



Parent Handbook
Fall 2026 – Spring 2027

Victory Life Church • 12401 Slide Road • KDO@victorylife.net
KDO: 806-853-7122 • Church: 806-698-6553



VLC KDO is a two-day-a-week preschool program for children from 1 years old, from September 1 through age five years old. We meet on Mondays and Wednesdays from 9:00 am - 2:30 pm. We strive to promote spiritual, emotional, physical, and social development.

Our heartbeat is for each child to know:

- **I AM IMPORTANT!**
“but God shows his love for us in that while we were still sinners, Christ died for us.” Romans 5:8
- **I AM LOVED!**
“For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.” John 3:16
- **I WAS MADE FOR A PURPOSE!**
“I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well.” Psalm 139:14

We believe we will have future teachers, parents, business leaders, construction workers, local leaders, and maybe even a President in our classrooms. We will learn, but we will also strive to know who God says we are! We are **IMPORTANT**, we are **LOVED**, and we were made for a **PURPOSE**!

Welcome to VLC KDO! We are so glad you are here!

Payment Information

- Payment for the entire month will be due by the 5th day of each month.
- For payments received after the 5th, a \$25.00 late fee will be charged. Payments can be made by check (make payable to Victory Life Church, Memo: VLC KDO) or by credit card. Payments online will be done through Brightwheel, automatic payments can be set up and credit card fees will be added to the monthly tuition.
- A \$25 return check fee will be charged if a monthly check is returned.

****Payment must be received whether children are present or not. Children who have enrolled are guaranteed a spot. Therefore, money is required to secure that spot regardless of attendance. This covers sickness, vacations, holidays, etc.****

Late Pick-Up

- Out of respect for our teachers and allowing them to be on time to pick up their children, a \$5.00 per child per five minutes past 2:35 p.m. will be charged to the parent for late pick-up. The fee will be added through Brightwheel.

Registration

- Registration fees are non-refundable.
- Registration Fee—This fee is due upon admission with completed online forms. The registration fee must be paid when the forms are submitted to secure your child's spot.
- Spots will be limited, so submit forms and pay all fees promptly to secure your spot.
- Registration fees cover supplies for the year.
- Fall/Spring Registration Fee: \$175.00

2025/2026 Dates and Hours of Operation

- Fall/Spring Dates: September 2nd- May 12th.
- Monday & Wednesday 9:00 am – 2:30 pm

Weather Closings

We will follow the Lubbock Cooper ISD for weather delays. If there is a delay at Lubbock Cooper, we will start 30 minutes after LCISD starts. This allows our teachers time to drop off children before getting to work.

Information will also be sent through your child's Brightwheel Classroom. If you have any questions, you can always contact the church office at 806-698-6553 or the KDO office at 806-853-7122.

Sickness Policy

Our main goal is to provide a healthy and safe place for kids to learn, play, and grow. Please respect other children and families and always proceed with caution when allowing your child to come to school if they are not 100%. We are a community, and we want to be as safe and healthy as we possibly can!

Children **MUST NOT** be brought to VLC KDO if they are sick or showing signs of sickness.

- Fever must not be greater than 100°
- Even in cases where a child does not have a fever, the Director is entitled to send the child home if he/she is not acting normally.

- If the child has a temperature of 100° or higher, an odd rash, matted eyes or pink eye, diarrhea (two or more loose bowel movements), vomiting, lice, difficulty breathing, mouth sores, or other symptoms, such as a yellow or green runny nose. If they have other illnesses not listed, please keep them at home.
- The child will be allowed back to KDO when all symptoms are clear:
 - fever-free for 24 hours without medication
 - vomit or diarrhea-free for 24 hours
 - on antibiotics for 24 hours
- Before returning to Victory Life, KDO reserves the right to obtain a doctor's note on certain contagious viruses/diseases.

What Does My Child Need?

EVERY ITEM THAT A CHILD BRINGS TO VLC KDO MUST BE LABELED!

****We ask that EVERY child bring a change of clothes daily. This must include a shirt, shorts/pants, socks, and undergarments. Please send clothing in a zip lock bag with the child's name on the front. This can be kept in the child's backpack****

Toddlers - One-Year-Olds:

Must Bring Daily

Diapers (enough for a whole day), a lightweight blanket, a bib for lunch, bottles, and formula for an entire day/lunch items, a change of clothes, and any other essential items your child needs, like a pacifier. *Cloth diapers are not allowed for sanitary reasons.*

Nap Information

- **12–18 Month Classroom:** Cribs are provided — *no nap mat needed*
- **18–24 Month Classroom:** Please send a labeled nap mat

Toddlers - Two-Year-Olds:

Must Bring Daily

Diapers (if needed), a bib for lunch (if required), a water bottle, lunch, and a change of clothes in case of an accident. *Cloth diapers are not allowed for sanitary reasons.*

Bring Every Monday and take home every Wednesday to be washed for the next week:

Nap mat/sleeping bag, a lightweight blanket, and any other essential items your child needs like a pacifier, lovey or small cuddly animal.

Three-Year-Olds:

Must Bring Daily a change of clothes, water bottle, and lunch.

Bring Every Monday and take home every Wednesday to be washed for the next week:

Nap mat/sleeping bag and a lightweight blanket, and any other important items your child needs like a pacifier, lovey, or small cuddly animal.

4 and 5-Year-Olds:

Must Bring Daily a change of clothes, water bottle, and lunch.

Bring Every Monday and take home every Wednesday to be washed for the next week:

Nap mat/sleeping bag.

Potty-Training

Children enrolled in 3's, 4's, and 5's must be fully potty-trained and independent in their toileting needs.

- Please allow your child to wear clothes that they can get off and on easily when using the bathroom independently.
- Children must be able to wipe and clean themselves.

Clothing

We do a lot of movement, learning, and play. Please dress your child casually and make sure your child can move comfortably. We also spend time doing art and other activities. We will try our best to avoid accidents or stains, but learning is fun and sometimes messy. We will also have outside play, so tennis shoes are encouraged.

Lunch/Snack

- KDO will provide one snack each day.
- Please send a lunch with foods your child enjoys daily. Please make sure to send food already cut into small pieces.
- Please do not add caffeine, candy, or large amounts of junk food to your child's lunch.
- We cannot store lunches in a refrigerator or heat up lunches, so please plan accordingly.

Allergies/Food Issues

If your child has allergies or food sensitivities, please let the Director know so we can provide accommodations for the classroom.

Nap Time

Each child will have a nap or rest/quiet time during the day. Rest and nap time will take place after lunch.

(Please see "What Does My Child Need?" for more information on what to bring.)

Toys from Home

We will have some opportunities for children to bring items from home for show-and-tell or other themed learning. We also allow a small stuffed animal or something that the child needs to be able to rest to be brought to school. This item will only be allowed out during our nap/rest time. Other toys need to stay at home to make sure they stay safe and so other children do not get upset.

Building Security

We have steps in place to keep our building locked and safe during school hours for your child's safety.

- Doors will be unlocked 15 minutes before drop-off and locked 15 minutes after 9:00 am.
- After 9:15 a.m., parents must use the front doorbell to be let in by a staff member. If further assistance is needed, call the office. VLC KDO office – 806-853-7122

- Doors will remain locked throughout the day.
- Doors will be unlocked at 2:15 pm for parent pick-up.
- Victory Life staff will need to use keys to access the building on Monday/Wednesday.

Cameras

- Every classroom has a camera that records at all times for security purposes. This ensures our kids and teachers stay safe.
- If you have any questions about the cameras, please contact the Director.

Pick-Up Process

- Only individuals specified on the enrollment forms will be granted access to pick up a child from school.
- If someone else is going to pick up your child from school, you must let us know. We won't release your child to anyone not listed on your forms. Parents must give us written or verbal consent to release a child to someone not listed. Then, the person picking up the child will have to show his/her Driver's License before the child is released into his/her care.
- If someone is restricted from picking up your child, please notify the Director and provide documentation.

Birthdays

- We love birthdays! If you want to celebrate your child's birthday with his/her class by bringing a special snack, please notify the teacher in advance.
- If you want to invite children to a birthday party outside of school, please hand out invitations only at school if everyone in the class is invited.

Extras/Picture Days/Special Fees

- This year, extra expenses may be required for participation in activities like picture days or special events, like our pumpkin patch. Information about the event and fee will be sent home in advance. These are not required but will be something extra we provide at our KDO.

Parent Involvement/Class Parties

- This year, we have some fantastic plans for our children! When we host a holiday party, themed day, or other event, we will notify parents beforehand if it's a school classroom party or an open event for parents to attend.
- We will have class parties for certain holidays. We will inform you in advance about all the details and how you can help out.

Accommodations

Decisions about accommodations for children with special needs will be made on a case-by-case basis upon evaluation. Any adaptive equipment and additional staffing must be supplied by the parent.

Parental Contact

- Each classroom uses Brightwheel, a parent communication app where teachers will share daily reports, upcoming events, classroom needs, schedule changes, and other important updates throughout the year..
- Teachers are not required to give out their cell phone numbers to parents. Direct messages through Brightwheel are best, allowing teachers to maintain their privacy.
- The Director can also be reached and will send important information and messages through Brightwheel.

Withdrawal/Dismissal

- We ask that you give written notification to the Director two weeks before the date of your child's withdrawal. All monthly payments will still be due until notification is received and accepted.
- A child may be dismissed from Victory Life KDO with two weeks' notice if they have significant behavioral issues, don't follow KDO rules, or have not paid fees for two months. Notice will be given verbally or in writing before a dismissal. Every effort will be made to find a solution before any child is removed from the program.

Biting, Hitting, & Unkind Behaviors

To ensure the safety of every child involved in our KDO program, any child who repeatedly bites, hits, hurts, or is intentionally unkind to other children will be addressed promptly. After three incidents, the child will be requested to take a two-week leave of absence and may return at the conclusion of that period. If the behavior continues, a meeting with the parents will be scheduled to assess the child's status in the program.

Our first concern is the safety and well-being of every child at VLC KDO. We sincerely appreciate your cooperation and understanding in this matter.

Discipline

We love children and want every child to be able to learn in a safe and happy place. Our KDO program aims to help children learn about Jesus, make friends, and help foster a love for school at an early age.

We desire that every child is valued and given the proper tools to thrive in our program.

In all classes, our teachers will be able to document how your child is doing through the Brightwheel app. This will show you how they were acting/feeling. If there is something that needs to be addressed by a teacher, they will put it in the app for you to see.

Teachers will promptly address any classroom issues on the same day they occur at pick up. If you need to reach out to the teacher, please feel free to contact them directly.

If a child is acting out or needs assistance, we will follow a discipline guideline for the students:

- Redirection – Correct Behavior Demonstrated

- If the child is still not responding appropriately to redirection, the child will be removed from the activity, place, or situation and given a time-out in a specific place.
- If the child needs more time or further instruction after repeated redirection and timeouts, the Director will be asked to assist.
- The Director will address the behavior with the parents to work on a plan of action that best suits the child and others in the classroom.

If any child endangers the physical well-being of another child or a member of our staff, he or she will be dismissed from the program without a refund.

Contact Information

If you have any questions or concerns, please feel free to contact:

Brooke Green – KDO Director/Children's Minister
brooke.green@victorylife.net

Ministry

KDO is a ministry of VLC.

If you need any help from our staff, please feel free to reach out:

Stephen Storm – Teaching Pastor
stephen.storm@victorylife.net

Stephanie Thames – Next Gen Minister
stephanie.thames@victorylife.net

Statement of Acknowledgment and Agreement

I have received and read a copy of Victory Life Church's KDO Parent's Handbook and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines while my child is at VLC KDO.

Further, I understand that the Victory Life Church/Victory Life Church KDO program may modify the policies and guidelines at any time.

I also acknowledge that I have reviewed and agreed to fulfill the duties listed in these policies for the school year of September 2026-May 2027.

Finally, I understand that it is my responsibility to review new guidelines created and distributed, as well as policy guidelines that are changed or deleted.

I hereby acknowledge receipt of Victory Life Church/KDO Parent's Handbook - policies and procedures.

Child's Name (please print)

Parent's Name (please print)

Parent's Signature

Date: -----

Important Dates – Victory Life KDO 2026/2027

August 2026

Monday, August 24th – Teachers Workshop/Inservice 8-12
Wednesday, August 26th – Workday in Classroom
Monday, August 31st – Open House: Meet Your Teacher Morning – 9-11

September 2026

Wednesday, September 2nd – First Day of School
Monday, September 7th – Labor Day Holiday – NO SCHOOL
Wednesday, September 23rd – **RED** Day
Monday, September 28th – No School – LCISD/LISD/Frenship Closed

October 2026

Wednesday, October 7th – **ORANGE** and **BLACK** Day
Monday, October 12th – No School – LCISD/LISD/Frenship Closed/Church Offices Closed
Wednesday, October 21st – Pumpkin Patch/Fall Pictures
Wednesday, October 28th – Costume/Carnival Day

November 2026

Wednesday, November 4th – Timothy the Turkey goes home (bring back for Friendsgiving Lunch)
Wednesday, November 11th – **BROWN** Day
Wednesday, November 18th – Friendsgiving Thanksgiving Lunch
Monday 23rd & Wednesday 25th – Thanksgiving Break – School Closed

December 2026

Wednesday, December 2nd – Christmas Picture Day
Wednesday, December 9th – **GREEN** Day
Monday, December 14th – Christmas PJ & Movie Day
Wednesday, December 16th – Christmas Parties and Noon Dismissal
Christmas Break – December 21st-January 6th

January 2027

Wednesday, January 6th – 1st Day of School
Wednesday, January 13th – **BLUE** and **WHITE** Day
Monday, January 18th – MLK Holiday – No School

February 2027

Wednesday, February 3rd – **PINK** and **RED** Day/Valentine's Pictures
Wednesday, February 10th – Valentine's Parties/Trailblazer Program
Monday, February 15th – President's Day – No School: Church Offices are Closed
Wednesday, February 24th – Community Helper Day

March 2027

Monday & Wednesday, March 1st & 3rd – Dr. Seuss Week
Wednesday, March 10th – **Rainbow** Day
Monday 15th & Wednesday 17th – Spring Break
Wednesday, March 24th – Easter Celebration Day
Monday, March 29th – No School – Day after Easter
Wednesday, March 31st – **YELLOW** Day

April 2027

Monday, April 5th – Spring Picture Day
Wednesday, April 7th – **PURPLE** Day
Wednesday April 14th – Farm Day

May 2027

Monday, May 3rd – Teacher Appreciation Day
Wednesday, May 5th – End of Year Program
Wednesday, May 12th – End of Year Party