

**WELCOME**

**2019-20**

**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 schoolyear 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](mailto:adventureland@faithadventure.com)

## Orientation Evening

Orientation Evening is for parents and students, and will be on Thursday, the 12<sup>th</sup> 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. Please try to arrive at the time designated below. If you cannot make the designated time, please come as close to your designated time as possible.

Last names beginning with **A - D** please arrive at **4:30 p.m.**

Last names beginning with **E - G** please arrive at **4:45 p.m.**

Last names beginning with **H - J** please arrive at **5:00 p.m.**

Last names beginning with **K - M** please arrive at **5:30 p.m.**

Last names beginning with **N - P** please arrive at **5:45 p.m.**

Last names beginning with **Q - S** please arrive at **6:00 p.m.**

Last names beginning with **T - V** please arrive at **6:30 p.m.**

Last names beginning with **W - Z** please arrive at **6:45 p.m.**

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

A \$15.00 fee will be charged on any NSF checks.

If you choose to pay in cash please do not leave without your receipt.

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

- ❑ There is a \$75.00 non-refundable registration fee for each family. This will cover administration costs. Your child's space in the preschool *(or on the wait-list)* will not be secured until this fee has been paid.
  
- ❑ There are two non-refundable supply fees per school year, per student.
  - The first supply fee is \$25/ student, and is due upon registration.
  - The second supply fee is \$25/ student, and is due with your January tuition.

❖ *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.*

### ❑ 2019-20 School Year Tuition is a Flat Fee

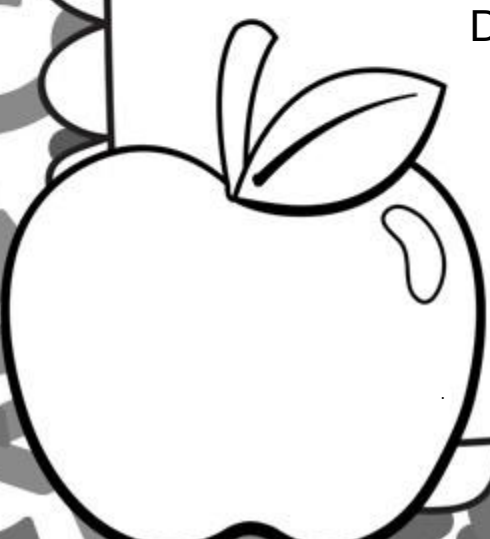
Mon. – Wed. classes for ~3/4 year olds cost \$2,200.00 per student.

Mon. – Thur. Pre-K classes cost \$3,000.00 per student.

You May Choose a 5 or 10 Installment Payment Plan-  
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](mailto:preschool@faithadventure.com)*



## Tuition Plan Options for the ~3/4 Year Olds Classes:

5 Payment	10 Payment
<input type="checkbox"/> \$440 9/12	<input type="checkbox"/> \$220 9/12
<input type="checkbox"/> \$440 11/6	<input type="checkbox"/> \$220 10/7
<input type="checkbox"/> \$440 1/13	<input type="checkbox"/> \$220 11/6
<input type="checkbox"/> \$440 3/9	<input type="checkbox"/> \$220 12/9
<input type="checkbox"/> \$440 5/6	<input type="checkbox"/> \$220 1/13
	<input type="checkbox"/> \$220 2/5
	<input type="checkbox"/> \$220 3/9
	<input type="checkbox"/> \$220 4/6
	<input type="checkbox"/> \$220 5/6
	<input type="checkbox"/> \$220 6/3

## Tuition Plan Options for the Pre-K Classes:

5 Payment	10 Payment
<input type="checkbox"/> \$600 9/12	<input type="checkbox"/> \$300 9/12
<input type="checkbox"/> \$600 11/6	<input type="checkbox"/> \$300 10/7
<input type="checkbox"/> \$600 1/13	<input type="checkbox"/> \$300 11/6
<input type="checkbox"/> \$600 3/9	<input type="checkbox"/> \$300 12/9
<input type="checkbox"/> \$600 5/6	<input type="checkbox"/> \$300 1/13
	<input type="checkbox"/> \$300 2/5
	<input type="checkbox"/> \$300 3/9
	<input type="checkbox"/> \$300 4/6
	<input type="checkbox"/> \$300 5/6
	<input type="checkbox"/> \$300 6/3



## School Supplies

School Supply Fees 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.

### At Orientation Evening Please Bring:

- 1 Family Picture 5x7" or smaller *(This will not be returned)*
- 2 Student Pictures 5x7" or smaller *(This will not be returned)*
- 1 Complete Set of Extra Clothing for Your Child Enclosed in a Labeled (with child's name) Gallon-Sized Ziploc Bag *(Shirt, Pants, Underwear, and Socks – (These will be returned at the end of school)*

### 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)*
  - If desired, children can bring a backpack



## School Hours & Drop-Off / Pick-Up Procedures

### 3-4s Preschool Class Times:

Class days are Monday, Tuesday, and Wednesday.

9:30 a.m. children meet assistant teachers in Jungle Room.

12:30 p.m. school ends. Parents pick children up at the classroom door.

### Pre-K Class Times:

Class days are Monday, Tuesday, Wednesday and Thursday.

9:00 a.m. children meet assistant teachers in Jungle Room.

1:00 school ends. Parents pick up at the classroom door.

### 3-4s Preschool & Pre-K Drop-Off:

- Before class begins, 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 or is available to supervise the Jungle Room.
- Breakfast needs to be completely eaten before entering the classroom or Jungle Room play area.

### 3-4s Preschool & Pre-K Pick-Up:

- Sign your student(s) out for the day and teachers will dismiss students to their parent or authorized adult.
  - Any changes to the way your child normally goes home must be arranged and 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.



## 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](mailto: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](mailto: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.
- ❖ Free of fever means that without using fever-reducing medications, the child's temperature has remained below 100 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.



## 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.
- If a lunch is not packed with your child, we will provide crackers and cheese.

**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, February, 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.



## 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.

The lobby area, Jungle Room, and Parent Room are available for parents and siblings to utilize 30 minutes before or after drop off and 20 minutes before or after pick up times without needing to notify the director.



## Inclement Weather

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

**If SKSD announces limited buss 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.





## 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](mailto:preschool@faithadventure.com)

Facebook:

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

Church Website:

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

SKSD Website:

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



NOTES:



## Acknowledgement of Handbook

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

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I have received a copy of the 2019-20 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 \_\_\_\_\_ Date \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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

