



**VICTORY CM, LLC
DBA RAINBOW EXPRESS PRESCHOOL
VICTORY KIDZ CARE
PARENTS HANDBOOK**

Victory Church 2870 Middle Road Winchester, VA 22601 540-667-9400



Thank you for choosing **Rainbow Express Preschool** and **Victory Kidz Care** for your children! We are committed to providing a safe and wonderful environment for children to learn and play. We want to be a positive influence in the life of your child, and as we work together, that will be accomplished.

We will do our absolute best to give your child the loving care and guidance that children need in their early formative and elementary age years. We welcome your child to our program, and we hope the learning experiences here will be happy and wholesome ones.

This handbook has been prepared so that you may know our policies and better understand our expectations. Please know that we always appreciate your comments and constructive criticism. If there is anything you feel would be helpful for us to know, please do not hesitate to contact us. We are all in this together! We are looking forward to a successful and fun experience with your family!

PHILOSOPHY

Rainbow Express Preschool (REP) and **Victory Kidz Care (VKC)** are an extension of **Victory Church Children's Ministries**. They operate through **Victory CM, LLC**. The mission of Victory CM, LLC is to serve the families of Winchester and the surrounding communities by sharing God's love and providing high quality, developmentally appropriate childcare and learning in a nurturing, safe, and supportive environment. We are dedicated to the total development of the child including their intellectual, social, physical, and spiritual needs. Our program emphasizes Christian principles, and in this we strive to develop in our children an inquiring mind, good relationships with other people, and a loving awareness of our Heavenly Father.

TEACHERS AND STAFF

Our staff include competent personnel who are experienced in teaching and working with children, and are excited to give your children the care and attention you want for them. All staff are under direct supervision of the program directors:

Mrs. Angela Cross, Rainbow Express Preschool Director - rep@victorywinchester.com
Ms. Laura Grace, Victory Kidz Care Director - vkc@victorywinchester.com

Our entire staff completes a background check and FBI Fingerprint check as required by the Virginia Department of Education. All lead teachers complete training for CPR,

AED, and Basic First Aid. Continuous training is completed annually through Penn State Better Kids Care and Alliance Workforce. Job Descriptions for Lead Teachers and Aides are posted on the bulletin board at the entrances. Please do not hesitate to contact the program director should you have any questions.

The Board of Directors for Victory CM, LLC (with the assistance of an Advisory Committee) oversee policies, finances, and performance of Rainbow Express Preschool and Victory Kidz Care.

PROGRAM PARTICULARS

1. **Enrollment Options:** Please see separate Rate Sheet for details on the preschool and childcare options.
2. **Registration Fees:** (Annually for REP \$75.00 and one-time for VKC \$60.00 per child) Also, REP will have a yearly activity fee and VKC will have a curriculum fee.
3. **Student/Teacher Ratio:** We adhere to strict guidelines as follows:
6 weeks - 16 months - 1 staff to 4 children
16 months to 24 months - 1 staff to 5 children
24 months to 36 months - 1 staff to 8 children
3 years to 5 years - 1 staff to 10 children
5 years to 9 years - 1 staff to 20 children
9 years to 12 years - 1 staff to 25 children

Teacher Aides assist Lead Teachers in caring for the children.

4. Children from 16 months of age to 5 years old are accepted in REP and grouped in age-appropriate classes. Children from 6 weeks of age to 12 years old are accepted in VKC and grouped according to age.
5. **Appointments.** If you would like to schedule an appointment to tour the facility and learn more about the programs we offer, please call us at 540-667-9400. REP is extension 133 and VKC is extension 125.

DROP OFF AND PICK UP

Our doors open at **7:00 AM** for Victory Kidz Care and **9:00 AM** for Rainbow Express Preschool. Both programs have separate entrances in the back of Victory Church on the second floor with identifying logos. You will be given instructions as to which door to use for REP drop-off at 9:00 am and pickup at 1:00 pm. We ask that the person bringing your child to daycare will escort him or her all the way to the check in area each morning. Our doors will remain locked for the safety of your children. We will be using the Brightwheel App that will enable you to notify us if your drop off or pickup time should change. When picking your child up, you will be asked to sign them

out at the check-in desk. Your child will be released only to persons you have listed on the forms. We may require proper identification before we will release a child to someone other than a parent. All children should be picked up promptly at 1:00 pm when leaving the preschool. Victory Kidz Care closes **promptly at 6:00 PM**. A late fee would apply, should this become an issue.

WHAT EACH CHILD NEEDS

1. A backpack or tote bag big enough to hold lunch box and classroom folder.
2. A seasonal and complete set of extra play clothes to be kept in their backpack. (A marked zip lock bag is perfect).
3. A nutritional **Lunch** each day including a drink. (no soda, please)
4. Disposable diapers and wipes for toddlers not yet potty trained must be provided by parents.
5. REP children will receive a supply list for their class along with your acceptance letter after registration.
5. VKC children ages 2 through 4 must bring a top and bottom cover (i.e. cloth nap mat or sleeping bag) for napping that must be taken home weekly for washing. Cots will be provided.

*****Note:** Please label ALL belongings with your child's name.

PROGRAM INFORMATION

Our programs will utilize many avenues for learning in addition to classroom paperwork. These include art, activities in our gym or on the lawn, drama, language arts, and simple math through structured activities and free play. Younger children will be read to regularly and older children provided with a quiet time for reading daily.

Curriculum: Through the experience of our teachers, we prepare daily time for learning to best meet the needs of each age group. Our curriculum is age appropriate and contains a good balance of playtime as well as structured work time.

Chapel time is provided at least once a week and includes an animated Bible story using the Beginners Bible, times of praise and worship and prayer with the children encouraging them to have a personal relationship with God. A note is sent home by our chapel teachers after each chapel to let you know what story that was shared that day with your child.

We do not leave the premises for field trips, but will invite special visitors, including a local fire department, that give age-appropriate presentations that are fun and educational.

REP students have music instruction provided at least one day a week which includes singing, playing rhythm instruments, creative movement and dance, and listening activities that make learning fun.

POLICIES

1. **Birth Certificate:** Due to our State Certification, we need to see an original Birth Certificate, upon initial enrollment, from everyone who registers in our program. You can complete your enrollment forms online and bring the Birth Certificate in separately.
2. **Toys:** Please DO NOT bring toys from home as we will provide toys and equipment in the classrooms.
4. **Dismissal of a Child:** Rainbow Express Preschool and Victory Kidz Care reserves the right to dismiss any child from the program if after enrolling he or she seems unable to participate in group experiences or exhibits consistently poor behavior with no positive improvement. We will be using "time-out" disciplinary measures along with recommendations to parents.
5. **Tuition:** Fees are to be paid monthly for Rainbow Express Preschool (August - April) and weekly for Victory Kidz Care. We ask that you keep your account current at all times. Late fees will be added to all accounts with delinquent balances.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

Rainbow Express Preschool - You are enrolling your child for the entire school year of September through May. There is no refund for absences, holidays and snow closures. You are responsible for payment for the 9 month school year. Your child's enrollment in this program assures him or her a loving, friendly and wholesome place to learn and grow. Sporadic attendance seriously affects the program and therefore will not be allowed. Extenuating circumstances that require you to pull your child from the program will be reviewed by the Advisory Committee on an individual basis. Tuition is due on the 10th of the month and a late fee will be added to all accounts not paid within 5 days of the due date. Children may not attend if the account is delinquent and satisfactory arrangements have not been made.

Victory Kidz Care - Weekly payments are due on Monday of the week of service. There is no refund for absences, holidays or snow closures. **We require a two week notice if you decide to move your child from the program.** If your account carries a balance above \$500.00, your child will not be allowed to return to the daycare.

6. **Late Pick-up Penalty:** If you are late in arriving to pick up your child, we will assess a late charge of \$25.00. If you have an extenuating situation, please call to explain, otherwise, a late charge will be added to your account.

7. **Calendar Year and Inclement Weather Days:** It is our policy to make our own decisions on the opening, closing, or early dismissal of REP and VKC due to inclement weather. When it will be necessary to close the program for inclement weather, it will be posted on our Brightwheel messaging system and our Facebook pages (Rainbow Express Preschool and Victory Kidz Care) REP teachers will also send a group text message to notify parents of school closings and delays. You will receive a school calendar noting all holidays that Rainbow Express Preschool and Victory Kidz Care will be closed.
8. **Health:** It is the policy of our program to not allow any child who has not been properly immunized. This is a safeguard for every child. We also REQUIRE that you keep your child home when he or she has a fever, persistent cough, cold, or other contagious disease or situation. Notify the teacher when your child must be absent for a prolonged period of time or has a contagious disease. We require a copy of your child's immunization record before they can begin attending. We strictly adhere to guidelines set forth by the Virginia Department of Health. If you choose your child not to have immunizations, please provide a Religious Exempt notarized form from the Health and Safety department. When we call you to let you know your child is sick, please make sure they are picked up promptly.
9. **Safety:** It is of utmost importance that all children are held by the hand, or carried from your vehicle to the church building, and from the church building back to your vehicle. **ABSOLUTELY NO CHILDREN SHALL BE ON THE PARKING LOT INDEPENDENTLY.** Children running or walking alone on the parking lot shall be grounds for immediate dismissal of the child from Rainbow Express Preschool and Victory Kidz Care.
10. **Facebook/media:** Rainbow Express Preschool and Victory Kidz Care do have Facebook pages to promote our daycare to the community and share information with parents regarding our program. Parents must annually notify **REP and VKC** in writing if they do not want the school or the media to have access to their child's image, voice recordings, or other similar identifying information during the day to day operations; otherwise, we will be deemed to have been given permission for publication and/or broadcast of these images, voice recordings, other similar identifying information, and work by the daycare and media.
11. **Brightwheel:** This is a program for your phone, tablet, or desktop, that we use to invoice, receive payments, check children in and out, log activities for the day, and communicate with parents. Upon registration, parents will receive an invitation to join Brightwheel. Once the account is set up, parents can find their check in code under "Settings." Parents may adjust their settings and how they receive information (text or email). Parents and Guardians may not share check in/out codes. These are individually assigned so that we may log who is dropping off/picking up. If someone other than the parents are picking up, staff will check the children in and out and note who picked up. Parents are encouraged to communicate with teachers through Brightwheel. Please be

aware that our first priority is the child, so the staff may wait until quiet time or a break to reply if the matter is not urgent. If your child attends REP and VKC, that will require the parent to toggle back and forth daily to insure that they are receiving notifications from both programs. We reserve the right to make any necessary changes or additions to these policies. You will be properly notified if that should occur.

Sick Policy

- 1. Vomiting - They may return after 24 hour symptom free.**
- 2. Diarrhea - If your child has 3 or more loose stools/diarrhea in a day, they will be sent home. They may return after 24 hours symptom free and without the use of fever reducing medication.**
- 3. Flu, Covid, Mono or any other viruses - They may return after 24 hours fever free and symptom free.**
- 4. Pink eye - They may return after 24 hours of 1st dose of antibiotics.**
- 5. Fever - The child will be sent home with a fever of 100.4 or higher. They may return after 24 hours fever free and without the use of fever reducing medication.**
- 6. Rash - The child may return with a doctor's note stating they are no longer contagious and may return to daycare or school.**
- 7. Hand Foot and Mouth - Children are unable to return until all blisters are scabbed over, 24-hour fever free and without the use of fever reducing medication.**
- 8. Cold Sores - Blisters need to be closed and dry before returning.**
- 9. Ring Worm - The child may return after 48 hours of treatment with anti-fungal medication.**
- 10. Strep throat, Tonsillitis, or any infection requiring antibiotics - They may return 24 hours after 1st dose of antibiotics.**

PARENTAL AGREEMENT

As the parent or legal guardian of (*print clearly*) _____, I have read, understand, and agree to the policies set forth in this Victory CM, LLC DBA Rainbow Express Preschool and Victory Kidz Care Parents Handbook.

All parents are required to make sure that their child will be picked up as soon as possible, and no more than one hour, should they be notified that their child is sick. Vomiting, temperature of 100.4 or higher, or rash that appears as contagious, are examples of why a child would be sent home sick.

Parents will inform Rainbow Express Preschool or Victory Kidz Care if the child or anyone in the household is diagnosed with a contagious condition within 24 hours of diagnosis or by the next business day with the exception of a life-threatening disease which must be reported immediately.

All payments are due on the Monday of the week of service for VKC and on the 10th of the month for REP. A late fee will be applied for payments received after the 3rd day. No discounts will be given for missed days or if the center must close for snow or holidays.

The following must be submitted BEFORE the child begins attending: completed enrollment packet (including birth certificate and immunization record that are signed and dated by a physician), parental agreement, and \$75 registration fee.

Start Date: _____

Child's Birthdate: _____

Child's Schedule (Days and hours attending): _____

Payment Schedule: Weekly Monthly

Parent's Signature: _____ Date: _____

Printed Name: _____

Religiously Exempt Child Day Centers

Public Disclosure Statement

FOOD SERVICE -Rainbow Express Preschool and Victory Kidz Care do not provide food service. All lunches need to be packed with the child from home.

Rainbow Express Preschool will provide a self-served, individually pre-packaged, mid-morning snack to ages 16 months - 2 years. (3's and 4's teacher discretion)

Victory Kidz Care will provide a self-served, individually pre-packaged, mid-morning and afternoon snack to ages 12 months - 12 years. The 1's classroom will request parent permission on every snack we provide for them.

HEALTH REQUIREMENTS FOR STAFF

Staff employed at Rainbow Express Preschool and Victory Kidz Care **MUST** be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at both centers.

PUBLIC LIABILITY INSURANCE

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

Religiously Exempt Child Day Centers

Public Disclosure Statement

The Code of Virginia Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

QUALIFICATIONS OF PERSONNEL

Staff position description are posted for your review. Job descriptions are posted on the bulletin board at the front door of the center.

DESCRIPTION OF FACILITIES

The center is located at Victory Church, 2870 Middle Road, Winchester VA 22601

The size of the building is 59,575 sq.ft

The number of rooms used for the Center is 20 plus gym and rec room

The Kitchen facilities are available for use by the Center, but are not needed

Play equipment consists of: balls, trikes, cars, houses with slides, swings, sand box and age appropriate climbing areas.

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE: gym area; large REC (45x33) for games moves, etc.

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is 225. Rainbow Express Preschool max 95 children and Victory Kidz Care max 130 children. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 225 max