

WELCOME

2020 - 2021

ADVENTURELAND

Preschool Family



Dear Preschool Families,

Our Adventureland team is looking forward to walking alongside your family this year! Together, we will help your child(ren) grow academically, socially, emotionally, and spiritually. Our school year will be filled with many wonderful experiences and opportunities to learn and grow. Thank you for being a part of our school family at Adventure of Faith Church this year.

At Adventureland, we believe that good communication will help build and strengthen relationships that will set your child up for success. As the director of Adventureland, I am excited to get to know your family, and will do my best to provide clear communication and opportunities to build a relationship with you.

Most of the preschool information that you will receive throughout the year will be in the form of email, so please be sure we have your correct email address. Social media will play a fun role in communication but speaking in person and via email will be the primary forms of communication.

Please feel free to contact me with any questions or concerns.

Much love and many blessings,

Colleen Fillingim

Adventureland Director

360-876-0061

adventureland@faithadventure.com

Orientation Evening

Orientation Evening is for parents and students, and is scheduled for Thursday, the 17th of September. All family members are welcome to attend.

Orientation Evening will be held at Adventure of Faith Church on the lower level. It should take approximately 30 minutes.

Time slots for Orientation Evening will be assigned closer to September.

If you cannot attend the Orientation Evening at all, please contact the Adventureland Preschool Director, Colleen Fillingim, at (360) 876-0061 to set up another meeting time.



Explanation of Fees

All checks Need to be Written to Adventure of Faith, and a \$15.00 fee will be charged on any NSF checks.

If you choose to pay in cash, you must obtain a receipt.

You may pay with a credit card by going to our website and clicking the “pay preschool tuition or fees online here” link. Please retain your confirmation number. Sending a screenshot of your online payment to preschool@faithadventure.com is advised.

For each week, tuition is late a \$5.00 fee will be added to what is owed.

There is a \$90.00 non-refundable registration fee for each family. This will cover administration costs.

There is a non-refundable supply fee of \$60.00 per student.

Your child’s space in the preschool will not be secured until the above fees have been paid and registration forms have been completed and turned in to Adventureland.

♥ *If you feel led to, doubling your supply fees can help a family in need or supply Adventureland Preschool with funds to further enrich our classrooms.*

Tuition is a flat fee for the year. It can be broken down into 10 equal installments although it is not a “monthly” payment. Details on the next page.

**If you cannot pay full tuition, you may fill out a financial aid request form. There is no guarantee that aid will be available.*

*Email the director for more information.
preschool@faithadventure.com*

Annual Tuition Rate 2020-2021:

- Discoverers/children starting preschool before their 3rd birthday= \$2,600.00
- Pathfinders 3-4 year olds = \$2,300.00
- Investigators & Adventurers PreK = \$3,100.00
- Explorers Advanced PreK = \$3,250.00

10 Payment Plan:

Discoverers \$260.00 / Payment

Pathfinders \$230.00 / Payment

Investigators & Adventurers \$310.00 / Payment

Explorers \$325.00 / Payment

Payments would be due on the following dates:

- September 17, 2020
- October 5, 2020
- November 2, 2020
- December 7, 2020
- January 11, 2021
- February 2, 2021
- March 2, 2021
- April 5, 2021
- May 3, 2021
- June 2, 2021



Adding Friday Fun Days is optional, and will cost approximately \$75 per month. Details about cost, theme and teachers will be available on a signup sheet the month before.

School Supplies

The Supply Fee will cover most of what your child(ren) need to have at school, however, there are a few things you will still need to bring for your child.

Each School Day, Please Bring:

- A lunchbox/bag with a healthy lunch**
(labeled with child's name)
- A spill-proof water bottle**
(only water) (labeled with child's name)
- A backpack with a full set of extra clothes inside it. The clothes should fit your child and be seasonally appropriate.**

School Hours

Discoverers & Pathfinders Class Times:

Class days are Monday, Tuesday, and Wednesday.

9:30 a.m. drop off & 12:30 p.m. pick up

Investigators, Adventurers & Explorers Class Times:

Class days are Monday, Tuesday, Wednesday and Thursday.

9:00 a.m. drop off & 1:00 p.m. pick up

Friday Fun Day Class Times:

Most Fridays October – May, 9:30 - 12:30



Drop-Off / Pick-Up Procedures

Drop-Off:

- Before class teachers are preparing for the day, so students must remain outside of the classroom until the doors open.
- All students must be signed in, use the restroom, and be under the supervision of a parent or authorized drop-off person until a teacher opens the classroom door to receive children.
- Breakfast needs to be completely eaten before entering the classroom, and toys from home cannot be brought to class.
- Our goal is to have children enter the classroom self-sufficiently, but the drop-off adult needs to sign in.

Pick-Up:

- Teachers will open the classroom door to see who is there and will sign children out and dismiss them to their parent or authorized adult.
- Any changes to the way your child normally goes home must be communicated to Adventureland staff before pick-up time.
- Anyone who does not normally pick-up your child will need to be listed on your child's emergency card and present photo ID before the child will be released to them.

For every 15 minutes that a parent or designated pick-up person is late, a \$10.00 fee will be added onto the student's next tuition payment. If all tuition has been paid a separate bill will be incurred.



Absence Procedures:

If your child(ren) will not be attending school due to illness or unexpected circumstances, please call and leave a voice message or **text** on the director's phone (360-930-2377) or email the school director: preschool@faithadventure.com

If your child(ren) will not be attending school due to a planned vacation or event, please communicate this ahead of time with your child's teacher. Also, please email the school director at preschool@faithadventure.com so we can keep record.

Sick Policy:

Children need to stay home from school if they have the following:

- Fever
- Diarrhea
- Rash
- Vomiting
- Pink Eye
- Chicken Pox
- Ring Worm
- Strep Throat
- Head Lice
- Any Communicable Disease
- Flu-like Symptoms
- Uncontrolled Cough
- Uncontrolled Runny Nose

- ❖ Parents will be called to pick up their child if the symptoms above develop during school.
- ❖ Students must stay home until they have been free of the symptoms listed above for at least 24 hours.
- ❖ Anyone with COVID-19 symptoms or anyone who has been in close contact with someone who has tested positive for Coronavirus must stay home for 14 days.
 - ❖ Free of fever means that without using fever-reducing medications, the child's temperature has remained below 99° F.



Student Dress Code:

- **Please send your child(ren) in comfortable clothing that will allow them to self-sufficiently use the bathroom, and confidently & safely play in.**
- Hats, capes, hoods, scarves, necklaces, bracelets, and other accessories should not be worn or brought to class. These items tend to get lost, broken, or pose danger of being caught on playground equipment.
- Shoes must have a closed toe, and your child should be able to put them on and take them off on their own. Students should be able to run and jump comfortably in their shoes.
 - ❖ *Sandals and strappy shoes are not allowed because they can get caught in play equipment and cause injury. If rain boots are worn another pair of shoes needs to be provided for inside use.*
- Dresses or skirts need to have shorts or leggings under them.
- Do not send them in clothing that shouldn't get dirty. Students will be playing outside every day and doing crafts frequently.

Students should leave all toys, candy, and gum at home. Teachers are not responsible for lost or broken items that children bring from home.



Field Trips and Field Trip Transportation

We have several field trips planned. Dates and times listed on the calendar are tentative, and dependent on the location's scheduling and policies. Detailed field trip information will be given to parents for each trip before it occurs.

Field trips will be open to all Adventureland families regardless of which date they fall on or what class your child attends.

Classes will not be held at Adventureland on field trip days.

On field trip days parents will be responsible for transporting and supervising their own child(ren) during the entire event. If someone else is appointed to transport and supervise your child(ren) on a field trip, the Adventureland Preschool Director must be notified in writing.

Adventureland teachers and staff are never allowed to transport students to/from field trips.

PRESCHOOL PARKING INFORMATION

- Preschool staff will park nearest the building in effort to have all cars close to the building non-moving. This is for the safety of preschool students.
- Parents may NOT leave children in cars parked in the Adventure parking lot. Feel free to text Colleen at 360.930.2377 if you require assistance.
- Children may not walk to/from the parking lot (*or playground*) without a designated adult within an arms-reach.



Lunch Information:

- Please send your child(ren) to school each day with a healthy, filling lunch that they can open and manage with minimal help.

In an effort to help families prepare for Kindergarten, teachers and parents will work together to help kids become confident and self sufficient.

- Children will have water available at lunch time and throughout the day. Please do not pack drinks other than water in your child's lunch.
- Candy, Cakes, Cookies and drinks other than water are NOT allowed in lunches. If these things are sent for lunch, they will be returned home with your child.
- If someone in your child's class has a severe food allergy you will be notified and may not send that type of food to school.
 - ❖ **Investigators may NOT have oranges in class due to allergies in those classrooms.**
- If a lunch is not packed with your child, we will call the parent so that they can bring their child a suitable lunch.

Teachers are never allowed to administer medications to children. If your child requires medication during class time, please discuss options with the director.

Birthday Celebrations

We love celebrating birthdays with our students, and we thank God for each and every one of them!

Our teachers do a wonderful job of making students feel extra special on their special day and would love your help to make that day even more fantastic.

If you would like to bring a special treat for the class on your child's birthday, please arrange this with the teacher one week in advance.

This advance notice will allow the teacher to schedule time for the treat. It will also allow teachers to connect with other parents who may need to send something different for a child with food restrictions.

If your child has a summer birthday, consider celebrating with Adventureland on their $\frac{1}{2}$ birthday!



Report Cards/ Evaluations

Evaluations are done to assess your child's growth and academic progress so that teachers and parents can work together to provide children with what they need most.

Adventureland is here to help you work with your child toward Kindergarten readiness. We are blessed to be given a supportive role in your family's life and will strive to encourage and equip your child on the path to Kindergarten!

Evaluations will be done in October, March, and May. The reports will be sent home to you within one month. You may request a parent teacher conference, or meeting with the Adventureland director at any time.

Official parent teacher conferences will be scheduled in March, but you may request a conference with the director or teacher at any time by submitting an email to preschool@faithadventure.com.



Ways to Help Your Preschooler at Home:

- Pray with them and for them.
- Model and teach good manners.
- Give opportunities to play with friends and to practice sharing.
- Teach them to clean up after themselves and to value being helpful.
- Help them to recognize shapes, colors, numbers, and letters – *especially when out & about!*
- Teach them to hold crayons, pencils, and scissors correctly.
- Teach them how to dress themselves and use buttons, snaps, and zippers.
- Celebrate when your kids learn new things, do things well, and are kind or loving toward others.
- Encourage your child by letting them know that they are loved by you, and loved by God, who created them.



Volunteering

There are many opportunities for parents to help the teachers and students, both in and out of the classroom.

Please connect with your child's teacher or the director to find out what specific volunteer opportunities are available.

Parents who wish to volunteer in the classroom will need to fill out one of our confidential WATCH background check forms. These can be obtained from the director.

Parent-Classroom Accessibility

Parents are always welcome to observe their child's class. For safety reasons, if you wish to observe, or you need to pick up or drop off a child outside of the regular times, please connect with the Colleen Fillingim, the director, to ensure our staff is always aware of who is in the building. Text or call Colleen at (360) 930-2377.

Entry can also be accommodated during school hours through the main entrance on the upper level.



Inclement Weather

Adventureland Preschool follows the South Kitsap School District with regards to school closures due to inclement weather.

If SKSD announces limited bus routes, two-hour late start, or closure – Adventureland Preschool will be closed.

The best means for finding out changes in the school schedule due to inclement weather is through television, radio, or websites like <http://www.flashalert.net> or the South Kitsap School district website. You can register with Flash Alert for automatic email messages that are sent out as soon as the district posts its decision to the Public Emergency Communications System. Announcements are usually made between 5:30 a.m. and 7:30 a.m.

"No News is Good News!"

SKSD will report all school schedule changes to the local news media and post these changes to the home page of the district Web site. If no reports have been made, school will be run as usual or as our Adventureland Preschool Calendar dictates.

School days missed due to inclement weather will not be rescheduled, added to the end of the school year, or cause any reduction in tuition.



Pandemic/Health Related, Government Required School Closure or Facility Restrictions

During a pandemic Adventureland staff will practice the safety protocols required by the government. This may include the use of masks, distancing, extra sanitizing etc. Student usage of masks is at the discretion of the parent. We understand that students may be safer without a mask due to comfort needs, lack of ability to keep hands off face with a covering, and (but not limited to) the need of facial and mouth movements in order to better communicate.

In the event Adventureland needs to have smaller class sizes or close the school down for any period, tuition is still required at the same rate as agreed upon at the time of registration regardless of if there are fewer hours of in school time or if school must continue virtually. If school is to be conducted virtually teachers will provide school day educational videos via Facebook groups, one to one or small group video chats weekly, and educational packets dropped off at your home weekly.

If a family decides to unenroll in the program or stops payments for any reason, their child's space can be given to someone on a waiting list and no refunds will be issued to the family unenrolling.



Contact Information & Helpful Links:

Adventure of Faith Church
4705 Jackson Ave SE
Port Orchard, WA 98366

(360) 876-0061

Adventureland Preschool Director: Colleen Fillingim

Call/Text (360) 930-2377

Email: preschool@faithadventure.com

Adventureland Facebook:

<https://www.facebook.com/adventurelandpreschoolpowashington/>

Adventure Website:

<http://www.faithadventure.com/>

SKSD Website:

<https://www.skschools.org/>



Acknowledgement of Handbook

I am the parent or legal guardian of the following child(ren):

I have received a copy of the 2020-21 Adventureland Preschool Family Handbook. I have read, understand, and will abide by all of the policies set forth in the first 16 pages of the handbook.

X _____
Signature Date

Printed Name

**A physical handbook will be given to you at the Orientation Evening or another appointed time. You will be able to sign upon receipt of the physical handbook.*

