



# **VALOROUS** **ACADEMY**

**Parent Handbook**

# Valorous Academy Preschool

## Parent Handbook

### **Contact Information**

Email: [hello@valorousacademy.com](mailto:hello@valorousacademy.com)

School office numbers:

Text: 843.580.6427

Call: 843.548.8474

Dear Families:

Valorous Academy Preschool is a year-round preschool program for kids aged 6 weeks old to Pre-Kindergarten. It is a ministry of Valorous Church. Valorous Academy Preschool is a place where kids are accepted, and valued while being equipped to learn basic skills to help them thrive where they are now and in the future. At Valorous Church we believe children are never too young to begin to discover the plan and purpose God has for their lives.

We challenge kids with carefully chosen curriculum activities while allowing for much play and flexibility within the structured environment we create each day. We find there are many amazing opportunities to show children the love of Jesus as we teach them in fun and creative environments.

Our teachers and staff are eager to partner with you to teach your child as they grow. Jesus used children as an example of those who have faith. This continually challenges us to grow in our relationship with Him as we grow in our relationship with your child.

We are diligent to seek out teachers who have a heart to be encouraging to young children and see them grow in all areas of their young lives. Our teachers are professionally trained, CPR, AED, and First Aid certified. All these skills combined with the enthusiasm they have to see your child having a blast while learning about the Bible, along with social and basic academic skills, helps to make our preschool an amazing experience for your child.

In the pages to follow are helpful details that will answer your questions regarding enrolling your child as well as the essential steps we take in early childhood education.

Thank you for reading through the handbook, and we appreciate your interest in being a part of what God is doing through Valorous Academy Preschool. I'm happy to answer any questions you may have.

### History

Valorous Academy Preschool was established in August of 2015 under the name of Kids World Academy. In March of 2022, Barefoot Church and Ascent Education changed their name to Valorous.

### About

We provide an incredible place for newborns (six weeks old) through 4K children to learn in an educational environment where God's love shines through in the staff. Teachers use lots of different fun and creative methods to help the individual child grow while obtaining basic academic and social skills as they progress through Valorous Academy.

Our preschoolers learn biblical truths and principles through creative methods such as music, story-telling, crafts, fun interactive teaching, circle time, science, language, math and discussions. Preschoolers also learn by observing our adults modeling proper behaviors. Therefore, each classroom is staffed with teachers who are committed to loving and teaching children.

**Vision:** Building kids into their God-designed purpose through education.

**Mission:** Education with a commitment to developing the next generation of leaders.

**Values:** Leadership, Integrity, Courage, Strength

### **OUR BELIEFS**

Children are a gift from God and should be loved and cared for, as they are extremely valuable in the kingdom of God. Children deserve a safe, positive, nurturing, and age-appropriate learning environment that is free of fear, pressure to "grow up", or prejudice.

- Our teaching is not just to children, but with children. We learn from children as we teach them.
- Positive self-esteem is promoted so both personal growth and growth in a relationship with God can flourish.
- Valorous Academy Preschool is creative, innovative, and in touch with the children and families. Effective and compassionate teachers are the most important component of our program.
- We give lots of hugs, smiles, developmental nurturing and lots of love.
- Each child will participate in activities designed to develop creative thinking, memory, decision-making, problem solving, and comprehension through a Biblical perspective.
- Our pre-kindergarten program focuses on preparing your child for Kindergarten both socially and academically. PreK kids also participate in the Creative Arts program and lunch with the kindergarteners.

**POLICIES – Listed in alphabetical order to make it easier to locate what you are looking for.**

#### **ABSENCE**

If your child's absence is known in advance, please inform the teacher on Class Dojo. If your child will be out any particular day, please let the teacher know, call the school office, or email [hello@valorousacademy.com](mailto:hello@valorousacademy.com). If your child's absence is going to be prolonged, please contact the school with details. **There is no deduction in tuition fees for absences.** If your child's absence will be prolonged it may be necessary to withdraw the child from the program and re-enroll later, if there is space available at the time of reenrollment. Upon reenrollment the registration fee will be paid by the parent.

#### **ACCIDENT OR INJURY OF A CHILD**

If a child has a minor scrape or bump, the teacher or staff will work with the injury and apply ice and a bandage, if necessary. The parent will be informed of the injury or accident when the child is picked up. If the child falls or sustains an injury that is more than a scrape, an Incident Report will be completed and signed by the teacher and the parent. If necessary, the parent may be contacted by phone. The office will retain the copy of the Incident Report in the child's file and the original will be given to the parent.

In the case of a more serious incident, the parents will be notified at once. If they cannot be reached, and it is determined that immediate medical attention is

needed, 911 will be called. If emergency personnel determine the child must be transported to a medical facility, and the parents have still not been located, a staff member will go with the child, taking his or her full file containing the medical release form. Throughout this procedure, a staff member will be assigned the task of locating the parents through the use of all available phone numbers: home, work, cell, emergency contacts, etc.

**Please notify the office immediately of any change of your phone numbers, emergency contact person, or physician.**

### **ADMISSIONS POLICIES**

Valorous Academy Preschool does not discriminate on the basis of race, religious, or ethnic origin. However, we do not guarantee enrollment to everyone. We reserve the right to prioritize applicants contingent upon any of the following criteria:

- o Date that the completed registration form is received
- o Registration fee is paid in full
- o Sibling(s) currently enrolled
- o Space availability
- o The ability to meet the needs of the child

### **ADMISSIONS PROCEDURES**

A completed Registration Form with a \$50.00 non-refundable registration fee per child must be submitted to the Valorous Academy office. Children will be placed on a waiting list if the age-appropriate room is full. If your child withdraws from the program during the school year and later re-enrolls, a new \$50 registration fee will be charged for re-enrollment.

### **AGES OF STUDENTS**

We accept children who are 6 weeks through 5 years old (Pre-Kindergarten)..

### **ATTENDANCE**

All students are enrolled year-round, including summer months. We may not be open on all dates set forth on the calendar due to holidays or inclement weather. Inclement weather days will be made up if possible. There will be no reductions in tuition for holidays, weather days, vacations, or absences.

### **BELONGINGS**

Be sure your child's first and last name is clearly and permanently marked on outer clothing (coats, sweaters, bags, lunches, bottles, etc.) and other items of importance so they can be easily identified.

### **BIRTHDAYS**

Birthdays are very special occasions for children. On your child's birthday, you are welcome to bring a treat to share with the entire class during snack or lunchtime. Please let the teacher know a week in advance of this treat. The teachers are required to put up an allergy note of any outside food that is brought into the classroom.

### **CHILD ABUSE PREVENTION AND REPORTING**

Teachers undergo training in Child Abuse Prevention and will be made aware of what constitutes child abuse according to the South Carolina Family Code and South Carolina Penal Code.

Every person is legally responsible for reporting known and reasonably suspected cases of child abuse to the state officials.

Teachers will make a report to the Family Pastor or Principal immediately if there is a suspicion of abuse. Teachers will be aware of the nature and content of the report and supplement all oral reports in writing as soon as possible. If the report is anonymous, the telephone contact should be made in the presence of at least one independent witness who can verify later, if necessary, the identity of the reporter. All independent witnesses must make notes of their observations and turn them in to the Family Pastor under seal, who will keep them as received (sealed) unless and until the identity of the reporter becomes an issue. This may become important if the teacher is charged with negligence for failing to make a report.

The Family Pastor or Principal will notify the States regulatory and Child Protective Services (DSS) within 48 hours after the abuse or potential for abuse is first suspected. DSS determines if an immediate danger to the child exists and may send an investigator.

### **CHILD ARRIVAL**

Parents **must** escort children to the classrooms and sign them in and out each day. For safety reasons, children must **never** be dropped off outside the building. Children may begin being dropped off at 8:55 AM. Parents will sign in their child each day at the classroom.

### **CHILD DISMISSAL**

Parents must sign out their children at the classroom. We will not dismiss a child to anyone other than the parent or guardian without consent from the parent. If a

child is to be picked up by another adult, please inform the child's teacher. In an emergency, we may release a child to an adult with verbal permission from the parent or guardian. Please contact the teacher or school office with the information of the adult who is picking your child up. Identification will be checked if the teacher does not know the person to whom the child is being released.

### **CLOTHING**

Preschool can be messy at times. Dress your child appropriately for outdoor play time and/or ease of movement.

### **COMMUNICABLE DISEASES**

Parents are required to report to the office any communicable diseases that may affect other children, such as lice, chicken pox, hand/foot/mouth disease, pink eye, etc. Privacy of the child will be closely guarded.

### **CRISIS MANAGEMENT**

Teachers and staff are trained on proper procedures and to think and move quickly in the event of many kinds of emergencies.

In the event of a fire drill or actual fire, the teachers will guide the children to follow the evacuation routes posted in the classrooms. Fire drills are held at least quarterly, and tornado drills are held at least once per semester.

In the event of a tornado or hurricane warning or sighting, all classrooms will follow the emergency procedure posted in each room. All children will be moved to their designated safe place.

For security purposes, the crisis management plan is not available for review outside of Valorous Academy faculty, Valorous Church staff and campus watch team, and emergency personnel.

### **CURRICULUM**

Valorous Academy Preschool uses an age-appropriate curriculum designed specifically for children ages babies - 4K. Curriculums used include but are not limited to Abeka and Creative Curriculum. We love to use project-based learning along with science experiments and activities that help kids learn fine motor and cognitive skills as well as develop each child as a whole. Activities that support school-wide themes are tailored to each age level and class.

### **DAYS AND HOURS**

The preschool for birth-4 year olds operates 9am-1pm on Tuesdays, Wednesdays, and Thursdays year-round.

The First Steps 4K program for kids entering kindergarten (4 years old by August 31) the next year, operates full time from 8:00 am-2:40 pm. Both programs operate year round.

### **DIAPERING**

Children in diapers will be checked a minimum of once per hour and changed as needed. Please provide disposable diapers. For sanitary reasons in a group setting, cloth diapers are not allowed. Daily diaper sheets are sent home each day so the parent will be able to keep up with their child's schedule while at Valorous Academy Preschool.

### **DISCIPLINE - REDIRECTION**

We believe redirection is synonymous with training. With love and concern for our children, we are intent on guiding each child toward behavior that helps self esteem. Our method of discipline has three components: reinforcing positive behavior, giving children freedom of choice when appropriate, and allowing them to experience natural consequences.

When a child needs to be disciplined, an adult will talk with him or her about the misbehavior and may use time-out. Corporal punishment is never used. Our teachers are fair, consistent, and nurturing, and will state expectations clearly. If a teacher has specific concerns about a child's behavior, they will talk with the parent to gain advice on a corrective course of action - what works best for the child. Together the teacher and parent will determine the best action to take.

### **EMERGENCY CARE**

In case of illness or accident, we will provide any emergency care for your child that the staff deems necessary, including but not limited to treatment by public or private facilities or personnel. Please know a conscientious effort will be made to contact the parent (or the emergency contacts designated on the child's registration form) before any action is taken. The parent is responsible for any charges or fees incurred for such care.

### **EXPECTATIONS**

We are committed to disciplining through redirection in love at Valorous Academy Preschool. This means being Christ-like models and loving our kids enough to train

them in godly ways and expect from them appropriate behavior. We have outlined these general expectations in an effort to provide consistency:

1. Respect and obey adult instruction.
2. Respect all other kids.
3. Be good stewards of what God has given us.
4. Use appropriate language and voice level.
5. No fighting or physical roughness.

### **EXPRESSING CONCERNS**

If you have a concern regarding a classroom situation or your child's progress, it is best to first discuss that concern with your child's teachers. If you have an administrative or general concern, please schedule an appointment with the Life Development Pastor by emailing [hello@valorousacademy.com](mailto:hello@valorousacademy.com) or by calling the office.

### **HARMFUL BEHAVIOR**

When a child harms another child or adult by biting, scratching, kicking, hitting, pinching, etc., the teacher will explain to the harming child that what they did hurt their friend. We place the child away from others but in plain sight of the teachers. After a short period, we hug the child and express love to him/her by stating again that we don't hurt our friends. Then we help the child rejoin the class. We observe the child to guard against further harm. The teacher will inform the parents of both children, omitting names, and an Incident Report will be filed. The school will seek advice from the parent on procedures that have worked at home as well as how we can help prevent the behavior before it takes place next time. If the child harms again, he/she will visit the office for a discussion of the behavior. If a child develops a habit of hurting, we will ask his/her parents to help by sitting in the child's room to observe the harmful behavior. Young children learn from imitation, so it is important in a group setting to end any harmful behavior before other children begin to imitate and harm others. If after all attempts are exhausted and the parents and teacher working together are not able to break the child's habit, for the safety of others, the child will be excused from participating in Valorous Academy Preschool.

### **HOLIDAY PARTIES**

Teachers of toddlers and up will plan holiday parties for Fall, Thanksgiving, Christmas, Valentine's Day, and Easter as well as other special occasions throughout

the school year. We may occasionally ask you to sign up to bring special treats (cookies, vegetables, etc.) for your child's class.

### **ILLNESS**

Valorous Academy Preschool is staffed and equipped to care for well children only. If your child is sick, please keep him or her at home, particularly if they:

- Have a temperature above 100.4 degrees
- Have symptoms of a contagious illness such as diarrhea, sore throat, green nasal discharge, drainage from the eyes, severe or worsening cough, severe runny nose, shortness of breath, loss of taste or smell, nausea or vomiting, open sores, contagious or worsening rash
- Have been prescribed an antibiotic for a contagious disease
- Have chicken pox, lice, the flu, Hand/Foot/Mouth Disease, pink eye, strep throat, COVID-19, gastroenteritis (stomach flu), RSV, or the common cold

Your child may return to Valorous Academy Preschool after being symptom free for 24 hours without the aid of medication.

You will be responsible for providing a doctor's note stating your child is not contagious if you bring your child to school with any of the above symptoms. (Ex: nasal drainage or teary eyes from allergies.)

If your child becomes ill while at school, you will be called. If we're unable to reach you, and deem it necessary, we will pursue the emergency contacts listed on your registration form.

### **IMMUNIZATION**

An immunization card is not required. We do, however, recommend that your child remains up-to-date on their immunizations.

### **LATE ARRIVAL AND PICKUP**

A parent may be called if the child is remaining 5 minutes after closing at 1pm. The parent will be called. If there is no answer, we will contact the emergency contacts you have listed. If you anticipate being late, please call your child's teacher or the office to make other arrangements to have your child picked up on time. Continued inability to arrive on time may result in dismissal from the school. A late fee of \$2.50 for each five minutes late will be charged if a child is not picked up after 1:05pm. Be

respectful of the teacher's time as they have children and family responsibilities of their own. We are only allowed by the State to have preschool children on campus for 4 hours a day. Help us stay in line with the State expectations by arriving on time for pick up.

### **LOCATION OF CHILDREN**

The teachers are responsible for maintaining a current list of the children in their classroom at any given time. The office maintains a current list of all students and a schedule of all classes, enabling us to see the location of children at any time during the school day.

### **LOST AND FOUND**

Items of great value should not be brought to school. All personal items should be labeled clearly with the child's first and last name. Lost items that are found with labels on them will be located in the child's classroom on the next school day.

### **LUNCH**

Children are to bring their lunch and drink in non-breakable containers. On occasion, children may picnic outside with their class. Normally, lunch will be eaten in their classroom. For special days, the older children may be offered Chick-fil-A, pizza, or other types of food for lunch. Information sheets will be given out in your child's classroom prior to these special food days.

### **MEDICATION**

No medication will be given, with the exception of diaper rash cream and sunscreen provided by a parent.

### **PARKING**

Parking is located in front of the school buildings. Please do not move any gates or cones located in the parking area, as these are there for the safety of the children on campus.

### **PHONE NUMBERS / EMAIL**

Valorous Academy office number: 843.548.8474  
School email: [hello@valorousacademy.com](mailto:hello@valorousacademy.com)

### **PHOTOGRAPHS / VIDEOS**

Photographs and/or videos may be taken of children throughout the year for use within the classroom on special projects, slide shows, video presentations, etc. With

parent permission, we may use these photos/videos for advertising including purposes through social media.

### **REGISTRATION**

A completed registration packet, the registration fee of \$50.00, and the signed paper stating the parent has read this Handbook are required for each child before they begin attending Valorous Academy Preschool.

### **REST TIME - ONLY IF NEEDED**

Rest times are for kids who need to rest at any point throughout the day. Teachers do not have a set rest time in their schedules. We will do our best to keep younger children on the schedule the parent provides. Older children will only have rest time if requested by a parent.

### **SNACKS**

Each parent is requested to provide a snack for their child each day. You may be asked to provide a healthy, nutritious snack for your child's class periodically throughout the year. The teacher will provide more details as this occurs for special parties and events.

### **SPECIAL NEEDS**

At this time we aren't equipped to provide specific care that a special needs child will require to be successful at Valorous Academy Preschool. If you would like to speak with someone about your child's restrictions please call the office. At that time we will look at the individual situation to determine if we can meet the needs of the child.

### **SPONSORSHIPS**

We have four levels of sponsorships that allow individuals and businesses to support our school. This can be obtained at [valorousacademy.net](http://valorousacademy.net) under sponsorship.

### **STAFF/CHILD RATIO**

Enrollment is limited in each class so that the child/teacher ratio is beneficial to the children. We adhere to the State's standards for child/teacher ratios.

### **TELEVISION AND VIDEO VIEWING**

Video and television will be used sparingly and only to enhance units of study or in lieu of outside play on rainy days. All selections will be rated G. Children will not be watching TV as a regular activity.

### **TOILET TRAINING**

We will make no attempt to toilet train children under 2 years old unless there is evidence the child is completely ready to be toilet trained. We will make every attempt to follow parent's training guidelines for children older than 2 years old. Please inform your child's teacher when they are ready to begin toilet training.

### **TOYS**

Children may be asked to bring playthings related to a study unit and/or for sharing time. They should never bring valuable or fragile objects, mouth toys, or toy weapons.

### **TUITION / PAYMENT PENALTIES / LATE PAYMENT FEES**

Tuition payments at Valorous Academy are made via FACTS Management. This allows us to offer convenient and flexible tuition payment options. Payments can be made via bank account or debit/credit cards. There will be no deduction in tuition for holidays, vacations, illnesses, or absences for all options of enrollment. Our teachers are hired and paid because your child is in the class. If parents don't pay – the teacher may not get paid!

We enroll kids throughout the year. Tuition is a set monthly fee based on a monthly payment plan shown below. There is no break in tuition for missed days. Each month is simply prorated for the payment plan.

For the birth-4 year old preschool program tuition is \$2,640.00 yearly or \$220.00 monthly.

For First Steps 4k visit [scfirststeps.org](http://scfirststeps.org) to see if you qualify. If you don't qualify you may still take part in the full time 4K by paying tuition out of pocket.

There is a 10% sibling discount for the youngest sibling enrolled in Valorous Academy.

### **Payment Penalties**

A 3% late fee will be applied to late payments. Valorous Academy Preschool has the right to withdraw a child if tuition is not paid accordingly.

**Late Fees**

A late fee of \$2.50 for each five minutes late will be charged if a child is not picked up by 1:05pm.

**WEATHER-RELATED SCHOOL CLOSINGS**

On days when weather conditions are deemed too hazardous to open the school, Valorous Academy will notify families as soon as possible.

Notifications and updates will initially be sent through Class Dojo. Parents are responsible for checking the Class Dojo app when the weather may be concerning. Valorous Academy may also alert parents via email, text, local radio stations, local TV stations, or any combination thereof, as soon as information is available.

The decisions of Horry County Schools regarding school closures may be used as a guideline. However, Valorous Academy may not abide by their decisions in any particular circumstance. Valorous Academy is often able to return to school earlier than Horry County Schools and will use Class Dojo and/or email to communicate this information. Parents are responsible for keeping their contact information up-to-date with the school office and their child's teachers, and for checking their Class Dojo app, text messages, and emails for announcements regarding school closures and reopenings.

In the case of an extended closing, Valorous Academy will keep families up-to-date as information is available, and will announce reopenings and make-up days, when appropriate, as soon as possible.

**WITHDRAWAL**

Your child's enrollment may be terminated by a two-week notice to our office. Your registration fee, any tuition and other fees already collected will not be returned by Valorous Academy Preschool. Failure to provide a two-week notice to the office may result in the following month of tuition being owed.

If you have questions please contact the school.

Email: [hello@valorousacademy.com](mailto:hello@valorousacademy.com)

Call: (843) 548-8474

Text: (843) 580-6427

**Please sign and return the next page on or before your child's first day of school.**

**Please initial, sign, and return this page to your child's teacher or turn in with your registration packet by your child's first day of school.**

Fill out a separate form for each child you are enrolling.

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name: \_\_\_\_\_

(Please Print)

**Initial all below.**

\_\_\_\_I understand that full tuition is due each month regardless of how many days are in the month or days my child attends.

\_\_\_\_I understand that tuition payment is considered late if not paid before the 10<sup>th</sup> of each month. If payment or arrangement of payment is not made by the 10<sup>th</sup>, my child may not be dropped off at Valorous Academy Preschool.

\_\_\_\_Regardless of notice, for the school year term, if I cancel after April 1<sup>st</sup>, the balance of the April and May tuition is due.

\_\_\_\_I understand the Illness Policy of Valorous Academy Preschool.

\_\_\_\_I understand if my child withdraws at any time, a new \$50 registration fee may be charged for re enrollment.

I have read the attached Valorous Academy Preschool Parent Handbook and understand and agree with all policies and procedures.

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Please print)

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office only: Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Enrollment date \_\_\_\_/\_\_\_\_/\_\_\_\_