

Green Valley Methodist Kindergarten



Parent Handbook

(Revised 05/05/25)



GVM Kindergarten Mission Statement

We strive to provide a
secure, positive, friendly and
wholesome Christian learning
environment with the greatest
opportunities for fellowship
and cognitive and physical
development.

Parent Handbook and Statement of Services

Welcome to Green Valley Methodist Preschool and Kindergarten!

The GVM Preschool and Kindergarten is an extension of the ministry of Green Valley Methodist Church. We believe learning is a cooperative effort, and we include parents, teachers, and children as partners in the learning process.

We are called to the Christian ministry of caring for children, showing concern of families, and providing support and nurture for our community. In all our goals, we strive to live and share the message of God's love expressed through His Son, Jesus Christ.

School Information

1. Our kindergarten provides programming for children turning five (5) by September 30.
2. We believe that students thrive in small classes; therefore, we limit our class size to 15 students.
3. Kindergarten Hours are Monday – Friday from 9:00 a.m. to 2:30 p.m. The School Office telephone number is 702-405-2952.
4. We are ready to receive our students by 9:00 a.m. and the children should be picked up each day promptly at the time of dismissal.
5. The Church Office hours are from 9:00 a.m. to 3:00 p.m. The Church Office telephone number is 702-454-7898.
6. Lunch is not provided by the school. We ask parents to provide a healthy, mid-morning snack, in addition to an appropriate lunch for their children. Students eat their lunch in Noah's Park, which is a multipurpose room down the hall from the kindergarten classroom. Refrigeration is available.

We seek to develop well-rounded students through Christ-centered educational objectives which include:

- Academic excellence through the development of independent learners, critical thinkers, effective communicators, strong Biblical worldview thinkers, kind and responsible students to one and all.
- Spiritual Development through the training of students to love the Lord with all their heart, mind, and soul; respect authority; express gratitude; have a servant's heart; become spiritually mature; and understand a Christian worldview.

We achieve this through:

- Daily Bible classes
 - Weekly scriptural memorization
 - Chapel services
 - Integration of Christian worldview
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- Creative Expression through the development of God given gifts and natural talents; creative expression of every student; appreciation for the fine arts; and effective use of multimedia communications as taught through the Kindergarten Advantage! Program.
 - We aim to equip our students with the skills to flourish spiritually, excel academically, thrive relationally, and succeed in life's work!

Ownership:

We are a nonprofit, Christian kindergarten operated in the Green Valley Methodist Church in Henderson, Nevada. Our school is governed by the Green Valley Methodist Church Preschool Board.

Exempt Status:

The Green Valley Methodist Kindergarten is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

Admission Policy:

The Green Valley Methodist Church Preschool and Kindergarten accepts children of any race, color, national/ethnic origin or religion to all the rights, privileges, programs and activities generally made available to the children at the preschool. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, and school administered programs.

1. Registration Fee - A non-refundable registration fee of \$125.00 is due at time of registration.
2. Parents will receive a registration packet which must be completed and returned by May 30. The Registration Packet will include the following documentation:
 - Student Information Form
 - Health Statement
 - Parent Contract/Release Form
 - Photograph Waiver

- Immunization Record
- Birth Certificate

Only students with a completed registration packet on file will be permitted to participate.

3. A curriculum fee of \$250.00 will be due by May 30.

Tuition Policy:

We are a non-profit organization which operates solely on the tuition fees collected from our students. Therefore, it is essential that tuition be paid regularly and on time. Tuition is the same each month of our school year and we are unable to prorate the fees for any reason.

Kindergarten tuition is \$575.00 per month, will be due the first of each month and is paid one month in advance.

1. Tuition is due before a child is admitted to the kindergarten. Timely payment is the responsibility of the parent.
2. Tuition for September is due by May 30. Tuition for October will be due the first week of school. It is our policy to collect tuition one month in advance.
3. Late Fees - It will become necessary to charge a \$15.00 late fee if tuition is not received in the school by the 5th day of the month or the second regularly scheduled school day of the month, if school is not in session on the 5th.
4. There will be a \$15.00 charge for checks returned by the bank for any reason. We are unable to offer discounted tuition fees or credit for absence due to illness.
5. We reserve the right to change our fees without prior notice; but notification of changes will be provided as soon as reasonably possible.

Withdrawal Policy:

In the event that withdrawal from the school is necessary, we ask that written notification is made to the Director prior to withdrawal. ***It is not be possible to refund pre-paid tuition fees.***

Arrival and Departure Procedures:

1. Parents are requested to escort their child to the classroom door, where the teacher will be prepared to greet them. Dismissal will take place at the main entrance to the building at 2:30 p.m. The doors will remain locked until the teacher opens them for dismissal of the students.
2. If you will be late to pick up your child, please call and let us know so that we may communicate this with your child. We may need to offer reassurance that you are coming. Children know when they are being picked up late, which may cause them worry.
3. In the event your child is still at the school after closing and we have not heard from you, we will take these steps in the following order:
 - a) Attempt to reach you at home, work, or school
 - b) Call those listed on your child's emergency form
 - c) After 60 minutes, we are required to contact the appropriate authorities
4. In the interest of safety, we will release children only to those individuals who have been previously authorized, by you, to pick them up. Any changes to the list of those authorized for pick-up must be done in writing, prior to the day of pick-up.
5. No one under the age of 18 may pick up a student without written permission from the child's parent.

Discipline Policy:

We believe strongly in the positive redirection of negative behavior. All discipline begins with communication accompanied by an emphasis on appropriate behavior. An attempt is then made at redirection, with possible removal from a negative situation. It is our policy to openly pray for the child, asking God to help them to "use kind words" or "be a good friend", for example.

Corporal punishment is never used. No child will ever be shamed, humiliated, or left unsupervised for inappropriate behavior. Our teachers, whenever possible, will explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child to become engaged in acceptable activities. If a child's behavior is threatening to himself or others or if he/she is disrupting the learning process, the child will be removed from the situation by the assistant or Director. The process of removing a child from his/her current location interrupts the child's unacceptable behavior and actions. The time-out procedure offers an opportunity to evaluate and vent personal feelings in a safe manner and

to consider other options. No child will leave a time-out without a caring discussion with the teacher, director or assistant.

Dismissal due to ongoing, un-resolvable behavior difficulties will be at the discretion of the School Director.

Parent communication:

We enjoy and encourage open communication with our student's parents. Please feel free to contact your child's teacher, the School Director, our pastors or the Preschool Board with any concerns you may have throughout the year.

We strive to keep our parents informed and offer multiple forms of communication which may include newsletters, calendars, classroom notes, e-mail, bulletin boards, lesson plans and individual daily teacher reports.

Parental involvement is always encouraged. We welcome your comments and suggestions. If you have a concern, complaint or even a compliment, we would love to hear from you. Please talk directly to your child's teacher or to the Director.

Health Policy:

All children are required by the Southern Nevada Health District to have up-to-date immunization records on file in the school office by the first day of school.

If you have questions about which immunizations are required, please see the Director or visit www.southernnevadahealthdistrict.org.

It is the responsibility of the parents to inform the Director about any special needs, allergies or medical conditions pertaining to their child. Changes in a student's medical or physical condition should be reported in writing to the Director. We are unable to administer medications of any kind to our students.

Sunscreen is considered a medication. If a student needs to have sunscreen applied during school hours, a tube or bottle of sunscreen should be furnished to the school, clearly labeled with the student's name and specific written instructions regarding its application should be included.

First aid will be provided to an injured child. In case of an emergency, every effort will be made to contact the parent or designated adult responsible for the child. If neither can be contacted and transportation to the hospital is necessary, a staff member of the preschool will accompany the student.

In the event a child is ill, we respectfully request that they remain at home. This helps us ensure the health and safety of all the students in our school. If a

student develops symptoms of illness while at the preschool, the parent will be called for immediate pick-up and the student will be isolated. The following is a list of symptoms of illness which would require removal of a student from the school:

- Fever of 100.4 degrees F
- Vomiting, nausea, diarrhea, or sore throat
- Discharge from the body
- Any undiagnosed or contagious rash
- Severe headache
- Infected skin patches
- Unusual behavior
 - a) child is cranky or less active than usual
 - b) child feels general discomfort or just seems ill
 - c) child cries more than usual
- Red, watery eyes with recurring yellow/green discharge
- Lice or nits

Parents will be notified of any potential exposure to communicable diseases while in the school. Parents are responsible for notifying the Director if their child is diagnosed with a communicable disease. For purposes of isolation and prevention of further illness, a child with a contagious sickness may be considered non-contagious 24 hours after beginning antibiotics (for bacterial infections, not viral infections).

Children with Special Needs:

Children with special needs may be admitted after an evaluation has been done to determine whether the kindergarten will be beneficial to their development. The child's family shall provide the Director with a written program based on the determination of a qualified consultant. Together, the family and the kindergarten teacher will regularly evaluate whether the needs of the child are being satisfied.

Procedure for Reporting Abuse:

The Green Valley Methodist Church Preschool Board and the staff of the preschool/kindergarten are required by law and morally bound to report any suspected incidence of abuse or neglect to the State of Nevada Child Protective Services, county sheriff, or city police. Any suspicions of abuse or neglect are documented and maintained in a confidential record.

Parent Volunteers

We welcome and encourage parent participation in our school. There are a variety of ways parents might help. Occasionally, we request help in setting up for a special event, we have projects that require an additional set of hands or we might ask a parent to come in and talk to the children during our “Careers” week.

Preschool and Kindergarten Hours

Under no circumstances may anyone, other than school employees, be allowed in the school area during the school hours, unless supervised by a school employee. The school hours of operation are 9:00 a.m. until 3:00 p.m. This is a requirement by the State of Nevada licensing authority.

Extra Notes:

The children play outside everyday (except in extreme weather) and the staff of the school will expect all students to participate. We are not staffed in such a way as to be able to accommodate children who prefer to remain inside during outside playtime.

Children should leave personal toys at home. Our school has many developmentally appropriate materials for your child to explore. Toys brought from home often become lost or broken and can be a major source of conflict between children.

Birthdays are special and recognized in ways chosen by your teacher. Simple treats to share with the class are always welcomed. Please prearrange special days with your child’s teacher.

Exceptions to the Handbook Policies:

If you find that you are unable to abide by the contents of this handbook, you may submit a written request for exception to the GVM School Board. The School Board and school Director reserve the right to make the final decision for all requests.

Dedication:

The Green Valley Methodist Church Preschool & Kindergarten is dedicated to the mission of serving our Lord Jesus Christ through the love and care of our students and their families. We are blessed by the opportunity and privilege of providing a quality learning environment for our students. We pray that God blesses you in your time spent with us.