



Parent Handbook

Adventure Preschool

The preschool offers developmentally appropriate classrooms for ages 12 months to 4 years old. We offer a diverse nurturing Christian environment where all children are welcomed. We believe children learn through play and using this philosophy we will help your children become prepared socially, emotionally and academically before entering the kindergarten setting and become successful learners.

Learning Through Play

Early childhood is the most crucial time for children in their development and by using the play based theory and providing an environment with appropriate materials and activities that your child will learn by doing. Children thrive when they can explore and experiment with their surroundings. This play helps them to develop and learn about themselves and others. The preschool also uses a multi-sensory approach and provides a range of centers, art, music and movement, science, manipulatives for your child to experience daily. Some themes are used throughout the year including seasonal to plan some of the activities.

Arrival and Pick Up

Preschool **hours:** 9:00 am to 1:00 pm

Arrival Time: Drop off begins at 8:55 am as teachers are preparing for their day before this time. Prompt arrival contributes to the success of your child's day. Tardiness is disruptive to the morning routine and social play experiences for your child and the class as a whole.

Please Note: No child is permitted to enter the building without an adult. Your cooperation is appreciated and important to ensure the safety and protection for your child.

Pick Up Time: Parents are expected to be prompt picking up your child in the afternoon. After a 5 minute grace period, you will be charged a late fee of \$1/Minute after 1:05pm. Please contact the preschool office at 704-549-1202 as soon as possible if you are unable to pick your child up on time. When arriving after 1:05 to pick your child up you will need to sign your child out. This sheet will be with your child's teacher. You will also be given a money due slip each month with the late fees owed and needs to be paid within 5 business days of receipt. If you continue to be tardy picking your child up the director will be notified and you could potentially lose your child's placement.

If your child is being picked up by someone different please notify your teacher as early as possible. Any person other than parents picking up will be asked for an identification and must be listed as an acceptable person on your child's contact information.

Communication

Please pay close attention to any paperwork that comes home with your child. We usually try to put information about closings or things coming up within the preschool that may need your attention. Each classroom will also be using the REMIND application that you can sign up for the first week of school to receive notifications via email or text.

Tuition Payment Policies

Registration/Tuition Payments

An annual registration fee is charged to secure your child's enrollment. Enrollment for the upcoming school year begins in the month of March. The registration fees are non-refundable.

Tuition is paid monthly by the 10th of that month. Tuition payments are made by check, cash or money order. We are unable to accept any cards at this time. If you are unable to make the tuition payment on time please contact the director immediately. A late fee of \$25 will be assessed for any payments past the due date unless arrangements have been made with the director. The preschool operates solely on the funds generated by tuition and fundraisers. So prompt payment is necessary to meet payroll of all supplies to run the program.

If your child attends any time during the month full tuition is due. Your fees will not be discounted for illness or vacation. The preschool tries to keep our rates affordable and rely on your tuition to run our program. Please be respectful in this matter. A discount of 10% will be offered for siblings.

A service charge of \$10 will be charged for any returned check.

Tuition may be given to the director or left in box by her office.

Withdrawals

If you need to withdrawal your child for any reason the pre-school needs to have at least a two week notice in writing. If you do leave the preschool and want to come back during the same school year your enrollment is not guaranteed if the monthly tuition is not paid. We will welcome your child back if we have the availability .

School Closing Policies

Adventure Preschool provides a calendar to begin each year that will give you all holidays or teacher workdays throughout the school year. The preschool closely follows the Charlotte Mecklenburg schools System with few exceptions. Please use the calendar provided for your reference.

Inclement weather

In the event of winter weather with snow, sleet or freezing temperatures the preschool will follow the closing recommendations of the Charlotte Mecklenburg School system (CMS). If CMS closes for the day the preschool will be closed as well. If CMS is on a 2 hour delay the preschool will do our best to open at 9:00 with limited staff. Our top priority is the safety for all our children, families and staff. Please check out all local news stations for the announcements for bad weather. I will also update the preschool Facebook page so make sure you go on and like that page.

Classroom Placement

The preschool welcomes all children. The staff will work with families to make sure the right placement for your child's developmental needs. Our classroom set up does include multi age group settings. Please share any special needs or concerns that our staff may need to know.

Parents whose children have therapists coming to provide services in our classrooms please communicate a schedule with your child's teacher or the director.

There may be times when a teacher or the director may notice a possible developmental delay with a child and have to notify the parent of our concerns. Teachers are valuable in the identification of difficulties with children. We will do our best to inform parents and help in the process of having your child evaluated if you choose to do so. We are here to help and partner with you for the sake of your child.

Discipline Policy

Adventure preschool will never use corporal punishment for any reason. We will work on setting limits and boundaries to provide a safe environment for each child. We will use positive discipline measures to redirect or guide a child's behavior. Positive reinforcement and redirection are communally used and time out as a last resort.

Biting Policy

In case of a biting incident which can be common in a pre-school setting we promise that the name of the biter will remain confidential. Both sets of parents will be informed of the incident. We will treat the injured child as needed and work with that child to determine the reason for biting. Often it is a language barrier or speech delay for children to bite.

Potty Training

Potty training starts at home. The staff will work with you to reinforce what you are doing at home. Please remember even if your child is trained at home it does not mean they will be trained completely at school.. Be sure to bring in several changes of clothes for this process. Children need to be able to communicate the need to potty and should be able to pull pants up or down with minimal assistance.

Miscellaneous Notes

1. Please remember to label all of your child's items.
2. We are a peanut free facility. NO NUTS packed in your child's lunch.
3. No items that need to be heated for more than a minute in your child's lunch.
4. Please provide a water bottle or cup daily for your child.
5. Please do not send your child to school with any valuables. We will not be responsible for any items lost.
6. Each classroom will have their own schedule and day for a show and share for the children.
7. Please share any concerns with your child's teacher and if you do not feel like that a situation has been handled you may come to the Director.
8. Please provide a weather appropriate change of clothing to the classroom for your child.
9. Birthday celebrations are welcomed but please check with your child's teacher about any allergies that may exist and to make plans they can work into the schedule.