



ADVENTURE

◀ PRESCHOOL ▶

2023-2024

Family Handbook

Updated 2/27/23

Welcome

Dear Preschool Families,

Our team is thrilled to welcome you and your student(s) to our school family. We are glad to be part of your student's academic success.

Adventure Preschool exists to help families make a life-transforming connection with Jesus Christ while supporting them in educational goals for their children. We do this by setting learning standards for students that help them grow emotionally, academically and spiritually. We focus on incorporating areas of importance that encourage educational learning with fine and gross motor skills, phonics and literacy enhancement, and social and emotional development built into every aspect of our learning time. Adventure Preschool uses *Pocket of Preschool* curriculum in all classrooms.

Our smaller class sizes give more opportunities for one on one interactions, creating positive environments that are led by two professional and nurturing educators. Our lead teachers are always working toward furthering their education and participate in a minimum of 10 certified continuing education hours each school year.

Adventure Preschool introduces students to Biblical truths about who God is, and how He is alive and active in their lives. This is done through our weekly chapel time and followed up in the classroom with Bible teaching.

We invest in our students to prepare them to be ready for Kindergarten as well as help them grow in character and kindness. We partner with parents to help support your child's educational goals.

Welcome to the Adventure Preschool Family!

Registration

We welcome children ages 3 and up to register for classes at Adventure Preschool. We offer 5 classes:

Class Name	Number of Teachers	Number of Students	Approx starting age	Annual Tuition
Discoverers	2	12	3-3.5	\$2,800
Pathfinders	2	12	3.5-4	\$2,800
Adventurers	2	14	4-5.5	\$3,600
Investigators	2	14	4-5.5	\$3,600
Explorers	2	14	4.5-5	\$3,600

*Our Discoverer and Pathfinder classes meet 3 days/week for 3 hours each day, while our Adventurer, Investigator, and Explorer classes meet 4 days/week for 4 hours each day.

- ❖ When registering, a request for a preferred class for the student can be made. These requests are taken into consideration when made. Our goal is to place children into the class that will be the best fit for them.
- ❖ We place our Preschool and PreK students appropriately based on age, personality, learning styles, and other factors communicated to us by parents.
- ❖ To register all students must be potty-trained and able to use the rest rooms independently.

Orientation

Orientation is a valuable experience for parents and students. Our 2023-2024 orientation is scheduled for the Thursday before schools starts in September. All family members are welcome to attend. Orientation will be held at Adventure Preschool (lower level of Adventure of Faith Church).

Orientation is a great opportunity to:

- ❖ Meet your new teacher
- ❖ See your new classroom
- ❖ Meet and connect with other families
- ❖ Familiarize yourself with our parking procedure
- ❖ Allow your child to become familiar with the environment
- ❖ Get questions answered
- ❖ See what activities your kids will be doing in class
- ❖ Learn about Class Dojo, our school communication platform
- ❖ And much more!

You will be able to sign up for an orientation time slot via the Signup Genius link, which will be provided by email in August.

If you cannot attend Orientation, please contact us at preschool@faithadventure.com to set up an alternate meeting.

Fees & Tuition

Please make checks out to *Adventure of Faith* and write student name and fee type (registration, tuition, supplies, etc). If you choose to pay in cash, it is your responsibility to obtain a receipt. You may pay with a credit card by going to our website and clicking the “MAKE A PAYMENT” link (processing fees apply). Sending a screenshot of your online payment to preschool@faithadventure.com is advised. For each week tuition is late a \$10.00 fee will be added to what is owed. Tuition is a flat fee for the year. It can be broken down into 10 equal installments, although it is not a “monthly” payment (see details on the next page).

There is a \$125.00 non-refundable registration fee for each family to cover administration costs. There is a non-refundable supply fee of \$75.00 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 submitted online to Adventure Preschool. If you feel led to, increasing your supply fees can help a family in need or supply Adventure Preschool with funds to further enrich our classrooms.

*If you cannot pay full tuition, you may fill out a tuition assistance application. There is no guarantee that assistance will be available. Email preschool@faithadventure.com for more information regarding financial aid.

Tuition Payments

Annual Tuition Rate 2023-2024:

Pathfinders & Discoverers Preschool = \$2,800.00

Explorers, Investigators & Adventurers PreK = \$3,600.00

10-Payment Plan:

Pathfinders & Discoverers \$280.00 / Payment

Explorers, Investigators & Adventurers

\$360.00 / Payment

Payments would be due on the following dates:

- ☐ August 31, 2023
- ☐ September 30, 2023
- ☐ October 31, 2023
- ☐ November 30, 2023
- ☐ December 31, 2023
- ☐ January 31, 2024
- ☐ February 29, 2024
- ☐ March 31, 2024
- ☐ April 30, 2024
- ☐ May 31, 2024

School Supplies

The Supply Fee (that you pay when you register) 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

Meet Mondays, Tuesdays, and Wednesdays
from 9:30 AM to 12:30 PM

Investigators, Adventurers & Explorers

Meet Mondays, Tuesdays, Wednesdays and Thursdays
from 9:00 AM to 1:00 PM

Drop-Off / Pick-Up Procedures

◆ Drop off:

- ▶ Before class teachers are preparing for the day, so students must remain outside until the doors open.
- ▶ 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.

◆ 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 Adventure Preschool 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 pickup 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.

Absense Procedures

If your child will not be attending school for any reason including but not limited to: vacation, illness, or unexpected circumstances, please message the school (and individual teacher) via Class Dojo.

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

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

- * 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.
- * We follow guidelines from the Washington State Department of Health and the Kitsap County Health District regarding COVID-19 protocols. As this is ever-changing, we will continue to communicate all current guidelines with parents as we move through the school year.

Student Dress Code

► Do wear...

- * **Comfortable clothing** that will allow them to independently use the bathroom (for example, they should not wear belts, buttons, zippers or tight clothing if they can not successfully use them without assistance).
- * **Closed-toe shoes** that your child can take on and off independently, as well as run and jump comfortably.
- * 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.

► Please do NOT wear / bring...

- * **Hats, capes, hoods, scarves, necklaces, bracelets,** and other accessories (these items tend to get lost, broken, or pose danger of being caught on playground equipment).
- * **Sandals, flip-flops or strappy shoes** are not allowed because they can get caught in play equipment and cause injury.
- * **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

We have optional 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 Adventure Preschool families regardless of which date they fall on or what class your child attends. Classes will not be held at Adventure Preschool 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 Adventure Preschool Director must be notified in writing. Adventure Preschool teachers and staff are never allowed to transport students to/from field trips.

Parking Information

- Preschool staff will park nearest the building in an effort to have all cars closest to the building be non-moving when students are arriving and leaving.
- Parents may NOT leave children in cars parked in the Adventure of Faith parking lot. (Washington state law RCW [46.61.685](#)).
- Children may not walk to/from the parking lot (or playground) without a designated adult within an arms-reach.

- Please follow all playground rules before and after school is in session.

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.
- 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 call the parent so that they can bring their child a lunch.
- If your child requires medication during class time, please discuss options with us. (Teachers are not able to administer medications to children).

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 their teacher at least one week in advance. Also, only store-bought treats can be shared. 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 Adventure Preschool on their half-birthday so they can have a special day with their friends in class too!

Evaluations & Conferences

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.

Adventure Preschool 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 and April. The reports will be sent home to you soon after and can be discussed during parent teacher conferences, which will be scheduled in November and May. If you would like to meet with your child's teacher and/or director at any other time, you may request a conference at any time by submitting an email to preschool@faithadventure.com.

Home Support

Ways to Help Your Preschooler at Home:

- ★ Read with your children for 15 minutes a day.
- ★ 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.

Parent/ Teacher Communication

- ◆ Our primary methods of communication will be through email and through Class Dojo (our school communication platform).
- ◆ All parents will need to log in to Class Dojo (each parent will be sent a link before orientation), preferably turn on notifications, and check it often for class communication, updates, and news.

Parent Opportunities/ 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 director to learn more about specific volunteer opportunities.
- ◆ Opportunities may be limited during times when COVID-19 restrictions affect how many people we can have in the school.
- ◆ 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 by emailing preschool@faithadventure.com.
- ◆ Parents are 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 make prior arrangements by emailing preschool@faithadventure.com or by messaging the school on Class Dojo.

Inclement Weather Procedures

- ✱ Adventure 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 – Adventure 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 AM and 7:30 AM "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 website. If no reports have been made, school will be run as usual or as our Adventure Preschool Calendar dictates.
- ✱ After one week of combined canceled school days, we will make attempts to make up days missed due to inclement weather. However, canceled school days due to inclement weather are not guaranteed to be rescheduled or cause any reduction in tuition.

Pandemic / Illness

Adventure Preschool staff follows the safety protocols required by the Kitsap County Health District and the Washington State Department of Health. As the guidelines are constantly changing and being updated, we will strive to keep parents informed of changes. As of the writing of this handbook (February 2021), we are following the guidelines that are contained within the WA State Department of Health's "Guidance for Child Care, Youth Development, and Day Camps During COVID-19" which can be found at:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DOH-OSPI-DYCF-SchoolsChildCareGuidance.pdf>

Again, we will notify parents if information is updated or changed.

In the event Adventure Preschool needs to cancel class or close down for any period, tuition is still required at the same rate as agreed upon at the time of registration. It is possible that school may be conducted virtually. 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.

Frequently Asked Questions

How do I stay connected and find out what my child is doing in class each day?

- Parents will receive an invitation at the beginning of the school year to join a school communication platform called Class Dojo. Once signed in, you will receive weekly (sometimes daily) updates from teachers showing pictures of your child in class activities and descriptions of what they are doing in class.
- Parents receive a weekly Adventure Preschool newsletter via email detailing what students are learning in each class as well as school news, reminders, and upcoming events.
- Parents will have conferences with their child's teachers in the fall and in the spring to discuss in person how their child is doing.

How does Adventure Preschool staff handle difficult or overwhelmed behavior?

- We encourage positive reinforcement.
- We provide "safe spaces" in all classrooms when kids are feeling overwhelmed.
- Our teachers receive on-going training for how to support students.
- Multiple documented occurrences of unsafe behavior could warrant expulsion from the school, however several steps and interventions (conferences with

parents, behavior support plans, etc.) would be put in place before that were to occur.

Can I register my child who receives special education services / outside therapies?

- Acceptance into Adventure Preschool is not dependent or affected by whether a child has a diagnosis or receives special services. We are glad to partner with outside therapists to help kids work on their goals in our classes.
- We strive to do our best to meet the learning needs of each child. If we cannot meet your child's needs, we want to assist you in finding the right fit for your child.
- Our ultimate goal is to ensure that Adventure Preschool is the best fit for students.

Does our family need to be Christian to sign our child up for your Christian preschool?

- No, all are welcome to join our Adventure Preschool family.
- Our teachers are all professing Christians, who have signed a statement of faith.
- We teach our students about God's Love for them, that each person is a creation of God, and we treat each other as such.
- We have chapel, teach Bible lessons, and participate in faith-based discussions, songs, and activities.

Contact Info & Links

Adventure Preschool at
Adventure of Faith Church
4705 Jackson Ave SE
Port Orchard, WA 98366
(360) 876-0061

Adventure Preschool Director Email:
preschool@faithadventure.com

Adventure of Faith Church Website:
<http://www.faithadventure.com>

Adventure Preschool Website:
<https://www.faithadventure.com/adventure-preschool>

Adventure Preschool on Facebook:
[https://www.facebook.com/
AdventurePreschoolPortOrchard](https://www.facebook.com/AdventurePreschoolPortOrchard)

Adventure Preschool on Instagram:
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