



ADVENTURE CHRISTIAN SCHOOL

PRESCHOOL • ELEMENTARY • JUNIOR HIGH



PRESCHOOL

PARENT HANDBOOK



"Home of the Warriors"

6401-B Stanford Ranch Road Roseville, CA 95678 (916) 781-2986

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.

In His Hands,
Paula Williams
Preschool Director

Adventure Christian School

PRESCHOOL

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SCHOOL ORIENTATION

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

Our mission is to provide a Biblically based, academically challenging curriculum which supports the child in his/her personal relationship with Christ and prepares him/her to serve the Lord by developing a Biblical worldview for everyday life. (John 1:14,18 ; II Timothy 3:16-17)

BIBLICAL MORALITY STATEMENT

Adventure Christian Preschool (ACP) 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 the legal guardians who choose to enroll their children at ACP, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that ACP will teach these principles and biblical values.

In addition, ACP 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). ACP 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.

ACP 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, 20, 23-24; Isaiah 54:4-8, 62:5b ; Jeremiah 3:14; Ezekiel 16; Hosea 2; Malachi 2:14; Matthew 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Corinthians 9:5; Ephesians 5:23-32; 1 Timothy 5:14; Hebrews 13:4; Revelation 19:7-8.

PHYSICAL PRIVACY AND SEXUALITY POLICY

In light of ACP's mission statement and biblical morality statement, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the ACP community of their duties with regard to use of restrooms or other school facilities where individuals may be undressed in the presence of others.



Sex means the biological condition of being male or female as determined by birth. A member of the ACP community means any ACP employee, volunteer, student, parent, or visitor.

ACP's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

Notwithstanding any other policy, ACP restrooms and facilities designated for one sex shall only be used by members of that sex. In any other ACP facilities or settings where members of the ACP community may be undressed in the presence of others (e.g. changing costumes for theatrical performances), ACP shall provide separate, private areas designated for use by members of the ACP community based on their sex. ACP recognizes there may be instances where members of the ACP community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. ACP encourages members of the ACP community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

ACP will at all times interact with members of the ACP community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the ACP community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person - behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by ACP, which is cause for terminating his/her privilege of membership in the ACP community.

To preserve the function and integrity of ACP and to provide a biblical role model to members of the ACP community and the community-at-large, it is imperative that all members of the ACP community agree to abide by this policy.

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).

ADMISSIONS

ADMISSION REQUIREMENTS

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 that has met the state of California requirements 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.

REGISTRATION

Students must register annually in order to attend preschool each school year. Registration is tiered to provide current students, current families, and families returning to ACP 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 register for the following school year.

TUITION

Tuition is based on a yearly contracted amount that may be divided into ten equal monthly payments if chosen by your family. There will be no reduction in payment because of illness, field trips, vacation, or holidays. If you have chosen to pay tuition in ten (10) monthly payments, then payments are due on the first day of each month (September through June) and will be considered delinquent after the 5th of the month with a late fee of \$25.00. If tuition has not been paid after 15 delinquent days, your child may be dropped from enrollment or asked to refrain from attending until tuition balances have been made current.

A two-week notice must be given to the school office in order to be released from the contract. In order to receive any refund on tuition paid in advance, you must give the complete two-week notice. However, no withdrawals will be accepted after April 15th of the current year. You will be required to pay the final installment of the tuition agreement. If it becomes necessary to withdraw your child because of an emergency situation such as loss of employment, military reassignment, extreme illness, or death in the family, refunds will be considered on a case-by-case basis.

Parents will be notified no less than 30 calendar days prior to any modification of tuition rates. If the entire tuition payment is made in full by September 5th, there is a 5% discount. If you have more than one child enrolled in our school, sibling discounts are available. You will pay full tuition for the oldest child, 5% discount off the second child, 10% off the third child, and so on and so forth.

SCHOOL 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.

ASSESSMENT AND CONFERENCES

At the beginning of the school year, each child will be assessed by their teacher. Final assessments will be administered again in the spring prior to parent conferences. Parent conferences will be held for four-year-olds and parents will be notified in advance of the conference date and time.

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."

DISCIPLINE POLICY

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.

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 procedures 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.

HOURS OF OPERATION

PRESCHOOL CLASS HOURS

- 8:30am - 11:30am classes: Children must be picked up no later than 11:30am
- 8:30am - 3:00pm classes: Children must be picked up no later than 3:00pm

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 due at time of pick up.

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

BEFORE AND AFTER SCHOOL CARE MINISTRY (ASCM)

Before school care is available for preschool students Monday - Friday from 7:00am - 8:15am at a drop-in rate of \$7/day with a max of \$60/month. After school care is also available for preschool students enrolled in our all-day programs and is offered Monday - Friday from 3:00pm - 6:00pm at a rate of \$20/day with a max of \$175/month. To enroll in either the before or after school care program, please pick up an enrollment packet from the school office. Late pick up after 6:00pm will be charged \$5.00/minute. Please refer to the ASCM contract for billing info, calendar, and additional details.

OFFICE HOURS OF OPERATION

The school office will be open from 8:00 a.m. to 3:30 p.m. Monday through Friday (with the exception of school holidays and vacations). Please see our school calendar for detailed information concerning holidays and vacations.

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.
- 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. Information will be documented and communicated to the Director. All teachers will receive training relating to recognition of signs and symptoms of illness and child abuse.
- 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 during the procedure, 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 breathing kit and emergency absorbent gel for absorption of bio-hazards. Additional first aid supplies are in the school office.
- If your child becomes ill during the day, the parents or emergency contact will be notified to pick up the child from school. Please keep these phone numbers current. Staff will bring the child to the school office to rest on a mat and continue observation until the parent or authorized person is able to pick up the child. The parent or emergency contact person must pick the child up within 45 minutes.
- 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 medication to their child.
- Health cards with current immunizations and emergency release information must be completed and returned to the school office before the first day of school. Please update these records as necessary, and notify the director in writing of any change in your child's medical status.
- Please keep your child home if he or she has any of the following symptoms in order to protect and keep both your child and others in the preschool healthy:
 - A fever above 99 degrees within the previous 24 hours
 - A rash of undetermined origin
 - Upset stomach with vomiting and/or diarrhea
 - Has a contagious/communicable disease such as pink eye, whooping cough, lice, etc.
 - Colored discharge from the nose.
 - Eyes that are red or have discharge coming from them.
 - Any open or oozing wound will be looked at by the Director and she/he will decide whether admittance into the program for that day will be allowed.

As a general guideline, children may return to school when they have been free of symptoms or fever without the use of medication for 24 hours or have been on an antibiotic for 24 hours.

ADMINISTRATION OF MEDICATION

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If your child has been prescribed an antibiotic he/she should not return to school until a full 24-hour dosage has been completed.

If a student requires prescribed medication during the school day, the following must be in place:

Over the Counter Medicine

- If medicine is only to be administered twice a day, then the medicine needs to be administered at home.
- If medicine needs to be administered more than twice a day, then a medication authorization form must be filled out by a parent or legal guardian. Once this form is filled out and on file in the office, the office staff will administer the medication needed and then complete the medication administration form with the time and date which the medicine was given.
- The medication will be administered for the appropriate duration as specified on the medication authorization form. The form will then go in the child's file.
- If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a medication administration form.
- If medication is needed for more than one week, then the staff administering the medicine will fill out the medication authorization form and a parent or legal guardian will be required to sign that form indicating the

long term need, along with a doctor's signature.

- If medication is running low, office staff will notify the parents and it is the parent's responsibility to bring in appropriate refills.
- Once the medication has been appropriately administered and the duration has been completed, all medicine will be returned to the parent or destroyed and the medication administration form will be placed in the child's file.

Prescription Medicine

- If medicine is only to be administered twice a day, then the medicine needs to be administered at home.
- If medicine needs to be administered more than twice a day, then a doctor's note with written instructions on how the medicine is to be administered and how long is REQUIRED; a medication authorization form must also be filled out by a parent or legal guardian. Once we receive the prescription medicine with the doctor's note and the medication authorization form is filled out, the office staff administering the medicine will fill out a medication administration form for the day that the medication needs to be administered.
- The medication must be turned into the office in the original container with the original label from the pharmacist containing the child's name, dosage, and administration instructions.
- Should the medication require refrigeration, medication will be stored in the office refrigerator in a separate container.
- If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a medication administration form.
- If medication is needed for more than one week, then the staff administering the medicine will fill out the medication authorization form and a parent or legal guardian will be required to sign that form indicating the long term need, along with a doctor's signature.
- If medication is running low, office staff will notify the parents and it is the parent's responsibility to bring in appropriate refills.
- Once the medication has been appropriately administered and the duration has been completed, all medicine will be returned to the parent or destroyed and the medication administration form will be placed in the child's file.

Inhalers and Nebulizers

- In the event a child needs a rescue inhaler, the child will first be assessed. If it is an emergency, 911 will be called immediately, followed by the parents.
- In the initial assessment, if a child is in need of his or her inhaler/nebulizer, the teacher will bring the child to the office, or the office staff will go to the child depending on the severity of the breathing.
- If a child has a prescribed inhaler for asthma from the physician, the parent must provide the appropriate asthma devices such as inhalers, spacers, nebulizer, and albuterol.
- Parent will advise staff on the proper usage, administration, storage and how to clean the equipment.
- 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.
- Parent or legal guardian is required to fill out and sign the medication authorization form. Specific details such as medication, dosage, and administration conditions must be clearly written.
- If an inhaler is administered, the office staff will notify the parents of the situation and then complete the medication administration form with the time and date of the administration.
- If the symptoms of the asthma are not relieved after 5 minutes, either 911 will be called or the office staff will contact the parents for additional direction.

Epipen

- For life threatening allergies (asthma, food allergies, insect bites/stings) the use of an Epipen may be necessary.
- If an Epipen is used, 911 and the parents/legal guardians will be notified immediately.
- If a child has a prescribed Epipen from the physician, the parent must provide the appropriate Epipen in its original box with the pharmacy label.

- Parent or legal guardian is required to fill out and sign the medication authorization form.
- All staff have been trained on how to administer an EpiPen at First Aid/CPR training.
- EpiPen will be used in accordance with the directions as prescribed by the physician.
- Used EpiPen will be disposed of in the sharps container.

ADDITIONAL MEDICAL SERVICES

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

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

MEDICAL AND DENTAL EMERGENCIES

In the unlikely event that your child is seriously hurt while at school, the following procedures will be followed:

1. The staff at Adventure Christian Preschool will administer the appropriate first aid. All staff are CPR and First Aid certified by the American Safety and Health Institute.
2. The Director or a staff member will assess the situation. The parents of the injured child will be notified.
3. If the parent cannot be contacted, the staff will contact the person listed as the emergency contact for the child.
4. If the situation is serious and it is the opinion of the Director or staff that the injury is such that there is a need for immediate emergency care, the Director will call 911 and request immediate medical help. The staff will contact the parents.

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.

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.

CHILD CUSTODY & 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.



EMERGENCY DRILLS

As mandated by the State of California, students will participate in a monthly emergency drill. As a school, we conduct a variety of drills including fire drills, earthquake drills, and lockdown procedures. Teachers will guide children through property safety procedures and escort students to designated areas. Each teacher will then take roll for

safety purposes. Safety issues, in addition to our drills, will also be discussed in the classroom to further the child's knowledge.

SCHOOL INFORMATION

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.

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 and computers weekly, and all students will attend Christmas program practice in other buildings on campus during the months of November and December.

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.

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.

BIRTHDAYS

We love to celebrate birthdays. Your child's teacher will set up an appropriate date and time. Due to privacy issues, the school cannot provide email addresses, but 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. Please note that we do not allow personal party invitations to be placed in classroom cubbies.

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.

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.

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.

FUNDRAISING

Adventure Christian Preschool hosts two fundraising events throughout the year that our entire school family is invited to support and participate in.

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

Adventure 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.

WAITING LIST

If enrollment in the preschool is full, we would be happy to put your child on our waiting list. Please note that staff children have first priority on the waiting list. If a child in our program wishes to change times or days they have priority on the list. If a sibling of an enrolled child wishes to enter the program they also have priority on the waiting list. Priority Enrollment is as follows:

1. School Staff
2. Church Staff
3. Currently Enrolled
4. Siblings
5. General Public

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.

STAFF

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.

MANDATORY REPORTING

All staff members are also mandated reporters and are 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 consent. Adventure Christian Preschool shall make provisions for private interviews 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 medical professional examine the child(ren).

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 see 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. Therefore, we agree that any claim or dispute that may arise during your child's enrollment in Adventure Christian Preschool shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Any judgement upon an arbitration decision may be entered in any court having jurisdiction.

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 property. Failure to do so may lead to disenrollment of the party to our program.

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

LOST AND FOUND

Any items left around or in the classrooms are placed within the Lost and Found container located outside of the school office. 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..

NAP TIME

In accordance with state law, students enrolled in our all-day classes must rest for 30 minutes. 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.