

## ADVENT CHRISTIAN PRESCHOOL

1601 Green Lane

West Chester, PA 19382

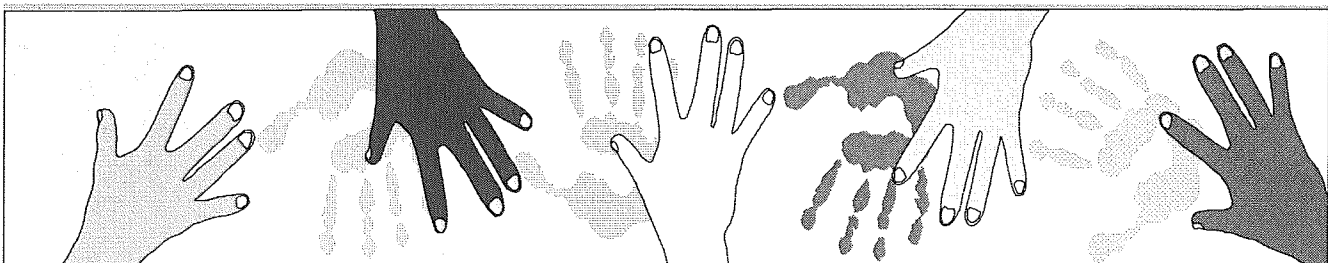
610-436-0138

[www.e-advent.org](http://www.e-advent.org) [click on preschool link]

Luci Keeler, Director

~ A safe, loving and caring  
environment in which children  
can learn and grow!

## PARENT HANDBOOK Of Policies, Regulations & Curriculum



Updated September 2018

## **Mission Statement**

Welcome to Advent Christian Preschool! Our mission is to provide a quality Christian education that gives children the knowledge and wisdom to pursue future educational and vocational opportunities in God's good creation. We are a ministry of Advent Lutheran Church.

## **Goal**

Advent Christian Preschool began in design to develop and nurture young children socially, cognitively and physically. Christian ideals of love, compassion, goodness, understanding, kindness, peace and faithfulness are fostered through everyday activities. We admit students of all ability levels, without regard to race, color, national origin, ancestry, religion, sex, gender identity, disability or age, to participate and engage in all the rights, privileges and activities of our preschool program. Our program's goal is to offer a balanced appropriate curriculum where we develop life-long learners who question and explore the world around them.

## **Educational Philosophy**

Children learn best when they are in an environment where they feel safe and loved. They need to be surrounded by loving and patient teachers. Most of all, children need to be a part of their own learning process. Children learn best when they are an active participant in their own learning and discovery. Our philosophy and the base for our curriculum is that children learn at their own pace and in various ways. Our program integrates all learning styles with an understanding of each child's stage in social, cognitive and physical development.

## **Enrollment Policy**

Enrollment shall be open to any child, provided the school can meet the needs of that child, and the parents/guardians accept that a Christian curriculum is utilized. There shall be no discrimination with regard to a child, guardian, or parent's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy, veteran status, disability, or any other protected class.

## Programs

**3 year old class:** Children must turn 3 by September 1<sup>st</sup>. Learning objectives are met and introduced according to the child's stage of development. Students are introduced to uppercase letters and numbers 1-10 and other academics, but the focus is on socialization.

**4 year old class:** Children must turn 4 by September 1<sup>st</sup>. This program is intended for children entering Kindergarten the following year with at least one year of preschool or group experience. There is an emphasis on school readiness in a developmentally-appropriate manner.

**Pre-K:** Children must turn 5 by Jan. 31<sup>st</sup>. This program is intended for children with one or two years of preschool experience or for children who are not quite ready for Kindergarten. Children enrolled in this program must be entering Kindergarten the following school year. Themes and objectives are still met with the child's development in mind.

## Potty Training/Bathroom Policy

All children who attend our preschool must be fully potty trained. We are a private preschool not a childcare facility therefore, our staff does not change diapers or physically assist a child in wiping, although we will provide verbal instruction, guidance and encouragement.

Please have an extra change of clothes in your child's bucket in case of a bathroom accident. If a child has an accident involving a bowel movement, our staff is not permitted to change the child. We will call a parent to come and pick up the child from school.

## School Curriculum

Below you will find an outline of the curriculum and goals for each area. Each month a unit will be introduced with weekly themes. The teacher will integrate the curriculum through these units and themes. Each class will meet goals and learning objectives according to the child's stage of development. The curriculum areas are as follows:

### **I. Emergent Literacy [Language, Communication, Pre-reading and Pre-writing Skills]**

- use of children's literature with extension activities
- language experiences
- story telling, puppetry
- appropriate letter and sound awareness
- written and oral language skill development
- questioning, predicting, story sequence
- rhyming and opposite words

### **II. Math Discovery**

- patterns, sequencing
- shapes, puzzles
- number and quantity awareness
- problem solving, logical thinking skills
- simple hands-on manipulative problems
- story experiences with a math emphasis

### **III. Music and Movement**

- rhythm and timing awareness
- introduction to various types of music and instruments
- body awareness (through creative movement)
- coordination skills
- music/dance appreciation
- ribbon dancing
- participation in two school shows

### **IV. Science and Nature Exploration**

- observation, classification skills
- simple charts
- participate in simple experiments
- appreciation of nature and responsibilities of recycling
- gardening/planting skills
- animal/plant awareness
- weather

### **V. Fine Motor and Gross Motor Skill**

- correct pencil/crayon grip
- scissor/paste skills
- modeling clay skills
- lacing and beading
- Lego®/block building
- painting
- coloring
- multi-texture activities (i.e. writing in sand, sandpaper letters, finger-painting)
- kicking, throwing, balancing and coordination skills
- strengthening skills
- cooperative games
- total body activities
- team building
- self-esteem program

### **VI. Creative Art and Dramatics**

- easel painting
- puppet making
- art appreciation-art history
- sculpture/clay activities
- simple crafts
- watercolors/chalk/pastels
- dress-up
- role playing
- puppet shows
- story telling
- participations in two school shows
- building blocks/cars, doll house, etc.

## VII. Multiculturalism/Community Awareness/Christian Growth

- appreciation of different cultures and traditions
- understanding of self
- family/family diversity
- awareness of the community and community helpers
- Chapel Chat

## VIII. Self-Help/Independence/Social Skills

- assist with snack
- proper hand washing
- zipping, tying, buttoning
- clean up skills
- solving problems within the group
- cooperative games
- caring and sharing activities

## Emergency Procedures

In case of an accident, the emergency procedures will be as follows:

- A staff member will administer immediate basic first aid.
- A staff member will contact the parent if immediate medical care is necessary.
- In the case of a severe injury, or suspected severe injury, the staff will have the authority to call the designated physician and/or call 911 for transportation to a hospital. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.
- Information regarding the accident will be recorded on an Advent Christian Preschool accident report form.

## Special Needs

Advent Christian Preschool welcomes the opportunity to discuss the need for families to provide additional services (TSS, aide) if you or the school feels they are necessary to ensure your child's experience in the program will be fun and rewarding. If your child has an IEP or behavioral plan, we will need a copy on file through the school year.

## Food Allergies

This year we are a peanut and tree nut free school. Tree nuts include, but are not limited to, walnut, almond, hazelnut, cashew, pistachio, and Brazil nuts. Please **do not send any products containing tree nuts** to school with your child. **This applies to snack, lunch and birthday treats. Thank you for helping us keep our students safe!**

## **Parent/Staff Communication**

We believe that communication and cooperation between parents and staff is invaluable to provide and maintain the highest quality program for your family. Information will be sent home in your child's blue folder. Please make every effort to empty your child's folder daily and read the materials.

A monthly newsletter and calendar will be sent home from your child's teacher. This will include upcoming events and reminders for your child's class. Please keep and post!

Parents are also welcome to communicate with the staff directly; call or e-mail our preschool to speak to our director and let us know of any questions or concerns you have. We ask that parents notify us if their child will be absent.

## **Discipline Policy**

It is the policy of our school that busy hands equal busy minds, which equal busy kids. Busy kids who are having fun are less likely to become distracted and/or disruptive. We believe that keeping the children active in meaningful and purposeful play creates an atmosphere to which children respond positively. We also believe that kind words and redirection validate children. These are the tools our teachers use to keep our classrooms peaceful and fun.

If a child exhibits unwanted and/or harmful behavior such as hitting or kicking a teacher or another student, an incident report will be sent home to the child's parent(s)/guardian(s). A second incident will result in a parent/teacher conference with the teacher, preschool director and a member of the preschool board to discuss the behavior and establish a plan of action. A third incident will result in the parent being called and another conference will be held to continue the discussion in an effort to understand what might be causing the problem. Referral for outside advice may be suggested at any time. Advent reserves the right to terminate any child's enrollment if any further incident occurs, or if we feel that any of following conditions exists:

1. The school cannot meet the child's needs.
2. The parents are not able or willing to work with the school to find an acceptable solution.
3. The continuing behavior endangers the well-being of other children, and/or the child engaging in the behavior.

Please note, video may be taken and used to demonstrate your child's behavior.

## **Anti-Bullying Policy**

At Advent Christian Preschool we will provide a safe, inclusive, supportive and ordered learning environment free from bullying, harassment and violence.

The preschool will work with the preschool community and other services and agencies to support its children in being responsible and productive members of this community.

Bullying and harassment and violence continue to be issues of concern for students, children and their parents/guardians. Bullying, including cyber bullying and harassment and violence, is not acceptable in this school and will be dealt with seriously and expediently.

## Withdrawal

A two-week written notice of withdrawal is required. If two weeks advance notice is not given, **you will be charged for the period.** We reserve the right to deny, cancel or suspend a child's enrollment if deemed in the best interest of the child and/or the school. In such cases, any unused tuition will be refunded.

## School Policies and Regulations

### Registration and Tuition Payments:

In addition to one month's tuition that will be credited towards your final payment, there is a non-refundable \$60.00 registration fee due at the time of registration. Registration begins in January for the following school year. Tuition may be paid by semester or monthly installments. Refer to the payment schedule. Payments are considered late after the 15<sup>th</sup> of the month. Late fee of \$10.00 will apply for ALL late tuition payments. After 10 days, service will be stopped. Service will not resume until tuition is paid in full, including all late fees. A \$50.00 fee will apply for any returned checks. Cash payment may be required.

### Arrival and Dismissal Times/Routines:

Arrival is at 9:00 and dismissal is at 12:00 for ½ day and 3:00 for full day. If you arrive after these times, please use the office entrance (by church) to enter the building. \*\*\* A late fee will be due at the time of pick up!

Our staff will request identification from anyone other than the primary pick up person. Alternate pick up individuals must be listed on your release form and will need to present photo identification before a child will be allowed to leave with him/her. We will also require written notice if someone else is picking up your child. Please note that children may not remain in the school after dismissal. Our programs run smoothly when parents adhere to the arrival and dismissal times.

### Late Pick-Up Policy:

Advent Christian Preschool will enforce a late pick-up fee. A fee of \$10.00 for every 15 minutes your child remains at school after their scheduled dismissal time will be applied and is payable either at the time of pick up or the next school day.

### Health Policy:

All children are required to have a copy of their immunization records before they can start school. The school will notify you if your child's record is not up-to-date.

### Sick Policy:

It is in the best interest of the children and staff to keep your child home when they are sick. When a child is sick with a fever and/or diarrhea, they may not return to class until they are free from this condition for a minimum of 24 hours. For the safety of the staff and other children, we ask that you notify us immediately if your child becomes infected with any of the following: chicken pox, measles, tuberculosis, head lice, or any other highly contagious or communicable virus. It is our policy that children having any of the aforementioned may only return back to school with doctor's permission (a note may be needed).

### School Calendar:

The school follows a calendar schedule that is distributed to parents in September. Our students typically receive the same vacation/days off as those students attending the West Chester Area School District. Please refer to the Advent Christian School calendar and note any differences in any scheduled time off.

### **Snow/Emergency Closing Policies:**

Advent Christian Preschool follows the West Chester Area School District for snow closings. If the school district has an early dismissal we will dismiss at 12:00 pm and all our lunch and full day programs will be cancelled. Please make sure that your emergency contacts are up to date. If the school district is closed, we are closed! **If the West Chester Area School District opens on a 2-hour delay, we will open at 10:30 a.m.**

### **Parent/Teacher Conferences:**

Student progress reports are sent home the end of November and again in March. The teachers will present and discuss a portfolio tracking your child's overall development in social, cognitive, and physical development. Parent/Teacher conferences are scheduled in the Spring, but at any time we encourage you to contact your child's teacher or the director to discuss any concerns. A meeting either in person or by phone can be scheduled to discuss the matter.

### **Chapel Chat:**

Each month, Christopher J. Franz, Pastor of Advent Lutheran Church, will talk to the children about God, Jesus' love for them and how to pray. He will introduce them to Christian values such as joy, goodness, faith, patience and kindness through Bible stories and music. Pastor Chris will also talk about Christian celebrations, such as Christmas and Easter.

### **Birthday Celebrations, Snack Procedures and Show & Tell:**

You may bring in a tree nut free treat on the day you wish to celebrate your child's birthday. (Summer birthdays will be celebrated at another time during the year. Please check with your child's teacher.)

Snack time is a time to model good nutritious food choices and foster independence skills. A prayer will be said before the children eat their snack. The children are required to bring in a healthy snack and drink daily. Please place it in their buckets (not lunch bags). No candy please!

Show & Tell will take place in your child's classroom. Please check with your child's teacher for Show & Tell dates. **(Absolutely no violent or electronic toys (i.e. toy guns, water guns, Gameboy).**

### **Clothing:**

Children should be sent to school wearing clothes that are easy to pull on and off so as to encourage independence when they use the bathroom. Body suits should not be worn as staff members are not permitted to open snaps or close them. Outerwear must be labeled with your child's name so that it is easily identified by your child and/or by his/her teacher.

### **Full Day Students**

We ask parents of our full day students to send snack and lunch in separate containers. Also, there will be a mandatory rest period after lunch. Mats will be provided. Each child has a mat assigned to him/her. Mats are cleaned daily after use. Weekly you are welcome to send a sheet, blanket, stuffed animal and/or small pillow for your child to use during rest time. Please send these items in a canvas tote bag marked with your child's name. To avoid the spread of germs, we ask that each Friday you take the items home and wash them.

### **Parent Volunteers:**

We are always looking for parents to volunteer their time and talents. We have a variety of ways you can assist our preschool. Please complete a volunteer questionnaire if you would like to help!



**COMPLETE THIS FORM & RETURN IT**  
**PRIOR TO THE FIRST DAY OF CLASS**

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610-436-0138      [www.e-advent.org](http://www.e-advent.org) *[click on the preschool link]*

I have read the Parent Handbook of Policies, Regulations and Curriculum for Advent Christian Preschool. I agree to and will adhere to the policies, regulations and procedures of Advent Christian Preschool.

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Parent/Guardian Signature

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Print Your Name

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Date