



PRESCHOOL  
PARENT HANDBOOK





"Home of the Warriors"  
6401 Stanford Ranch Road, Roseville, CA 95678

Dear Parents,

Welcome to Adventure Christian Preschool. We are thrilled to welcome you to our preschool family and we look forward to partnering with you in the beginning stages of your child's education. Preschool is an exciting time filled with wonder and exploration. Adventure Christian Preschool is dedicated to providing a quality, developmentally appropriate learning experience for each child. Our staff is highly qualified and brings years of experience to the classroom. Each day will be filled with fun and exciting opportunities to help your child develop spiritually, academically, and socially. We look forward to all that God will do this year as we work together in building a foundation for your child's future.

Your Partner in Christ,



Paula Williams, Preschool Director



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## **PHILOSOPHY OF EDUCATION**

Welcome to Adventure Christian Preschool! It is a joy to welcome you and your child to our school. We have outlined some important information for you in the following pages. Please read these guidelines and keep this handbook for future reference. If you have any questions, please contact our school office at (916) 781- 2986.

## **MISSION STATEMENT**

Adventure Christian School exists to partner with families in training students to embrace God's Truth, strive for excellence in academics, and model Christ-like character.

## **VISION STATEMENT**

Adventure Christian School seeks to guide students to a committed relationship with Christ, prepare them for the highest levels of academic scholarship, and equip them to accomplish the purposes for which God created them.

## **PILLARS**

Truth

Excellence

Character

Family

## **STATEMENT OF FAITH**

### **The Bible**

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. ([2 Timothy 3:16](#) [2 Peter 1:20,21](#) [2 Timothy 1:13](#) [Psalm 119:105, 160, 12:6](#) [Proverbs 30:5](#))

### **God**

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. ([Genesis 1:1,26,27, 3:22](#) [Psalm 90:2](#) [Matthew 28:19](#) [1 Peter 1:2](#) [2 Corinthians 13:14](#))

### **Jesus Christ**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords. ([Matthew 1:22,23](#) [Isaiah 9:6](#) [John 1:1-5](#) [14:10-30](#) [Hebrews 4:14,15](#) [1 Corinthians 15:3,4](#) [Romans 1:3,4](#) [Acts 1:9-11](#) [1 Timothy 6:14,15](#) [Titus 2:13](#))

### **The Holy Spirit**

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily. ([2 Corinthians 3:17](#) [John 16:7-13, 14:16,17](#) [Acts 1:8](#) [1 Corinthians 2:12, 3:16](#) [Ephesians 1:13](#) [Galatians 5:25](#) [Ephesians 5:18](#))

## Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and causes many problems in life. ([Genesis 1:27](#) [Psalm 8:3-6](#) [Isaiah 53:6a](#) [Romans 3:23](#) [Isaiah 59:1,2](#))

## Salvation

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. ([Romans 6:23](#) [Ephesians 2:8,9](#) [John 14:6, 1:2](#) [Titus 3:5](#) [Galatians 3:26](#) [Romans 5:1](#))

## Eternity

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. ([John 3:16](#) [John 14:17](#) [Romans 6:23](#) [Romans 8:17-18](#) [Revelation 20:15](#) [2 Corinthians 2:7-9](#))

## BIBLICAL MORALITY STATEMENT

Adventure Christian School (ACS) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that gender is both sacred and established by God's design. Parents, or legal guardians, who choose to enroll their children at ACS, are agreeing to support these and other basic Biblical values derived from historical Christianity. Parents understand and agree that ACS will teach these principles and Biblical values.

In addition, ACS urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5-6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). ACS was founded and continues to operate upon Biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment.

ACS believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and revealing the truth of that relationship is of one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Genesis 1:27-28, 2:18, 23-24; Isaiah 54:4-8, 62:5; Jeremiah 3:14; Hosea 2; Malachi 2:14; Matthew 19:4-6; Mark 10:9; John 2:1-2; Ephesians 5:22-32; 1 Timothy 5:14; Hebrews 13:4; Revelation 19:7-8.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological gender is a rejection of the image of God within that person.

## **NON-DISCRIMINATION STATEMENT**

Children with special needs may be admitted on an individual basis with due consideration to the program offered and the needs of the child. All children enrolled must meet the ambulatory requirements of the Department of Social Services of the State of California. No child shall be excluded on the basis of race, color, gender, religion, or national ancestry.

## **OUR CORE VALUES**

- We value helping parents provide an excellent beginning to their child's education.
- We value developmentally appropriate Christ-centered instruction for our students.
- We value having a safe, comfortable learning environment for all of our students.
- We value learning through play as well as some child/teacher directed learning activities.
- We value the continued training of our staff and we are committed to their professional development.
- We value reaching out to our community and to our world with the message of God's love.
- We value meeting the needs of the whole child (Mind, Body and Spirit).

## **SCHOOL ORIENTATION**

### **PRESCHOOL STAFF**

Adventure Christian School's preschool teaching staff is comprised of well-qualified instructors. The staff at Adventure Christian Preschool are highly dedicated teachers with a genuine interest in the education of young children. All of our teachers are certified or credentialed and professionally trained. Our staff members have a personal relationship with the Lord Jesus Christ and support all Christian beliefs upheld by the school. All staff members maintain an updated CPR/First Aid card.

### **PRESCHOOL OFFICE HOURS**

Monday through Friday 8:00 a.m. - 3:30 p.m. (except on school holidays)

### **PRESCHOOL CLASS HOURS**

Half day classes 8:30 a.m. - 11:30 a.m.

Full day classes 8:30 a.m. - 3:00 p.m.

Minimum Days 8:30 a.m. - 11:30 a.m.

Pick-up times will be strictly adhered to. Any child picked up late from the morning preschool classes will be rolled into our "Lunch Bunch Program." A charge of \$5 will be billed to your financial account.

Any child picked up late from the full-day preschool classes will be rolled into the after school care program and will be charged \$20.00 beginning 10 minutes after dismissal time.

### **PRESCHOOL VISITS**

Prospective students and their parents are encouraged to visit if they are interested in attending Adventure Christian Preschool. Please contact our Admissions Coordinator for more information.

## **BEFORE AND AFTER SCHOOL CARE MINISTRY (ASCM)**

Before school care is available for students Monday – Friday 7:00 a.m. – 8:30 a.m. After school care is also available Monday – Friday 3:00 p.m. – 6:00 p.m. for students enrolled in full day classes. To enroll your child in before and/or after school care, please contact to office for the registration packet. Rates, contract, billing info, and available dates are posted on the school website.

### **CLOSED CAMPUS POLICY**

We have a closed campus policy. All visitors must sign in at the office and wear a visitor's badge. If arrangements have been made and the child is to be picked up before the end of the day, the parent or legal guardian must first check in at the school office and they will be given access to the classroom for the child to be released into the care of the parent or guardian.

### **SIGN-IN AND OUT PROCEDURES**

An adult must accompany each child into the school each day. A sign-in and out sheet will be posted at the entrance of each classroom. Each day you must sign your name using your full legal signature when dropping off and picking up your child. Children will be released only to adults who are listed as authorized to pick-up. The adult must also have a picture I.D. with them. We will not release children to anyone who is not listed on the child's registration form as "authorized."

### **CHILD CUSTODY AND IDENTIFICATION**

For families who have child custody arrangements, Adventure Christian Preschool requires that a copy of the court papers describing custody arrangements be provided before the child is enrolled. These papers will be kept in the child's file and referred to if needed. If there is a court order restricting anyone from contact with your child, we ask that a copy of the court order be provided to the Director. Anyone who is listed on your emergency authorization form to pick up your child must show a picture I.D. to the child's teacher before the child is released to them.

### **PRESCHOOL READINESS EXPECTATIONS**

Adventure Christian Preschool aims to be a safe and secure environment that meets the needs of all of our students. To help us determine each child's needs, all incoming students are enrolled on a one-month trial basis (30 days). Occasionally, a child may not be ready for a school environment or requires one-on-one attention. Behaviors such as extended separation anxiety, frequent potty accidents, repeated unwillingness to follow directions, and/or aggressive behavior towards the teacher or other children may be an indication of this. In those instances, we will conference with the parent and implement a daily plan between the school and the child's home. In addition, a probationary period of two (2) to four (4) weeks will be instituted. If the negative behavior is repeated during the probationary period, the parents will be asked to pick up their child. In the event improvement in the behavior is not achieved within the probationary period, we will be forced to withdraw the student from school. However, with the director's approval, the child may be allowed to enroll at a later date.

### **ADMISSIONS**

Enrollment in Adventure Christian Preschool is open to children who meet the following age requirements:

Young Adventurers: Must be age 3 by December 31st and toilet trained

Pre-Kindergarten: Must be age 4 by December 31st and toilet trained

The child must be ready to separate from the parents and enter the group situation and must benefit from the program being offered. Additionally, students may not enroll in our Transitional

Kindergarten program directly from our Young Adventurers 3-year-old program even if they meet the age requirement.

Children will be admitted when the following have been completed:

- The non-refundable registration fee has been paid.
- All forms in the registration packet have been completed and turned in to the preschool.
- A copy of the child's immunization record showing receipt of required immunizations in accordance with state law has been provided to the preschool prior to the first day of attendance.
- A copy of a Physician's Report has been provided to the preschool prior to the first day of attendance.
- A copy of your child's Birth Certificate has been provided to the preschool.

Students must register annually in order to attend preschool each school year. Registration is tiered to provide current students and current families priority registration opportunities before members of the public are able to register in the preschool program. Families must be current on their tuition in order to be eligible to reenroll for the following school year.

#### **REQUIRED DOCUMENTS UPON ENROLLING**

Students entering licensed child-care facilities in the state of California for the first time must present the following items to the preschool upon enrolling:

- Copy of immunizations proving receipt of required vaccines in accordance with state law
- Copy of birth certificate
- A signed physician's report
- State Licensing forms: LIC 702, 613A, 995, 995E (copies can be provided by preschool office)

#### **TUITION**

To help our families with the cost of tuition, our school offers a 5% discount on the annual tuition if paid in full by August 20<sup>th</sup>. As an alternative to paying the annual tuition in a lump sum, a ten-month tuition payment plan is offered with payments due on the fifteenth day of each month and considered late if received after the twentieth, the first payment being due August 15<sup>th</sup> and the last payment being due May 15<sup>th</sup>. A \$25.00 late fee will be added to all balances not received by the 20<sup>th</sup>. There will be no reduction in tuition due to illness, vacations or holidays. A \$35.00 Returned Check Fee will be charged for any check that is returned for any reason. Because Adventure Christian School is a private school, we rely solely on tuition for our day to day expenses. Unpaid tuition has a very negative impact on our ability to operate and minister to our students. If tuition remains unpaid after fifteen days, we reserve the right to drop your student from enrollment.

Students transferring into the school mid-year between the 1st - 15th of any month will be required to pay the full month's tuition on their first day. New students enrolling from the 16th through the end of the month will only be required to pay half the tuition amount for that month. Families with more than one student will be charged the full tuition price for the oldest child only; younger siblings will receive a 5% discount for the second child, a 10% discount for the third child and so on.

If at any time you choose to withdraw your child from enrollment, you must notify administration in writing or via phone call at least two weeks prior to your child's last day of attendance; you will be responsible to pay for 2 weeks tuition whether the school is notified in advance or not. If tuition has

been paid in advance, a refund will be pro-rated based on the two-week notice date or as the student's last day of attendance whichever comes first. After May 1st, no withdrawals from the program will be permitted and families will be responsible for the remaining tuition payments to fulfill the annual tuition amount.

Parents will be notified no less than thirty calendar days prior to any modification of tuition rates and/or policies.

## **ASSESSMENTS AND CONFERENCES**

At the beginning of the school year, each child will be assessed by their teacher and those assessments will be shared with the parent(s) during parent teacher conferences in October. These assessments are done in an effort to share milestones and goals for the student to meet during the course of their time with us as parents and teachers together prepare for Kindergarten readiness. Parent conferences will be held for four-year-old class students (Pre-Kindergarten class) only and parents will be notified in advance of the conference date and time. Final assessments will be administered again in the spring reflecting the growth your student has made during their time with us.

## **BEHAVIOR STRATEGIES**

God holds parents responsible for the training of their children according to Deuteronomy 11:19 and Ephesians 6:4. The administration and teachers of Adventure Christian Preschool are grateful for the trust and partnership with parents to provide an environment where your child may grow in the love and knowledge of our Lord and Savior. Parental support is crucial in every area of schooling for students. Consequently, discipline issues must be carried out at home as well as at school. Together we are a team in providing the best environment for all students and fostering a positive learning experience for all.

We believe that children will generally live up to our expectations of good behavior. We will state the five simple rules of the school often. We also ask that you reinforce these rules at home. Our rules at Adventure Christian Preschool are as follows:

1. I will be kind.
2. I will listen.
3. I will do my very best work.
4. I will take care of my school.
5. I will keep hands, feet, and objects to myself.

## **“TUCKER THE TURTLE”**

We use Tucker the Turtle as a powerful social-emotional tool to show young children how to “stop, tuck, and think” (the Turtle Technique) before succumbing to overwhelming feelings (taking a toy from a friend, hitting a classmate on the head, etc.). Tucker the Turtle is a puppet used in the classroom and is also a character in a story developed by a positive-behavior expert at Vanderbilt University.

In the story, Tucker is a little turtle in preschool who, like many young children, has impulse-control issues. When he gets mad, he kicks, yells, and hits his classmates. That all changes when Tucker learns to “think like a turtle” instead. He keeps his body and hands to himself and stays quiet while taking three deep, calming breaths. Then, he starts to consider ways he can improve the situation that upset him. As a result, Tucker has better control over his emotions and behavior problems are solved.

Teaching children how to regulate their feelings (think before they act), is a crucial part of early childhood education. It's important to remember that children do not automatically know how to regulate their emotions. Self-regulation is also about learning to feel joy and excitement and also know how to regulate those emotions in a way that is safe and appropriate.

The Turtle Technique can teach compassion and empathy, it helps children connect to a calmer place within themselves (inside their shell) and helps them find kinder words and actions when they're ready to rejoin the group.

In the event a child exhibits behavior that falls short of our rules and expectations, the staff that observes the behavior will take the child aside to counsel him or her. The teacher will state the behavior the child exhibited that falls short of our expectations. They will remind the child of the rules at school. We may have the child sit for a short "thinking time out" (no more than one minute per each year of the child's age). After the brief "thinking time out," the teacher will remind the child why they had a time out and help the child verbalize some possible ways they could have acted in out and help the child verbalize some possible ways they could have acted. In rare instances, it may be necessary to suspend or drop a child from our program due to disruptive behavior. The following procedure will be administered for a disruptive child:

- Step 1: Teacher talks with child and attempts to modify the behavior. If behavior continues, behavior is documented.
- Step 2: Teacher talks with the parent and the child and involves the family to bring about the desired change in the documented behavior.
- Step 3: If disruptive behavior continues the child will be sent to the Director.
- Step 4: If disruptive behavior continues, the child may be excluded from the program for one day.
- Step 5: If disruptive behavior continues a parent/teacher/director conference will be held.
- Step 6: If the child still exhibits unacceptable behavior, he or she may be dropped from the program and may not be re-enrolled. If tuition has been paid for the month, a prorated refund may be made to the parents.

In extreme cases where one child inflicts intentional and repeated serious harm or injury to another child, immediate termination of enrollment may result.

At Adventure Christian Preschool, the use of any form of corporal punishment is not allowed on the premises, by parents or employees.

## **BITING**

One of the most upsetting yet normal behaviors of early childhood is biting. With toddlers and young preschoolers, social skills are still limited; therefore, children will often react rather than respond accordingly.

Parents will be notified if their child has been bitten and of the procedure teachers have taken. The name of the child who did the biting will not be included when informing the parent of the incident. If the bite has broken the skin, it will be washed with soap and water. Both parents will be notified immediately and requested to call their child's physician for further instructions.

If biting becomes an ongoing behavior, the director and the child's teachers will talk with parents and together they will carefully analyze the circumstances. Anecdotal information noting when the

incident happened, where it happened, what precipitated the bite, who was involved, and the times of day the biting occurs will be recorded. A teacher will be assigned to stay in close proximity to the child to interrupt the biting behavior before it happens and to provide needed support. Reasonable action will be taken to modify the environment, routines, or interactions within the group, the help diminish the biting.

## **HEALTH & SAFETY**

### **GENERAL OVERVIEW**

- All medication is stored in the preschool office and is checked monthly for expiration dates.
- All staff is First Aid and CPR trained.
- Office staff will administer medications and take temperatures.
- Office staff will take appropriate safety precautions while administering medications including, checking, and completing appropriate documentation, wearing gloves, proper disposal of soiled materials, proper hygiene following administration, and notifying parents as needed.
- First Aid supplies are in an upper cabinet in every classroom for immediate attention. Supplies include gloves, Band-aids, face mask, rescue breather kit and emergency absorbent gel for absorption of bio-hazards. Additional first aid supplies are in the school office.
- All staff are mandated reporters of child abuse and neglect. They are required by law to report suspected abuse and neglect. This includes leaving a child unattended in a vehicle.
- In the event of an emergency on campus, office staff is responsible for collecting medication that is stored in the office along with the medication authorization binder.
- In the case of a field trip, parents are responsible for providing and administering any necessary medication for their child.

### **DAILY HEALTH CHECK**

A daily health check will be conducted by each child's teacher upon their arrival. The teacher will be checking for symptoms of illness, communicable disease, child abuse and maltreatment. Adventure Christian Preschool reserves the right to deny a child's attendance due to illness or improper attire.

## **HEALTH**

### **Health**

To prevent the spread of illness, we ask that if your child is ill he or she be kept at home. Some symptoms which keep a child from attending school include, but are not limited to:

- A temperature above 100.4 degrees.
- Vomiting and/or diarrhea.
- An unidentified rash.
- Colored discharge from the nose.
- Moderate to severe congestion and/or cough.
- Eyes that are red or have discharge coming from them.
- Any open or oozing wound or rash will be looked at by the school nurse or principal and she/he will decide whether admittance into school for that day will be allowed.

If a child becomes ill during the course of the day, the parent will be contacted and requested to come and pick up the child as soon as possible. The child will be taken to the school office and monitored until the parent arrives.

For any of the above-mentioned symptoms, children may return to school when they have been free of symptoms for 24 hours or have been on an antibiotic for 24 hours.

If your student is experiencing a fever accompanied with symptoms such as congestion, cough and/or a headache, please contact the office for additional guidance for your child to return to campus.

All student absences are to be reported through the school app or through ParentsWeb.

\* This section is subject to change.

## **ASTHMA AND OTHER CHRONIC ILLNESSES**

If your child has asthma, a serious allergy, or a chronic illness, please be sure to alert your child's teacher, and the school office. A written statement from the doctor must be submitted to the school office detailing necessary action which must take place in case of a medical emergency. If a child is laboring to breathe or is in any other danger which cannot be quickly alleviated by medication, emergency professionals will be notified immediately.

## **MEDICATIONS**

In the event your child is in need of medication during the school day, the following criteria must be met:

1. All medications must be turned in to the office.
2. Only office staff members will be allowed to administer medication to students. If a parent/guardian comes to campus to administer medication, the parent/guardian must also sign the Medication Authorization Form.
3. Students must have a parent turn in the medication before school and pick up the medication directly after school, unless the child has a chronic illness such as asthma, severe allergies, etc.
4. Medications must have the original label on them displaying the physician's written directions and the patient's name.
5. A Medication Authorization Form signed by the parent or guardian indicating permission and instructions for the prescribed medication must be on file in the school office.
6. Over the counter medication may be utilized with prior written parental consent on the Medication Authorization Form. In this case, parents must also provide the medication in its original container, a written schedule, amount, and method by which such medications are to be taken.
7. Should the medication require refrigeration, medication will be stored in a separate container.

## **INHALERS/NEBULIZERS**

Parents or authorized representative must complete and sign Nebulizer Care Consent/Verification Form (LIC 9166). All devices/inhalers must accompany a doctor's note and have the pharmacy's label indicating the child's name, dosage, and administration instructions, side effects, and appropriate response.

## **ADDITIONAL MEDICAL SERVICES**

Adventure Christian Preschool does not have trained medical personnel available to perform blood-glucose testing, glucagon administration, gastronomy tube care, or emptying of an ileostomy bag, therefore, the school is not able to accommodate a child with diabetes or additional medical needs

that require such services. In the event that a child has enrolled in this program, parents will be responsible for such duties.

### **ACCIDENT AND INJURIES**

Parents will be notified in cases of accidents, injuries, or illness. If our staff is unable to reach the parents, emergency contacts will be notified. Please be sure your child's emergency contact information is up to date at all times.

### **SAFETY DRILLS**

Safety drills will take place once a month at Adventure Christian Preschool including fire drills, earthquake drills and lockdown procedures. Teachers will guide children through proper safety procedures and escort students to designated areas. Teachers are responsible for taking roll during the drill to ensure the safety of all students. Please speak to your child about the importance of cooperation during these drills. In the event of an actual emergency, children will remain with their teachers until all parents are notified and students are safely released to their families. Adventure Christian Preschool takes your child's safety very seriously. Teachers have emergency preparedness trainings, meetings, and drills regularly.

### **EMERGENCY BAGS**

We recommend that you send a flashlight with extra batteries, 2 bottles of water, non-perishable food items, a picture of your family and a thermal blanket, in a large Ziploc bag marked with your child's name. These will be kept on hand in case of an emergency.

### **PARENT INFORMATION**

#### **ADVENTURE PARENT CONNECTION**

The Adventure Parent Connection, known as the APC, offers an opportunity for parents to get involved in our school. The primary focus of the APC is to support the administration and staff and to offer avenues of involvement for parents. APC is responsible for a yearly school wide fundraiser. Parent involvement is vital for the success of our fundraiser. We invite all families to participate.

### **ANIMALS ON CAMPUS**

Sometimes children want to share their pets with their friends on campus. Please know that dogs are not allowed on campus unless they have a muzzle and are on a leash or in a carrier and you have received prior approval to bring that animal on campus.

### **BIRTHDAY PARTIES**

Families are welcome to bring a special birthday treat for the class with prior approval from the student's teacher. If your child is having a birthday party or special get together outside of school, please do not ask the classroom teacher to distribute invitations, or to place them in cubbies. Please distribute the invitations off campus. you may request a list of addresses for those families whom have requested to be included in our directory. Thank you in advance for your understanding. Remember that non-sugared items make great birthday fun and are encouraged by the staff.

### **BOOK ORDERS**

Each month Adventure Christian Preschool teachers will send home various book orders for your review. The companies we utilize offer great age-appropriate books for young children at reduced prices. For every book you order for your home library, our school earns bonus points toward new books for our program. All book orders must be turned in to your child's teacher by the due date.

Please make your check or money order payable to the book company itself. We cannot accept cash for the book orders. If you have any questions concerning book orders, please be sure to check with your child's teacher. Adventure Christian Preschool teachers will be organizing all class book orders.

### **CHAPEL/BIBLE TEACHING**

Chapel will be held once a month for Adventure Christian Preschool students. During chapel we will sing songs, hear Bible stories, and pray together. Adventure Christian's Chapel Leader and special guest speakers will lead chapel. Your child will also be taught a daily Bible lesson in their classroom. Parents are welcome to join us! We pray throughout our day at circle time and before snack/meal-time. All students regardless of religious affiliation or lack thereof, will be required to participate in teaching and practices such as chapel, Bible classes and times of prayer. In addition, demonstration of other religions will not be permitted on campus.

### **CLASSROOM VOLUNTEERS**

Parent participation is appreciated particularly at specific times of the year. Preschool teachers will set a sign-up sheet outside their door when they need help in their classrooms. Adventure Christian Preschool requires all volunteers to pass a fingerprint and background check prior to any time spent in the classroom. Additionally, volunteers are required to meet immunization requirements outlined in SB792 and must show proof measles, pertussis, and influenza vaccinations. Please see the office for possible dates, times, and cost of fingerprinting.

### **CUBBIES**

Each child's room has cubbies that will be assigned to your child. This cubby is for the use of the school. Please do not place advertisements, solicitations or similar items in the student's cubby. If you are asked to help by creating or sending out some form of school information by the teacher, it must be read and approved by the administration first.

### **DRESSING FOR FUN**

Please have your child come dressed for fun at preschool. We recommend that your child wear casual play clothes. Their clothing should be comfortable and easy to manage when using the toilet. Remember that your child may be using sand, water, paint, play dough, glue, and other exciting learning material which might end up on his or her clothing. We recommend that you do not send your child in expensive, "Sunday Best" type of clothing. We also ask that your child wear closed-toe shoes. During cooler months, please send your child with a jacket that has been marked with his or her name.

### **FIELD TRIPS**

Field trips are an exciting part of the learning process. Adventure Christian Preschool takes one off-campus field trip each year. Parents are required to accompany children on the field trip for safety reasons. Siblings are welcome to attend. Adventure Christian Preschool students truly enjoy spending time with classmates and family members and field trips are a great way to provide new learning experiences for young children. Additionally, preschool students will attend some on-campus field trips such as monthly chapel, some classes will attend library weekly, and all students will attend Christmas program practice in other buildings on campus during the months of November and December.

### **FUNDRAISING**

Our school participates in a few optional fundraisers each year aimed at improving campus facilities, program improvements, etc. Please note, involvement in the fundraising is optional, but appreciated.

### **GUEST SPEAKERS**

Throughout the school year, special guest speakers will be invited to Adventure Christian Preschool. Some of our guest speakers include firemen, policemen, doctors, pilots, clowns, pastors, etc. Please let the school office know if you would like to visit our school as a special guest speaker. Parent speakers are an extra special blessing.

### **JUST IN CASE BAGS**

At times, a child may have a potty accident. Please send a set of play clothes (shorts or pants, a shirt, underwear, and socks) in a Ziploc bag marked with your child's name. These items will be used as needed and the soiled clothes will be sent home with you to be replaced immediately.

### **LOST AND FOUND**

Any items left around or in the classrooms are placed within the Lost and Found containers located outside of the preschool office and on the elementary playground. All items that are labeled with easy to read names on them will be returned to your child. All items without names will be donated. Please neatly label all coats, jackets, sweaters, etc.

### **LUNCH PROGRAM**

Students will be given a 20-30 minute period to eat their lunch. Hot lunch is available Monday through Friday for all day students. Parents place their online order and submit payment online no later than the day prior by 9:00 a.m. The school does not have adequate space for storing student lunches, therefore we cannot offer refrigeration. Ice packs are a great way to keep your child's lunch fresh if the food from home needs to be kept cold. The school also has no way of heating lunches making thermoses a great choice for hot foods on cold days.

### **MANDATORY REPORTING**

All staff members are also mandated reporters and required by law to inquire and report any unusual matter involving your child to proper authorities. The Department of Social Services (DSS) shall have the authority to interview children or staff and to inspect and audit a child or facility records without prior parental consent. Adventure Christian Preschool shall make provisions for a private interview with any child(ren) or any staff member, and the examination of all records relating to the operation of the facility. DSS shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement and have a licensed professional examine the child(ren).

### **NAP TIME**

In accordance with state law, students enrolled in our all-day classes must rest for one hour. We understand that some students may benefit from more time than this and we are happy to provide an option for families to allow their student to sleep for a full hour before waking them to participate in the remaining activities planned for the school day. Please contact the office and/or teacher to discuss your family's napping preference.

### **PARKING AND DRIVING ON OUR PROPERTY**

The school has a very specific driving and parking policy in place for the protection of everyone while on our property. Please adhere to all rules and regulations while on our premises. Failure to do so may lead to disenrollment of the enrolled party from our program.

- No cell phone usage while driving.
- Speed limit is 10 mph.
- Park in the specified school parking lot only.
- Have your child with you at all times.
- Obey all posted signs.
- Do not leave small children unattended in your car at any time. This is a State law and is considered child endangerment.

### **RE-ENROLLMENT FOR FOLLOWING SCHOOL YEAR**

Each year, students must re-enroll for the following school year including payment of an annual, non-refundable reenrollment fee. In order for a student to be eligible to re-enroll, the financial account associated with that student must be current and in good standing. Additionally, the school reserves the right to place a child on probation and suspend a student's re-enrollment for the following school year if academic, behavioral, or financial concerns are warranted by administration.

### **SHARE DAYS**

Your child's teacher will be assigning special share days for the children in their class. We ask that at no time, your child bring a toy gun or violent toy to school. If you have any questions about the appropriateness of something your child wishes to bring to school, please check with your child's teacher before bringing the item to school. Other than children's share days, we strongly encourage you to have children leave their own toys at home. We have found that personal toys can get broken or misplaced while here at school, and we do not want anyone to lose their own special things. We appreciate your understanding.

### **SNACKS**

Preschool families will be asked to take turns bringing a snack for their child's class (approximately every 20 sessions). The school will provide milk daily for the children. Class snack schedules will be given out two weeks before the start of the new month with a designated snack to be brought in by the assigned child, on a specific day. Snack time is an important part of the learning process. During snack time we will be modeling good nutrition and good manners.

Please be sure to notify the school office and your child's teacher if your child has a milk or food allergy. All food allergies should be noted on your child's registration form. We ask that any child with a food allergy of any kind bring their own snack with them to class. This will protect them from any accidental incident. Also, please talk with your child on the importance of not sharing their food with anyone or taking food from a friend.

### **TRANSPORTATION**

The school will not provide transportation for students of Adventure Christian Preschool.

### **OUR RELATIONSHIP WITH YOU**

Of utmost importance to us is our positive relationship with you and your child. If at any time you have any questions or concerns, please contact the Director as soon as possible. Our school is here to serve you and your family. As a Christian ministry, it is our desire to make every effort to live in peace and resolve any disputes in private or within the Christian church. (Please see Matthew

18:15-20 and 1 Corinthians 6:1-8). We believe that obedience to these principles honors and pleases God, benefits those involved, and may lead others to faith in Christ.