



Parent Handbook 2017-2018

VALLEY CHRISTIAN PRESCHOOL
A ministry of Valley Community Presbyterian
Church
8060 SW Brentwood Street
Portland, OR 97225
www.valleychristianpreschool.com



Dear Valley Christian Preschool Families,

Welcome to a new school year at Valley Christian Preschool here at Valley Community Presbyterian Church. We hope that you and your family experience the love of God in all that we do during your time with us.

For our returning families, you have witnessed firsthand many exciting events and occasions at VCP. For our first time families, VCP is proud and grateful for all that has been done to help us develop this loving ministry we share with your children.

It is a wonderful experience to see God's hands at work in this unfolding ministry. We are glad you are part of the Valley Christian Preschool family and look forward to many happy days ahead.

Blessings!

Anne Searce,
Director



The Core Purpose of
Valley Christian Preschool
is to embrace childhood
in partnership with
families and God.

Our Preschool Community is guided by and shares the following values:

Christian Faith Principles: We model and teach Christian faith principles such as love, patience, kindness, compassion, goodness, self control, gentleness, forgiveness, faithfulness, joy and humility.

Child-Centered Curriculum: We believe children learn through play. Our teachers skillfully prepare and facilitate open-ended learning environments appropriate for child-initiated exploration.

Relationships: We value each child and all people as unique gifts from God.

Continuing Education: We value continuous learning and what it brings to our community.

Childhood: We value childhood and its importance on 'who' young children become. We believe it is our responsibility to be active in safekeeping it.

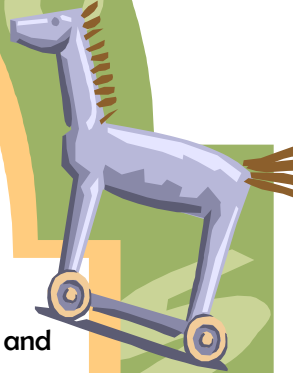


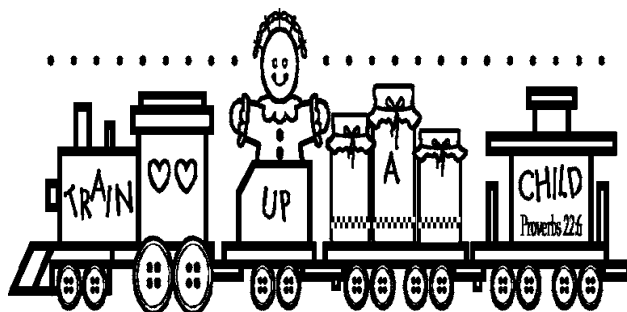
TABLE OF CONTENTS

Valley Christian Preschool Mission Statement.....	3
Philosophy.....	6
Preschool Age Program Description.....	8
Admission/Enrollment Procedures and Policy	12
Daily Operating Procedures.....	15
Behavior Management Policy.....	22
Health Management Policy	25
Child Safety and Emergency/Disaster Plan	29

SEE ALSO: VCPs Classroom Volunteer Handbook



Valley Christian Preschool
Tax I.D. # 93-0448907



Valley Christian Preschool believes that children are a precious gift from God and therefore is committed to the development of the whole child. Our preschool is open to all children and families. We strive to provide a program that will not only meet basic needs but also nurture the social, emotional, cognitive, physical and spiritual development of each child. We are committed to building a sense of trust, respect, and “at home feeling” between staff, children, and parents through open communication and by providing qualified staff trained in early childhood education, who are committed to partnering with individual families to provide the best possible environment for each child.

Children in the preschool ages of development learn best through actual experience and participation. We will provide daily opportunities for many hands-on learning experiences and developmentally appropriate activities that will allow for success and encourage advancement in all areas of your child’s growth and development. We will communicate with families using many delivery methods, and in doing so VCP staff will maintain confidentiality and privacy at all times.

Growth in the young child occurs in developmental stages, with each new stage built sequentially upon the last. Our classrooms will be arranged in various learning centers that will aid in your child’s progression from one stage of development to



the next by encouraging curiosity (“Why is the caterpillar building a chrysalis?”), building confidence (“Look what I made!”), and processing relationships (“I’ll be the dad and you be the baby!”)

There will be opportunities to develop small muscle coordination and gain manual dexterity through manipulative play and the daily use of scissors, crayons, and markers; to stimulate imaginations through puppetry, language arts, inventions, and dramatic play; and to develop creativity through various art experiences, such as play dough and many musical opportunities. Large muscle coordination will be developed through daily experiences in running, climbing, tricycle riding and ball play. Spiritual development will be encouraged through songs and dramatic play, as well as a daily prayer at snack time.

World renowned child philosopher, Jean Piaget, sums it up so well when he says, “A child’s play is his work and his work is his play!” We at VCP will put all of our energies into demonstrating God’s love in such a way that each child knows *without a doubt* that he/she is loved and valued, and into supporting your child’s play as important work for the building of his/her self-esteem, both of which, when built together serve as a foundation for success in life-long learning!

“For all who are led by the spirit of God are children of God.”

Romans 8:14



PRESCHOOL AGE PROGRAM DESCRIPTION

The children at VCP are grouped according to age. The school offers a quality early childhood program, designed to enhance creativity, inter-personal and communication skills, and physical coordination appropriate to each age grouping. We organize classrooms by age, where students and teachers spend nine and one-half months together. Our talented and nurturing staff are consistent within each classroom, providing stability in care and supportive instruction to all children. Teachers are in close proximity to children, on the floor, at the art table, singing along and sharing in dramatic play in order to support children's social and emotional needs.

Our teacher/student ratios are as follows:

Young 2s	2 teachers / up to 8 students
2 ½s	2 teachers / up to 10 students
3s & FPG	2 teachers / up to 16 students
4s	2 teachers / up to 20 students
Lunch Bunch	2 teachers / up to 16 students

Since preschoolers are most responsive to activities in which they are involved in a “hands-on” manner, the classrooms are arranged into learning stations wherein the child can choose whether or not to participate and for how long. Materials in each station are rotated and enhanced frequently to stimulate children's interest and encourage problem solving skills. Curriculum is child-centered as young children learn best when teachers build on the interests and abilities of the children. This will include activities in communication, science, math, art, social studies, language arts, music, dramatic play, and both small and large muscle



coordination. Our program is enriched with class visitors and special events.

The Valley Christian Preschool program focuses on the following areas of development in ways appropriate to each age group.

Social/Emotional

Valley Christian Preschool is a safe, accepting environment in which children can feel comfortable to be themselves. The children experience each other's special and unique qualities within a loving and supportive atmosphere. Teachers help to build each child's self-esteem while guiding and positively reinforcing responsible, cooperative behavior. We are trained in social and emotional development, and consider these as vital foundations for all future learning. We acknowledge and validate children's emotions, seeking to support a child's growing senses of empathy and sympathy. Each classroom will incorporate anti-bias techniques and curriculum to encourage children to understand individual differences.



Spiritual

Our school is based on Christian principals. We have the unique opportunity to not only teach about God's love, but to model and teach the practical application in our daily lives. Our practice is all-inclusive, and celebrates each child and family.

Cognitive

Children learn basic cognitive skills through experience in many activities during play. Many manipulative activities are offered to stimulate cognitive thinking and require the development of problem solving skills. The children enjoy developing these skills with objects for sorting, categorizing, sequencing, counting and quantifying, as well as taking apart and putting objects back together again. Open-ended science questions help children learn how to question for themselves and to be true thinkers.

Language/Communication

Children develop pre-reading and writing skills appropriate for their age. Letter and number recognition, expressive and creative drawing, storytelling, journal writing and discussion of events and topics of interest to the children, are all ways in which pre-reading skills are enhanced. Rhymes, chants and songs are important ways to enhance language development. The children will be exposed to both written and oral language skills.



Discovery/Exploration

Children are exposed to the world around them by our developing curriculum of interest based on real life experiences. These interests develop from people, places, and things in a child's world and are enriched through creative drama, class discussions, science exploration, classroom visitors, and more.

Creative Expression

Children will be given daily opportunities for creative expression and appreciation through art, music, and dramatic play. A wide variety of art media and tools, as well as musical style, form and function are available for individual and group expression. Our creative rule of thumb is always that the *process* is more important than the *product!*

Small/Fine Motor

Small muscle skills are developed through daily experiences in cutting, tearing, coloring, painting, scooping, pouring, threading, weaving, connecting, play-dough play, finger plays, action songs and more.

Gross/Large Motor

Movement activities that stimulate large muscle development include walking, skipping, running, marching, jumping, balancing,



catching, throwing, dancing, parachute play, climbing, tricycle riding and more. VCP will use both the indoor gym and the outdoor playground to develop large motor skills.

Sample Daily Schedule

Welcome families - *parents sign in student*

Free exploration - *learning stations and small group activities*

Clean-up – *community involvement*

Snack time – *family style sharing*

Recess - *large motor skills development*

Circle time - *story time, songs, finger plays, games*

Dismissal - *parents sign out student and check cubby*

ADMISSION/ENROLLMENT PROCEDURES AND POLICY

We are excited to have you be a part of our early childhood program. We trust that this will be a time full of positive growth and development for your child!



Following carefully the steps for admission and enrollment will help to make a smooth and easy entrance for both you and your child. Please don't hesitate to ask if you have any questions.

Admission Requirements

Children at VCP are grouped according to age. In order for your child to be admitted to one of our classes he/she must have reached the stated birth dates as follows:

<u><i>Class</i></u>	<u><i>Age as of September 1</i></u>
4s	Must have reached 4 th birthday by 9/1
3s	Must have reached 3 rd birthday by 9/1
2½s	Must have reached 2½ (30 months) by the first day of class
Young 2's	Must have reached 2 nd birthday by 9/1
Lunch Bunch	4s receive first priority when registering for Lunch Bunch. 3's may register if space allows. 2½s that turn 3 years old during the school year may now join Lunch Bunch mid-year, after Jan. 1 st , if space allows.



Your child must also meet the state requirements for immunizations. All immunizations must be up to date and recorded on the signed immunization form.

Children in our 3s & 4s classes must be potty-trained. Please see page 16 for more details.

Registration

Registration for each new school year begins in January. Currently enrolled families will have first opportunity to enroll their children for the following year. Registration forms and fees must be submitted together by the registration deadline. After the in-house registration deadline, open registration will begin. During open registration, registration forms and fees will be accepted together. Priority will be given to those on the waiting list. After the waiting list has been exhausted, forms and fees will be accepted on a first-come, first-served basis.

All families must pay the last month's tuition for the following year by May 1 of the current year in order to hold your child's place in the class.

The registration fee and the last month's tuition are non-refundable.



Tuition

Tuition at Valley Christian Preschool is based on expenses for the entire year. Operating costs and tuition fees shall be re-evaluated each year. Tuition may be paid either in one lump sum before the preschool year begins, or in equal monthly payments. If you chose to make monthly payments, tuition is due on the first of each month and *a \$15 late fee will be assessed for tuition payments made after the tenth of the month.* The school calendar extends into June, so there will be a final tuition payment due equal to half of one month's tuition.

Enrollment

Once your child has been registered and placed into a class for the new year, you will receive an enrollment packet that contains many important forms that need to be filled out and returned to the school before your child can participate.

It is IMPERATIVE that we are able to contact you or a responsible emergency contact ***AT ANY GIVEN MOMENT*** your child is with us. Please make sure that we receive any address or phone changes ***IMMEDIATELY!***



DAILY OPERATING PROCEDURES

Class Schedule is as follows:

2 year olds	9:00 AM - 11:45 AM	Friday
2 ½ year olds	9:00 AM - 11:45 AM	Monday & Wednesday
2 ½ year olds	9:00 AM - 11:45 AM	Tuesday & Thursday
3 year olds	9:00 AM - 11:45 AM	Monday & Wednesday
3 year olds	9:00 AM - 11:45 AM	Tuesday & Thursday
Friday Play Group	9:00 AM - 11:45 AM	Friday
4 year olds	9:00 AM - 11:45 AM	Mon / Weds / Fri
4 year olds	9:00 AM - 11:45 AM	Tues / Thurs / Fri
4s Add A Day	9:00 AM - 11:45 AM	Mon/Tues/Weds/Thurs
Lunch Bunch	11:45 AM - 1:00 PM	3s & 4s M-F

The classroom will be open for children to enter at 9:00 AM & 11:45 PM each day. Before that time our teachers will be busy preparing for the day.

State law requires that your child be signed in and out each day. Therefore, we ask that you (or the designated person bringing your child to school) walk your child into the classroom and sign the daily *Sign In/Sign Out* form.



A special note for 3s & 4s: children in our 3s and 4s classrooms must be potty-trained. We ask that children in these older classrooms must be able to say “I have to go potty” *before* they have to go. We can provide a little assistance here and there, but classroom circumstances make it necessary for children to know how to prepare themselves to use the potty independently.

Daily Attire

Children should be dressed in comfortable, *washable* play clothes appropriate for the season. This includes shoes suitable for running and jumping.

We ask that each child have an extra set of clothing including shoes to be kept at school. We have a small supply of extra clothing and will use it if it is needed. If your child is sent home with VCP clothes please wash and return them as soon as possible. All clothing items *must* be labeled with your child’s name. VCP is not responsible for lost or stolen items.

Toys from Home

We ask that personal toys or treasures be kept at home since we cannot insure their safety while at school. On designated sharing days your child may bring *one* special sharing item, such as a personal family photo, a special science find, a favorite toy or other item of interest.



Weapon Play

Weapons of any shape or style are not allowed at school, neither real nor imagined. Please remember to honor this policy when bringing in costume or show-and-share items.

We do not allow weapon play during school. We will redirect children if/when we see weapon play. We often suggest that children build flashlights or water squirters, instead. These are suggested as effective “crime stopper” tools in imaginative play.

VCP Screen Policy

We do not keep televisions or computers in our classrooms. Electronic media is not used, with the minor exception of a small photo show displayed during special events.

Communication

Your child will have a cubby or folder in the classroom. Please check it daily for school communication and art work. Private communications must be approved by the director prior to being placed in cubbies.



Birthday Policy

Your child's special day is important and we want to celebrate with you. On this day your child may bring a special item to show how much they've grown such as a baby picture, baby boots, favorite toy, etc.

Please keep our snack policies in mind while choosing snacks to provide on your child's birthday. Fruit popsicles or berry muffins are excellent choices. Birthday invitations or gifts should be distributed outside of the school.

****Due to allergies, we have a NO NUTS or MANGOS policy.**

FOOD ALLERGY ALERT
If your child has food allergies,
PLEASE let us know IMMEDIATELY so that
an alternate snack plan can be arranged!

Please check packages.**

Please refer to our Snack Policy (below), which is also provided as a handout to you upon enrollment.

Snacks/nutrition

Each family will be assigned a day, on a rotating basis, for their preschooler to bring the snack for the morning. The snack should be kept simple and must be from two different food groups



such as a fruit (fruits and vegetables) and crackers (breads, grains). We will serve water to drink with our snack.

Snack foods should be *store bought* and delivered to school in their *original, pre-packaged* condition. Be sure to check with your child's teacher regarding proper amounts.

Our snack time is both a healthy *eating* time and a *social* time. Teachers sit with children, engaging them in conversations or supporting dialogue between them. We encourage table manners, and children's understanding of healthy eating habits. We are glad when different foods are shared by our families, as it promotes diversity. For this reason we encourage parents to bring a variety of foods, as it supports trying new or different fare.

We support children with special health and dietary needs. Our model flexibly allows a "back-up snack" if a child has a list of ingredients or categories they must avoid. For example, if the snack delivered to school includes dairy product, and a particular student must avoid them, we keep a stock of alternatives. Parents can also opt to provide us a small inventory of alternatives for their child's exclusive use. This is supportive of children and families who keep a vegetarian or gluten-free diet, for example.



Dismissal

Dismissal time from our preschool morning is 11:45 AM and 1:00 PM for the extended day session. We can *only* release children to a pre-authorized adult. This means either you, someone on your authorized list, or someone that you have notified us about in writing before the time of pick-up. Authorized persons will be required to show a picture I.D. before the child will be released. It would be a good idea for you to let anyone who may need to pick up your child know of this necessity so that they will be prepared with their I.D.

Your child *must* be signed out in the daily attendance book each day. It is also a good idea to make quick contact with the teacher to acknowledge your leaving each day.

Late Pick up Fees

Parents of a child that has not been picked up by 11:45 AM or 1:00 PM are charged \$5 for the first five minutes of late pick up (up to 11:50 AM/1:05 PM) and an additional \$10 charge for each additional fifteen minutes or fraction thereof.

Twenty minutes after dismissal we will begin to contact your authorized emergency contacts if we have not heard from you regarding pick up plans.



Absences

No refunds can be made for illness or weather-related school closures. Pro-rated tuition will be considered if your child becomes too ill to attend school for an extended length of time. A doctor's written verification of illness will be necessary for consideration of pro-rated tuition.

Weather Related Closure

During severe weather warnings or conditions, VCP school closures, late starts, or early dismissals will generally follow the lead of the Beaverton School District. If the District has a one- or two-hour late start, Valley Christian Preschool will be closed.

Holiday Policy

As a ministry of Valley Presbyterian Church, VCP celebrates Christian holidays while honoring and respecting other religious and cultural traditions. When developmentally appropriate, VCP families may share their special traditions within the classroom with teacher and Board approval.

BEHAVIOR MANAGEMENT POLICY

Behavior management (commonly referred to as discipline) at Valley Christian Preschool is viewed as a vehicle through which



teachers and staff help to establish a foundation for positive self-esteem in each child. It is the goal of all staff members at VCP to help children make good choices, be self-directed, and exhibit self-control.

Each teacher will be directly responsible for the behavior management in his/her own classroom. Discipline is *never* seen as punishment and any practices that would humiliate, threaten, or shame a child will *never* be used at VCP. Rather, teachers will closely supervise, gently guide, and positively re-direct behaviors of children that would be hurtful to either themselves or other children. Our ultimate goal is to foster greater self-esteem and respect for others. During any intervention, it is imperative that the child is perceiving a positive rather than a negative picture of him/herself as an acceptable person and that only his/her actions are deemed inappropriate. Children will be given an immediate alternative to the inappropriate behavior in order to empower them to control their own behavior.

Safety and security is important for everyone in the classroom. Aggressive or other behaviors that compromise safety and security of other students or teachers will merit a meeting between teachers, parents and the director. The goal of the meeting will



be to create a plan that best supports and promotes safety and security for all.

The following statements represent the behavior management techniques that will be used at Valley Christian Preschool:

1. Children will be encouraged to resolve conflicts through first identifying and then verbally expressing their feelings, wants, needs, and desires. “Use your words” is a phrase commonly heard in our classrooms.
2. Children will be reminded of safety and classroom rules in a positive manner. We will tell children what we want them *to* do - not what we *don’t* want them to do. “Susie, please keep the sand in the sensory table”, *not*, “Susie, don’t throw the sand on the floor!”
3. Children will be given alternatives to their behavior. Logical consequences will be explained and followed through. For instance, if a child intentionally pours paint on the floor, a time out would not be appropriate; giving them a towel and allowing them to assist with the clean-up would provide an alternative behavior. At times, it may be necessary to remove a child from a situation because of the distress it causes. This should be done only if it is a logical consequence. The child will be allowed to make a choice to return to the activity when he/she has calmed down. Children may need time to relax, but this



is not to be used as a punishment. Corporal punishment, spanking, and physical restraint is never to take place.

4. Only soft, low voice tones will be used in our classrooms. When setting limits we will be in close proximity and at the child's eye level.

We consider all staff at VCP as partners with you, the parents. Working together, we hope to provide the best possible atmosphere and influence for your children during their time at VCP.

HEALTH MANAGEMENT POLICY

It is the policy of Valley Christian Preschool to maintain the highest standards of health and wellness for our children and to exercise the utmost caution in the prevention and spread of communicable disease. Therefore, we want you to know and understand the well-child guidelines that we have established and that will be implemented with regard to sick children at our school. It is **MOST IMPORTANT** that you make every effort to follow these guidelines!

All staff at VCP are well trained in Red Cross First Aid as well as communicable disease identification and control. Our staff is also trained in the proper procedures for hand washing and



disinfection and will follow strict guidelines in carrying out these procedures.

Children with one or more of the following symptoms should not be brought to school.

- A fever of 100 degrees or higher, (taken by auxiliary method), within the past 24 hours.
- A skin rash that has not been identified either through a phone call or in writing from a physician who has seen the rash.
- Vomiting/diarrhea within the past 24 hours.
- Evidence of head lice or other parasite infestation.
- Severe coughing.
- Persistent sore throat or difficulty swallowing.
- Nose congestion that produces a thick mucus.
- Rapid or difficult breathing.
- Conjunctivitis - inflammation of the eye.
- Excessive fatigue or feeling uncomfortable.
- Untreated and infected skin patches.

Sick Child Procedure

Any child who appears mildly ill while at school will be cared for in the child's classroom and will be closely observed. A child who is suspected of having any symptoms of communicable



disease, will be removed from the classroom and supervised while a parent or emergency contact is called for pick up. Similarly, any staff member, who becomes ill and exhibits symptoms of communicable disease while at school, shall immediately leave the school and shall remain away from the premises until visibly free from all symptoms for a 24-hour period.

Within 24 hours, all parents will be notified by staff of possible exposure to a communicable disease.

Re-admittance after Illness

Children may return to VCP one full day *after* symptoms have disappeared:

- Child feels well enough to participate in routine activities.
- Temperature returns to normal *without* the use of non-prescriptive medications such as Tylenol and decongestants. Typically, temperatures rise in the afternoon. The “one full day” rule ensures the child is without a temperature for 24 hours.
- Bowel movements are normal. When a child returns after a diarrhea bout, it is a provisional return. If a child experiences another bout of diarrhea, he or she must be picked up.

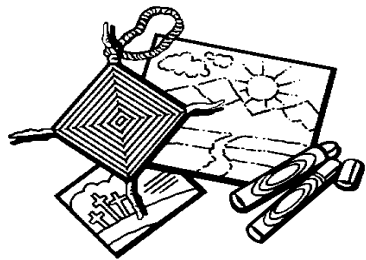


- Child has kept down solid foods and has not vomited for 24 hours.
- Rash or skin infection is dry, completely scabbed over and no longer draining. All evidence of lice or other parasites is gone.
- Prescribed medication – antibiotics - have been administered for one full day.
- Eyes are dry, clear and not swollen or puffy.

Medications

It is preferable that medications be given at home. Medication will only be given at school when absolutely necessary. When medications must be administered at school, they may be given to a child *only* with *both* a physician's written permission *and* the parent's written permission on the *school medication form* that is supplied by the school. Medications must have a prescription label indicating the child's name and date.

Your cooperation in carrying out the above health policy will insure a healthy and happy environment for all our children. Thanks so much for your help!



CHILD SAFETY AND EMERGENCY/DISASTER PLAN

A top priority at VCP is to provide a safe place for your child while he/she is at preschool. The following guidelines will help to assure a safe environment.

1. Lead teachers and teacher assistants in each classroom are responsible for the safety of the children in that classroom. All staff at VCP and at Valley Presbyterian Church hold current CPR and Basic First Aid training certification. A first aid kit will be kept in place in each classroom.
2. All VCP staff and most Valley Presbyterian Church staff will be in communication via battery operated walkie-talkie during preschool hours of operation.
2. No child shall be left alone or unsupervised at any time.
3. If a child is injured at school, VCP will fill out the proper report form. This report is kept on file for at least one year and a copy of the report is available upon request.
4. We teach students safety procedures and conduct safety drills. A record of each safety drill conducted is kept on file and available from the director.



5. Emergency procedures and evacuation routes are posted in each classroom.
6. All medical emergency forms and health records of children will be kept up to date.
7. Each preschool classroom has its own emergency/ earthquake kit. To enhance these supplies we ask that each child provide a personal Emergency Kit.

Each student's Emergency Kit should be contained in a plastic bag and clearly labeled. These kits will be returned to you at the end of each school year. Each kit should contain the following:

- 2 juices
- illumistick
- space blanket
- tissue
- plastic bag
- poncho or 2 plastic bags
- fork & spoon
- food, snack hearty enough for one lunch
(*canned fruit, tuna*)
- note from Mom or Dad
- stuffed animal or comfort item



Emergency Response Protocol

Valley Christian Preschool follows emergency protocol procedures as set forth by the “I Love U Guys” Foundation. This protocol includes direction for Lockdown, Lockout, Evacuate and Shelter. For more information, see website at <http://www.iloveuguy.org/>

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



© Copyright 2008-2015. All Rights Reserved. The "I Love U Guys" Foundation, Valley, CO. More info at www.iloveuguy.org. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions.



Valley Christian Preschool

EMERGENCY RESPONSE EXECUTION

Prepared with:

- CPR/First Aid Certification – all VCP and church staff
- Emergency kit and First Aid kit in each classroom
- Individual Student Emergency Kits
- Student Emergency forms in classroom binders
- Walkie Talkies – VCP staff & Church staff
- Monthly emergency drills - practice

Communication to parents/family as soon as possible:

- Via Email
- Notice on VCP Website
- Out of town emergency contact on file for each student
- Phone calls to parents – if early release is required
- Signage in preschool in evacuation event

In Emergency Situation – 3 defined leadership roles and duties as follows:

1. Teachers

- Assistant teacher calls 911
- Stay calm
- Stay together
- Assess safety of current location
- Take attendance
- First aid as needed

2. Communications Leader – (Director)

- Call 911
- Obtain report from each class
- Meet First Responders – provide overview
- Communication to parents – leave signage at VCP if evacuation is required
- Receive updates from Location Leader
- If evacuation necessary – Communication/signage left on-site for parents

3. Location Leader/Scout

- Call 911
- Assess safety of current locations for all students
- Scout for safest location and route
- Communicate updates to leader in Communications role

Possible Evacuation Locations – Per direction from Location Leader

- Valley Church Front lawn
- VCP Outdoor playground
- Valley Youth House
- Raleigh Park Elementary School
- West Slope Library



Notes



Notes

Valley Christian Preschool
A ministry of Valley Community Presbyterian Church
8060 SW Brentwood Street
Portland, OR 97225
Phone: 503.292.3537 x146
www.valleychristianpreschool.com

