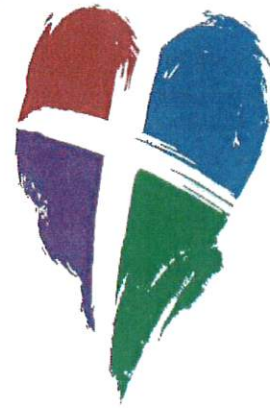


ADVENT

PRESBYTERIAN CHURCH

Share God's Love



PRESCHOOL

&

Parent's Day Out

PARENT'S HANDBOOK

2022 – 2023

**ADVENT PRESBYTERIAN CHURCH
PARENT'S DAY OUT AND PRESCHOOL**

1879 North Germantown Parkway
Cordova, TN 38016
755-6290

Linda Aycock
PDO & Preschool Director
755-5637

MISSION STATEMENT

**TO CAUSE GOD GREAT JOY BY SHARING HIS LOVE
WITH OTHERS AS WE HAVE SEEN IT IN JESUS
CHRIST.**

PHILOSOPHY AND SPONSORSHIP

The Parents' Day Out and Preschool Program is a part of the outreach mission of Advent Presbyterian Church and will seek to minister to the families of this community by providing quality care for children of all racial, religious and ethnic origins. Believing that children learn best as they engage in age-appropriate activities with their peers in a happy, safe and stimulating environment, it is our purpose to provide programs by caring, qualified Christian adults.

General Information

We operate a nine month school year beginning the day after Labor Day and ending on May 18, 2023. We will observe the same holiday closing schedule as the Bartlett City Schools. Closing for inclement weather is determined by the Bartlett City Schools. You can also check our closed Facebook group called 'Advent Preschool/ PDO Cordova' for reminders and activities. This group is only for Advent Cordova staff and parents. School closings will be put on there as soon as announced. Our church board will be involved in cases of Covid.

Hours of operation are from 9:00 a.m. - 2:15 p.m.

We offer the following days in our program:

Toddler's - 2 days

Two's - 2 days

Three's- May choose 2, 3, or 4 days

Four's- May choose 2, 3, or 4 days.

Pre-Kindergarten's- 4 days

**Early drop off is 8:50. The carpool line will operate from 8:50-9:10.
Dismissal is 2:00 – 2:15. All children are gone by 2:15.**

ENROLLMENT AND HEALTH FORMS

We must have an enrollment form providing emergency information on file. Please keep us informed of any change of address, home or work telephone numbers.

We must have a current health form checklist and immunization records on file **before your child can start school**. Please advise your child's teacher and the office of **any allergies**, particularly food allergies.

FEES

Registration Fee for New Students: \$50(one time fee)

Enrollment Fee: 1st month's tuition in full.

The Enrollment Fee is due upon completion of the Registration Form.

Tuition: - due the first week of each month for the month **in advance.**

Tuition is as follows:

Toddlers 2 days \$225 Tuesday and Thursday

Twos

2 days \$225 Monday/Wednesday **OR** Tuesday/Thursday

Three year olds – May choose these options

2 days \$225 Monday/Wednesday or Tuesday/Thursday

3 days \$330 Monday/Tuesday/Wednesday/Thursday (Pick any 3)

4 days \$425 Monday/Tuesday/Wednesday/Thursday

Four year olds – may choose these options

2 days \$225 Monday/Wednesday or Tuesday/Thursday

3 days \$330 Monday/Tuesday/Wednesday/Thursday (Pick any 3)

4 days \$425 Monday/Tuesday/Wednesday/Thursday

Pre Kindergarten-

4 days \$425 Monday/Tuesday, Wednesday and Thursday

All fees must be paid whether or not your child attends a session. No credit is given for absences. You may send your check in your child's folder in an envelope marked "tuition", or you may drop it by the office

or pay online. Please make all checks payable to Advent Preschool and write your child's name in the lower left corner.

LATE FEES

Tuition is due during the first week of the month, and a \$15 late fee will apply after the 5th of the month. If timely payment of tuition or late fees present a problem for your family, please see the director to discuss possible payment options.

RETURN CHECK POLICY

There will be a \$20.00 fee charged for the first returned check. The second check returned will be charged a \$30.00 fee and the third a \$40.00 charge. After three returned checks, payments will only be accepted in the form of money orders or cash.

WITHDRAWALS AND SCHEDULE CHANGES

The Advent PDO often has a waiting list for available openings. In order to fill openings in a timely manner, a written two-week notice **MUST** be given to the director if you plan to withdraw your child from the program during the session. If proper notice is not given, you will be charged for that month's tuition.

Parents sign up for a specific schedule upon registration. If a change is needed, parents must communicate this to the Director. Changes may be granted only if there is an available spot in the classroom.

ILLNESS

Please inform the office when your child will be out for any reason. This enables us to stay advised of potential infectious illnesses.

In compliance with Department of Human Services and to help protect

your child, children with these symptoms can't be brought to the PDO/Preschool:

- *Temperatures 100.0 and over
- *Diarrhea or vomiting in the last 24 hours
- *Any undiagnosed rash
- *Sore or discharging eyes, ears, and noses (thick/runny)

If your child becomes sick at the Preschool, the staff will make every effort to contact you. If we cannot contact you, we will then call the contact you have on your emergency contact list. Sick children must be picked up within the hour of the sick call. Contagious children must be isolated from all other children. Children must be free from symptoms for 24 hours before returning to Preschool. Some contagious illnesses (such as pink eye, ringworm, strep throat, etc...) will require proof of treatment to return to the center.

Children must be free of fever 24 hours before returning to school. We reserve the right to refuse to admit anyone who shows signs of being ill. This is for your child's protection, as well as the other children.

Please keep your emergency form up to date so that someone is always available by phone if we need to contact them.

SUSPECTED CHILD ABUSE

Child Protective Services requires any individual or organization having knowledge or suspicion of suspected child abuse or neglect to report this information to a law enforcement official or agency.

INSURANCE

If medical attention is required while your child is at school, your personal health care plan must provide primary benefits.

DROP-OFF/PICK-UP POLICIES

Even though we arrive earlier, your child's day begins at 9:00 am. We really appreciate your consideration of the staff, as they spend time before 8:50am preparing for the day. Please do not bring your children early; however, they need to arrive on time. It is in a child's best interest that they arrive in time to enjoy the first hour of free play. Dismissal starts at 2:00 and is over at 2:15. Excessive late pick-ups will result in a late pick-up fee of \$15.00 each time. Unavoidable circumstances are up to the director's discretion.

You will need to sign your child in and out each day on a sign in/out sheet provided by your child's teacher. Parents must sign his/her name and the time the child is signed in with their signatures. Initials are NOT ALLOWED. Also, your name must be printed.

You may use the carpool line to drop off your **three year old, four year old and Pre Kindergarten** child at the Christian Life Center entrance and pick up in the same carpool manner in the afternoon. A teacher and an aide will be there to assist in the morning and in the afternoon. You will be given an identification card by your child's teacher the first week of school. Place this card in the front window of your vehicle where it is clearly visible as a proper authorization for pick up of your child.

Drop-off is offered between 8:50a.m. and 9:10a.m. If your child arrives later than 9:10, you will need to park and walk the child to the preschool door. **Please do not drop your child off unattended.**

Toddlers can be dropped off at the main office school door.

Two-year-olds can be dropped off at the main office school door

We cannot release your child to anyone that is not on your permission list. You will need to send a written note to school or call us if someone other than those on your list will be picking up your child.

WE ARE A NUT FREE SCHOOL

BIRTHDAYS

Your child's birthday is his/her special day. We are glad to have treats brought in but ask that you please check with your child's teacher in advance. We need to always double check for any allergies in the classroom.

We will distribute party invitations for you, but can only do so if every child is included. Party treats should be purchased and all ingredients listed on the label. Remember to first talk to your teacher about allergies.

DIETARY RESTRICTIONS

If your child has an allergy (peanut, tree nuts, eggs etc.), accommodations will be made specifically for your child's classroom. If an Epi-pen is needed for severe allergic reactions, it can be stored in your classroom or your child's backpack. A letter from the doctor is required for anyone who brings an Epi-pen to school.

DAILY ROUTINE/NAPS

It is our desire that you can go about your "day out" feeling comfortable that your child is in a safe and loving environment with lots of fun and constructive ideas presented by a caring staff.

Every day at Advent Parents' Day Out is a planned day. Our staff spends time and effort in creating new challenges and in keeping your child content. It is our goal to provide a happy and safe environment. Being able to separate from parents and becoming comfortable in a group situation is a big accomplishment for children this age.

Our toddlers, two, and three year olds begin to share, take turns, pick up and sort toys. They also enjoy hearing stories at circle time, singing and learning finger plays. Colors and shapes are emphasized at this age.

Daily art activities are provided and encouraged. Three year olds begin using scissors during the year. All children have the opportunity for large motor development through climbing, digging, jumping, and running on the playground or playing with balls, hoops, and games in the gym.

Teachers assist children with snacks and lunch, but independence is encouraged whenever possible. Our two year old teachers also help with toilet training. **A child must be toilet trained to enter our three year old class.**

Daytime naps are important for toddlers, twos and threes. Quiet music is played and children are encouraged to rest for about an hour. This time also gives teachers an opportunity to gather belongings and write brief notes about your child's day.

BATHROOM

All children are expected to use the bathroom properly and independently. Please keep this in mind when selecting clothes for school. Some things are very frustrating to a child when in a hurry. The bathroom is located in the class and the children are allowed to use it whenever necessary. **Three year olds must be toilet trained by the first day of school.**

DISCIPLINE

Positive guidance and redirection are the tools we use in shaping behavior. "Time out" is usually sufficient discipline. In the event of continued unacceptable behavior (repeated biting, hitting, name calling, or excessive aggressiveness), the child may need to be removed from the class and brought to the office. The director and/or teacher will always notify you if this becomes necessary. Three or more instances of inappropriate behavior would indicate that a conference could be helpful.

LUNCHESES

Please pack a nutritious lunch with drinks each day. Cake, candy, and other sweets are discouraged. A morning snack will be provided each day by the preschool. Label all lunch boxes, thermoses, and containers.

TOYS

We are well-equipped with a variety of toys. Please **DO NOT** send toys to school except for "SHOW & TELL" days only.

PLAY OUTSIDE AND INSIDE

Outside play is a part of our schedule every day except in inclement weather. Dress your child accordingly. When we must stay indoors and use the gym, your child **MUST WEAR GYM SHOES**. No boots or leather soles are allowed on the gymnasium floor.

LABEL

Remember to LABEL, LABEL, LABEL. We will try to be very careful with your child's belongings, but many of the children's items and

clothing are identical. We cannot be responsible for items that are not labeled and are lost.

CURRICULUM

The goal of the Advent PDO is to provide total readiness for kindergarten; we promote this goal through teaching and learning in a loving environment. Preparing your child for positive school days is of primary concern to our entire staff.

We have chosen the Scholastic AlphaTales curriculum as the basis of our language program. This curriculum involves humorous stories designed to help young children recognize letters and sounds they make. It helps to lay the foundation for reading success with kid-pleasing books – one for each letter of the alphabet. Music, art and science are part of our daily routine. General health is incorporated throughout the year. Personal safety is presented as required by the Tennessee Department of Human Services. Hands-on activities are encouraged in all areas, especially in teaching math, sorting and classifying skills.

We use the Lippincott Letterbook Series to introduce the children to letter and sound correspondence in a small group environment for our Kindergarten Transition Class. Your child will work on the following concepts throughout the year: upper/lower case formation of alphabet, sound discrimination of letters, repetition of sound patterns, increase auditory awareness through auditory CDs, recognition of printed name/writing name, blending 3 letter phonetic words/word families, duplicate words from chalkboard, hand/eye coordination-positioning letters, gradual accumulation of about 50 phonetic words and ability to listen to stories/answer questions and retell events.

Again, thank you for choosing Advent. We are honored that you have chosen us to help play an important role in the social and spiritual development of your child. Please feel free to call on me with any concerns during the year. I look forward to getting to know each of you. In the fall, I ask that you attend an informational meeting regarding

policies and procedures here at Advent PDO and Preschool. We will send you a letter regarding date and time. If you do not attend church in the area, please consider joining us in worship. Maybe I will see you this Sunday!

Sincerely,
Linda Aycok

**MANY THANKS FOR YOUR COOPERATION! ENJOY YOUR
DAY OUT!**

