

ADVENTURELAND CHRISTIAN PRESCHOOL

PARENT HANDBOOK

Adventureland is a non-profit 501(c)3 organization that desires to serve your children and your family with the highest quality preschool in the best facility in San Diego county. We are a ministry of San Diego Christian Center – a non-denominational church based out of North County www.CenterNC.com

We know your children will have great success as we partner together in providing great education, spiritual foundation and a structured environment that will prepare them for Kindergarten and beyond.

Should you have any questions or comments after reading this handbook please feel free to come in and talk to us.

Statement of Faith

The following is the San Diego Christian Center/Adventureland Statement of Faith.

- **The Bible** We believe the Bible to be the inspired word of God, and accept the same as the only infallible guide and rule of our faith and practice.
Scripture References - Matthew 24:35, Psalm 119:89, II Timothy 3:16-17, II Timothy 2:15, II Peter 1:19-21.
- **God** We believe in the eternal, omnipotent, omniscient, omnipresent, and immutable triune God; maker of heaven and earth; and in the unity of the Godhead there are three persons, equal in every divine perfection and attribute, executing the great work of redemption.
Scripture References - I John 5:7, II Corinthians 13:14, Genesis 1:26, I Timothy 1:17.
- **God the Father** *Scripture References - Isaiah 43:10, Isaiah 44:8, John 3:16*
- **God the Son** Jesus is coexistent and coeternal with the Father, who, conceived by the Holy Spirit, and born of the Virgin Mary, took upon himself the form of man; and by his becoming obedient unto death, bearing the curse of sin, sickness, and sorrow, redeemed us back to God. He arose the third day and ascended unto heaven, where he sits on the right hand of God, the Father, where He lives to make intercession for us.
Scripture References - John 1:1-3, Matthew 1:23, I Timothy 2:5, Ephesians 2:18, Philipians 2:6-11
- **God the Holy Spirit** The third person of the Godhead, coexistent and equal with the Father. Sent by the Father, through the Son, to reprove the world of sin and prepare the bride of Christ. *Scripture References - John 14:26, John 15:26, John 16:7-8*
- **The Fall of Man** *Scripture References - Romans 5:12, Romans 5:19, Isaiah 53:6, Romans 3:10, Romans 3:23*
- **The Plan of Redemption** We believe that Christ was the Lamb of God, foreordained from the foundation of the world, and by the shedding of His blood, on the cross, made provision for salvation for all men.
Scripture References - I Peter 1:19-20, Isaiah 53:5, Titus 2:14, Hebrews 7:25
- **The New Birth** We believe that because of man's total inability to save himself, salvation is by God's grace alone; received through sincere godly repentance, and a whole-hearted acceptance of Jesus Christ as his personal Savior; through being born again, he/she becomes a new creature in Christ Jesus. Old things have passed away all things become new.
Scripture references - John 3:3, II Corinthians 5:17, Galatians 2:20, I Peter 2:24.

Starting In The Adventureland Program

Making The Transition Easier

The first few weeks in any new environment can be challenging for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. If possible, bring your child in to see their classroom and meet their teacher before the actual first day of school.

Talk with a positive attitude to your child about the center and their activities. Let them know that you are happy that they are going to school. If you see that there is a problem, bring the concern to the teacher or director.

Separation anxiety in the younger years normally occurs, therefore, your child may resist having to be left at the center. Generally, after a few days, departures become easier. We suggest that after walking your child to class, that you let them know you will return that afternoon to pick them up. Prolonging your departure could cause more anxiety for you and your child.

Arrival Time – It is very important that students arrive between 8:30am and 8:45am. Our curriculum time begins at 9:00am so late arrivals disrupt other children and make it difficult for your child to transition into the day's activities. This will help your child get the most out of our program.

Younger children may want to bring a special object from home for nap time, such as a small stuffed toy or blanket. It is also good to have a change of clothes available in the child's cubbie and/or backpack.

For Your First Day

Knowing what to expect your first day makes the transition easier. We recommend that you give yourself at least 15 extra minutes so you aren't rushing to drop off. Your child may already feel a little stressed being in a new environment. If they feel your stress of trying to hurry things up they will become more insecure. Also, if your child becomes upset and you stay longer than your allotted time they will cry even more the next day to try to get you to stay longer. You are encouraged to leave, then call us to check on your child. Most of the time they are already involved in an activity and are doing fine.

Please make sure your child has the following things when you drop them off on their first day:

- A full-sized backpack
- A crib-sized sheet AND small blanket (labeled with their name)
- An extra change of clothes
- Diapers / pull-ups (non-potty trained children) to keep in cubbie labeled with name
- Wipes (non-potty trained children)

These items will need to be with your child whenever they are at Adventureland. Please bring your child's bedding on the first day of their attendance for the week and take them home and their last day of attendance for the week to be laundered. If your child has an accident during the week please bring in another set of extra clothes at drop off the next day.

If you are concerned about your child during the day, please call and we will let you know how they are doing. Either our director or your child's teacher will be available so you can ask questions and know exactly what they are doing.

ADVENTURELAND GENERAL POLICIES

Absences

If your child is going to be absent, we ask that you notify the center office by 9:00 a.m. The nature of the illness is also important to us particularly if the illness is contagious. **There will be no reduction in tuition for absences.** You are paying to hold your child's position in our program.

Accidents

There is always someone on the premises that is CPR and First Aid certified. If an accident should occur, staff are trained and qualified to administer first aid and/or determine whether further treatment should be required. In the event that further treatment is necessary, the parent will be notified. If we are unable to contact you or your alternate contacts we will use our best judgment in providing the proper care for your child. A report will be completed and put in your child's file for you to take home at the time of pick up.

Arriving at the Center

We require you to utilize our security door with your unique PIN number and then accompany them to their classroom. The security door acts as your sign-in and out. Bringing your child to the classroom also helps provide a smooth transition and allows you a brief exchange with the teacher to convey information. Adventureland does not assume responsibility for your child until they have been accompanied to their classroom and left in the presence of a teacher. If your child arrives before 9:00 a.m., classes may be combined in one room or outside before they move to their regular classrooms for the day. Likewise, at the end of the day, children may be combined in one classroom or in the outside play area.

Arriving at the Center After 9:00am

If you are going to drop your child off at the center after 9:00am we require that you notify us if your child will be attending that day. **If you try to drop off after 9:00am and have not notified us we cannot guarantee that we will have a spot, even if it is their regularly scheduled day.** This not only helps us in scheduling teachers and lunch, it also minimizes interruptions in the classroom routine. We want your child to get the most out of our program.

Attendance

We want your child to get the most out of our program. In order to do this they need to be present during class time. Class activities start at 9:00 am. If your child comes in late or is absent, they will not be able to make up the projects that they missed and/or meals and snacks. The new concepts are introduced first thing in the morning while the children are fresh and ready to learn. Please notify the school no later than 9:00am if your child is not going to attend school for whatever reason.

Baby-sitting

On occasion, parents ask the staff to baby-sit outside the center. Adventureland does not authorize or take responsibility for any services that staff may provide outside the premises or program. Staff members are not allowed to leave the center with any child enrolled unless the staff member is listed on the enrollment form as an alternate contact or a written note must be provided by the parent.

Bedding

It is the parent's responsibility to bring a crib sized sheet and blanket to school on the first day of the week that their child attends. They must be placed in the child's cubbie or in their child's backpack by the parent. All bedding should be taken home once a week for laundering. Please label all bedding with your child's name. Please print the name in letters at least 2" in height in the middle of the sheet and on the tag of the blanket. If the items are not labeled when brought to school, the center may label them. If your child is brought to school without their sheet and/or blanket we may try to contact you so you can bring one.

Birthdays

Your child's birthday is a special day! We ask that if you want to provide a special snack for their class to celebrate your child's birthday please notify us in advance. Healthy options are preferred – please no peanut butter or nuts in any food provided to the school.

Biting

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Since many young children are not very verbal they may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

When a child does bite, the following procedures will occur:

- 1) First Aid and TLC will be given to the child that was bitten. The parent will be notified by an "Ouch Report". Due to privacy laws we are not able to disclose to you the child that bit.
- 2) As with any behavior that is not acceptable the child will be separated from the other children. We will explain to the child that biting is not okay and try to pin-point the source of frustration for the child. The incident will be documented and the parent will be informed.

If more than one biting incident occurs in one day, for the safety of the children (including yours), your child will need to be picked up for the day. If the behavior is considered excessive, the parents could be asked to withdraw the child from the center until the problem is corrected.

Cleanliness

Our center is cleaned and maintained on a daily basis by our staff. Preventive pest control is conducted. All changing tables are cleaned after each use. Toys and equipment are disinfected.

Clothing

It is the parent's responsibility to check that your child has an extra change of clothes in their cubbie or backpack at all times. Please check your child's cubby or backpack on a daily basis. If your child has an accident and does not have a change of clothes you will be called and required to bring them a change of clothes within a 30 minute time period. All clothing needs to be clearly marked with your child's name.

Please send your child in clothes that both you and your child will feel comfortable with them playing in. We schedule a variety of activities including "messy" activities. If your child wears dresses please put a pair of shorts under them. Your child will be playing with a variety of materials including: paint, glue, markers, food coloring, corn starch, water colors and glitter. We try to use materials that are washable.

Contact Information

Keeping your contact info current is very important. We need to be able to contact you at any time. If you have a job that does not allow for this, please make a note on your contact info sheet and provide us with another contact person that we will be able to reach at any time. You, as parent, or a contact person should be able to come to the school within a 30 minute time period.

Emergency Evacuation and Relocation

In the event of an emergency evacuation of the building, all staff and children will remain safely away from the building until all threat of danger has subsided. If, however, immediate re-entry to the building is not possible and/or weather advisory exist staff will transport the children to another designated center.

***** Emergency Information**

Your enrollment form will list emergency telephone numbers in case you cannot be reached. It is extremely important that the information be kept current with correct telephone numbers. This form will also be used to identify persons that are allowed to pick up.

Enrollment Policy

To enroll your child, a non-refundable registration fee must be paid and all necessary enrollment forms must be completed including current immunization records. After turning in a completed Enrollment Packet and a copy of the immunization record you will be notified within 72 hours of your acceptance into our program. If you do not have all of the paperwork completed or your child's immunizations are not up-to-date your file will be put on hold until it is completed. Your spot in our program will not be held until your child's file is complete and you have paid the Registration Fee.

Your annual registration fee is generally charged in August of each year.

Forms

We have many forms available to you that will help you and our program run more smoothly. They are located on our website Parent Page.

- Request To Change Schedule – This is available to request schedule changes on our website Parent page. We generally require 2 week notice for schedule adjustments.
- Medication Forms – Filed if your child will need to be administered medication
- Menu – This is available on our website or on the parent information board.

Guidance and Discipline

Our approach to guidance and discipline is consistent and based on an understanding of the individual needs and development of the child. Our key to effective discipline is founded in loving, respecting and guiding children toward acceptable behavior. We view discipline as a time to help children learn new social skills and alternatives. It is teaching time – a time to remain supportive of the child.

Techniques used for discipline and guidance will include:

- Redirecting the child
- Offering the child words to assist in problem solving
- Giving the child a chance to try again
- Modifying the environment or routine to better meet the child's needs
- Removing the child from the group for specified time. This separation is not a punishment, but rather a time when the child can calm down, remember what behavior is asked of them, and decide for themselves when they are ready to rejoin the group with the appropriate behavior.

Illness

If a child is sent home with an illness that does not require a doctor's note to return to school, then **the child must remain home until free from symptoms with a normal temperature for 24 hours** without a fever reducing medication and does not have vomiting or diarrhea. If the child becomes ill at night; please notify the school and keep them at home until your child has been free from the illness for 24 hours.

If the child continues to have symptoms a doctor's note stating the child is not contagious is required. If your child is too sick to participate in the center's activities they should remain at home.

*****IMPORTANT***** A back up person should be provided who can pick up the child if the parent is unable to be at Adventureland within 30 minutes. This person should be listed on your emergency contact list.

Illness (Cont.)

We use the following guidelines to determine if a child should be sent home:

- Fever, Heavy or excessive coughing
- Colored discharge from nose, Vomiting or diarrhea
- Any unusual rash
- Red eyes or discharge from the eyes
- Visibly uncomfortable
- Unable to participate in classroom activities. (Due to illness or medication)

State law requires that we notify parents of children who become exposed to contagious diseases. If your child should become infected with a contagious disease, please notify the center immediately so the Director can notify families of other children who may have been exposed to the contagious disease.

***** Late Pick-up**

The Adventureland Facility closes promptly @ 6pm so it is best to arrive no later than 5:55pm to allow time for pick-up and transition. Our teachers are only paid through 6pm and we transition to church activities in the facility and adjust the security doors to be open for these events. It is very important that you communicate with us by phone when you are potentially arriving late.

Fees: We charge \$10 for any portion of the first five minutes that your child is left at Adventureland after 6:00 p.m. After 6:05 p.m. the charge is an additional \$1 per minute. **The fee is due and payable directly to the closing teacher at the time of pick-up.** Fees not paid at pick-up will be billed the following day with an additional \$5 billing fee.

Excessive late arrivals: could result in your child's removal from the program. Any child left after 6:45pm would require us to potentially contact the social services and appropriate authorities.

Note: Part-time schedule pick-up is @ 12pm – same policy listed above applies.

Meals and Snacks

Adventureland provides lunch and snacks in the morning and afternoon.

If you provide additional food for your child healthy snacks are encouraged. We ask that you not include sugary snacks or items that require refrigeration.

If your child has a food allergy, we ask that you bring an alternate meal/snack on the days that your child can not eat what we provide. Please make sure the meals/snacks are "Ready to Eat."

Medical Requirements

The State requires that all children have the proper immunizations and that records are to be kept in the child's file at the center. Children will not be allowed to attend if these records are not up to date.

Medication

If your child will need to take medication while at our school you must fill out a Medication Form and the following guidelines will be followed:

- The medication must be in the original bottle with your child's name on it.
- We can only give up to the recommended dosage on the bottle.
- We cannot give expired medications or
- We cannot give medications past the date the doctor prescribed it for.
- We cannot give medications on a "As Needed" basis. We must have exact dates and times.

Nap Time

All children who spend a full day with us will be required to rest. Children are expected to rest quietly allowing those who need to sleep the opportunity to do so. Nap times vary from class to class. Sleep cots or mats are provided by the center. The parent is required to provide a crib-sized sheet and blanket labeled with your child's name every Monday. You can leave them in your child's "cubbie" through the week and take them home on Friday for laundering.

Personal Belongings

Adventureland supplies all classrooms with age appropriate educational materials and toys. Therefore, it is best if the child does not bring toys, money, candy or other personal items from home. We are not responsible for any personal items that may get lost or broken while at school.

Reporting of Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect.

Security

We take the care and security of your children as our number one priority. As part of the security process we provide video surveillance of our entry/exits and hallways. Additionally, we have a state-of-the art security door that provides access only upon entry of a unique PIN number. As part of your application process we will provide you and each person authorized for pick-up a 5 digit number. This will identify each individual as part of our sign-in and out process and provide access to the facility. This number cannot be shared.

Sign-in / Out Procedure

Utilization of our security door and your unique PIN number acts as your sign-in and out. Parents are required to sign their child in and out any time your child is in our care. Sign-in sheets will be utilized in the event that our PIN number process is not working. You must then accompany your child to their classroom. Students cannot be dropped off outside of a classroom. When arriving to pick your child up, an authorized person 18 or older must come inside the building to sign the child out. A driver's license or some type picture ID might be requested from the teacher or front office.

If either parent wishes to place restrictions on the other parent's rights to pick up a child, Adventureland requires legal documentation regarding child custody and/or visitation rights. This information is kept in the child's confidential file.

State Licensing Requirements

Adventureland is licensed by the state of California and is available for inspection on a regular basis. Our center complies with licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, teacher/child ratios and record keeping.

Toileting

Diapers or pull-ups and wipes are to be supplied by the parent. Several extra changes of clothes are requested for those potty training. Close communication between parents and the center staff is important in the developmental stages in your child's life. There is an additional monthly charge for non-potty trained children. This fee will be removed on the next billing cycle once that child is fully trained for over 30 days.

***** Tuition, Charges & Payments**

Registration: A non-refundable registration is to be paid at time of enrollment. A registration fee is due each August for students who plan to continue for the next school year.

Payment Timing: Your tuition fees can be paid monthly or bi-monthly on the 1st and 15th of each month. A weekly option may be available for an additional billing fee and required automatic payments from your bank account. This will be established at enrollment.

Late Payments/Fees: Payments received past the 5th and 20th are considered late – we would include an additional \$25 late fee on your next statement.

Cash Payments: If paying with cash please note that we are not able to give change. Any amount that is paid over your tuition charge will be posted as a credit on your account. When putting cash in the tuition box it is required that you place in an envelope with your name and child's name.

Check Payments: If paying by check please write the students name in the memo section of the check and place in our tuition box located inside the front entrance. If your check is returned to us unpaid you will be charged a \$25 Returned Check Fee. An additional late payment fee may be required. Cash or Money Order, ACH or Credit Card payments could be required for the duration of the school year after a 2nd NSF check.

ACH Bank Payments: If you choose automatic withdrawal from your bank checking or savings account we would request the appropriate bank account / routing numbers and establish monthly or bi-monthly payments. This payment option could be paused or changed with 48 hour notice to our office. NSF fee of \$25 would apply.

Credit Card Payments: We do offer payment option by credit or debit card on our website Parent page. To cover our additional costs for this option we include a convenience fee noted on our website.

Billing Statements: We send out statements at the end of each month showing all of the charges and payments on your account. If you would like a statement during the year please feel free to request one.

Delinquent Accounts: If your account becomes over two weeks delinquent, you could receive a "Non-Payment Notice" and/or other reminders. We could dismiss your child until your account is made current including late fees. You have two weeks from the day of dismissal to bring your account current or your child could be permanently dismissed and other means of collection will be considered. Following a dismissal you would have to re-enroll including registration fees and have your application reviewed for consideration of re-enrollment.

Financial Hardship: Make sure to communicate with us prior to delinquent payments. We have partnerships with organizations that offer assistance and we can discuss payment options that could help your situation.

Holiday, Closures, etc: No reductions in tuition are made for holidays, county mandated closures, weather closures, absences, suspensions or illness unless the child is hospitalized. If the hospitalization or illness keeps your child out of school for more than two weeks re-admittance will be based on availability. No refunds or reductions are given for dismissals, suspensions, or any other disciplinary reasons.

Tuition Changes: If there are any changes to our tuition or fees, you will be given a 30 day notice.

Weather/Natural Disaster Closures

Adventureland will follow the Escondido school district's decision regarding school closings. Check online or listen to local radio stations for the latest information. Tuition is still due during school closures.

Withdrawing Your Child From Our Program

Your child can be withdrawn from our program upon a 2 week notice provided in writing or e-Mail. If the child is withdrawn without a 2 week notice, the parent will agree to pay Adventureland Christian Preschool an additional one month of tuition fees based on rate for current schedule.