

Parent Handbook



1212 Lower Huntington Rd
Fort Wayne, IN 46819
(260)478-6901
www.avalonmc.com

Table of Contents

Mission Statement	4
Enrollment Guidelines & Class Scope	5 & 6
Registration & Tuition	7
Tuition Rates & Fees	8
Discipline Policy	9 & 10
Health Policy	11
Arrival and Dismissal	12
Miscellaneous	13 & 14
Emergency Procedures & Inclement Weather	15
Enrichments & Lunch Bunch	16

Avalon Christian Preschool is part of the ministries of Avalon Missionary Church. It is a not-for-profit organization and is governed by a School Board consisting of parent representatives, members from the congregation, and the School Director. The school reports to the Leadership Council and the Senior Pastor.

Mission Statement

Avalon Christian Preschool is a carefully planned environment meeting the needs of children at the age of 2 through 5 years old. Our program is designed to aide the development of the whole child and help them grow as Jesus did in the Bible verse . . .

“And Jesus grew in wisdom and stature and in favor with God and men,” Luke 2:52.

Using the Academic Christian Curriculum from A BEKA, children have a variety of opportunities that encourage personal growth and promote a love of learning. All this is provided in an atmosphere of love and with concern to . . .

“Strengthen the Mind and Heart One Child at a Time.”

Academic Development

“And Jesus grew in wisdom...”

By providing an academic curriculum with a scriptural foundation, the A BEKA Curriculum keeps learning lively, interesting and memorable. Children will be taught phonics, reading, writing, math, science, social studies, health, as well as music. Avalon Christian Preschool provides a rich environment in which children are encouraged to reach their full academic potential at their own pace.

Physical Development

“...and stature...”

Physical education is an important part of school life here at Avalon. Each week children will have an opportunity to participate in a Physical Education class where large motor skills will be developed. Children learn the importance of being physically active and learn social skills related to team sports. On a daily basis, children will have time to exercise those skills during recess time.

Spiritual Development

“...and in favor with God...”

Our curriculum at Avalon Christian Preschool includes a daily time of bible study. Each day, children are presented with stories from the Bible starting with Creation all the way through the New Testament. Bible verse memorization is encouraged on a regular basis and Chapel time is presented each week.

Social Development

“...and men.”

Every day is filled with opportunities to interact with other students. Special attention is given to encourage children to cooperate, share, and be respectful to others. Skills such as listening, following directions, and organizing oneself are also presented.

Enrollment Guidelines & Class Scope

“2 year old” Classes . . . Half Day morning options attending 2 days/week as scheduled on the form.

- Children must be 2 by September 1 of the current school year. Children do not need to be toilet trained to attend this class.
 - Numbers 1-10 (recognizing, counting and tracing)
 - Letters A-Z (recognizing, beginning phonemic awareness and tracing)
 - Name Recognition
 - Shapes, Colors & Opposites
 - Bible
 - Classroom Structure
 - Listening Skills and Social Skills
 - Group Play - Centers
 - Self Help Skills
 - Large/Small Motor Skills
 - Music & Finger Play, Gym & Spanish

“3 year old” Classes . . . Half Day options and a Full Day option attending 3 days/week as scheduled on the form.

- Children must be 3 by September 1 of the current school year. Children in these classes should be transitioning into toilet training.
 - Numbers 1-15 (recognizing, counting and writing)
 - Letters A-Z (recognizing, phonemic awareness and writing)
 - Name Recognition and Writing
 - Shapes, Colors & Opposites
 - Bible
 - Classroom Structure
 - Listening Skills and Social Skills
 - Group Play - Centers
 - Self Help Skills
 - Large/Small Motor Skills
 - Music & Finger Play, Gym & Spanish

* * * The Full Day class will cover the same materials. They will also have Rest, Science Activities, Large/Small Group Activities & Free Play

Enrollment Guidelines & Class Scope - Cont'd

“Pre-K 1” Classes . . . Half Day options and Full Day options attending 3 or 4 days/week as scheduled on the form. Children may attend a Pre-K curriculum for up to 2 years, depending on when the child will attend Kindergarten.

- Children must be 4 by September 1 of the current school year. Children in these classes must be toilet trained.
 - Numbers 1-20 (recognizing, counting and writing)
 - Letters A-Z (recognizing, phonemic awareness and writing)
 - Name Recognition and Writing
 - Shapes, Colors & Opposites
 - Bible
 - Classroom Structure
 - Listening Skills and Social Skills
 - Group Play - Centers
 - Self Help Skills
 - Large/Small Motor Skills
 - Music & Finger Play, Gym & Spanish
 - Reading Program (sight words, blending letter sounds and short sentence reading)
- * * * The Full Day class will cover the same materials. They will also have Rest, Science Activities, Large/Small Group Activities & Free Play

“Pre-K 2” Class . . . Full Day option attending 4 days/week as scheduled on the form. This class gives children an extra year to become more “Kindergarten Ready”

- Children must be 4 ½ by September 1 of the current school year. Children in this class must be toilet trained.
 - Numbers 1-50 (recognizing, counting and writing)
 - Number Concepts (number families, combinations & number words)
 - Opposites
 - Simple Adding & Subtraction
 - Introduction to Time & Money(coins)
 - Letters A-Z (recognizing, phonemic awareness and writing)
 - Name Recognition and Writing
 - Simple Word/Sentence Writing (tracing then writing)
 - Reading Program (sight words, blending sounds & short sentence reading)
 - Word-analysis
 - Reading Comprehension
 - Bible
 - Classroom Structure - Listening Skills and Social Skills
 - Group Play – Centers / Large or Small Group Activities
 - Self Help Skills
 - Science, Music, Gym & Spanish

Registration

To register your child...

- **Fill out a registration form, which may be obtained from the school office or on our website and return either in person or by mail.** If you wish you may call the school office to request to visit the facility, receive further information about the programs, and ask any questions concerning your child's enrollment.
- **Pay the \$50.00 non-refundable registration fee.** The fee must be paid at the time of registration. This fee secures a place for your child in our program as well as helps purchase your child's classroom school supplies.

To enroll your child...

- Fill out all enrollment forms. These forms will be mailed to you the first week in August and must be on file by the first day of school or we cannot allow your child to attend school.
- Attend the orientation / open house. **Bring all enrollment forms filled out, as well as payment for the first month of tuition and the book fees.**

Tuition and Fees

- Tuition may be paid in full at the beginning of the year or divided into monthly payments for your convenience. **Tuition is due the end of each month beginning in August. There is a \$10.00 late fee for payments not received on time.**
- **Tuition payments can be made by EFT transaction from your emailed monthly statement, cash, check, or money order** payable to *Avalon Christian Preschool*. Simply enclose your payment in an envelope marked with your child's name and class on the outside. **You may bring it in and put it in the "Drop Box" located in the school office or you may send it in your child's Parent/School Communication Folder that should stay in your child's bag.** You may also mail payments to:
**Avalon Christian Preschool
1500 Lower Huntington Rd
Fort Wayne, IN 46819**
- Contact the director if circumstances prevent you from paying tuition on time. The school will work with you for an alternative payment schedule and at times scholarship funds may be available to assist you. Failure to pay tuition at the proper time may result in the suspension or dismissal of your child. **All accounts must be paid in full by the end of April in order to attend the last month and graduation.**

Tuition Rates and Fees - Cont'd

Tuition Rates - based on an annual fee and broken down into 9 monthly payments for your convenience.

- 2 year old Classes: \$110.00 per month*
- 3 year old Classes, Half Day \$120.00 per month*
- 3 year old Classes, All Day \$265.00 per month*
- Pre-K 1 3 day Class, Half Day \$120.00 per month*
- Pre-K 1 4 day Classes, Half Day \$140.00 per month*
- Pre-K 1 3 day Class, All Day \$250.00 per month*
- Pre-K 1 4 day Class, All Day \$285.00 per month*
- Pre-K 2 4 day Class, All Day \$295.00 per month*
- Friday Enrichment Class, All Day \$ 70.00 per month*
(this class is in addition to our M/W/TH 3 year old classes or Pre-K classes)

Book Fees - all classes have a workbook fee due with the first tuition payment:

- All 1/2 Day classes: \$ 50.00
- All Full Day classes: \$ 75.00

Return Check / EFT Transaction Fees

- Returned Checks (NSF Checks) \$ 20.00 each transaction returned
- Electronic Transactions Returned \$ 20.00 each transaction returned

Late Pick up Fee - Late pick-up fees will be added to the next month's tuition.

- Arriving after 11:30 AM dismissal \$ 5.00 each 15 minutes after
- Arriving after 2:45 PM dismissal \$ 5.00 each 15 minutes after

Withdrawal by parent / guardian...

- To withdraw from Avalon Christian Preschool for any reason, we require that the parent or guardian submit a "Withdrawal Notice Form" at least two weeks in advance of the departure date. Please be sure that all tuition is paid before withdrawal. If the departure date falls anywhere into the next month, you will be expected to pay the next month's tuition.
- In addition to and coinciding with the above policy, in the event of a last minute school closure Avalon Preschool reserves the right to keep any paid tuition for the current month of the school closure. This is to be sure our current expenses and staff obligations can be met.
- All policies are subject to change at the school board's discretion.

Discipline Policy

- The staff at Avalon Christian Preschool uses positive methods of discipline. The program encourages an attitude of self-control along with cooperation. Acceptable behavior is encouraged by giving positive verbal praise. Verbal praise reinforces good feelings about the child's behavior as well as provides positive modeled behavior for other students. In addition to positive praise, students are reminded to be sensitive to others. Each teacher incorporates their own individual classroom behavior plan that best fits their classroom dynamics.
- Corporal punishment is never used. Under no circumstance is a child spanked, hit, jerked, or touched in any way that would be disrespectful to the child. Children are not yelled at, threatened, or spoken to in a way that shows lack of respect.
- If a child is not benefiting from the learning environment or is causing another child to be distracted from learning, the teacher and/or assistant will intervene. They will choose from a variety of interventions which range from subtle or mild interventions to more formal and direct interventions.

Unacceptable Behavior . . .

- Running in the classroom.
- Leaving the area or group without permission.
- Throwing toys, rocks, mulch, etc.
- Being disruptive.
- Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair.
- Abusive language.
- Using toys and materials inappropriately.
- Arguing with school staff or other children.
- Aggressive behavior.
- Lack of cooperation.

Positive Approach . . .

- Encourage good behavior and redirect his/her activity
- If a problem still exists, removal from the situation and placed in a "Time Out" (one minute per year of age, no more than five minutes). "Time Out" is defined as an area away from the group or activity. Allowed, as soon as possible, to return to the group
- Individual discussion with the Teacher; student can then return to the group

Discipline Policy - Cont'd

Insufficient Behavior Progress . . .

- Intervene as soon as possible to prevent physical or emotional injury.
- Help the child identify his/her unacceptable behavior and the possible alternatives open to him/her.
- Continued inappropriate behavior . . . may be given "time out" away from the group.
- Continued inappropriate behavior may require a meeting with parents, teacher, and the school director.
- Continued inappropriate behavior will be written up in a report and parents may be called to immediately pick-up their child, if deemed necessary by the director.
- Continued inappropriate behavior with **three written behavioral reports, within a nine-week period**, the child will be suspended from the preschool program for one week. During this time, the parent or guardian, the teacher and the school director will meet to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting. Fees will still be paid for this week to retain the child's space in the program.
- Continued inappropriate behavior with the **fourth behavioral report, within a 30-day period, termination of services may occur.**
- Continued inappropriate behavior arises concern of the safety of the child(ren)'s welfare, termination may be effective immediately after consulting the Director who will notify the parent or guardian.

** * * The school considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or staff, and that threat cannot be eliminated.*

Health Policies

Health guidelines are subject to change per the CDC and Allen County Health Department guidelines.

Immunization

- Immunizations must be up to date before school begins. You must fill out the immunization form and turn it in before your child may attend school. If you need an Immunization Waiver Form, please contact the director.

Illness

- Children may not attend school if they are sick &/or have a fever (have any communicable disease or infection). Please do not send your child if he/she shows signs of illness or other indications that they are not in good health. Parents are to inform the school if their child has a contagious disease or is going to be absent for more than three consecutive days.
- If your child has fever of 100.4F, vomiting, diarrhea, thick yellow-green discharge from the nose, persistent coughing, undiagnosed rash, lice, or other signs of illness, please do not send them back to school until they have been free of symptoms for 24 hours. Your child must be fever free for 24 hours without the use of medication.
- If your child becomes ill during the school day or has a fever of 100.4F, you will be notified. Prompt arrangements for picking up your child in these instances are expected.

Medications

- If your child must receive prescription medications during the hours they are in school, the following procedure must be followed:
 - Fill out the Medicine Dispensing Form (provided by director)
 - All medications must be sent in the original container
 - All medications must be personally delivered to the teacher or director by the parent/guardian.
 - Medications will be returned in the same manner.
 - **Do not send medications in your child's book bag.**

Special Health Issues

- If your child has a special health condition (asthma, allergies, or any other disorder), please contact the director for a **Special Health Issue Form**. This form must be filled out completely by the parent and kept on file at the school office.

Arrival and Dismissal

Arrival

- In an effort to assure the safety of each and every child that attends Avalon Christian Preschool, we will use the car line to drop off children each morning. Beginning at 9:00 am school staff will be out at the curb to assist children out of the car and into the school building. If you arrive after 9:10 am or after the car line has ended you will need to park in the parking lot and walk your child to the door.
- To assist in getting all the children into school in a safe & timely manner, as well as, keeping our carline moving; we ask for your help in the following areas:
 - Prior to your child's turn in the car line, please unbuckle your child
 - assist them with their tote bag
 - give them all their hugs and kisses prior to their turn to exit the car

Dismissal

- Dismissal will begin promptly at 11:30 am and 2:45 pm. To ensure the safety of your child please pull up in the line to the double doors outside the preschool entrance and wait for a staff person to assist your child to the car. **You must display your Child Identification or Carpool Number by hanging it from your rear view mirror or holding it up to the window.**

***It is important for your child to be picked up on time. If you arrive after 11:45 or 3:00, you will need to come inside and pick up your child at the office. **There is a \$5 late fee for arriving after 11:45 for AM dismissal or 3:00 for PM dismissal.** Late pick-up fees will be added to the next month's tuition. Thank you for your consideration in this matter as our staff have family/personal commitments after school hours. Please plan ahead for inclement weather.

Early Pick Up

- If it becomes necessary for your child to leave school other than at the usual time, **please send a note to the teacher informing her of the early pick up and come into the building upon arrival and pick up your child in the office.**

Miscellaneous

Birthdays . . .

- Birthdays are special days here at school. Each child will be honored in their class on their special day. Many parents want to send in a special treat on that day to help in the celebration. Please talk with your child's teacher to make arrangements.

Conferences . . .

- Parent conferences will be held once a year in late winter/early spring. At that time, you will have the opportunity to talk with your child's teacher and discuss his/her progress. The teacher will notify you of the available schedule, so you can sign up for a time in advance. If at any time, you have questions concerning your child's progress or if a situation arises that you wish to discuss with the teacher, do not hesitate to call. We will be glad to talk to you at any time during the school year.

Dress . . .

- Children should wear comfortable, washable, play clothes to school. This is in the best interest of the child and his/her ability to enjoy all the activities at school. Pants or jeans are encouraged for all children. Please send your child in rubber soled shoes for safety in the play room. Tennis shoes are great! The school does not take responsibility for damaged clothing. Please send your child in appropriate outer wear. There are times when our classes will be enjoying the sun when it is warm and the snow when it is cold. Mark all coats, hats, mittens, and boots with your child's name.

Field Trips . . .

- Our Pre-K classes will not take field trips during the school year off campus this year. Teachers may utilize outdoor walks/trips on our campus for further discussion points with the students.

Miscellaneous - Cont'd

Newsletters . . .

- It is our goal to work cooperatively with parents in providing their children with a positive, enjoyable and educational learning experience. Our teachers will be sending home monthly newsletters informing you of the activities your child will be participating in during class. Also, on a monthly/bi-monthly basis you will receive an all school newsletter from the director to inform you of special events and school wide information. Be sure to check your child's **Parent/School Communication Folder** for these notes. You can also receive reminders by "liking" our Facebook page.

Media . . .

- As we seek ways to promote and advertise our wonderful school, we are asking for your permission to use photographs of the students as they are involved in school activities. We would like to use these pictures of our school family on our school's Facebook page, our school's printed media, our school's website, the church's bulletin, and on rare occasion the local newspaper and slideshows. It is our goal to secure your parental consent before any child's picture is used on any form of public media.

Snacks and Refreshments . . .

- Due to Covid 19 we will be eliminating this time from our program on a daily basis.
- We will have water available in all the classrooms if/when students need it.

Security . . .

- Avalon Christian Preschool has security cameras on their campus. This is to ensure safety of students, staff, volunteers, visitors and our properties. Cameras are monitored and video is stored for a short period of time and is reviewed when violations of policy and/or state law occur. Tapes will be reviewed as needed.

Emergency Procedures

- Avalon Christian Preschool has emergency procedures/policies in place, which includes but is not limited to fire, tornado, & lockdown procedures. In the event of a building evacuation, student pick-up will be at our Church Office – 1500 Lower Huntington Road with an emergency contact number of 260-747-1531.

Inclement Weather

- When Fort Wayne Community Schools (FWCS) is closed because of bad weather, Avalon Christian Preschool is also closed. Listen to your local TV or radio station for the FWCS announcement.
- IF FWCS is on a 1 **or** 2 hour delay, Avalon Christian Preschool will run on an alternate school schedule as follows:

Morning Classes:	Afternoon Classes:	Full Day Classes:
Arrival : 11:00am	Arrival : 1:15pm	Arrival : 11:00am
Dismissal: 12:30pm	Dismissal: 2:45pm	Dismissal: 2:45pm

Lunch Bunch: 12:30pm - 1:30pm

***As always, parents are encouraged to use their own judgment when bringing their children out in inclement weather. Do not hesitate to stay home with your child if the weather or street conditions do not feel safe.

Enrichments

“Hands-on” Learning Activities

- All School Chapel
 - Spanish Class
 - Music Education
 - Gym Class
 - Friday Enrichment “*science hands-on enrichment*”
 - Lunch Bunch
-
- Indoor Gym & Outdoor Playground
 - Library Story Time
 - Field Trips (PreK only)

Lunch Bunch

- Lunch Bunch is a program where our 1/2 day students attending our 3 year old classes or our PreK classes have the opportunity to stay at school for one extra hour. During this time children will eat lunch, enjoy social play and story time. Children will need to bring a packed lunch on these days. Please do not pack items that require heating.
- **Lunch Bunch will be from 11:30am – 12:30pm.** For those in the PM classes, they will be dismissed to their class at 12:15pm. In the event of a school delay, Lunch Bunch will be in session from 12:30pm – 1:30pm for all classes.
- Lunch Bunch will be handled the same as tuition. Each session costs approximately **\$4.00 per day** for each student. You will be given a weekly plan to choose from each month. Each month will be able to add, delete or change your child's plan. Payment will need to be included with your child's monthly tuition amount and due at the end of the prior month, for scheduling. Keep in mind that sessions that are paid for cannot be refunded if your child is unable to attend. We will be staffing each Lunch Bunch based on the number of children that have signed up and will have to pay staff based on that number.

Friday Enrichment

- Friday Enrichment is a program where our 3 year old classes and PreK classes have the opportunity to attend every Friday – All Day for a science based, hands-on activity day. On Friday's children will focus on our monthly science topic to learn, read, experiment and create things around that theme. Children will need to bring a packed lunch on these days. There is an extra fee for this program of **\$70.00 per month** and it is an annual commitment.



1212 Lower Huntington Rd, Fort Wayne, IN 46819
(260)478-6901
www.avalonmc.com