

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 reach out 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. ¹

Scripture References - John 1:1-3, Matthew 1:23, I Timothy 2:5, Ephesians 2:18, Philippians 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.

¹ Revised 2026 ;

Starting In The Adventureland Program

Enrollment Policy

- To enroll your child, we first require a tour of the center with your child and family.
- If space is available, you will receive an email with enrollment information.
- **A non-refundable registration fee** must be paid by the requested date to reserve your child's space in the program
- **All necessary enrollment forms** must be completed by the requested date.
 - Including proof of up-to-date required immunizations.
- A **physician's form** is included in the enrollment packet and must be completed by your pediatrician. If the physician's form is not completed, it could affect your child's enrollment.
- We will delay or cancel enrollment if enrollment forms are incomplete.

For Your First Day and Beyond

Knowing what to expect on your first day can help make the transition easier. We recommend arriving at least 15 minutes early to avoid feeling rushed during drop-off. Your child may already feel some stress from being in a new environment, and if they sense your stress from rushing, it may make them feel more insecure.

If your child becomes upset, it's important to stick to the recommended drop-off time. Staying longer than usual can create an expectation for you to stay, which could lead to more tears the following day. We encourage a quick goodbye, then call us to check on your child. In most cases, they are already involved in an activity and doing well!

Making daily drop-offs feel easier.

The first few weeks in a 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.

Prior to enrolling, we require you to bring your child on your tour, to see their classroom and meet their teacher before the first day of school this will help with the first-day nerves.

Talk positively to your child about the center and its 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 is typical. 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 can cause more anxiety for you and your child.

Arrival Time – It is very important that students arrive between 7am and 8:50am if you are on a full-day schedule. If you are on a half-day schedule, please arrive between 8am and 8:30am. Our transition to curriculum time begins at 9:00am. Late arrivals might not be approved and could disrupt other children and make it difficult for your child to transition into the day's activities. Arriving on time will help your child get the most out of our program.

Younger children may want to bring a special toy, however we require all home toys to stay home. Instead, your child can bring in a stuffed toy or "lovey" for nap, or a family photo to keep in their cubby. If you are concerned about your child during the day, please call, text, email or message on the school app for an update.

Supplies for the day: Label all items with your child's name.

<u>Half & Full-Day students:</u> • A full-sized backpack • An extra set of clothes • A reusable water bottle with a lid. <u>Water only. No juices or milk.</u> • A folder for safekeeping crafts and projects.	<u>Full-day students also bring:</u> • A crib-sized sheet AND blanket • A tote or bag for nap supplies	<u>For non-potty trained students:</u> • Diapers/pull-ups • Wipes
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ADVENTURELAND GENERAL POLICIES

Absences

If your child will be absent, please notify the center office before 8 a.m. This helps us to plan staffing, meal preparations, and allows space for families who may have requested an urgent drop-in. There will be no reduction in tuition for absences. You are paying to hold your child's place in our program.

Excessive Absences

Excessive absences will be defined based on the child's needs and the impact on their educational growth or classroom dynamics. In the judgment of the director, in collaboration with the lead teacher, if a consistent pattern of absences becomes a concern, a meeting will be held to discuss a corrective plan. If absences continue beyond the corrective actions, or if it is determined that despite following the plan there is continued disruption or hindered growth, a new action plan may be needed to continue enrollment.

Accidents and injuries

There is always someone on the premises who is CPR and First Aid certified. If an accident happens, staff are trained and qualified to administer first aid and determine if further action is required. If further treatment is necessary and emergency action is taken, the parent will be notified. A report will be completed and submitted to the parent or guardian.

Accidents are common with young children, and minor incidents may not always be documented if they have no lasting effect on the child. However, any injury involving the child's neck or head will be reported to the parent as soon as possible. Additionally, your child's teacher will use their best judgment to report any injuries they feel require communication or follow-up.

Arriving at the Center

Please have your child fully ready before you drop off (fed, dressed, teeth brushed, hair done ect.) Accompany your child to their classroom or playground so you and the teacher can confirm they are signed in for the day. Adventureland does not assume responsibility for your child until they have been accompanied to and left in the presence of a teacher. Students should be dropped off at their classroom or playground by 9 am.

Arriving at the Center After 9:00 am- With previous approval

You may request approval for a late arrival at least 24 hours in advance. Late drop-off requests must be made directly to the director by email, phone call, text, or ClassDojo and cannot be approved by your child's teacher. Due to our routines, most late arrival requests won't be approved past a 10:30 am arrival time. Late arrival requests should be limited; overuse of requests will not be approved as it affects our center and your child's daily routine.

Arriving at the Center After 9:00 am Without Approval

Arriving after 9:00 a.m. without prior confirmation will not be allowed, even if it is your child's regularly scheduled day. Late arrivals disrupt the classroom routine, affect attendance tracking, and impact meal preparations. Additionally, arriving after 9 a.m. can affect your child's day, as they miss an important transition period of free play before structured activities begin. By requesting late drop-offs and minimizing late arrivals, you help reduce disruptions, ensuring that your child has the best experience and can enjoy all aspects of our program.

On-time arrival also enhances the security of our center. After 9am, students begin using shared spaces like hallways and bathrooms with teacher supervision. This minimizes the presence of adults or guardians in these areas, helping to keep our environment secure, private, and free from interruptions.

Late arrivals without prior approval may lead to dismissal if your scheduling needs are incompatible with the center's operations.

Attendance

We want your child to get the most out of our program. To do this, they need to be present during class time. If your child comes in late or is absent, they will not be able to make up projects or missed meals.

Baby-sitting

On occasion, parents ask the staff to babysit 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 cubby or in their child's backpack. All bedding should be taken home once a week for laundering. Label all bedding with your child's name, in the middle of the sheet and/or 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 a sheet and/or blanket, we may try to contact you so you can bring one.

Birthdays treats/ food for celebrations

Your child's birthday is a special day! To celebrate, parents may provide fresh fruit or vegetables for the class.

We are an egg- and nut-free school; to protect the health and safety of all students, always double-check that any items brought in to share are free of these allergens.

The center cannot serve meals or snacks that replace the scheduled lunch.

Biting

Experts in the field of child development tell us that biting occurs primarily due to 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 who was bitten. The parent will be notified by an "Ouch Report". Due to privacy laws, we cannot 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 pinpoint the source of frustration for the child. The incident will be documented, and the parent will be informed.

3) If a child exhibits issues with biting, our staff will provide extra supervision and work to find the cause and provide positive guidance to help avoid future incidents from repeating.

If more than one biting incident occurs in one day, for the safety of your child and others, 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.

One or more biting incidents that break skin. And/Or Three biting incidents in any three-month period could be cause for removal from the program.

Cleanliness

Our staff cleans and maintains our center daily. All changing tables are cleaned after each use. Toys and equipment are disinfected regularly.

Cleanliness: Pest control

Preventive pest control is conducted on an as-needed basis. Our staff is trained in health and safety practices to ensure a clean space and prevent pests from becoming an issue.

We pride ourselves on the maintenance of our facility, if you observe an issue, please bring it to the attention of our staff so we may take action as soon as possible.

Clothing

It is the parent's responsibility to check that your child has an extra change of clothes in their cubby or backpack. Check often to ensure they have everything they need, consider the weather, and if your child may have grown out of their backup clothes. 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.

Dress your child in clothes that they will feel comfortable playing in. We schedule a variety of activities, including "messy" activities. Your child will be playing with various materials including: paint, glue, markers, watercolors, and more. We try to use washable materials.

If your child wears dresses, please add shorts for privacy.

It is up to the staff's discretion if a clothing or shoe item is not school-appropriate. Such instances include but are not limited to: items that are uncomfortable, too big, or too small, or clothing with inappropriate designs or images (for example, characters from scary or R-rated movies, or branding for alcohol, tobacco, or marijuana products). In these cases, we may use your child's backup clothing or ask that you bring in a new pair of shoes or clothing if necessary. Depending on the circumstances, we may ask that certain clothing not be repeated for school.

Clothing and toilet training and/or accidents

Accidents can happen, whether a child is potty training or fully potty trained. When accidents occur, we stay calm and help the child change without drawing attention or causing embarrassment. While we recognize that clothing can be costly, for sanitation and health reasons, we must dispose of clothes that are soiled from a bowel movement. We always try to avoid this, but in some cases, it may be necessary depending on the condition of the clothes. In most cases, this will only apply to underwear. If this happens, your child's teacher will reach out to inform you of the situation and whether or not the clothes could be salvaged.

Code of Conduct:

Our community includes all staff members, enrolled families, and anyone on your pick-up list. Everyone agrees to follow a respectful code of conduct rooted in mutual respect. If any family member's actions or words make a member of the school community feel uncomfortable or unsafe, it will be grounds for immediate dismissal without tuition reimbursement.

If you ever have a concern, please bring it to the director's attention so we can partner to address it. It is at the director's discretion to determine whether the code of conduct is being followed, and to decide whether a plan of correction or dismissal is appropriate.

Emergency 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, 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. The child's guardian or a contact person should be able to come to the school within a 30-minute time period.

Your enrollment form will list emergency telephone numbers in case you cannot be reached. You may update this information at any time to add or remove anyone from your list who may pick up or be called in an emergency. This form will also be used to identify persons who are allowed to pick up.

Emergency Evacuation and Relocation

In the event of an emergency evacuation, all staff and children will remain safely away from the building until all threat of danger have subsided. If re-entry to the building is not possible and/or a weather advisory exists staff will transport the children to another designated center. Updated emergency plans can be reviewed at your child's classroom door.

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 valuable opportunity to teach children new social skills and offer alternatives to challenging behaviors. It is teaching time – a time to remain supportive of the child.

Guidance at every age and stage and individual needs will look different but will always remain founded in patience and understanding.

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, when possible.
- Removing the child from the group for a specified time.

This separation is not a punishment but rather a time when the child can calm down. With the help and supervision of a teacher, we will remind the child of the expected behavior and help recognize when they are ready to rejoin the group with the appropriate behavior.

Illness- 30 Minute Pick-Up Required

If a child is sent home with an illness, **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.

Illnesses that require pick up or to stay home

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

- Fever, vomiting or diarrhea.
- Heavy or excessive coughing, excessive snot or colorful snot (white, yellow, green ect)
- Any unusual rash
- Red eyes or discharge from the eyes
- * Visibly uncomfortable or unable to participate in classroom activities.

If the child continues to have symptoms, a doctor's note stating that the child is not contagious is required. If a child is too sick to participate in the center's activities, they should remain at home. A backup person should be provided who can pick up the child if the parent is unable to be at Adventureland within 30 minutes.

We are required by law to notify parents of children who become exposed to contagious diseases. If your child becomes infected with a contagious disease, notify the center immediately so the Director can notify families of other children who may have been exposed, and take the extra steps required to clean and disinfect. Knowing what the illness is will help us to use the proper disinfectants and prevent further spread and contamination.

Medication

Some allergies or illnesses can be safely managed at school. If your child has a prescription medication for allergies, asthma, skin sensitivities, or a recovering non-contagious illness, please complete the necessary forms available on our website

- **Medication Forms** – To be filled out if your child requires medication, including emergency medications like an epi-pen or inhaler.
- **Plan of Action** – This form should be completed alongside the medication form for children with allergies, skin sensitivities, or asthma.

If your child needs to take medication while at our school. The following guidelines must be followed:

- Fill out and sign the medication form (Available on our website or at the front office)
 - Leave the form and medication with the director or with the office.
- The medication must be in the original bottle with your child's name on it.

- We will only follow the recommended dosage on the bottle.
- We cannot store or administer expired medications.
- We cannot give medications past the date the doctor prescribed them for.

Late Pick-up

The Adventureland Facility closes promptly at 5:30 pm, and all families must have exited the building by this time. Please arrive no later than 5:25 pm to allow time for pick-up and transition. We may transition to church activities 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.

Adventureland staff are required to provide the guardian at departure with a late slip; a copy will be left with the director.

Fees: We charge \$15 for any portion of the first five minutes that your family remains at the facility after 5:30 pm. After 5:35 pm, the charge is an additional \$1 per minute. After 5:40 pm, the charge is an additional \$2 per minute.

Fees are based on the time your family exits the building, not the time you arrive. Your auto pay will be processed within 5 business days.

Excessive late pick-ups: Excessive late arrivals may result in your child's removal from the program. If late pickups occur repeatedly, we will first communicate a plan of correction. However, if the late pickups continue, enrollment will be terminated.

Severely late arrivals: A severely late arrival is defined as 15 minutes or more past closing and, even on a first occurrence, may be grounds for immediate dismissal from the program at the director's discretion. Failure to communicate that you will be late may also result in dismissal from the program.

Additionally, any child remaining on the premises 25 minutes after closing (5:55pm) may require us to contact social services and the appropriate authorities, as we are obligated to ensure the safety of every child in our care.

Note: Part-time schedule pick-up is @ 12pm – the same policy applies. Fees will be charged by arrival/pick up time, as long as the family is mindful to exit the center in a timely manner, so as not to disrupt the transitions into nap or other scheduled activities for our full-time students.

Meals and Snacks

Adventureland provides free lunch and snacks in the morning and afternoon as part of the CACFP program. This program helps us keep our costs low while providing healthy, balanced meals for every child in attendance.

If you choose to supply additional food for your child, healthy low-sugar snacks are encouraged. We require that you not include anything that requires refrigeration or heating. For the safety of others, we are a nut-free and egg-free school. If nuts or eggs in any form are brought to school, they will be disposed of to protect our students and staff from possible allergic contamination. Repeat occurrences could lead to dismissal.

View these forms on our website for more detailed information. Located on the “Parents” Tab.

- Example Menu– An exact menu for the week, with serving sizes, is posted at the center near the director's office.
- Non-Discrimination Statement – Our center participates in the CACFP's food program and is an equal opportunity provider. If you have a concern or complaint, you may reach out to the preschool director, and concerns will be addressed promptly.
- Parental Request for Fluid Milk Substitution Form – As a participant in the CACFP food program, every lunch includes a milk option. Complete this form to request a lactose-free milk option for any reason.
- Declining Participation in the Food Program Form – Our center provides a free morning snack, lunch, and afternoon snack for every child enrolled, with or without the completion of a meal benefit form. If you wish to

provide your own food and decline the center's no cost meals, you will need to complete this form and provide your own food for each meal time.

- **Request for Special Meals or Accommodations** – Utilize this form If your child has dietary restrictions; we can make some substitutions to accommodate these restrictions, as long as they do not result in unreasonable costs or staffing adjustments. Our team will research the options and inform you in a reasonable timeframe if we can meet your request.

Nap Time

All children who spend a full day with us will be required to rest. Following state-regulated licensing regulations and requirements, children are expected to rest quietly, allowing those who need to sleep the opportunity to do so without distraction or disturbance. No child will be forced to sleep or to stay awake. Nap is from 1pm-3pm. Sleep cots are provided by the center. The parent must provide a crib-sized sheet and blanket at the beginning of the week and be taken home for laundering on the last day of the week that your child is in attendance.

Milk, stored in a cold insulated bag, and pacifiers are acceptable for children age 2 and will only be provided for the child at nap time. We will work with the parent to ease the child away from needing pacifiers or milk to sleep.

Personal Belongings

Adventureland provides all classrooms with age-appropriate educational materials and toys. We require all personal items from home be left at home. We are not responsible for any personal items that may get lost or broken while at school.

If a student brings toys, money, or other items not permitted, they will be asked to keep them in their backpack. Should these items cause a distraction or cannot be kept in their backpack, they will be held safely in the director's office for pick-up at the end of the day.

Photography & Video Policy: Parents, guardians, and visitors

To protect the privacy and safety of all children in our care, Adventureland is a photo and video-free zone. All parents, guardians, and visitors are not permitted to take photos or videos while on our premises. This policy applies to all devices capable of recording or taking photos, including video chats. Visitors wearing video-recording glasses may be asked to remove them, since the recording indicator light can be disabled, making it impossible to confirm whether recording is active.

We understand how much you treasure capturing moments with your child. Our staff is happy to share milestone updates and special moments through our approved communication channels. Any parent or visitor found taking photos or videos without authorization may be asked to delete the content.

Photo and video authorization: Adventureland staff

Upon enrollment, all families are required to complete a Photo & Video Authorization Form indicating their preference: **Yes** – I give permission for my child to be included in center photos and videos for use in school projects, bulletin boards, website content, and marketing materials. **No** – I do not give permission for my child to be photographed or recorded. **How We Honor Your Decision:** If a parent or guardian declines photo and video consent, we will document the child's opt-out status and will ensure the child is not included in any publicly made photos. Children who opt out will still be included in approved school communication apps such as ClassDojo for parent communication and class updates.

Reporting of Child Abuse

Childcare workers are mandated reporters and are required by law to report any suspected incidents of possible child abuse or neglect. If a report is made, remember it is for your child's safety and well-being. The purpose of a call is for a proper investigation, as it is not up to our staff to determine if abuse has or has not occurred. If a report is made, Child Protective Services (CPS) is to investigate any possible physical abuse, emotional abuse, or neglect.

CPS will investigate and follow up with services to support your family.

Re-registration/ Renewal

An annual re-registration fee is charged in May to confirm and secure your child's enrollment for the upcoming school year, starting in September. This fee helps us plan for the year ahead, purchase school supplies, and update the curriculum. To fully re-register, an annual renewal agreement must be signed, and any missing or out-of-date forms must be completed before September.

Families who do not pay the re-registration fee will remain enrolled through the 2nd week of August unless the parent communicates an earlier disenrollment with a 2-week written notice. If a family wishes to extend their enrollment but does not plan to continue into the new school year, please contact the director to discuss options. We are happy to work with families to find a solution if space allows.

If a child was disenrolled for any period of time, a re-registration fee will be required for re-enrollment into the program.

Security

We take the care and security of your children as our number one priority. As part of the security process, we reserve the right to record video and audio throughout the facility. We specifically have video surveillance of our entry/exits and hallways. Additionally, we have a 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 and may be changed at any time.

Sign-in / Out Procedure

We require you to utilize our security door with your unique PIN number to sign your child in. Do not hold the security door open for others, as they are also required to enter their PIN. 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 their child is in our care. Sign-in sheets will be utilized if our PIN number process is temporarily unavailable. You must then accompany your child to their classroom. Students cannot be dropped off outside of a teacher's view or supervision.

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 ID will be requested from the teacher or front office when it is your first time picking up, or whenever a new staff member needs to confirm your identity.

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, record keeping, and more. A copy of the license and details of the facility's operations are visibly posted at the entryway.

Toileting and potty training

Diapers or pull-ups and wipes are to be supplied by the parent. For sanitation, we can not use reusable diapers. 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 of your child's life. If your child is having multiple BM accidents in their underwear, we will go back to pull-ups until we see more signs of readiness. There is an additional monthly charge for children who are not yet potty trained. This fee will be removed in the next billing cycle once the child has been fully trained for over 30 days. It is the parent's responsibility to notify the director when their child begins the 30-day trial period so we can plan accordingly to remove the fee. If we are not notified late, the fee will be removed during the next tuition period.

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

Registration: A non-refundable registration fee is to be paid at the time of enrollment. A re-registration fee is due each May 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 \$10 weekly billing fee and 2 weeks' tuition to be paid prior to starting, with automatic payments. Keep in mind that with weekly pay, on occasion, an additional 5th week may occur.

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

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 it in an envelope with your name and your child's name. Payments may only be deposited into the cash box. Staff may not accept any tuition payments. \$10 weekly billing fee applies.

Check Payments: If paying by check, please write the student's name in the memo section of the check and place it in our tuition box located in front of the offices. 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. Payments may only be deposited into the cash box. Staff may not accept any tuition payments. \$10 weekly billing fee applies.

ACH Bank Payments: If you choose automatic withdrawal from your bank checking or savings account, we will 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 offer payment options by credit or debit card on our website. To cover our additional costs for this option, a convenience fee is included.

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. Following a dismissal, you would have to re-enroll, including registration fees, and have your application reviewed for consideration of re-enrollment. To re-enroll, we will require prepayment for the full month's tuition and to set up auto pay.

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.

Holidays, Closures, etc: No reductions in tuition are made for holidays, government-mandated closures, weather closures, absences, suspensions, or illness. 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. We will communicate thru multiple platforms: email, social media, ClassDojo, ext. 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 the rate for the current schedule.

Nondiscrimination Statement

California Department of Social Services
Child and Adult Care Food Programs Branch

Child and Adult Care Food Program
CACFP 09 (Rev. 06/2024)

U.S. Department of Agriculture (USDA) Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.