

Parent Handbook



Avalon
Christian School

STRENGTHENING THE MIND AND HEART...
ONE CHILD AT A TIME

1500 Lower Huntington Rd
Fort Wayne, IN 46819
(260)478-6901
www.avalonmc.com

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Avalon Christian School is part of the ministries of Avalon Missionary Church. It is a not-for-profit organization and is governed by a School Board consisting of parent representatives, members from the congregation, and the School Director. The school reports to the Leadership Council and the Senior Pastor.

► **Statement of Purpose**

Avalon Christian School is a carefully planned environment meeting the needs of children 2 through 5 years old. Our program is designed to aide the development of the whole child and help children grow as Jesus did in the Bible verse **“And Jesus grew in wisdom and stature and in favor with God and men,” Luke 2:52.** Using an Academic Christian curriculum from A BEKA & BJU Press, children participate in a variety of opportunities which encourage personal growth and promote a life long love of learning. All this is provided in an atmosphere of love and with concern for each individual child.

Academic Development

“And Jesus grew in wisdom...”

By providing an academic curriculum with a scriptural foundation, the A BEKA Curriculum keeps learning, lively, interesting and memorable. Children will be taught phonics, reading, writing, math, science, social studies, health, as well as music. Avalon Christian School provides a rich environment in which children are encouraged to reach their full academic potential at their own pace.

Physical Development

“...and stature...”

Physical education is an important part of school life here at Avalon. Each week children will have an opportunity to participate in a Physical Education class where large motor skills will be developed. Children learn the importance of being physically active and learn social skills related to team sports. On a daily basis children will have time to exercise those skills during recess time.

Spiritual Development

“...and in favor with God...”

Our curriculum at Avalon Christian School includes a daily time of bible study. Each day children are presented with stories from the Bible starting with Creation all the way through the New Testament. Bible verse memorization is encouraged on a regular basis and Chapel time is presented each week.

Social Development

“...and men.”

Every day is filled with opportunities to interact with other students. Special attention is given to encourage children to cooperate, share, and be respectful to others. Skills such as listening, following directions, and organizing oneself are also presented.

► **Enrollment Guidelines**

“2 year old” Classes

Children must be 2 by September 1 of the current school year. Children do not need to be toilet trained to attend this class.

“3 year old” Classes

Children must be 3 by September 1 of the current school year. The 2 day class is recommended for those children who will be staying 3 for the majority of the school year, while the 3 day class is recommended for children who will be turning 4 during first half of the school year. Children in these classes should be transitioning into toilet training with very few accidents.

“Pre-K” Classes

Children must be 4 by September 1 of the current school year. Children may attend classes with a Pre-K curriculum for up to 2 years, depending on when the child will attend Kindergarten. There are half day and a full day options available. Children participating in any of these classes will experience activities that are good preparation for Kindergarten. Children in these classes must be toilet trained.

► **Registration and Enrollment**

To register your child...

1. Fill out a registration form, which may be obtained from the school office or on our website and return either in person or by mail. If you wish you may call the school office to request to visit the facility, receive further information about the programs, and ask any questions concerning your child's enrollment.
2. Pay the \$50.00 non-refundable registration fee. The fee must be paid at the time of registration. This fee secures a place for your child in our program as well as helps purchase your child's classroom school supplies.

To enroll your child...

1. Fill out all enrollment forms. These forms will be mailed to you by the first week in August, and must be on file by the first day of school or we cannot allow your child to attend school.
2. Attend the orientation / open house. **Bring all enrollment forms completely filled out, as well as payment for the first month of tuition and the book fees.**

Withdrawal by parent / guardian...

We request that withdrawal from Avalon Christian School be submitted in writing at least two weeks in advance of the departure date. Please be sure that all tuition is paid

► **Tuition and Fees**

before withdrawal.

Tuition may be paid in full at the beginning of the year or divided into monthly payments for your convenience. **Tuition is due the end of each month by the 28th, beginning in August. There is a \$10.00 late fee for payments not received on time.**

Registration, Book, Late Fees, Tuition and Lunch Bunch must all be paid through the office via cash, check, or money order.

► Tuition and Fees Continued

Tuition payments can be made by cash, check, or money order payable to *Avalon Christian School*. Simply enclose your payment in a envelope marked with your child's name and class on the outside. **You may bring it in and put it in the "Drop Box" located in the school office or you may send it in your child's Parent/School Communication Folder that should stay in your child's bag.** You may also mail payments to:

**Avalon Christian School
1500 Lower Huntington Rd
Fort Wayne, IN 46819**

Contact the director if circumstances prevent you from paying tuition on time. The school will be glad to cooperate with an alternative payment schedule and at times scholarship funds may be available to assist you. Failure to pay tuition at the proper time may result in the suspension or dismissal of your child. **All accounts must be paid in full by the end of April in order to attend the last month of school and graduation.**

Tuition

"2 year old" Classes, 2 day AM:	\$100.00 per month*
"3 year old" Classes, 3 day AM or PM:	\$110.00 per month*
"Pre-K" Class, 3 day AM:	\$110.00 per month*
"Pre-K" Class 3 day All Day:	\$250.00 per month*
"Pre-K" Classes, 4 day AM or PM:	\$120.00 per month*
"Pre-K" Class, 4 day, All Day:	\$285.00 per month*
"Pre-K" Class, Friday Enrichment	\$ 70.00 per month*

* Tuition is based on an annual fee and broken down into 9 monthly payments for your convenience.

All classes have a one-time workbook fee due during the first week of school:

<i>2 & 3 year olds classes totaling</i>	<i>\$25.00</i>
<i>3 & 4 —1/2 day PreK classes totaling</i>	<i>\$35.00</i>
<i>Full Day classes totaling</i>	<i>\$60.00</i>

* There will be a \$20.00 processing fee for all returned checks.

► **Miscellaneous**

Birthdays

Birthdays are special days here at school. Each child will be honored in their class on their special day. Many parents want to send in a special treat on that day to help in the celebration. Please talk with your child's teacher to make arrangements for their birthday celebration.

Conferences

Parent conferences will be held once a year in late winter/early spring. At that time you will have the opportunity to talk with your child's teacher and discuss his/her progress. The teacher will notify you of the conference day so you can sign up for a time in advance. If at any time you have questions concerning your child's progress or if a situation arises that you wish to discuss with the teacher, do not hesitate to call. We will be glad to talk to you at any time during the school year.

Dress

Children should wear comfortable, washable, play clothes to school. This is in the best interest of the child and his/her ability to enjoy all the activities at school. Slacks or jeans are encouraged for all children. Please send your child in rubber soled shoes for safety in the play room. Tennis shoes are great! The school does not take responsibility for damaged clothing. Please send your child in appropriate outer wear. There are times when our classes will be enjoying the sun when it is warm and the snow when it is cold. Mark all coats, hats, mittens, and boots with your child's name.

Field Trips

Our Pre-K classes will possibly take field trips during the school year. In order for these trips to be possible, it is necessary that we have parents who will provide transportation and supervision. Parent volunteers will be required to complete a screening form and consent to a background check prior to helping with the field trip. Please be aware that some field trips do require an extra fee for each child. When your child's class has a field trip it will be necessary for a car seat to be left with them upon arrival so that he/she will have it during the transportation to the

► **Miscellaneous**

Newsletters

It is our goal to work cooperatively with parents in providing their children with a positive, enjoyable and educational learning experience. Our teachers will be sending home monthly newsletters informing you of the activities your child will be participating in during class. Also, on a monthly basis you will receive an all school newsletter from the director to inform you of special events and school wide information. Be sure to check your child's **Parent/School Communication Folder** for these notes. You can also receive reminders by "liking" our Facebook page.

Snacks and Refreshments

Each child will be asked to help supply snacks for his/her class during the school year. Your child's teacher will inform you of your snack times. Please carefully consider the nutritional value of the snack and juice you bring. Do not send Kool Aid, Hi-C or other sugar drinks. Also, candy is not to be brought in for snack. If you forget to send a snack on your child's day, please send in a storable snack that can be used in the future. This will ensure that the children will have a snack the next time someone else forgets. **If you child has a food allergy or other food related needs, it might be best for you to send his or her own snack to make sure they do not have a reaction of any kind.**

Visitation

Parents are welcome at Avalon Christian School. However, due to the age of children, they can be easily distracted. Therefore, we request that **all visitations be scheduled through the director**. Opportunities will arise when the classroom teacher will request extra help. Watch for information in both the teacher's and director's monthly newsletters. Please remember that although we love younger brothers and sisters, in most cases they cannot be included on the visit day.

► **Discipline Policy**

The staff at Avalon Christian School uses positive methods of discipline. The program encourages an attitude of self-control along with cooperation. Acceptable behavior is encouraged by giving positive verbal praise. Verbal praise reinforces good feelings about the child's behavior as well as provides positive model behavior for other students. In addition to positive praise, students are reminded to be sensitive to others. We have a school wide "caught being good" reinforcement program in addition to the individual classroom behavior plans

Corporal punishment is never used. Under no circumstance is a child spanked, hit, jerked, or touched in any way that would be disrespectful to the child. Children are not yelled at, threatened, or spoken to in a way that shows lack of respect.

If a child is not benefiting from the learning environment or is causing another child to be distracted from learning, the teacher and/or assistant will intervene. They will choose from a variety of interventions which range from subtle or mild interventions to more formal and direct interventions.

The following is considered unacceptable behavior:

- Running in the classroom.
- Leaving the area or group without permission.
- Throwing toys, rocks, mulch.
- Being disruptive.
- Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair.
- Abusive language.
- Using toys and materials inappropriately.
- Arguing with school staff or other children.
- Aggressive behavior.
- Lack of cooperation.

If inappropriate behavior does occur, we use a positive approach.

- Encourage child's good behavior and redirect his/her activity.
- If a problem still exists the child is then removed from the situation and placed in a "time out" within their area (one minute per year of age, no more than five minutes).

Discipline Policy Con't

- The child will be allowed, as soon as possible, to return to the group.
- The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.

If redirection and “time out” periods are not sufficient in dealing with inappropriate behavior, the teacher has these prime responsibilities:

- To intervene as soon as possible to prevent physical or emotional injury.
- To help the child identify his/her unacceptable behavior and the possible alternatives open to him/her.
- If the child continues in the inappropriate behavior they may be given “time out” away from the group.
- If the child’s behavior continues to be inappropriate, a behavior intervention meeting may take place with the parents, teacher, and the school director.
- If a child’s behavior continues to be inappropriate, a behavior report will be written and parents may be called to immediately pick-up their child, if deemed necessary by the director.
- If a child receives **three written behavioral reports, within a nine week period**, the child will be suspended from the preschool program for one week. During this time the parent or guardian, the teacher and the school director will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting. Fees will still be paid for this week to retain the child’s space in the program.
- If the child does continue in the program and receives a **fourth behavioral report, within a 30-day period, termination of services may occur.**
- When the severity of a problem is great enough that it could endanger the safety of the child(ren)’s welfare, termination may be effective immediately after consulting the Director who will notify the parent or guardian.

****The school considers this to be a drastic measure and would not resort to such unless the child’s behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the*

► Health Policies

Children may not attend school if they have any communicable disease or infection. Please do not send your child if he/she shows signs of illness or other indications that they are not in good health. Parents are to inform the school if their child has a contagious disease or is going to be absent for more than three consecutive days.

If your child has fever, vomiting, diarrhea, thick yellow-green discharge from the nose, persistent coughing, undiagnosed rash, lice, or other signs of illness, please do not send them back to school until they have been free of symptoms for 24 hours.

If your child becomes ill during the school day, you will be notified. Prompt arrangements for picking up your child in these instances are expected.

Immunization

Immunizations must be up to date before school begins. You must fill out the immunization form and turn it in before your child may attend school. If you need an Immunization Waiver Form, please contact the director.

Medications

If your child must receive prescription medications during the hours they are in school, the following procedure must be followed:

1. Fill out the Medicine Dispensing Form (provided by director)
2. All medications must be sent in the original container
3. All medications must be personally delivered to the teacher or director by the parent/guardian. Medications will be returned in the same manner. **Do not send medications in your child's book bag.**

Special Health Issues

If your child has a special health condition (asthma, allergies, or any other disorder), please contact the director for a **Special Health Issue Form**. This form must be filled out completely by the parent and kept on file at the school office

► **Arrival and Dismissal**

Arrival

In an effort to assure the safety of each and every child that attends Avalon Christian School, we will use the car line to drop off children each morning. Beginning at 9:00 am school staff will be out at the curb to assist children out of the car and into the school building. If you arrive after 9:10 am or after the car line has ended you will need to park in the parking lot and walk your child into the building. To assist in getting all the children into school in a timely manner, we ask for your help in the following areas. Prior to your child's turn in the car line, please unbuckle your child, assist them with their tote bag and give them all their hugs and kisses. This will help the car line move quickly and efficiently. You may escort your child in from the parking lot if you wish. Please park in parking lot spaces and walk your child in by hand, keeping in mind the many moving cars.

Dismissal

Dismissal will begin promptly at 11:30 am and 2:45 pm. To ensure the safety of your child please pull up in the line to the double doors outside the preschool entrance and wait for a staff person to assist your child to the car. **You must display your Child Identification or Carpool Number by hanging it from your rear view mirror or holding it up to the window.**

***It is important for your child to be picked up on time. If you arrive after 11:45 or 3:00, you will need to come inside and pick up your child at the office. **There is a \$5 late fee for arriving after 11:45 for AM dismissal or 3:00 for PM dismissal.** Late pick-up fees will be added to the next months tuition. Thank you for your consideration in this matter as our staff have family/personal commitments after school hours. Please plan ahead for inclement weather.

Early Pick Up

If it becomes necessary for your child to leave school other than at the usual time, **please send a note to the teacher informing her of the early pick up and come into the building upon arrival and pick up your child in the office.**

► **Inclement Weather Information**

When Fort Wayne Community Schools (FWCS) is closed because of bad weather, Avalon Christian school is also closed. Listen to your local TV or radio station for the FWCS announcement.

IF FWCS is on a 1 or 2 hour delay, Avalon Christian School will run on an alternate school schedule as follows:

Alternate Schedule

Morning Session:

Arrival: 11:00 am

Dismissal: 12:30 pm

Afternoon Session:

Arrival: 1:15 pm

Dismissal: 2:45 pm

Full Day Pre- K:

Arrival: 11:00 am

Dismissal: 2:45 pm

Lunch Bunch:

12:30 -1:30 pm

***As always, parents are encouraged to use their own judgment when bringing their children out in inclement weather. Do not hesitate to stay home with your child if the weather or street

► **Emergency Procedures**

conditions in your neighborhood are not safe.

Avalon Christian School has emergency procedures/policies in place, which includes but is not limited to fire, tornado, & lock-down procedures. In the event of a building evacuation, student pick-up will be at our West Campus-1500 Lower Huntington Road with an emergency contact number of 260-747-1531.

► **Lunch Bunch**

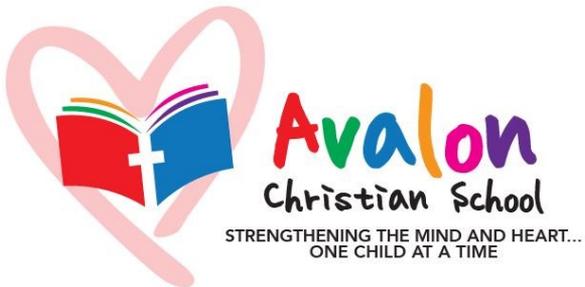
Lunch Bunch is a program where our 1/2 day students attending our 3 year old classes or our PreK classes have the opportunity to stay at school for one extra hour. During this time children will eat lunch, enjoy social play and story time. Children will need to bring a packed lunch on these days. Please do not pack items that require heating.

Lunch Bunch will be from 11:30 – 12:30 pm. For those in the PM classes, they will be dismissed to their class at 12:15 pm. In the event of a school delay, Lunch Bunch will be in session from 12:30 – 1:30 PM for all classes.

Lunch Bunch will be handled the same as tuition. Each session costs approximately \$5.00 per day for each student. You will be give plans to choose from. These plan periods will run as Fall session, Winter session & Spring session. Prior to each session you will be able to add, delete or change your child's plan. Payment will be included with your child's monthly tuition amount. Keep in mind that sessions that are paid for cannot be refunded if your child is unable to attend. We will be staffing each Lunch Bunch based on the number of children that have

► **Enrichments**

"Hands-on" Learning Activities
Indoor Gym & Outdoor Playground
All School Chapel
Spanish Class
Music Education
Gym Class
Friday Enrichment *"Pre-K hands-on enrichment"*
Christmas & Spring Programs
Annual Family Fun Event
Library Story Time
Lunch Bunch



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