a law enforcement agency. By statute, this requirement applies 24 hours per day."

Absences due to vacation, illness, holidays, in-service days, inclement weather closure days, etc. do not reduce monthly tuition charges. All charges have been calculated on an annual basis, taking holidays and in-service days into consideration and divided into 12 equal monthly payments (9 equal payments for Wildflowers).

Admission Priority for full time VCELS students- Sibling of a current VCELS/VCS student, VCS employee, Catholic, and date placed on the waitlist.

For School Age students - priority for in-service, holidays, and summer camp is given to current VCES students.

For Wildflower students- returning VCELS student, sibling of a VCELS student, VCS employee, Catholic and date placed on the waitlist. In order to be placed on this list, a child must be at least 2 years old and turning 3 years old by September 1st of the requested year. To attend, a child must be completely potty trained (see readiness section).

Siblings of students at VCELS are not guaranteed entrance into a VCELS program but are given priority admission. A waitlist form must be filled out with your child's requested start date. If a family refuses a spot and still wishes to remain on the waitlist, the child loses sibling priority and the date initially added to the wait list will be updated to show the date the spot was turned down.

Students of VCELS are not guaranteed entrance into Valley Catholic Elementary School (VCES) but are given admission priority.

It is not uncommon to be placed on a waitlist for some amount of time as our classes tend to fill up quickly. Once a spot becomes available, we can hold it for up to one month. If you prefer not to start on the offered date, you will need to pay half of the tuition each month to secure the spot until you're ready to begin. This holding period can be extended for a maximum of three months.

Attendance, Arrival and Pickup- It is the responsibility of the parent/guardian to bring your child into the school, walk him/her to the classroom, inform the teacher of arrival/departure, and check in and out every day. In case of an emergency, VCELS cannot assume responsibility for a child who has not been checked in.

Attendance records are maintained through the attendance computer located in the VCELS lobby. It is the responsibility of the parent / guardian to check their children in and out each day. Parents must accompany their child(ren) to the classroom. For children arriving at VCELS from VCES, VCELS staff will clock the children in.

Daily drop off can sometimes be challenging for children and/or parents. If families need help with this transition, teachers are available to support you during these times. When you leave your child in his/her classroom, always say good-bye and leave decisively. Children who cry when their parents leave almost always settle down quickly, and begin enjoying their day. Parents are encouraged to call VCELS to hear how their child is doing if they are concerned.

Children need to have time to familiarize themselves with the day's plans, greet friends and "settle in". If you are going to be late or your child will be absent, please call to let us know.

Children will not be "readied" for your arrival. Often, parents are delayed and children miss activities and experiences as they wait for your pickup. Please plan extra time at pickup if you want to change your child into clean clothes for departure.

We ask that children regularly arrive before 10:30 am. Also, please be sure a teacher is aware of your presence when you arrive to pick up your child.

If your child needs to be picked up or dropped off during the day (later than 10:30am), please consult your child's teacher to see if the time will work for the class. This often depends on the daily schedule. Dropping off late in the afternoon is often difficult for the child. Please consult administration on a case by case basis to determine if such a drop off time would work.

We understand that our school beginning and ending times may not fit into every parent's daily work schedules, but there are no school staff members assigned to supervise children before 7:30am or after 5:30pm. We want our students to be safe. We will not leave a child unattended and it is imperative that your child stays with you at all times when entering or leaving VCELS and that you accompany them each morning to his/her classroom. We also will not leave a child alone waiting to be picked up at the end of the day, so it impacts our personal lives when we wait with a child for a late-arriving parent. We appreciate your understanding and consideration on this issue, and be assured that we will be flexible if there's an unforeseeable circumstance preventing you from picking up your child on time. Please call us as soon as possible for that event. Late pickup fees will be billed if your child is picked up after VCELS closing time. VCELS closes at 5:30 pm M-F. Late pick up fees are assigned objectively and will not be removed, except in rare circumstances approved by the principal.

Late Pickup Fees: Full time (Rosebuds, Daffodils, Daisies, Sunflowers, Marigolds, and School Age) The late pickup fee begins at 5:30 pm every evening. It is calculated based on the time of departure from building, not the time your child is clocked out of the system and according to the VCELS clock. The late pickup fee is \$3.00 per minute, per child, for each minute late. The principal will contact parents who are habitually late picking up their children to resolve the problem. If a solution cannot be reached, parents will be required to find alternate care for their children.

Late Pickup Fees: Part time preschool (Wildflowers) – Wildflowers begin at 8:00am. Please arrive no earlier than 7:55am for class. Part-time preschool late pickup fees will begin to be calculated at 2:35 pm giving parents a 5 minute grace period. {This grace period is due to the fact that all children are picked up at the same time.} The principal will contact parents who are habitually late picking up their children. The late pickup fee is calculated based on the time of departure from building, not the time your child is clocked out of the system and according to the VCELS time clock.

Birthdays - We understand and appreciate the need to celebrate each individual child and his/her birthdays. Often the number of "parties" can overwhelm a classroom and take valuable time away from lessons and curriculum time. In order to give each child the recognition they deserve on their birthdays, we will celebrate in the following way:

- The birthday will be celebrated on the business day closest to the child's birthday; you may bring in a small packaged treat (mini cupcake, cookies...etc) to share with the class- please make sure it is nut free.
- The birthday child will receive a special hat to wear and can bring in a special book for storytime.

We ask that treat bags or balloons not be brought to class. Birthday party invitations for a home party may be distributed at school only if the whole class is invited.

Board of Directors- VCELS is a sponsored ministry of the Sisters of St. Mary of Oregon.

- **ROLE:** The SSMO Little Flower Development Center Board dba Valley Catholic Early Learning School (VCELS) is accountable for the activities of VCELS to fulfill the mission of the Sisters of St. Mary of Oregon. This role involves the responsibility for

management oversight, including the development of strategic directions, financial expectations and quality standards.

Classroom Transitions- Transitions are determined by the age and developmental level of the child. Administrative staff work with parents and teachers to determine each child's readiness. Space availability in classrooms is also a consideration to move to the next class.

Clothes for School- We have fun at school. Our activities can be messy. Although we have smocks and paint shirts, we do not keep children from fully exploring their environments. We assume you are sending your child to school in clothes that allow them to fully participate in our school. Students should wear comfortable shoes and be able to participate in all activities. Please keep in mind that students play and learn through all types of mediums: water, sand, paint, clay, glue, glitter, etc. Make sure your child has at least one complete change of clothes (more during toilet learning times) at school and that they are the right type for each season. In order to keep extra clothes that fit and are weather appropriate. An extra pair of rain boots at school is appreciated. Please label your child's clothing.

Communication- The majority of communication will go through the app Procure. VCELS and campus newsletters are also published throughout the year. When parents contact VCELS teaching staff by phone, email, or the Procure app, we will do our best to be timely with our replies. Teachers are very busy throughout the day providing care and education for your children but it is important to us to respond to your questions or concerns in a timely manner.

Complaint/Issue Resolution- Our goal is to resolve issues at the lowest possible level. We will make a good faith effort to:

- listen to you
- make sure we understand the issue from your perspective
- explain our view of the issue and how our policies and procedures apply
- come to a resolution that all parties can accept

The procedure for resolving concerns or complaints at VCELS is as follows:

- 1) Concerns regarding individual school staff members should first be directed to that staff member. Please call, or make a brief personal contact to schedule a convenient time for both of you to meet. Administrative staff can facilitate scheduling these meetings.
- 2) If the issue is not resolved, the parent should then address it with the principal. The principal will notify the staff member that a parent has contacted them with a concern. The principal may include both the staff member and the parent in the mediation of the issue.
- 3) If the issue is not resolved at the principal level, then the campus schools president may be contacted next.
- 4) If there is no satisfactory resolution at the campus schools president level, the issue may be brought to the Board of Directors.

The Board of Directors does not address or mediate complaints about school personnel.

Deposit-To hold a spot, a registration fee of \$250 and a deposit of \$350.00 is required. The deposit is nonrefundable but will be applied to the first month's tuition.

Driving and Parking on Campus- Please observe the **10 MPH** speed limit at all times. Watch for children in every area of campus. Since we are limited in space, we ask that you only use the area in front of the VCELS building for quick drop off or pick up times (5 minutes or less). When spots are available in the staff parking lot, this area can also be used for stops of less than 5 minutes. The gravel lot across St. Mary's Drive is available for your use if you are going to be parked longer than a few minutes. If parents/guardians are also picking up VC Elementary, VC Music, VC Middle or VC High students, please do not park in front of VCELS so that area is available to those who need access to VCELS. For safety reasons, do not park along the red curbs.

Family Involvement- Our school and teachers care about both the child and her / his family. We strongly encourage our parents to become involved in our school campus by participating in campus wide activities and attending school functions. We believe this partnership with families broadens our school and enriches the environment.

Field Trips- School age summer camps and full-time preschool children may have the opportunity to go on field trips each year. Notice will be given to parents ahead of time with details included. Due to the limited schedule of our part-time preschool program, field trips may be scheduled if time allows but are not guaranteed. For field trips requiring transportation away from campus, VC activity buses will be used. Students may only attend field trips on their regularly scheduled school days due to staffing and ratio requirements, as well as transportation.

All children attending School age summer camps must have a signed summer registration form. Details of field trips will be posted in the classroom and on procare.

On field trips, administration carries registration forms including emergency information and field trip authorization, a first aid kit, and any medications which need to be administered while away from VCELS. All children will wear matching VCELS t-shirts but not the child's individual name. Depending on the nature of the trip, chaperones may be requested at the time of field trip notice. Chaperones must be up to date with their CASE and background check. Field trips planned during lunch time will include a sack lunch brought from home.

Holiday Classroom Parties- Teachers occasionally plan and implement classroom parties and celebrations based on holidays. In order to promote healthy eating habits, VCELS will provide healthy alternatives for snacks on those occasions. Please do not supplement these celebrations at your own expense nor ask others to contribute money.

Holy Week- In keeping with the solemnity of this time, parties do not take place during Holy Week. VCELS will close at 11am Good Friday in order for staff to attend services. VCELS also closes on the Monday following Easter.

Messages To and From Students during the School Day- We allow School age students to call their parents from the office only if it is an urgent matter. Family business and arrangements

for social activities must be made at home. Students must first ask their teacher's permission to go to the office to call parents.

Non-Sufficient Funds Checks- There is a \$35.00 fee charged for all checks returned for nonsufficient funds. Having three returned checks will lead to cash-only payments.

Outside of VCELS Care- Parents should not interrupt staff members who are in the course of their work to discuss non-related VCELS activities. Written authorization is required for any child to be released to a staff member. When hiring a VCS employee for an out-of-VCELS task such as "babysitting" or "tutoring", the outside work is neither a reflection nor connection to VCELS and not part of any VCELS financial obligations or agreements. Please respect that while the VCELS staff is "off duty", they will maintain the same level of confidentiality regarding school information. School related conversations should be avoided outside of school.

Parental Notice of Withdrawal- A minimum of one month written notice prior to withdrawal from VCELS must be given or at least one month's tuition will be charged. Tuition will not be prorated should notice of withdrawal occur mid-month.

Pictures-Opportunities to have school pictures taken occur in the fall each year. Purchase of photographs is optional.

Photos and videos are created and shared by Valley Catholic School for educational purposes, community outreach, and the annual Gala. They provide information about Valley Catholic and celebrate our programs, our events, and the accomplishments of our students, faculty, and staff. Photos and videos may be featured in Valley Catholic communication materials including school yearbooks, class photos, admissions and other brochures, booklets, posters, newspapers, postcards, ads, and magazines. They may also be included on the school website and social media, which are open public forums.

It is the responsibility of the parent or guardian to notify Valley Catholic School if you DO NOT want your student(s) to be included in school communication materials by completing the Media Opt-Out Form located on the Valley Catholic School website at www.ssmo.org. It is in the Parents' Guide under School wide Documents. Copies are also available in the school office.

Due to confidentiality issues, the use of personal camera phones, still and video cameras may be limited during class activities and school events. Any photos taken for the purpose of sharing on a social media or internet site should only be of your child.

Registration/Enrollment Forms(if applicable) are due a minimum of two business days prior to the child's start date. If there is a court ordered custody agreement in place, a copy of that agreement must be submitted at the same time. New registration forms are filled out annually for all children and families.

Registration Fees A non-refundable, annual registration fee of \$250.00 (per child) is charged upon enrollment, and again at the start of each academic year.

Rest time- Each of our classrooms has a rest period as part of the day. After a period of rest, if a child is not sleeping, he/she is encouraged to read or play quietly. Toddlers and preschoolers

need age-appropriate rest and should follow their individual patterns. No set nap length is mandated, but caregivers must respond to each child's needs. Phone calls to staff are not transferred into the classrooms between 12:00pm and 2:30pm however messages will be taken and staff will return calls when applicable.

School age Inservice and Holidays- All children must be enrolled at VCELS to attend Valley Catholic Elementary School early dismissals, in-service days, school breaks or other closure dates. Students who are enrolled and registered to attend early dismissal, in-service, Christmas break, Spring break, or summer camps will be billed according to the schedule provided by parent/guardian. Fees for early dismissal, in-service days, Christmas, Spring break, and summer camps are not included in regular monthly aftercare tuition and will be billed separately. **The school year tuition is broken down to equal monthly payments accounting for days off throughout the school year and is not prorated or refunded for missed days. The only month that is prorated is June as we start Summer camps mid month. Once scheduled, tuition will be charged whether the child attends or not.**

All tuition is non-refundable and non-transferable. Tuition for students who leave for behavioral reasons will not be refunded. For cancellations other than verifiable medical reasons, tuition paid in advance will not be refunded. Please see the principal if there is a verifiable medical reason for withdrawal.

School age Notice of Schedule Change- If a schedule change is needed in after school care (Kindergarten-5th grade), written notice must be given by the close of business on the 15th of the month (or the Friday before, if the 15th falls on the weekend) in order for the change to be effective at the beginning of the next month. School age billing is based on the child's schedule not on actual attendance. Not all days of the week may be available, due to class capacity.

School Age Aftercare Schedule & Registration Fee

- After **August 15**, no changes may be made to School Age Aftercare schedules for the month of **September**. Any additions or drops in days will take effect starting in **October**.
- A **non-refundable registration fee of \$250 per child** will be billed to your **September statement**.

Security Items- Pacifiers, blankets and other security items will be used as needed on an individual basis. Staff and principal will work together with parents to determine developmentally appropriate practices.

Teacher/School Staff Gifts- Please do not take it upon yourself as a parent to individually purchase, or plan to purchase, a gift for a teacher or other school staff member with the intention of asking the rest of the parents in the class to contribute toward the gift. Please consult with the principal first if you or several parents are considering the purchase of a large group gift. This will generally not be allowed. Other parents may have their own personal gift or sentiment planned. They may not be able to help pay for, or appreciate being asked to

contribute toward the purchase of a group gift. The initiator of the large group gift idea may end up disappointed with the lack of support for the gift they've chosen.

Toys from Home- If a sharing toy brings about inappropriate behavior, VCELS teachers may remove the toy from the child and place it in safekeeping until the end of the day. When helping your child choose a toy to share, please refrain from allowing toys that are violent in nature, no guns or weapons, no glass, porcelain or similarly fragile nor expensive to replace as VCELS cannot be responsible for toys that are damaged, lost or misplaced.

Tuition- All charges are due on the 1st of each month. If a payment is received after the seventh day of the month, the tuition account will be assessed a \$40 late fee unless an arrangement with the principal has been made in advance. If the 7th falls on a weekend, payment is due by close of business on the Friday before the 7th.

If you miss a tuition payment, it is your responsibility (1) to call the principal immediately, (2) to let them know of your tuition payment status and (3) to propose a plan for how you intend to bring your tuition account current. By working closely with the principal, keeping the lines of communication open and determining a realistic payment plan, you can avoid having a delinquent tuition account. A tuition account is considered to be delinquent if it is 30 days past due. A delinquent tuition account will lead to VCELS withdrawal of services. If your child's or children's tuition account is considered delinquent at VCELS, it must be paid in full or attendance at any other campus school (VCES, VCMS or VCHS) may be prohibited. For example, an outstanding tuition account at VCELS will preclude your children from attending VCELS, advancing to or attending VCES or VCMS or VCHS.

Tuition assistance is available for households that apply and qualify. Valley Catholic has selected FACTS to process our financial aid applications. Financial assistance is awarded based on need according to information you submit for processing in January of each year. Confidential decisions regarding tuition assistance are made in the spring for the following July 1-June 30. Check the website for specific dates each year.

VCELS Withdrawal of Services- VCELS reserves the right to refuse admittance, revoke admittance, suspend or withdraw any child who does not cooperate with the policies established in the Parent/Student Handbook. If any parent, guardian or child refuses to follow the standards of the school, they place the child's admission or attendance at VCELS in jeopardy and the child is subject to withdrawal or revocation of the child's admission. As signatories to the registration form, parents/guardians acknowledge that they must be in agreement with the philosophy and mission of VCELS, demonstrate a spirit of cooperation and uphold the Parent/Student Handbook. Parents/Guardians must also agree and acknowledge that if either parent or child violates this agreement, the child may, within the discretion of the school, be subject to revocation of acceptance, suspension or withdrawal of services.

Visitors must stop at the front desk when entering VCELS. No child will be released to any person not authorized by her / his parent or guardian. Written authorization is required and the authorized person must present identification to the VCELS Office before the child will be released. Visitors to VCELS are required to sign in with administration and be with a

classroom teacher anytime they are around children, unless conducting another approved activity.

Volunteers- Volunteers serving at VCELS will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to practice CONFIDENTIALITY as a living principle, and to respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or the complaint/issue resolution process explained in this Handbook.

Any person who has a conflict with a school volunteer outside of the boundaries of school activities must settle that dispute outside of, and without involving or using school resources.

Before volunteering at VCELS you must attend the Called to Protect training, and be enrolled in the State of Oregon Criminal History Registry. Parent involvement is important to VCELS. The goal of staff is to form a partnership with parents. By working together, we can create a special place for children to learn and grow surrounded by people who love them.

STAFF IN-SERVICES

VCELS is closed for in-service days in order to hold staff training and meetings. The exact dates are announced with the calendar each year. Rates are calculated with these dates in mind so tuition is not pro-rated or refunded for in-service days. We recognize that closing VCELS for in-service inconveniences our families and can be a hardship, and we appreciate your support. Research shows that high quality schools for young children include ongoing teacher education. Both the Child Care Division of the State of Oregon and the NAEYC require ongoing, quality staff in-service training.