



Sandia View Christian Preschool

Parent Handbook

Revised August 2018

Table of Contents

ADMISSIONS..... 1
 NEW STUDENT REFERRAL PROGRAM..... 1

AFTER SCHOOL CARE 1

BULLY-FREE ENVIRONMENT POLICY 2

CURRICULUM 2

DAILY SCHEDULE..... 3
 CHECKING IN AND OUT..... 3
 ATTENDANCE..... 3
 TREASURES FROM HOME 3
 NAP TIME 4
 CHAPEL DAY..... 4
 LIBRARY..... 4
 BIRTHDAY PARTIES 4

DIRECTOR INFORMATION..... 4

DRESS CODE POLICY 5
 CHANGE OF CLOTHES..... 5

EMERGENCY PROCEDURES 5
 EMERGENCY AND SAFETY POLICY..... 6
 SEVERE WEATHER 6

FINANCIAL 6
 FULL-TIME OR PART-TIME PAYMENT OPTIONS: 7
 DISCOUNTS 7
 REFUND POLICY 7
 STATE OF NEW MEXICO CHILD PLACEMENT PROGRAM..... 7

GRADUATION 8

GRIEVANCE PROCEDURE..... 8

GUIDANCE AND CONSEQUENCES 8
 GUIDANCE POLICY 8
 DISMISSAL/DISENROLLMENT POLICY 8

HEALTH AND SAFETY 8
 REPORTING CHILD ABUSE AND NEGLECT 8
 INSURANCE 8
 STUDENT HEALTH..... 9
 CONTAGIOUS ILLNESS..... 9
 HEAD LICE 9

INJURIES9

MEDICATION9

HANDWASHING9

INTERPRETATION.....9

MEALS AND NUTRITION10

 AFTERNOON SNACK10

MISSION STATEMENT10

NON-CUSTODIAL PARENTS10

NON-PUBLISHED POLICY11

PARENTAL INVOLVEMENT11

 FIELD TRIPS11

 CLASSROOM ACTIVITIES11

 PARENT CONFERENCES11

PHILOSOPHY STATEMENT11

STUDENT EXPRESSION11

STUDENT RECORDS.....12

VISION STATEMENT12

Sandia View Christian Preschool (SVCP), a Seventh-day Adventist school, strives to provide excellence in education: spiritually, scholastically and socially. Sandia View Christian Preschool is licensed by the State of New Mexico Children Youth and Families Department.

Business Hours

Monday – Thursday: 8:00 – 5:30 pm

Friday: 8:00 – 5:00 pm

Saturday and Sunday: Closed

ADMISSIONS

SVCS is a Christian school operating Preschool through Eighth Grade. We welcome students of any race, color, national or ethnic origin. We do not discriminate on the basis of race, color, national origin, sex or disability in the administration of its educational policies, admissions policies, or any of its school-administered programs in accordance with Federal law.

Acceptance is granted to those who desire a Christian education and agree to hold high standards of conduct and thought. All applications are subject to the approval of the School Board.

Regular Registration Day is held in August prior to the first day of school (See School Calendar). For your convenience, registration may be completed at any time during the spring or summer. Once our capacity is met, the class is closed. Upon availability, spaces will be opened for new enrollment. In order for your child to be officially enrolled, we must have your enrollment packet including the registration paid in full.

- Sandia View Christian Preschool is operated by the Seventh-day Adventist Church and functions within its belief system and educational philosophy
- A student will not be admitted without financial clearance from a former SDA school
- The School Board of SVCP is the final authority for the decisions of all admissions and/or dismissals from the school program

New Student Referral Program

The New Student Referral Program awards a referring Sandia View Christian Preschool family with a \$500 tuition credit for each new family that is referred to SVCP and is actually accepted, enrolled and enrollment continues in good standing.

There is no limit to the number of families an SVCP family can refer, however, the total amount of tuition credits any SVCP Family can earn under the referral program is limited to their tuition less any combined discounts and financial aid for the school year.

AFTER SCHOOL CARE

All students must be supervised while on our school campus. Parents are encouraged to arrange to have their child picked up as soon after school dismisses as possible. SVCS offers an After School program as a service to parents who might need to pick up their child after regular school hours.

- Parents are given a 15 minute grace period following dismissal to pick up their child/children
- Parents will be charged for after-school supervision for any amount of time after the grace period expires

All parents using our After School program must sign out their child at pick up time in the afternoon. Children will only be released to those individuals authorized by the parent(s)/guardian. For the child's safety, ID may be required if After School teacher doesn't know the individual picking up the child.

Charges for this service are published and are available from the school office. Parent(s) leaving their child in the After School program after regular published hours will be charged a \$7.50 per quarter hour fee for each child remaining in After School Care after 5:30.

BULLY-FREE ENVIRONMENT POLICY

Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner. Bullying is anti-social behavior and will not be tolerated. Bullying is intentional, repetitive, and harmful behavior targeting another student. It may occur on school property, at extracurricular activities, or on field trips. Each student is responsible for his own actions and is held accountable.

Examples of bullying are as follows:

- Verbal: name calling, put-downs, threats
- Physical: pushing, hitting
- Social: rumors, trying to isolate and make victim feel rejected
- Psychological: acts that instill a sense of fear or anxiety

All school staff are trained and watchful for bullying warning signs, closely supervising children at all times and in all areas of the school. Teachers will, on a regular basis, conduct class discussions and do activities to educate the students to respond assertively to the bully.

The students will be trained to understand that they have a responsibility to report bullying. The staff will address the reports on a regular basis. The situation will be assessed to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be handled through conflict resolution.

Disciplinary steps may include:

- Exclusion from certain areas or extracurricular activities
- In or Out of school suspension
- Expulsion

CURRICULUM

We will make sure that our community has an understanding of what high-quality, inclusive early childhood programs looks like, by being a guiding example. We will foster self-reflection by continuously using authentic observation techniques to assess the child's development. These assessments help us to direct our curriculum towards age-appropriate, interest driven centers tailored for each child. We will use activities that complement the unique strengths of each child while always taking into account each child's heritage, language, and culture. We will ensure that personnel who work with your children reflect our community's diversity, and are continuously educated in today's best classroom practice through state and in-house trainings.

Sandia View Christian Preschool uses learning through play to encourage cognitive, physical, spiritual, social, emotional, creative and language development in our classroom. We follow the Montessori letter order, while

introducing our students to the alphabet and numbers throughout the classroom experiences, and holidays. We believe that play is the primary mode of learning in young children. We customize our learning centers to complement your child's development. Within centers they have the opportunity to experiment, explore, socialize and develop into well-rounded children. Our program is designed for each child to learn all the necessary skills and understandings to succeed in kindergarten and continue to thrive spiritually, scholastically, and socially.

DAILY SCHEDULE

Our very flexible daily schedule is as follows:

8:25	Worship (Chapel on Mondays)
8:40	Circle Time
	Calendar
	Letters/Numbers
9:00	Gym (Tues. & Thurs.)
9:30	Centers/Work with Teacher
10:45	Bathroom Break/Clean Up
11:00	Lunch
11:30	Recess
12:00	Storytime
12:15	Bathroom Break
12:30	Nap
2:30	Snack
3:00	Dismissal

Checking In and Out

As you walk your child all the way into their classroom, please check them in by writing the time of their arrival and your initials inside the white binder located at the front door of the class. When you pick up your child at the end of the day, please check them out by writing the time of their departure and your initials inside the white binder located near the exit door of the class. **DO NOT SEND THEM IN ALONE.**

We will not release any child to leave the Center except to those who have been authorized to pick them up. If at any time, the person picking up your child is suspected of drug or alcohol use, we reserve the right to contact law enforcement for the safety of the child. Also, if there is a custody issue or dispute we must have official court documents in order to restrict anyone on the pick-up list from picking up your child.

Attendance

Children can attend any portion of the day, but in order to get the most benefit, it is helpful if your child arrives in class by 8:30 a.m. As mentioned previously, there is no reduction in tuition for absences. Please be in communication with the teacher in regard to attendance.

Treasures from Home

Our Show-and-Tell days are on Fridays. This is a great opportunity to bring in a special toy or item of interest to share with the class. We discourage toys or items of interest from being brought on other days of the week. If, however, they are brought we ask that the children keep them in their locker or cubby as to not bring

distractions to the classroom. We do not want them to get misplaced or go home with the wrong child! Sandia View Christian Preschool is NOT responsible for lost or broken property.

Nap Time

Nap time is approximately from 12:30-2:30 each day (12:30-1:30 on Fridays). Parents, please provide a small blanket for your child. Your child is not required to sleep, but is, however, required to lie quietly for a certain time period. After this, if the child is still awake and not comfortable, they will be allowed to get up and participate in a quiet activity.

Chapel Day

Once a week, grades Preschool-8th meet together for chapel at the Corrales Church. All the students assemble and participate in singing. We have various speakers and pastors join us to give a Bible lesson, as well.

Library

The school offers students a library facility which is continually updated to offer the best in student literature and research resources. Students are allowed to check books out from the library. These books typically stay at school for the student to read at nap time. If you would like your student to take it home, please talk to the director. If, a book or item borrowed from the library is lost or damaged, the student and parent/guardian are responsible for its replacement.

Birthday Parties

If your child wishes to share his or her birthday with the other children, you are welcome to bring treats such as cupcakes and cookies to share with the class. Please notify your child's teacher at least a week in advance before bringing your snacks.

If your child is having a party outside of school hours, you may only bring invitations to the classroom if the whole class is invited. If you are only inviting certain children, please mail the invitations or speak with individual parents.

DIRECTOR INFORMATION

The Director of Sandia View Christian Preschool is Priscilla Razon, a dedicated and loving preschool teacher. She has worked with young children the majority of her life but formally for 3 years. She has been called to teach small children and she exhibits great patience and a love for each of her students. She has a Bachelor's degree in Elementary Education with an emphasis in Early Childhood to 4th grade from Southwestern Adventist University. She believes that young children learn best through play and group experiences. Please feel free to contact her at the school number, 897-4805 or between 3pm-4pm at 200-2466.

DRESS CODE POLICY

Students' dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school.

Shirts/Pants/Outerwear	
Acceptable	NOT Acceptable
Polo shirts with SVCS insignia	Any other shirts
Pants – Blue, Black, or Tan	Pants with holes, cut, ripped or frayed
Solid color leggings/tights <u>under a skirt only</u>	Sweatpant material (including yoga pants)
Solid color long sleeve shirts <u>under a polo shirt only</u>	Any other shirts
Solid color shorts (Blue, Black or Tan) – fingertip length*	Leggings that are not under a skirt
Solid color skirts with shorts worn underneath – fingertip length*	Baggy or saggy pants
Only SVCS or school colored sweatshirts indoors (maroon, royal blue, gold, white, forest green)	Any character sweatshirts
Sandals must be low-heeled with a strap	No flip-flips

Students not complying with this policy will be sent home or to the office to make arrangements for other clothing.

Change of Clothes

At SVC Preschool, play and art are encouraged and a regular occurrence. Please be aware that paint and dirt are going to be frequent and may come home in or on their clothes. We will, however, clean them up the best we can.

Please remember, we need **two** changes of clothing for your child. This needs to include: shirt, pants, socks, and underwear. Please also check to make sure your child's change of clothing is seasonally appropriate.

EMERGENCY PROCEDURES

We have regular fire and disaster drills at our Preschool. If there is an emergency or natural disaster, our Disaster Relief Plan will be put into effect.

Emergency and Safety Policy

Our staff is certified by Red Cross in CPR, Pediatric CPR and First Aid. We also train our staff on Blood borne Pathogens and Universal Precautions. If your child is injured, employees trained in First Aide will administer first aid, and then you will be contacted. If the emergency requires immediate medical attention, we will not hesitate to call 911. If you cannot be reached, your emergency persons will be contacted. It is very important that your contact card be updated frequently.

Severe Weather

For school closings due to severe weather conditions, an attempt will be made to give TV channels 4, 7 and 13 information concerning school closings. Parents will also be notified by One Call Now.

FINANCIAL

It is the purpose of Sandia View Christian Preschool to keep the cost of Christian education as low as possible. In order to maintain a high quality of education for your child, it is necessary that tuition payments be kept current while your child is enrolled. The following statements outline general financial policies:

- The enrolling individual(s) (parent, custodial parent, guardian, etc.) is fully responsible for the financial obligations of students accepted at Sandia View Christian Preschool. Such responsibilities include, but are not limited to, payment of the account, damage to property, fines and fees
- Parties who agree to share responsibility for tuition and fees must both (all) sign the financial agreement
- In the case of separation or divorce, the custodial parent is 100% responsible for tuition and fees. The custodial parent is responsible for communication with the non-custodial parent regarding financial matters
- Returning student's account from the previous school year must be settled before the student is permitted to enter for another school year
- Payment of the registration fee reserves student's space for the school year, the registration fee is non-refundable. Student is not officially enrolled until the registration fee is paid
- Registration fees and 1st month's tuition and any other school-related fees must be paid by registration time, prior to admission
- Tuition is divided into 10 equal monthly payments and is due BEFORE the 1st of each month, beginning with the month of August and running through the month of May. Every family is given a ten-day grace period on tuition payments. Tuition payments are considered late if not in the office on the 10th of the month. After that time a \$25 late charge will be added to your past due account. Payments sent by mail must be received by the 10th of the month to avoid the late charge
- Payment methods accepted for tuition and fees are check, cash, money order, cashier's check and debit or credit card (MasterCard and Visa)
- A student transferring from another school must, at the time of registration, present a statement showing that his/her account at the former school is paid in full
- Parents/guardians are expected to be diligent in meeting their financial obligations to the school. If circumstances dictate a change in normal payment procedures, or if you have a financial emergency and are temporarily unable to pay, please contact the Finance Committee to make alternative payment arrangements before you withdraw or get too far behind in payments
- All matters concerning financial issues should be directed to Finance Committee. Neither the administration nor any other staff member of Sandia View Preschool is authorized to make financial decisions on behalf of a student and/or parent

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- A \$25 charge will be made for any check returned for insufficient funds. After two returned checks in a school year, further payments must be made by cash, cashier's check or money order
 - Accounts 90 days or more past due will be turned over to a collection agency. Fees associated with the collection efforts will be the responsibility of the parent or legal guardian
 - Parents will be asked to withdraw their student(s) from school when the account has become delinquent in excess of 30 days and no acceptable financial arrangements have been made
 - In the event that a student is withdrawn during the school year, it is the responsibility of the parent or guardian to officially notify the school office in writing a minimum of 2 weeks before the date of withdrawal. Otherwise all charges will continue until proper notification is made
 - Participation in graduation ceremonies requires the family's account be paid in full or acceptable financial arrangement made
 - Any account not meeting the above expectations will be reviewed by the Finance Committee

Full-Time or Part-Time Payment Options:

When you enroll your child, we will give you two (2) program options to choose from: Full-Time (5 days) or Part-Time (3 days). You will need to determine which option best suits your needs.

- Part-Time: Monday, Wednesday, Friday 8:30 a.m.-3:00 p.m.
- Full-Time: Monday-Friday 8:30 a.m.-3:00 p.m.

PLEASE NOTE: We will not alternate between full-time and part-time. If you choose to switch your account from part-time to full-time, then your tuition will be calculated and set at the new rate for the remainder of the year.

Once our capacity is met, the class is closed. Upon availability, spaces will be opened for new enrollment. In order for your child to be officially enrolled, we must have your enrollment packet including the registration paid in full.

Discounts

- 5% for 2nd child from the same family
- 10% for the 3rd or more children from the same family
- 5% for paying the entire year tuition in advance

Refund Policy

Registration Fees are non-refundable. Tuition will only be reimbursed if payment has been made in advance for the weeks the child has not yet attended less two weeks tuition fees. We will not refund for any weeks previous to the disenrollment date.

State of New Mexico Child Placement Program

The State of New Mexico offers assistance for those that qualify. The state pays a portion of tuition and establishes a co-payment amount. The co-payment must be made on or before the 1st of each month. Failure to do so will result in a late fee of \$25. Continuous delinquencies may also lead to our notifying your caseworker and the discontinuance of this assistance.

GRADUATION

Students in Preschool transitioning into Kindergarten, Kindergarten and Eighth grade will participate in graduation activities at the end of the school year. Preschool students will borrow clean caps and gowns from the classroom. They must be returned by the end of the evening, or other arrangements made with the Director.

All accounts must be paid in full before a student can participate in graduation activities.

GRIEVANCE PROCEDURE

Christians should utilize the counsel of Matthew 18 and I Corinthians 6, making every effort to avoid tendencies that would divide them and bring dishonor to God's cause. Reconciliation of differences should be possible without recourse to civil litigation. The emphasis of this policy is open communication between those involved. The process emphasizes the solution of problems at the level closest to their origin and is based on the premise that each party is interested in fair and just solutions to grievances. Any grievance that cannot be settled in this manner should refer to the posted Grievance Policy. A copy can be obtained in the office or on the SVCS website.

GUIDANCE AND CONSEQUENCES

Guidance Policy

The main use of discipline is the redirection of energy. Different ideas will be used when the redirection of energy is not working for a particular child. We encourage children to accept responsibility for their actions and to respect all property. If the child is frequently disruptive in class or on the playground, the teacher will set up a meeting with the parents to discuss possible reasons and remedies. Physical punishment, frightening or humiliating methods are not used as disciplinary procedures. We reserve the right to dismiss any student whose behavior proves to be consistently disruptive, without improvement, or unsafe for others.

Dismissal/Disenrollment Policy

A student may be dismissed from Sandia View Christian Preschool for any of the following reasons:

1. Refusing to abide by or being unable to adjust to the standards of school conduct and regulations set.
2. Frequently failing to make monthly payments in a timely manner, or habitually delinquent (unless prior arrangements have been made with the Director).

If, for any reason, you want to disenroll your child at any time, we ask that you let the Director know at least two weeks prior to their leaving, in order for us to fill the spot your child will be vacating.

HEALTH AND SAFETY

Reporting Child Abuse and Neglect

In accordance with New Mexico State law, staff members of Sandia View Christian Preschool are required to document and report any suspected child abuse or neglect, and we will do so.

Insurance

Limited student insurance (a secondary coverage) is included in the registration fee. This coverage is provided for any accident occurring during school hours on or off school campus, and during school-sponsored activities such as field trips and sporting events.

In case of an accident, if possible, the parent/guardian or any person taking the student for treatment should pick up an insurance form from the school office, have the doctor and/or hospital sign the form, attach statements and forward them to BMI Benefits promptly. It is the responsibility of the parent to see that the form and all statements are forwarded to BMI Benefits within 90 days of the accident in order to meet the deadline of the insuring company.

Student Health

All immunizations and physicals must be kept current. **Hearing and Vision** screening should be done regularly. Exemption of immunization must be completed by the State of New Mexico and returned in a timely manner. SVCS reserves the right to require a student to obtain a physical if there is a medical concern.

If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the child. If the parent/guardian is unable to pick the child up from school, the child will be isolated from the other students until arrangements have been made by the parent to pick the child up.

Contagious Illness

In consideration for the health of all children and staff and to meet state regulations, the school must be informed of any contagious diseases your child might have. These diseases include strep, chickenpox, and pinkeye. If your child has a fever, we ask that you wait a complete 24 hours after the fever is gone before returning the child to school.

Head Lice

A child who is found to have head lice will be sent home for treatment with a head lice-killing product and for the removal of all lice eggs, called nits. The child will not be permitted to return to school until every single nit has been taken out of the child's hair.

Injuries

If your child is injured at school, first aid will be administered and an attempt will be made to contact at least one parent/guardian or the designated emergency contact for further instructions. If a parent cannot be contacted by phone, the Corrales EMS will be called or the child will be transported to the nearest hospital emergency room. It is imperative for parents to keep the office updated on any changes to emergency contact information including change of address, phone number, or responsible adult.

Medication

No medication, prescription or over-the counter, may be administered by any teacher, student or school official without prior written authorization from the parent/guardian or doctor. See Registration Packet. You must fill out a request for administration of medicine.

Handwashing

Handwashing is a very important aspect of keeping our center healthy. Your child will at least wash their hands with soap and water before and after meals, after using the bathroom, after blowing or wiping noses, and upon reentering from the playground.

INTERPRETATION

Sandia View Christian Preschool reserves the right to make clear any interpretation of policy, written or implied, and is not subject to legal interpretation of wording or intent.

MEALS AND NUTRITION

Parents are encouraged to provide an adequate breakfast for their children so that the students may function at their best during morning hours.

Sandia View Christian Preschool encourages our students to be healthy, therefore, please provide wholesome and healthy lunches for your child.

Afternoon Snack

Each child will be in charge of providing snack 1-2 times a month for the Preschool. Please note the new schedule at the end of each month for the following month's rotation. If you are unable to provide the snack on your assigned day, you can pay a \$10 fee per month and have the Director provide the snack for you. The snack menu follows the New Mexico Child and Adult Food Care Program guidelines.

MISSION STATEMENT

Our mission is to provide academic excellence in a Christ centered environment. We are committed to embracing all our children without bias, as we work together with their families and their communities in constructing programs tailored for each. It is our commitment to build trust and collaborate with professionals who will work with our children and their families. Together we will advocate for services, support, and opportunities that build on their uniqueness, while being sensitive and inclusive to their family experiences, culture, beliefs, abilities, and circumstances.

NON-CUSTODIAL PARENTS

Divorced, separated and blended families are realities of contemporary life that affects SVCS's responsibilities to its students. It is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements.

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents
- If there is a restraining order in place, the custodial parent is responsible to present the school with a copy of the order along with a picture of the restricted party
- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed and verbal notification by the custodial parent permitting such custody
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary actions

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

NON-PUBLISHED POLICY

Every effort is made to make a handbook as complete as possible, however, unforeseen situations arise and the constraints of the time and space make it impossible to include every conceivable situation. For this reason, it is sometimes necessary for the school staff and/or the school board to make or adjust policy during the year. These additions carry the same weight and are just as binding as the written information in the handbook.

PARENTAL INVOLVEMENT

We have an open door policy. We believe that the more the parent is involved in the child's educational program, the better the child will do in preschool. Parents are invited to visit their child's classroom at any time. We do request however, that all visitors on campus check in at the office immediately. You will sign in with the secretary and obtain a visitor's pass. The more parents get involved, the more we can offer. If you have a talent that you would like to share with the children, contact Mrs. Priscilla Razon.

Field Trips

According to New Mexico State Law, all children under 60 lbs. must be in a car seat or booster seat, while traveling in any vehicle. Due to this law, we require that you provide your child's car seat or booster seat on field trip days. We would greatly appreciate and love to have you attend all field trips with us. Having complete family involvement makes for a richer educational experience for the child. We do also bring field trips to the children, inviting community members into the classroom.

Classroom Activities

We encourage and create curriculum based on family participation. If you see an activity or theme on our Parents' Board or Newsletter that excites you, please come and speak with the teacher about any ideas you may have. If you have any ideas for fun activities in the classroom, please come and speak to your child's teacher. We encourage and appreciate your ideas.

Parent Conferences

We use authentic observation techniques to assess the development of each child. These assessments help us to direct our curriculum and centers into age-appropriate areas where the children need to develop. These assessments are also what we use to present progress during conferences. We require 2 parent/teacher conferences a year to discuss the development of your child. One will be held in the Fall and the second will be in the Spring.

PHILOSOPHY STATEMENT

At Sandia View Christian Preschool, we believe that your child's early years are the ideal time to begin the nurturing and building of his and her characters and helping mold each one into successful learners. Learning through the framework of interactive centers and classroom relationships, we guide each student to reach his or her full individual potential. It is our job to provide services in and out of the classroom that nurture the unique gifts and abilities of each child and his or her family.

STUDENT EXPRESSION

We encourage students to express themselves in appropriate and uplifting ways. These expressions are not to disrupt the learning going on in any class. No messages shared by our students are to be vulgar, obscene or mocking of others based on race, origin, color, sex or religion. Insignias, buttons or pamphlets distributed at school must be approved by the administration prior to distribution.

STUDENT RECORDS

As required by the Amended Family Educational Rights and Privacy Act of 1974, Sandia View Christian Preschool hereby gives public notice to all parents of students in attendance that it is our policy that:

A cumulative folder is kept for every student in the school office. This is required by the Southwestern Union Conference of Seventh-day Adventists Department of Education. This folder will contain academic records, photographs, achievement forms, documents and any other pertinent and relevant information.

The student's folder will be transferred directly to another school at the direct request of that school's assigned registrar when the student's account with SVCP is paid in full. Official transcripts will be released only when satisfactory financial arrangements are made with Sandia View Christian Preschool.

VISION STATEMENT

To be known as a school where students receive quality education that encourages service for God, family, community and country.