



**2018/2019**  
**parent handbook**

## **Mission Statement**

Our mission is to *value* each child uniquely created by God; *encourage* respectful growth emotionally, socially, physically, intellectually, and spiritually through thoughtful, developmentally appropriate curriculum and active learning experiences; *inspire* a love for learning and the joy of service nurtured in a Christian environment supported by the staff and members of The First Christian Church.

At the Adventure Nook, we see children as curious, skillful learners yearning to succeed. We believe that children's compassion, empathy, and capabilities are strengthened when respectful attention is given to their words and actions. Teachers at the Adventure Nook provide a variety of "hands-on", age appropriate experiences within a variety of learning domains allowing a child to grow at his/her natural rate of development. The child will have an opportunity to explore his/her world while feeling secure, taking risks, enjoying self-discovery, and sharing ideas with peers and caring adults.

The Adventure Nook strives for a balanced, thoughtful, nurturing, and developmentally appropriate approach to learning in our Mother's Day Out program as well as our Pre-Kindergarten classes. We appreciate everyday as a new, exciting adventure with our children.

## **Class Offerings**

The Adventure Nook MDO program accepts students ages 12 - 35 months by September 1 of the school year. The Preschool classes are for ages three and four- year-olds. Classes are grouped by ages. September 1 of the year of enrollment is the date used to determine class placement.

A registration form must be filed with the Director giving pertinent information about the child. A registration fee is paid at the time the child is accepted for enrollment in the school. This fee is NOT refundable.

An immunization certificate from your child's physician is required prior to the first day of school.

Parents will be given an informational packet during Orientation Night before school begins. Parents must complete this packet and return it to their child's teacher.

## **The Staff**

Our staff members are carefully selected as kind, caring, Christian individuals trained in education and nurture of young minds and spirits. Each have the best interest of children in mind as they enter the classroom. Their training and experience to make for effective facilitators of the preschool learning environment. Our staff takes advantage of training opportunities throughout the year.

## Parents

The Adventure Nook is a ministry to parents as well as children. Parents are encouraged to take an active role in their child's experience at school. We welcome parents to participate in their child's activities whenever possible.

Parents are invited to special activities and events throughout the year. Volunteering at school can be a vital role in your child's education. We are all able to learn from one another and are eager to know a special craft, hobby, or anything regarding your job or someone interesting you may know. One parent may attend a school field trip with their child. Any parent wishing a conference may schedule one at any time during the year.

## Tuition

Tuition for the month is due on the first day of each month unless an arrangement has been made with the director. For example, January tuition is due on January 1<sup>st</sup>, and is considered late after January 10<sup>th</sup>. Please make checks payable to The Adventure Nook (TAN) and return it in the payment envelope provided. A late fee of \$10 is charged if the tuition is paid after the 10<sup>th</sup> of the month. A \$35 fee is charged on any check returned for insufficient funds. In case of financial hardship, please talk to the director.

You first payment for the new year is due August 15, 2018 (this covers September 2018). Your next payment will be due October 1, 2018.

When two or more children from one family are enrolled in TAN, the oldest child pays full tuition. The younger child gets a 10% discount.

A one-month notice prior to the first of the month is required if you plan to remove your child from school. You will be expected to pay tuition for an additional month without this notice. **No refunds will be given without 1 month's notice.**

Children enrolled in our program will be accepted on a drop-in basis if there is space available in the class on a particular day. Drop in fees are \$25 per day. Parents, please call the TAN office (991-9952) to give 24-hour notice if you plan to drop in. Please notify the TAN office if you know your child is going to be out.

## Curriculum

Our curriculum has been carefully selected to provide each child to reach their individual potential promoting development in the areas of social, emotional, language, math, science, math, problem solving, reading skills, as well as fine and gross motor movement development. Your child will be involved in activities such as; learning centers, outdoor play, gym time, small group activities and creative play.

Our program at the Adventure Nook is spiritually based. Teachers and children attend chapel on a weekly basis. Spiritual concepts are taught woven throughout the day's instruction including Bible stories, songs, and scripture.

Music and movement will be incorporated in each classroom to provide instruction in rhythm, listening, musical expression, and positive self-concept development.

We are currently using resources from Frogstreet Press, the Pearson OWL program, and Scholastic readers along with many other teacher-created materials. The daily schedule reflects a balance between structure and choice, as well as active and quiet time.

## **A Word about Art Work**

Creative art is a very important part of our program. Children learn a great deal from the process of creating from paint, paper, scissors, markers, glue, chalk, play-dough and the endless mix of other supplies.

Teachers at the Adventure Nook believe your child gains more value in experiencing authentic art. It is so much more meaningful to the child that creates art rather than copies it. Children are more interested in the process than the product. Rather than asking "What is it?" we say, "Tell me about your painting." When you have difficulty finding an appropriate compliment, say "Those are interesting colors," or "I love the way you painted or created this."

Enjoy watching the creative process in your child's art. This process contains your child's heart, his/her very thoughts, and his/her developing hands. Treasure what your child brings home.

## **A Note on Potty Training**

ALL children should be potty trained in order to participate in the 3 and 4-year-old program. Every child should be able to take care of their potty needs with minimal assistance from their teacher. Pull up diapers are not an acceptable substitute.

Bathroom competency is important to your child's self-esteem. You can help achieve this by providing

clothes which are easy for your child to manipulate. Overalls, one-piece outfits, pants that are hard to button, belts, and suspenders will frustrate your child and inhibit their independence.

Cloth diapers are not allowed in our MDO classes.

## **Schedule**

School hours are from 9:30 a.m. to 1:30 p.m. It is important that your child arrives on time each day. Our carpool will begin at 9:30 each morning. Your child is more likely to adjust to a happy school experience when their attendance is on time and regular.

Our carpool will begin each afternoon at 1:30. Being on time for pick-up is important to your child, building his confidence and preventing moments of anguish. It also demonstrates consideration for your child's teacher. After 1:40, charges of \$1.00 per minute will begin.

Extended care hours will be offered this year at the Adventure Nook. Early care hours will be from 8:00 am - 9:30 am for a fee of \$10. Aftercare will be from 1:30 pm - 3:00 pm for a fee of \$10. Students may stay all day for \$15. Please contact the director for monthly rates. Reservations must be made with your child's teacher.

## **Lunch**

Each child will bring his/her own lunch and drink to school daily. Please send nutritious lunches that contain a reasonable amount of food for your child. Please do not send pull-top cans, or items that need warming in your child's lunch box. Simply consider the safety of all items you put in the lunch. A plate with a lid is encouraged for all of our children. Older toddlers and young 2's need "sippy" cups in their supplies for the day. Our teachers will have water for any child needing more to drink. Please write your child's name on cups and lunch boxes.

## **Discipline Policies**

Children are not expected to immediately understand or fully comply with all the rules; rather, they are to be gently taught, reminded, and practice. At the Adventure Nook the predominant philosophy of discipline is based on the theory of *Love and Logic*. This is a straightforward approach to guiding children backed by over forty years of research and practice. The basic tools include giving children choices in their own environment. The choices must be acceptable to the guiding adult providing real limits in a loving way. The process of love and logic teaches decision making and logical consequences, uses humor, hope, and empathy to build the relationship between the child and the adult.

There are times when children may actually endanger themselves or others by their actions. Due to these actions several steps may be taken by the staff. Some of these are:

**\*Logical Consequences**

A child who damages a toy, for instance, may be prohibited from the use of that toy for the play period in question. A child who spills or throws food may be asked to assist in cleaning up.

**\*Verbal Redirection/Proximity Control**

These are brief verbal behavioral guidance measures consisting of a statement of the behavior, and the desired replacement behavior. The teacher may move closer to a student for calming control.

**\*Recovery Time or Quiet Time**

At times, a child may require time to himself/herself to calm down and redirect his/her thinking. When this occurs, time is given in a quiet space, designated area, within the sight of the staff, and is followed by communication.

The Adventure Nook complies with all federal, state, and other relevant laws which prohibit corporal or abusive punishment in child care settings.

Additionally, staff is expressly prohibited from using unproductive or shaming methods of punishment.

The Adventure Nook believes that parents and teachers must work together to address persistent behavioral issues such as biting, anxiety or aggressive behavior. It is imperative for communication to continue between home and school at all times throughout the school year. Parents are encouraged to contact their student's teacher or the school office to arrange a conference should there be any concern regarding stress, anxiety or aggressive behavior.

## **Expulsion Policy**

The Adventure Nook reserves the right to permanently remove a child from the enrollment of the school at any time for non-payment of tuition and fees or for extended absences without payment of fees.

The school also reserves the right at any time to remove a child from the enrollment of the school if the staff feels that the needs of the child are not being met or if the child becomes a danger to himself or other children.

## **Medications**

Any medications brought to school must have the student's name written on it and clear instructions. All medications, including EpiPens,

must be kept in the school office. We must have a doctor's emergency plan on file and parent permission forms signed before medication will be administered. We administer medications only in extreme emergency situations.

## **Health and Safety**

Our teachers are trained in CPR and First Aid to insure safety for your children.

If a child has a minor injury at school, an accident report will be completed and sent home. In the event of a serious injury, the Director or another staff member will seek appropriate medical attention and call the parents immediately.

The school will make every effort to protect your child's health and provide him/her with safety. The cooperation of parents is needed. Sick children must be kept at home. A child must be free of fever, vomiting, and diarrhea for at least 24 hours before returning to school. Please keep your child home from school if he/she shows symptoms such as sore throat, nausea, vomiting, diarrhea, skin rash, fever, earache, green/yellow mucus, or inflamed eyes.

If any of these symptoms develop at school, a parent will be notified. Also, parents should notify the Director if the child contracts a contagious disease. Then, other parents will be notified of the possible exposure to their children.

Outside play is a regular part of our daily schedule. Everyone will participate unless weather is rainy or

extremely cold. If a child cannot play outside because of illness, he/she should be kept at home.

## **Security**

Children will be released only to properly identified persons. Please send a written note to the teacher if your child is to be picked up by someone other than yourself or the car pool driver.

Children must be transferred from parent/guardian to a T.A.N. Staff member upon arrival each day. This includes early or late arrivals. **UNDER NO CIRCUMSTANCES SHOULD A CHILD BE ALLOWED TO ENTER OR LEAVE THE CHURCH BUILDING ALONE.**

It is the responsibility of the parent to notify the school of any change in guardianship of the child. Dual guardianship is assumed. The child will be released to either parent unless The Adventure Nook is notified in writing, supported by necessary documentation of change in guardianship.

All classes are let out and picked up under the portico at the entry. **PLEASE DISPLAY YOUR CARPOOL NUMBER FROM THE REARVIEW MIRROR DAILY.**

We have an open-door policy. If you wish to visit or pick up your child early, please sign-in at the church office.

## Clothing and Personal Belongings

All students are required to use The Adventure Nook tote bag. The tote bag will be given to you at orientation. If you misplace this bag you may purchase another for \$12.

Children need to feel free to take part in all phases of our program without fear of “getting dirty.” Washable clothes are best. Children are encouraged to wear play clothes that can be manipulated with some ease in the bathroom.

Please **label** all clothing items with the child’s name. This includes gloves, caps, coats, raincoats, etc. Please bring an extra set of clothing in a Ziploc bag for your child to leave in his/her classroom. **NO BACKLESS SHOES, SHOES WITH SLICK SOLES OR SANDALS ARE ALLOWED DUE TO OUR CONCERN FOR YOUR CHILD’S SAFETY.** Tennis shoes and socks are best for young feet especially when playing in the gym and on the playground.

We ask that girls do not bring purses. No necklaces are allowed at school due to a choking hazard. There is no need for any child to have money. In general, **TOYS SHOULD NOT COME TO SCHOOL** except on “show and tell” day. No hats or caps are allowed in classroom on a daily basis. **GUM OR HARD CANDY IS NOT ALLOWED.**

## Field Trips

One of the highlights of our preschool program will be special outings to enhance our study units. A blanket permission slip is required for these trips away from school. A TAN T-shirts may be purchased at a charge of \$14. A TAN T-shirt is required on trips away from school.

You will receive a monthly calendar with information on field trips and special events. Please remember that no siblings are allowed on **any field** trip. Information will be sent home by the teacher prior to each trip.

## Birthdays

Birthdays are very special to your children; we want them to be a delightful time in Mother's Day out and pre-school. Parents may send cookies on their child's birthday. We do not allow party hats, blowers, balloons, or party favors. Please keep this simple; it is a treat, not a party. Please send a note several days ahead to let us know about your plans because of food allergies. If your child has a summer birthday, we will celebrate your child's birthday on the last week in May. If you wish to send home invitations for your child's birthday celebration (outside of school) **all** children in the class must be included.

In honor of your child's special day, you may wish to allow him/her to bring a CD, educational toy, riding toy, or book. If you purchase a book please make it a theme

book such as: Halloween, Thanksgiving, Mothers' or Fathers' day, Ground Hog Day, St. Patrick's, Winter, or Presidents' Day. A special nameplate will be added saying that it was given in honor of your child on his/her birthday.

## **Notes about our Calendar**

Our calendar has been carefully planned and approved. Please note the days we are closed. No arrangements or adjustments are made for missed days or late starts.

Occasionally, First Christian may request we close for an unplanned event such as a funeral or special event. These days are not made up.

## **Plans for Inclement Weather**

As a safety precaution, the school regularly conducts fire, lock down and tornado drills. In the event of severe weather, always check with the local television and radio stations for information on the Shelby County School System. If Shelby County schools are closed or closing, we will also be closed or closing. Please note we do not make up inclement weather days. In case Shelby County Schools have a late start, you will be notified by your child's teacher, by email or you may call the school office (991-9952) and there will be an updated message on the answering machine.

## Election Days

First Christian Church is a polling place for elections. In the event of any election (local or national) we will be closed for the safety of our children. A note will be sent home prior to the election.

### TAN Calendar 2018-19

August 30	Visitation Day
September 4	1 <sup>st</sup> Day of School
October 5-8	*Fall Break
November 12	*Veteran's Day
November 19-23	*Thanksgiving Holiday
December 4	Christmas Program/Silent Auction
December 14	Pick up at 12:30 p.m.
December 17-Jan 2	*Christmas Holiday
January 3	School Reopens at 9:30
January 21	*M. L. King Jr.'s Birthday
February 15-18	*Winter Break
March 8	*Teacher Work Day
March 25-29	*Spring Break
April 23	Art Show 6:30-7:30 pm
May 14	Graduation 4K FCC Sanctuary
May 21	Pick up at 12:30 p.m. Last Day for Students

\*T.A.N. will be closed on these days.