

# **Adventureland**

## **Infant, Preschool & Kindergarten**

**I have received a copy of the Adventureland Parent Handbook.**

**I understand and agree that it is my responsibility to read and familiarize myself with all of the information in this handbook.**

**By signing below I am agreeing to all policies, tuitions and fees stated in this handbook.**

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Parent / Guardian Signature**

\_\_\_\_\_  
**Date**

I have no objection to my child being included in pictures in regards to school activities. I understand that these pictures will be used for school projects, bulletin boards, etc. We will not use your child's pictures for the purpose of advertisement without parental consent.

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Parent/Guardian Signature Date**

I have no objection to my child being included in observations, and / or reports that might be done for the purposes of interpreting the Adventureland program, licensing reports and educational training. No names will be used in any reports or observations without prior written permission.

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Parent/Guardian Signature Date**

August 28, 2014

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# **WELCOME TO ADVENTURELAND PRESCHOOL**

**At ADVENTURELAND PRESCHOOL we know that children feel more secure and gain more from their preschool experience when there is strong connection between home and school. Our door is always open to you, whether it is to visit your child during the day or to meet with us to discuss how your child is doing. Your comments and concerns are always welcome, and we are here to listen to you.**

**Should you have any questions or comments after reading this handbook please feel free to come in and talk to us.**

## **Statement of Faith**

**For those of you who are interested, we have included the Crosswind Community Church / Adventureland Preschool Statement of Faith.**

- We believe the Bible to be the inspired, the only infallible, authoritative, eternal Word of God. II Timothy 3:16, 17; Hebrews 4:12; II Peter 1:21; Isaiah 40:8; Psalm 119:89, 160.
- We believe that there is one triune God, eternally existent as Father, Son, and Holy Spirit. Matt. 28:19; Mark 1:9-11; John 5:18, 23; 10:29,30; Psalm 139:7; I Corinthians 2:10,11; Hebrews 1:5-12 (cf. Psalms 102:25ff); Hebrews 9:14; II Corinthians 13:14.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. John 1:1-5; 20:28; Colossians 1:15-17; Matthew 1:22, 23; 3:16, 17; II Corinthians 5:21; Romans 3:25; Matthew 28:5-7; I Corinthians 15:3-8; Acts 1:9-11; 2:23-33; Romans 8:34; Ephesians 4:8-10; Hebrews 1:2-3; I Thessalonians 4:16-18.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. Salvation is by faith alone through grace alone. Both justification and sanctification are the works of the Holy Spirit in those who trust in Jesus. John 3:5,6; Titus 3:5,6; Ephesians 2:8; Galatians 3:2-3; I Peter 1:2.

- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. Luke 24:49; Acts 1:9; Romans 8:9-11, 12-15; 15:18-19; II Corinthians 1:21-22; Ephesians 3:14-19; 5:18-20.
- We believe in the personal baptism with the Holy Spirit as received by believers “at the beginning.” We believe in the present day manifestation of all the gifts of the Holy Spirit in the Church. John 1:33; 20:21-23; Acts 1:8; 2:4; 4:31; 8:17; 10:44-46; 19:3-6; Romans 12:6-8; I Corinthians 12:13, 27-31; 14:1-40; Ephesians 5:18.
- We believe in obeying the Great Commission in the spirit of the Great Commandment. Matthew 22:37-38; 28:18-20; Mark 16:15; Luke 25:46-48; John 20:21; Acts 1:8.
- We believe in the resurrection of both the saved and the lost--of they that are saved unto the resurrection of life and of they that are lost unto the resurrection of damnation. John 5:28-29; I Corinthians 15:20-23; Revelation 20:11-15.
- We believe in the sanctity of human life from the moment of conception to the time of death. All human life is precious in the sight of God. Luke 1:15; Galatians 1:15; Psalm 22:10; 71; 6; 139; 13-14; Mark 8:36; Psalm 72:14; Isaiah 43:4.
- We believe that marriage and family are institutions ordained by the Lord God Himself from the very beginning of human history and these are sacred institutions. Marriage is between one man and one woman. Any other definition of marriage is contrary to the clear teachings of the Holy Bible and hence against the expressed will of God. Genesis 1:27-28; 2:20b-24; I Corinthians 7:2; Hebrews 13:4.
- We believe that God created men and women as sexual beings. Sexuality is an integral and beautiful part of creation. The Bible clearly teaches that any sexual act outside of marriage whether in thought, word or deed is sin. Genesis 1:27-28; Matthew 5:27-28; Proverbs 6:25-26; I Corinthians 6:9-10, 18; I Thessalonians 4:3-8.
- We believe that unity regarding the foundational doctrines clearly taught in the Holy Bible is absolutely essential. At the same time, we also affirm that we must accept one another in the love of Jesus recognizing that there are different styles and expressions of worship. We are all members of the Body of Christ and are called to build His Kingdom in harmony and agape love. John 17:11; Romans 12:11-13; 14:1-23; I Corinthians 12:4-6; 27-28; Ephesians 4:1-6.

## **Starting In The Adventureland Program**

### **Making The Transition Easier**

The first few weeks in any new environment can cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings.

If possible, bring your child in to see their classroom and meet their teacher before the actual "first day" of school.

Talk with a positive attitude to your child about the center and their activities. Tell them that you like the school and their teacher. Let them know that you are happy that they are going to school. If you see that there is a problem, bring the concern to the teacher or director.

Separation anxiety in the younger years normally occurs, therefore, your child may resist having to be left at the center. After a few weeks, departures become easier. We suggest that after the necessary signing in, and walking your child to class, that you give your child a hug and let them know you will return that afternoon to pick them up. Prolonging your departure could cause more anxiety for you and your child.

Younger children may want to bring a special object from home, such as a stuffed toy or blanket. This will help the child during naptime and make them more comfortable.

Re-adjustments may need to occur after long weekends, vacation or times of illness. Your continuing positive attitude will help these transitions.

### **For Your First Day**

Knowing what to expect your first day makes the transition easier. We recommend that you give yourself at least 15 extra minutes so you aren't rushing to drop off. Your child will already feel a little stressed being in a new environment. If they feel your stress of trying to hurry things up they will become more insecure. Also, if your child becomes upset and you stay longer than your allotted time they will cry even more the next day to try to get you to stay longer. You are encouraged to leave, than call us to check on your child. Most of the time they are already involved in an activity and are doing fine.

Please make sure your child has the following things when you drop them off on their first day:

- A full-sized backpack
- A crib-sized sheet AND blanket (labeled with their name)
- An extra change of clothes
- Diapers / pull-ups (if needed)
- Wipes (if needed)

#### **Please label all items with your child's name!**

These items will need to be with your child whenever they are at Adventureland. Please bring your child's bedding on the first day of their attendance for the week and take them home and their last day of attendance for the week to be laundered. If your child has an

accident during the week please bring in another set of extra clothes at drop off the next day.

If you are concerned about your child during the day, please call and we will let you know how they are doing. You will be able to speak to your child's teacher directly, so you can ask questions and know exactly what they are doing.

## **ADVENTURELAND GENERAL POLICIES**

### **Absences**

If your child is going to be absent, we ask that you notify the center office by 9:00 a.m. The nature of the illness is also important to us particularly if the illness is contagious. There will be no reduction in tuition for absences. You are paying to hold your child's position in our program. We do have "Vacation" time (please see below). If you do not notify the office before 12:00 noon that your child will be absent on Monday (when tuition is due) a late fee will be added to your account.

### **Accidents**

There is always someone on the premises that is CPR and First Aid certified. If an accident should occur, staff are trained and qualified to administer first aid and/or determine whether further treatment should be required. In the event that further treatment is necessary, the parent will be notified. If we are unable to contact you or your alternate contacts we will use our best judgment in providing the proper care for your child. Anytime your child is hurt at school an "Ouch Report" will be completed and sent home with your child.

### **Arriving at the Center**

We require you to sign your child in and then accompany them to their classroom. This is a state law but it also helps provide a smooth transition and allows you a brief exchange with the teacher to convey information about your child. Adventureland does not assume responsibility for your child until they have been signed in, accompanied to their classroom and left in the presence of a teacher. If your child arrives before 8:30 a.m., classes may be combined in one room before they move to their regular classrooms for the day. Likewise, at the end of the day as children are picked up, children may be combined in one classroom.

### **Arriving at the Center After 9:00**

If you are going to drop your child off at the center after 9:00am we require that you notify us no later than 9:00am that your child is coming in late. If you try to drop off after 9:00am and have not notified us we cannot guarantee that we will have a spot for your child, even if it is their regularly scheduled day. This not only helps us in scheduling teachers and preparing lunch, it also minimizes interruptions in the classroom routine. We want your child to get the most out of our program. Thank you for your cooperation in this matter. If you are bringing in your child after 8:30 and it is not a scheduled eating time, please do not bring your child into the room to eat their food. This can be very disruptive for the rest of the class.

## **Attendance**

We want your child to get the most out of our program. In order to do this they need to be present during class time. Class activities start at 8:30 am. If your child comes in late or is absent, they will not be able to make up the projects that they missed and/or meals and snacks. The new concepts are introduced first thing in the morning while the children are fresh and ready to learn. Please notify the school no later than 9:00am if your child is not going to attend school for whatever reason, including if your child is sick (See illnesses pages 7 & 8 for more information concerning sicknesses).

## **Baby-sitting**

On occasion, parents ask the staff to baby-sit outside the center. Adventureland does not authorize or take responsibility for any services that staff may provide outside the premises or program. Staff members are not allowed to leave the center with any child enrolled unless the staff member is listed on the enrollment form as an alternate contact or a written note must be provided by the parent for the specified date.

## **Bedding**

It is the parent's responsibility to bring a crib sized sheet and blanket to school on the first day of the week that their child attends. They must be placed in the child's cubbie or in their child's backpack by the parent (leaving bedding on the sign in desk, front desk, classroom tables, or any other place other than the cubbie is not allowed). All bedding should be taken home once a week for laundering. It is the parent's responsibility to label all bedding with your child's name. Please print the name in letters at least 2" in height in the middle of the sheet and on the tag of the blanket. If the items are not labeled when brought to school, the center will label them. Please do not send any blankets that have "Special Feelings" attached to them. Adventureland will always take due diligence in the care of all your child's belongings. However, Adventureland is not responsible for any personal items that may get lost or broken while at school.

If your child is brought to school without their sheet and/or blanket we will contact you to bring one down for them before naptime.

## **Birthdays**

Your child's birthday is a special day! We enjoy being a part of it with them. We ask that if you want to celebrate your child's birthday in their classroom please notify your child's teacher and the Director in advance. We will normally celebrate at lunchtime unless other plans have been made.

## **Biting**

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become

frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

When a child does bite, the following procedures will occur:

- 1) First Aid and TLC will be given to the child that was bitten. The attention will be put on the child that was bitten. The parent will be notified by an "Ouch Report". Due to privacy laws we are not able to disclose to you the child that bit.
- 2) As with any behavior that is not acceptable the child will be separated from the other children. We will explain to the child that biting is not okay. We will try to pin point the source of frustration for the child. The incident will be documented and the parent will be called.

If more than one biting incident occurs in one day, for the safety of the children (including yours), your child will need to be picked up for the day. If the behavior continues doing this often enough to be considered excessive, the parents will be asked to withdraw the child from the center until the problem is corrected.

### **Breaking School Property or Stealing Toys**

If your child intentionally breaks school property, you will be expected to pay for the repairs or replace the item. If your child intentionally takes a toy or other item home from the school and it is not returned (in the condition in which it was taken), you will be required to replace it.

### **Cleanliness**

Our center is cleaned and maintained on a daily basis by our staff. Preventive pest control is conducted monthly. All changing tables are cleaned after each use. Toys and equipment are disinfected.

### **Clothing**

It is the parent's responsibility to check that your child has an extra change of clothes in their cubbie or backpack at all times. Please check your child's cubby or backpack on a daily basis. If your child has an accident and does not have a change of clothes you will be called and required to bring them a change of clothes within a 30 minute time period. All clothing needs to be clearly marked with your child's name.

Please send your child in clothes that both you and your child will feel comfortable with them playing in. We schedule a variety of activities including "messy" activities. Your child will be playing with a variety of materials including (but not limited to): paint, glue, markers, food coloring, corn starch, water colors, kool-aid, and glitter. We try to use materials that are washable but it is not always possible. Some materials will wash out of certain clothing easily while it may stain other types of clothing.

If you dress your child in dresses please put a pair of shorts under them.

## **Communication**

We know that communication is the most important part of a happy and successful experience. We will do our best to let you know about events and special projects involving your child. We believe that the communication between the parents and the school is very important to molding and reinforcing character and behavioral concepts. We use verbal and written communication. We also ask that you keep us informed of things going on with your child so that we may be sensitive and watch for any changes that may need special attention. Please also let us know if your child will be absent or out for an extended period of time. If there is any issues that would need attention from the office please feel free to contact us at any time. We are not able to help if we don't know there might be something we could help with.

## **Contact Info**

Keeping your contact info current is very important. We need to be able to contact you at any time. If you have a job that does not allow for this, please make a note on your contact info sheet and provide us with another contact person that we will be able to reach at any time. You, as parent, or a contact person should be able to come to the school within a 30 minute time period at anytime we may need you to.

## **Emergency Evacuation and Relocation**

In the event of an emergency evacuation of the building, all staff and children will remain safely away from the building until all threat of danger has subsided. If, however, immediate re-entry to the building is not possible and/or weather advisory exist Adventureland staff will transport the children to another designated evacuation center.

## **Emergency Information**

Your enrollment form will list emergency telephone numbers in case you cannot be reached. It is extremely important that the information be kept current with correct telephone numbers. This form will also be used to identify persons that are allowed to pick up.

Adventureland has written policies and procedures for dealing with emergencies.

## **Enrollment Policy**

To enroll your child, a \$50 (non-refundable) registration fee must be paid and all necessary enrollment forms must be completed, this includes current immunization records. After turning in a completed Enrollment Packet, a copy of the up-to-date immunization record and the Parent Handbook Statement you will be notified within 72 hours of your acceptance into our program. If you do not have all of the paperwork completed or your child's immunizations are not up-to-date your file will be put on hold until it is completed. Your spot in our program will not be held until your child's file is complete and you have paid the \$50 Registration Fee.

Your registration fee is for the school year (Sep-Aug). This registration process is repeated yearly, including forms and fees. You will be notified of early registration. All children not registered by August 31<sup>st</sup> will be automatically dismissed from our program.

Current students will be given priority registration until May 31<sup>st</sup>. As of June 1<sup>st</sup> registration will be on a first come, first serve basis.

## **Forms**

We have many forms available to you that will help you and our program run more smoothly. They are located just inside the main preschool office. In the hanging letter files. You will find:

- Parent Documentation Forms – To be filled out if your child is injured at home, letting us know that it happened and if there are special instructions for us.
- Request To Change Status Form – This form is to be filled out if you would like to change any information in your child's file, change days, change tuition rate (potty trained or birthday), or any other important information you might want to change.
- Medication Forms – To be filled if your child will need to be administered medication while at Adventureland.
- Menu – This is provided to in form you of the meals that we will provide and to make it easier for you to schedule for days when your child is not able to eat what we provide.

## **Guidance and Discipline**

Guidance and discipline is consistent and based on an understanding of the individual needs and development of the child. Our key to effective discipline is founded in loving, respecting and guiding children toward acceptable behavior. We view discipline as a time to help children learn new social skills and alternatives. It is teaching time – a time to remain supportive of the child.

Techniques used for discipline and guidance will include:

- Redirecting the child.
- Offering the child words to use to solve problems.
- Giving the child a chance to try again.
- Modifying the environment or routine to better meet the child's needs.
- Removing the child from the group for specified time. This separation is not a punishment, but rather a time when the child can calm down, remember what behavior is asked of them, and decide for themselves when they are ready to rejoin the group with the appropriate behavior.

## **Holidays & Important Dates**

Please mark your calendar with these important days:

- Closed for Labor Day -September 1<sup>st</sup>
- Back to School Night –September 23<sup>rd</sup>
- Harvest Party – October 31<sup>st</sup>
- Harvest Festival at Crosswind- October 31<sup>st</sup>
- Closed for Thanksgiving & the Friday after – November 27<sup>th</sup> & 28<sup>th</sup>
- Christmas Cookie Exchange- December 17<sup>th</sup>
- Christmas Party- December 19<sup>th</sup>
- Closed for Christmas – December 25<sup>th</sup> & 26<sup>th</sup>
- Closed for New Years – January 1<sup>st</sup>

- Valentines Day Party- February 13<sup>th</sup>
- Closed for President's Day – February 16<sup>th</sup>
- Easter Party- April- 2<sup>nd</sup>
- Closed for Good Friday – April 3<sup>rd</sup>
- Open House- April 28<sup>th</sup>
- Closed for Memorial Day – May 25<sup>th</sup>
- Graduation (Pre- K & Kindergarten)- June 4<sup>th</sup>
- Fourth of July- July 4<sup>th</sup>

## **Illness**

If a child is sent home ill with an illness that does not require a doctor's note to return to school, then the child must remain home until free from symptoms with a normal temperature for 24 hours without a fever reducing medication and does not have vomiting or diarrhea. If the child becomes ill at night; please notify the school and keep them at home until your child has been free from the illness for 24 hours. If the child continues to have symptoms a doctor's note stating the child is not contagious is required.

If your child is too sick to participate in the center's activities, including outside play, they should remain at home.

A back up person should be provided who can pick up the child if the parent is unable to be at Adventureland within a 30 minute time period. This person should be listed on your emergency contact list.

We use the following guidelines to determine if a child should be sent home:

- Fever
- Heavy or excessive coughing
- Colored discharge from nose
- Vomiting or diarrhea
- Any unusual rash
- Visibly uncomfortable
- Red eyes or discharge from the eyes
- Unable to participate in classroom activities. (Due to illness or medication)

State law requires that we notify parents of children who become exposed to contagious diseases. If your child should become infected with a contagious disease, please notify the center immediately so the Director can notify families of other children who may have been exposed to the contagious disease.

Always notify the school office when your child is not going to attend due to illness.

## **Late Child Pick-up**

We charge \$5.00 for any portion of the first five minutes that your child is left at Adventureland after 6:30 p.m. After 6:35 p.m. the charge is \$1.00 a minute. It is due and payable to the closing teacher at the time of pick-up. This fee must be paid BEFORE your child can be dropped off for their next scheduled day.

If you are enrolled in our half day program your child must be picked up promptly at 12:00 for Infant –Preschool and 12:30 for Pre-K and Kindergarten. If you are late you will be charged our Late Child Pick-up Fee as stated above.

### **Meals and Snacks**

Adventureland provides all meals and snacks. Breakfast is served from 7:00-7:30 a.m. and lunches are served from 11:15 a.m. to 12:00 p.m. We give one morning snack and two afternoon snacks (3:00 & 5:30).

Food is served at snack & meal times only. If you bring food in for your child in, at a time other than our designated eating times, you will be responsible to wait with your child outside of the classroom until they are finished.

If your child has a food allergy, we ask that you bring an alternate meal/snack on the days that your child can not eat what we provide. Please make sure the meals/snacks are “Ready to Eat.”

### **Medical Requirements**

The State requires that all children have the proper immunizations and that records are to be kept in the child’s file at the center. Children will not be allowed to attend if these records are not up to date.

### **Medication**

If your child will need to take medication while at our school you must fill out a Medication Form and the following guidelines will be followed:

- The medication must be in the original bottle with your child’s name on it.
- We can only give up to the recommended dosage on the bottle.
- We cannot give expired medications.
- We cannot give medications past the date the doctor prescribed it for.
- We cannot give medications on a “As Needed” basis. We must have exact dates and times.

### **Nap Time**

All children who spend a full day with us will be required to rest. Children are expected to rest quietly allowing those who need to sleep the opportunity to do so. Nap times vary from class to class. Sleep mats are provided by the center. The parent is required to provide a crib-sized sheet and blanket labeled with your child’s name every Monday. You can leave them in your child’s “cubbie” through the week and take them home on Friday for laundering.

The law requires that all children have a sheet and blanket to use for naptime.

If your child does not have a sheet and/or blanket we will contact you to bring one down for them before naptime.

## **Personal Belongings**

Adventureland supplies all classrooms with age appropriate educational materials and toys. Therefore, we feel it is best if the child does not bring toys, money, candy or other personal items from home throughout the week, the only exception being "Share Day". Adventureland will always take due diligence in the care of all your child's belongings. However, Adventureland is not responsible for any personal items that may get lost or broken while at school.

## **Reporting of Child Abuse**

We are required by law to report any suspected incidents of possible child abuse or neglect.

## **Share Day**

Friday is "Share Day." If your child would like to bring a toy or movie (at the discretion of Adventureland) to share with their friends they can do so on Friday. Please do not send valuables, keepsakes or breakable items with your child. All share toys need to be labeled with your child's name. Adventureland will always take due diligence in the care of all your child's belongings. However, Adventureland is not responsible for any personal items that may get lost or broken while at school.

Please do not allow your child to bring toys on any other days other than Share Day.

## **Sign-in / Out Procedure**

Parents are required to sign their child in and out on the sign-in sheet at any time your child is in our care. Sign-in sheets are required by law and are considered legal documents. You must then accompany your child to their classroom. Students can not be dropped off outside of a classroom. If you do not sign your child in you will be contacted by our office and must return to Adventureland to sign them in within a 30 minute time period. When arriving to pick your child up, a person 18 or older must come inside the building to sign the child out. Children will not be released to other siblings or people not authorized to pick the child up. A driver's license or some type picture ID will be asked for if the front office does not recognize the person picking up the child.

If either parent wishes to place restrictions on the other parent's rights to pick up a child, Adventureland requires legal documentation regarding child custody and/or visitation rights. This information is kept in the child's confidential file.

## **State Licensing Requirements**

Adventureland is licensed by the state of California and is inspected on a regular basis. Our center complies with licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, teacher/child ratios and record keeping.

## **Toilet Training**

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Diapers or pull-ups and wipes are to be supplied by the parent. Several extra changes of clothes are requested during these training days. Close communication between parents and the center staff is important in the developmental stages in your child's life. Information will be provided to you and a plan will be made between parent and teacher. After your child is potty trained it is your responsibility to fill out a Request to Change Status Form and turn it in to the office to request the new decreased tuition charge.

## **Tuition, Charges & Payments**

A non-refundable first-time registration fee of \$50 is to be paid at time of enrollment.

A \$100 re-registration fee is due each year for students who plan to continue in our program for the next school year or any time your child has been taken out of our program and brought back during the same school year.

Tuition is due weekly and must be paid by Monday at 12:00 noon. We only accept payments made in check and cash. A late fee will be added to your account if it is not brought to a zero balance by 12:00 noon on Monday. We follow a progressive late fee schedule. The charges are as follows:

1<sup>st</sup> Offense = \$20

2<sup>nd</sup> Offense = \$50

3<sup>rd</sup> Offense = \$100

4<sup>th</sup> Offense = \$150

5<sup>th</sup> Offense = Automatic dismissal from our school.

If paying with cash please note that we are not able to give change. Any amount that is paid over your tuition charge will be posted as a credit on your account. When paying with cash please give it to a staff member and get a receipt at the time. Putting cash in the tuition box without getting a receipt could result in your account not getting credited correctly.

If your child is absent a phone call must be made to the office by 9:00 on Monday, in order to avoid a late fee. We will then give you until Tuesday at 12:00 noon to drop off your payment without a late fee.

We accept cash or check. If paying by cash, please pay a teacher or the Director, and a receipt will be issued immediately. Please keep all receipts for your records. If paying by check please write the students name in the memo section of the check and drop it in our tuition box located inside the front entrance on the wall.

If your check has to be re-deposited we will charge \$10 Re-Deposit Fee. If your check is returned to us unpaid you will be charged a \$25 Returned Check Fee. Cash payment is required, for the duration of the school year, after Adventureland receives a second NSF check.

We send out statements at the end of each month showing all of the charges and payments on your account. If you would like a statement during the year please feel free to request one.

If your account becomes two weeks delinquent, you will receive a "Non-Payment Notice". This notice is to be considered your one and only warning. We will dismiss your child until you

account is made current including late fees. During that time any vacation weeks will be used to reserve your child's place. If you do not have any vacation time, your child's place may be given to another child. You have two weeks from the day of dismissal to bring your account current. If your account is not paid in full by the end of the two weeks, your child will be permanently dismissed and other means of collection will be considered. At this point, if you would like your child to attend Adventureland you will have to apply to re-enroll at Adventureland. To re-enroll your account will have to be paid in full and you will have to pay the registration fee again. Your application will be reviewed and account history will be considered. As with a new student, days and classroom placement will be based on availability, not past placement. Adventureland views non-payment of tuition as stealing. If you find yourself in financial hardship, talk to us first before your account is delinquent and see how we can help. Non-communication with us forces us to follow policy, and is more costly to you in the long run. Let's work together.

The second time your account becomes two weeks delinquent and you receive a "Non-Payment Notice" your child will be immediately dismissed from our program.

There is no reductions made for holidays.

No reductions are made for absences or illness unless the child is hospitalized. If the hospitalization or illness keeps your child out of school for more than two weeks re-admittance will be based on availability. Please notify the Director in that case.

No refunds or reductions are given for dismissals, suspensions, or any other disciplinary reasons. Vacation weeks cannot be used in regards to dismissals or suspensions.

No refunds are given on tuition payments or portions of tuition payments. All overpayments of tuition will be credited to your account.

A two (2) week notification in writing is required in the event a child is withdrawn from the program. Tuition for the final two weeks is due whether or not your child is in attendance. All late fees apply to non-payments. In case of financial hardship vacation weeks can be applied to the two weeks notice.

If you decide to take your child out during the school year for an extended period of time and do not notify the office to make plans you will be responsible for the tuition charges that accrue.

If there are any changes to our tuition or fees, you will be given a 30 day notice.

## **Vacation**

We allow two (2) "Tuition Free" vacation weeks per school year (September-August). Vacation forms are located in Adventureland's front office and must be filled out and turned in two (2) weeks prior to the vacation week. If this form is not turned in to the office two weeks prior to the requested date, your account will be charged, and payment will be expected. All vacation weeks must be taken within a Monday – Friday week. You may not take a few days from one week and a few days the next week. Your child may not be in attendance when using a free week of vacation. If your child is in attendance for any portion of any day during your vacation week it will void your free tuition week and payment will be expected.

## **Weather**

Adventureland will not always follow the local school district's decision regarding school closings for hazardous weather. Listen to local radio stations for the latest information. There is no discount in tuition for inclement weather closures.

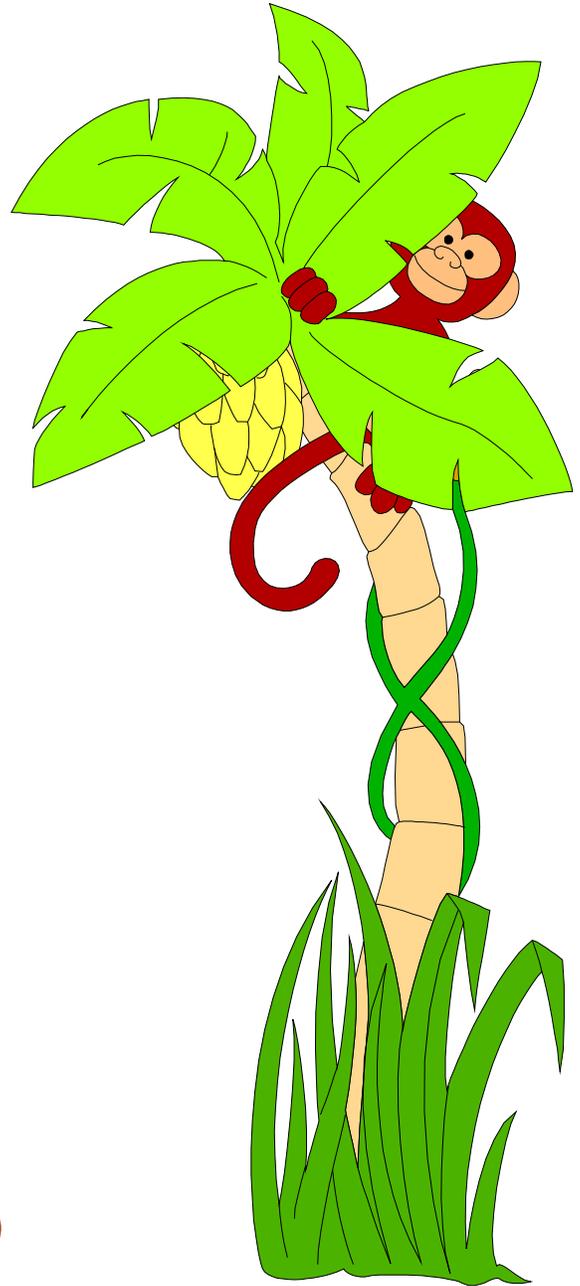
## **Withdrawing Your Child From Our Program**

If you withdraw your child from our program we do require a two week notice. If you have to take your child out of our program due to illness, we require a doctor's note in order for your account to not be charge with the two weeks tuition for the notice. If you withdraw your child from our program and re-enroll them during the same school year, you will not be given additional vacation weeks upon re-enrollment. We will make your account reactive upon your re-enrollment date.

If your child was dismissed for a disciplinary reason, or delinquent account you may not be allowed to re-enroll.

# Adventureland

Infant Center    Preschool    Kindergarten



## Parent Handbook 2014-2015

August 28, 2014

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