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# PARENT HANDBOOK

Certified by League of Christian Schools

# Avalon Christian Preschool Parent Handbook

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## Part 1: Introduction

Welcome to Avalon Christian Preschool! We are honored to walk alongside your family during these early, foundational years. This handbook serves to provide a clear understanding of our values, policies, and procedures to ensure a successful preschool experience rooted in faith, love, and learning.

## Mission Statement

Our mission is to provide a quality Christian early childhood education that nurtures the whole child—spiritually, socially, emotionally, physically, and cognitively—while laying a strong foundation of biblical truth and God’s love.

## Vision Statement

Our vision is to develop a Christ-centered environment where children grow in faith, knowledge, and love, and families feel supported in their child’s spiritual and educational journey.

## Core Values

- We believe every child is fearfully and wonderfully made by God.
- We value a Christ-centered, play-based learning environment.
- We support each child’s individual growth and development.
- We foster partnerships with families rooted in communication and mutual respect.
- We uphold biblical truth in all teaching, interactions, and practices.

## **Statement of Faith**

We believe the Bible is the inspired Word of God. We believe in one God in three persons: Father, Son, and Holy Spirit. We believe that Jesus Christ is the Son of God, born of a virgin, lived a sinless life, performed miracles, died on the cross for our sins, rose from the dead, & will return again. We believe salvation is by grace through faith in Jesus Christ alone.

## **Statement of Family Values**

Avalon Christian Preschool recognizes the diversity of family structures and affirms God's design for families as described in the Bible. We seek to support and honor all families while upholding biblical teachings on marriage, parenting, and child development.

## **Part 2: Program Policies**

### **Admission Requirements**

Avalon Christian Preschool enrolls children ages 8 weeks through 4 years old. Enrollment is open to the community, with priority given to church members and returning families. Children entering the kindergarten readiness class must be potty trained. Enrollment is completed on a first-come, first-served basis once registration forms and fees are received.

### **Children with Special Needs**

We make every reasonable effort to accommodate children with special needs. The Preschool Director will meet with the family to determine if the preschool can meet the child's needs with available resources. If accommodations are not effective, families may be referred to alternative programs better suited to support the child.

### **Procedure for Identifying Children with Special Needs**

Our team collaborates with parents and specialists to identify developmental needs. We observe, document, and discuss any concerns, followed by meetings to determine goals and accommodations. Adjustments are reviewed regularly to ensure the child's success in our program.

## **VPK**

Avalon Christian Preschool does not currently offer Florida's Voluntary Pre-Kindergarten (VPK) Program for eligible 4-year-olds. We will be applying for this program and can qualify once the school has been open a full school year. This program provides 540 instructional hours of free, high-quality education. Attendance is crucial, and students must maintain 85% attendance to remain eligible.

## **Attendance**

Consistent attendance supports a child's academic and social development. Parents should notify the school of absences. Excessive unexcused absences may result in dismissal from the program. Children are allowed 4 make-up days a year, need to speak with teacher to coordinate days.

## **Financial Information**

Fees include registration, supply, and monthly tuition. Tuition is divided into 10 monthly payments and is due on the 1st of each month. A \$35 late fee is applied after the 5th. Discounts apply for families with multiple children enrolled.

## **Information to Be on File**

Required documents include: medical exam form, immunization record or exemption, school registration form, signed handbook acknowledgment, child's birth certificate, and allergy profile (if applicable). All records must be submitted before the child's first day.

## **Withdrawing Your Child**

A two-week written notice is required to withdraw a child. If notice is not provided, families will be billed for the full month.

## **Part 3: Operational Information**

### **Calendar**

A yearly school calendar with holidays, breaks, and special events is available on our website and in printed form at the front office. Please refer to it regularly for updates.

### **Arrival and Dismissal Procedures**

Arrival is at 9am and parents are to check in their children using the Brightwheel app. If you are going to be late and the doors are closed, please use the front office entrance.

Dismissal begins at 1:50 p.m. for all students, 12:50p.m. on Wednesdays. Parents must sign their child out using their Brightwheel code.

### **Student Release Policy**

Children will only be released to individuals listed on their authorized pick-up list.

Identification will be required for anyone unfamiliar to staff. Notify the school via telephone or Brightwheel if someone different is picking up your child.

### **Late Arrival/Early Checkout Procedures**

If you arrive after 9:15 a.m., please use the front office entrance. For early pickup, please notify the office in advance and sign your child out at the front desk.

### **Late Pick-up Policy**

Children must be picked up promptly at 2:00 p.m. A late fee of \$1 per minute will be charged after 1:05 p.m. Repeated late pickups may result in dismissal from the program.

## **Part 4: Program**

### **Avalon Christian Preschool Staff**

Our staff is composed of dedicated, loving Christian teachers who are passionate about early childhood development and faith-based education. Each staff member completes background screenings and receives ongoing training to ensure the highest standards of

safety and instruction.

## **Ratios**

We maintain age-appropriate teacher-to-student ratios to ensure safety and meaningful interactions:

- 1-year-olds: 1 teacher to 4 children
- 2-year-olds: 1 teacher to 6 children
- 3-year-olds: 1 teacher to 9 children
- 4-year-olds/VPK: 1 teacher to 11 children

## **Curriculum**

Our curriculum is Christ-centered and play-based, emphasizing hands-on, developmentally appropriate experiences. Children engage in language, literacy, math, science, art, music, and Bible lessons. Spiritual development is integrated into daily activities through prayer, Bible stories, worship, and character building.

## **Daily Schedule**

Each day includes structured and unstructured activities, including free play, circle time, learning centers, snack, music and movement, Bible, and outdoor play. Schedules vary slightly by age group but follow a consistent routine.

## **Separation**

We recognize that separation from parents can be challenging for young children. Our teachers provide comfort and consistency to help ease the transition. Parents are encouraged to establish a goodbye routine and trust our team to lovingly care for your child.

## **Potty/Toilet Training**

Children in the Kindergarten Readiness must be fully potty Trained. For younger classes, we work in partnership with parents to support the toilet-training process. Please send extra clothing and communicate your child's needs to their teacher.

## **Part 5: Safety and Health**

### **Emergency Procedures**

Emergency drills are conducted regularly. Staff are trained in fire, lockdown, and weather emergency procedures to ensure student safety in all situations.

### **General Safety Practices**

Our campus is a secure facility. All visitors must check in at the front desk. Children are always supervised, and safety checks are conducted routinely.

### **Inclement Weather**

Avalon Christian Preschool follows local public school decisions regarding weather-related closures. Notifications will be sent through Brightwheel and email.

### **Health/Medical Policy**

Children showing signs of illness such as fever, vomiting, or contagious conditions must stay home. They may return after being symptom-free for 24 hours without medication. ACP Staff is not to give any child any medication unless notified and by signed by a doctor. An EpiPen can be administered in the event of an emergency. ACP will handle anything health or medial related in a case-by-case basis.

### **Allergy Policy**

Parents must notify the school of any allergies. A Food Allergy Profile must be on file. We are a nut-free preschool to provide safe environment for all children.

### **Illness Policy at School**

If a child becomes ill at school, the parent will be contacted for immediate pick-up. The child will rest in the office until picked up.

### **Accident and Illness Procedure**

Minor injuries are treated with standard first aid. An incident report will be sent home. For

serious injuries, parents will be called and 911 contacted if necessary.

### **Child Abuse Policy**

Staff are mandated reporters and are trained to recognize and report signs of abuse or neglect to the proper authorities.

### **Guidance and Discipline**

Discipline is rooted in biblical principles and focuses on positive guidance, redirection, and teaching appropriate behaviors. Physical punishment is never permitted.

### **Bullying and Harassment**

Avalon Christian Preschool maintains a zero-tolerance policy for bullying or harassment. Any concerns will be addressed promptly and compassionately.

## **Part 6: Family Involvement**

### **Parent Participation**

We welcome and encourage parent involvement through volunteering for special events, and chapel. We will invite families to join us once a month according to our calendar once children get acclimated to our chapel time. Background checks are required for volunteers.

### **Communication**

We communicate regularly through Brightwheel, email, newsletters, and bulletin boards. Please check these frequently for updates and important information.

### **Newsletters and Calendars**

Monthly newsletters and calendars are sent home and posted online. These include upcoming events, curriculum topics, and spiritual themes.

## Evaluations

Teachers will evaluate each child three times a year, once in September, January and May. Additional meetings can be arranged as needed to discuss your child's progress and goals.

## Part 7: General Information

### Clothing

Children should wear comfortable play clothes and closed-toe shoes. Please send an extra set of labeled clothing in case of accidents.

### Toys from Home

We ask that children leave personal toys at home unless requested for show-and-tell. The school is not responsible for lost or damaged items.

### Birthdays

We love to celebrate birthdays! Parents may send in a store-bought treat and coordinate with the teacher in advance.

### Snacks/Lunch

Parents are to provide daily snacks/lunch for your child. Please pack nutritious items and avoid foods with peanuts or tree nuts. Two waters are recommended as they get thirsty. Make sure they are labeled with your child's name. Please do not use any glass containers and that the lunch items are finger foods (mainly for babies).

### Smoking

Our church is a smoke-free environment. Smoking is prohibited on school grounds at all times.

## Handling a Problem or Complaint

Open communication is vital. If you have a concern, please speak with your child's teacher first. If further assistance is needed, contact the Preschool Director.

## Closing Statement

Thank you for partnering with Avalon Christian Preschool in your child's preschool education. We are honored to support your family and excited for the growth and joy this school year brings.

## Acknowledgement Form

I have read and understand the Avalon Christian Preschool Parent Handbook. I agree to abide by the policies and procedures outlined within.

Child's Name: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_