



 **ADAMS FARM**  
CHRISTIAN PRESCHOOL

Parent Handbook

Start children off on the way they should go, and even when they are old they will not turn from it.

Proverbs 22:6 (NIV)

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## Introduction

*You are who you are for a reason,  
You're part of an intricate plan.  
You're a precious and perfect unique design,  
Called God's special woman or man.*

*You look like you look for a reason.  
Our God made not mistake  
He knit you together within the womb,  
You're just what he wanted to make.*

*The parents you had were the ones he chose,  
And no matter how you feel,  
They were custom-designed with God's plan in mind,  
And they bear the Master's seal.*

*No, that trauma you faced was not easy.  
And God wept that it hurt you so:  
But it was allowed to shape your heart  
So that into his likeness you would grow.*

*You are who you are for a reason,  
You've been formed by the Master's rod.  
You are who you are, beloved,  
Because there is a God!*

*Russell Kelfer*

Welcome from Preschool Director

Dear Parents:

**WELCOME** to the 2018 – 2019 school year with Adams Farm Christian Preschool! We are looking forward to a school year that will honor God!

We know God has given parents a responsibility for training, educating and nurturing their children. Adams Farm Christian Preschool believes our role is enabling, serving, honoring and assisting parents in this task. Our experienced and talented teachers have many plans to give each child newer and broader opportunities for learning as well as having fun. We believe the first five years of a child's life are the most formative in all areas of development. Our objective is to foster growth spiritually, intellectually, socially, emotionally, and physically in order for each child to strengthen their foundation upon which to build skills and attitudes that will carry them through their school experience.

Our program has been carefully and prayerfully planned to receive each child. A Christian age-appropriate curriculum will be used in each classroom. Our goal for each child entrusted in our care is to learn what it means to be loved by God, to love God and to do what pleases Him in all they do. We foster a Christian environment that will help children begin to develop a joyous interest in the Word of God and grow in their relationship with Jesus Christ. To this end, the four-year-old classes use the Bible curriculum- The Jesus Storybook Bible.

We want each child to be comfortable and happy at Adams Farm Christian Preschool. Our low student/teacher ratio helps our teachers remain aware of each child's needs and their progress. Our staff facilitate learning and growing appropriate to each child's abilities and pace. We are excited that the Four-Year-Old classes and Pre-K classes will be using the Handwriting Without Tears Language and Math curriculum.

We are looking forward to building a relationship with each and every one of you this year. We hope that you will be able to participate in the various volunteer opportunities and activities as your time permits. From assisting in the classrooms, helping with a special event, reading stories, or providing hugs when needed, your involvement means so much to your child and his/her classmates.

Thank you for placing your child or children in our care.

In Christ's Love,

Jodi Farmer  
Preschool Director

Welcome from the Church

Dear Friends and Families of Adams Farm Christian Preschool,

We are looking forward to this coming year at Adams Farm Christian Preschool and to the great things our God has in store for us.

We have been blessed with a wonderful, dedicated and talented staff of loving and caring Christian teachers who are excited about the opportunity to teach your precious children in God honoring ways. Each of these teachers is committed to sharing the love of Jesus and the joy of learning with your children. We believe that the Lord will take us on a great journey as we partner with you to educate and spiritually enrich your children.

We welcome you and are looking forward with great anticipation as together we will, with God's presence, make this a school year to honor God.

We invite you to join us to worship God, Sunday mornings at 10:00 am.

In Christ,

Adams Farm Community Church  
Church Leaders

# School Information

Adams Farm Christian Preschool  
5113 Mackay Road  
Jamestown, NC 27282

Preschool Office Telephone Number: (336) 315-9192

Church Office Telephone Number: (336) 292-4565

Monthly Tuition payments should be made payable to:

Adams Farm Christian Preschool or AFCCP

and placed in the Tuition Box in the Preschool Office  
prior to the 5<sup>th</sup> of each month.

Payments can also be made online on the Brightwheel App.

## **Preschool Board**

Director	Jodi Farmer
Elder Representative	Ken Norris
Deacon Representative	Lori Young
Prayer Representative	Carla Brandenburg
Teacher Representative	Chris Asbury
	Lindsay Austin
AFCC Representative	Wanda Briggs
	Kristine Brown

## **Staff**

Director and Pre-K Teacher	Jodi Farmer
Mon-Fri Four's Co-Teacher	Chris Asbury
Mon-Fri Four's Co-Teacher	Hilary Lewis
Mon./Wed./Fri. Four's Co-Teacher	Tricia Ling
Mon./Wed./Fri. Four's Co-Teacher	Jeanna Evans
Mon./Wed./Fri. Three's Co-Teacher	Linda Jermyn
Mon./Wed./Fri. Three's Co-Teacher	Tami Silva
Tues/Thurs Three's Co-Teacher	Linda Jermyn
Tues/Thurs Three's Co-Teacher	Tricia Ling
Older Two's; Wed./Fri. Co-Teacher	Tonya McCoy
Older Two's; Wed./Fri. Co-Teacher	Lindsay Austin
Tues/Thurs Lead Teacher	Jeanna Evans
Tues/Thurs Assistant Teacher	Makaylah Ling
Mothers' Morning Out	Makaylah Ling
Mothers' Morning Out	Jess Taylor
Floating Assistants	Makaylah Ling
	Tami Silva

## Purpose

### Mission Statement

Our Mission is to provide a Christian Preschool which meets the needs of families through a loving and nurturing environment that supports learning in developmentally appropriate ways by Christian Teachers utilizing Biblically based principles and curriculum.

### Philosophy

The Adams Farm Christian Preschool is designed to meet the spiritual, emotional, social, physical, and intellectual needs of children in a safe and loving environment. Childhood should be a time of joy, love and adventure for all children and each child's interests and developmental advances will be applauded, nurtured and expanded by our qualified and talented staff.

The curriculum is Biblically based and children will have the opportunity to develop and grow in their relationship with God. Lessons and daily activities provide age appropriate learning experiences including Bible lessons, music, dance, colors, shapes, numbers, alphabet, outside play along with arts and crafts to help each child explore their world and grow in a happy and secure manner. Each child's individual accomplishments are valued and nurtured to help them reach their optimal level of cognitive, motor and social development.



## Goals

The Adams Farm Christian Preschool is committed to...

### **Helping each child develop and grow spiritually.**

The children will participate in Bible lessons, songs and stories designed to help them explore the wonders of Christianity. They will also experience Chapel with lessons pertinent to the season and their level of understanding.

A Christian age-appropriate curriculum will be used in each classroom.

Weekly Music Enrichment classes will expose the children to Christian music.

### **Providing a safe, loving and stimulating environment for children to grow and develop.**

Children need to feel secure and cared for at all times. We provide a nurturing environment that enables children to feel safe, thereby freeing them to explore their world as individuals and to learn.

### **Helping each family maintain their child's good health and promote physical development.**

Nutritious snacks will be served daily with hygiene practices introduced and encouraged. Activities designed to help develop large and small muscles will be provided daily.

### **Helping each child function effectively with peers and adults.**

Children will be encouraged to socialize with classmates in order to develop skills to be used throughout their lives. During the day, the classes may interact at play, music or Chapel. This grouping helps children learn from each other and respect individual differences and rates of development.

### **Helping each child develop his or her cognitive abilities to the fullest.**

An enormous amount of learning takes place from birth to age five. To foster as much learning as possible, educational games and activities are conducted to challenge and encourage each child. A major goal of our teachers is to be alert for the "teachable moments" - the moments during the course of the school-time when children are at their best for learning new concepts. The Pre-K class will focus on reading, math, science, and social studies skills. The four-year-old classes will focus on the alphabet, phonics, and numbers. The three-year-old class will review colors and shapes and begin the study of letters and numbers. The two-year-old classes will learn about colors and shapes.

# Admission Guidelines

## A. Age and Enrollment:

- The child must have reached his/her birthday on or before August 25 of the upcoming school year in order to be enrolled in the appropriate age group/class.
- The two-year-old class will consider enrolling children at a younger age.
- An immunization record is required for each child with all appropriate immunizations indicated by the first day of school.
- The following represents the priority of placement for attendance.
  - Children who are currently enrolled in Adams Farm Christian Preschool and their sibling.
  - Children of members of Adams Farm Community Church enrolling for the first time.
  - Children of non-members of Adams Farm Community Church who are enrolling for the first time.

## B. Playmates and Relatives:

As we are only prepared for the children enrolled in each class, we must request that siblings or relatives not remain at school during regular Preschool hours. Providing the Teachers know they will be coming prior to the event, siblings are invited to join parents when attending school functions, such as Field Trips and Classroom Parties.

## C. Dismissal from the Preschool:

- Two written warnings will be granted prior to requesting a parental meeting, unless the actions deem immediate attention. If the child continues to be disruptive, he/she may be asked to remain home until the parent meeting occurs for the safety of all involved. The Preschool reserves the right to terminate any child's enrollment if:
- The child's behavior is such that he/she consistently disrupts the class, or demonstrates hostile or aggressive behavior that endangers him/herself, other children or staff members. A meeting with the Director and parents will take place prior to dismissal. A written notice will normally be given if dismissal is recommended
- The program is unable to meet the developmental needs of the child as agreed to by the Teachers, Director and parents.
- The terms of enrollment and the guidelines in the parent handbook are not abided by.
- Monthly tuition payments are continuously late or not made for two consecutive months.

## Operating Information

### A. Hours of Operation:

The Preschool operating hours are from 9:00 am to 12:00 pm Monday through Friday. Note the days that your child is scheduled to attend. On Lunch Bunch days, pick-up will be 1:00 pm. If a student has not been picked-up within 10 minutes after the official dismissal time, the preschool will assess a late pick-up fee of \$5 for every five minutes of delay. This will be monitored by the Preschool staff. The preschool office must be contacted immediately in the event that a family member or designated adult will not be on time for dismissal.

### B. Calendar:

The Preschool will closely follow the Guilford County Public School calendar with respect to School Days, Teacher Work Days, Holidays and Vacations. Any variances from the GCSC are noted below or will be provided to parents in writing prior to the event.

August 29	Wed. 6:30-8:15	Parent Open House
September 3	Tuesday	First Day of School for T/TH and 5-day classes
September 4	Wednesday	First Day of School for M-W-F & W/F Classes
October 9	Wednesday	Teacher Work Day
October 28	Monday	Teacher Work Day
November 11	Monday	Veterans Day Holiday
November 27-29	Wed-Friday	Thanksgiving Holiday
December 23-Jan.6	2 Weeks	Christmas Holiday
January 20-21	Mon-Tuesday	Martin Luther King, Jr. Holiday
February 17	Monday	Teacher Work Day
March 27	Friday	Teacher Work Day
April 6-13	Week	Easter Holiday
May 21	Thursday	Last Day of School

### C. Weather Policy:

In the case of snow or inclement weather, announcements made regarding Preschool closings will be made through the news media. If in doubt as to whether the Preschool will be open or not, check the school closing announcements on the local TV or radio stations, which are generally made before 6:30 am.

#### The general rule is as follows:

- If Guilford County Schools are closed, then the AFCP is closed.
- If Guilford County Schools have a two-hour delay, then AFCP will open at 10:00.
- If Guilford County Schools have a one-hour delay, then AFCP will open at 9:30.

In the event of a forced early closing, parents will be contacted. Children are to be picked up as soon as possible.

## General Information

### A. Adjustment to Preschool:

If this is the first time your child will be separated from you, it is natural for him/her to be hesitant. Talk with your child's Teacher to establish a separation routine. With younger children, for example, a cheerful good-bye kiss from you, a smile, and a reassuring word that you will be back in a few hours may be all that you need to do. Our caring staff will take it from there. Usually, children settle down once the parent is out of sight. *Please do not sneak out when your child is not looking as this could create more anxiety.* Feel free to contact the Director to see how your child is doing. Depending on their ages, some children will display or "act out" their feelings in the following ways:

- Cling to you and refuse to let go,
- Have tantrums,
- Forget toilet training,
- Not eat,
- Wake up at night or having bad dreams,
- Thumb suck (for the first time or again), and/or
- Express a desire to stay home

Usually, these problems are temporary. When your child is treated lovingly, but firmly by both you and the Teachers, these behaviors will most often disappear.

### B. Address & Telephone Number Changes:

In the event of address and/or telephone number changes, please be sure to notify the office in writing as soon as possible.

### C. Attire:

Simple clothing that is washable and durable will allow your child to participate comfortably in all activities from playground fun to messy art/sensory activities. Select shoes that give support and allow freedom of movement. Loose sandals, clogs, cowboy boots, and shoes that slip off inhibit activity.

We use washable paints and markers, but occasionally a fabric will stain. Please do not send your child to school in clothing you do not want to risk getting stained.

Because children need regular outdoor physical activity, please be sure to provide your child with proper clothing for the season. This includes a sweater or jacket, hat, etc. If the weather does not permit going outdoors, we will exercise/play indoors.

**Items such as jackets with strings should not be brought to school.**

Any loose strings or drawstrings should be knotted and cut off to reduce the risk of getting caught and hurting the child. Items prohibited: clothing with abusive slogans, outlandish, distracting or rude artwork and/or gestures.

An extra change of clothes (including underwear and socks) should be brought in case there is a need for additional clothes, i.e. spilling of drinks, paints or other accidents. These can remain in your child's book bag. All articles of clothing should be clearly labeled with the child's name or initials. Please update the change of clothes based on the season and/or your child's growth.

D. Birthdays:

Your child may enjoy celebrating his/her birthday at school. Birthdays are special and are celebrated during the morning snack time. You may share party cookies or some other food that your family enjoys preparing and serving to celebrate the occasion. Please schedule the day with your child's teacher. Please refer to the Food/Snacks section and classroom allergy list for advice.

If you would like to, in honor of your child, we encourage you to donate a special toy, game, or book to your child's classroom. This is often fun for your child, because he/she opens the gift at school and shares it with his/her classmates. We suggest this idea instead of party favors. **Please remember, due to choking hazards, balloons, hard candy, and lollipops are not suitable for preschool age children.**

If your child will be celebrating with a birthday party outside of school, please do not send invitations to be sent home UNLESS the entire class is invited. Thank you for your understanding of this request so that feelings will not get hurt.

Children with summer birthdays may arrange a half-year birthday celebration, or a day in the spring in which they would like to celebrate.

E. Chapel:

While the children will be involved with Bible Lessons and activities on a daily basis in class, they will attend Chapel weekly. This special time will introduce the children to God's Word through appropriate lessons, songs, and prayer. The 2018 Chapel theme will be: "All Creatures of Our God and King." Chapel is scheduled for Wednesday & Thursday mornings at 9:30 in the sanctuary. Parents are welcome.

F. Curriculum:

Class time is structured to provide for a variety of experiences so that your child will grow spiritually, emotionally, socially, intellectually, and physically. A schedule will be posted in the classroom. Each child brings with him/her unique skills, personalities and needs and we love each child for all that he/she is and also for the areas in which he/she most needs our help.

A Biblically based age appropriate curriculum will be utilized in all the classrooms. The curriculum is designed around units of study, which help each child focus on a subject or concept. Room decorations, art projects, music, finger plays, and stories all enhance each unit of study. Parents will receive an informative newsletter for each unit of study. Each month, a Classroom Newsletter and Monthly Calendar describing special events, snack schedule and field trips, if any, will be sent home. Please review them carefully and note any special dates on your calendar. The Four-Year-Old Classes will use the Jesus Storybook Bible Curriculum; both the Four-Year-Old classes and Pre-K utilize the Handwriting Without Tears Language and Math Curriculum.

G. Discipline:

The staff works proactively to create a positive physical and emotional environment that encourages children to behave in socially acceptable ways. Acceptable behavior of children is encouraged by giving positive verbal rewards. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to receive praise.

Discipline consists of positive reinforcement, redirection or removal from an activity when a child is unable to manage or control his/her actions or emotions. At no time will physical punishment or punishment related to the withholding of food, bathroom time or rest be allowed.

Any parent whose child consistently presents emotional or physical danger to him/herself, other children, or the staff will be required to meet with the Director to discuss what may be helpful in motivating him/her to behave in an acceptable manner. Aggressive behavior will not be tolerated by any child. Repetitive aggressive behavior may be addressed by removal from the preschool program.

H. Emergency Preparedness and Response Plan:

Adams Farm Christian Preschool has an Emergency Preparedness Plan for Natural and Weather Related Events as well as Human Generated Events. Teachers have been trained to respond to emergencies. The Director will conduct routine drills. Parents will be asked to use Brightwheel to check-in/check out their children. Visitors and volunteers will need to sign in and out of the Brightwheel App as well; please see the classroom teacher.

I. Field Trips:

Field trips are exciting opportunities for fun and learning. Permission slips with specifics such as a bag lunch or admission charge will be distributed prior to each event. Please be aware of the response date as some events require confirmation and commitment. All field trip costs should be paid with cash.

In addition to the teachers, parent volunteers are often needed to help transport and supervise children. Drivers will always be reminded to use seat belts on each passenger and to drive safely. AFCP will comply with NC Safety Seat Laws, which requires a properly used restraint device if the child is less than 8 years old AND weighs less than 80 pounds. Parents will be notified, **and required**, to leave necessary safety seats on field trip days for their child's safe transport. Please label safety seats.

If you choose for your child to not participate in a field trip, please let the Teacher know as soon as possible. We ask that your child remain at home the day of the field trip as alternate arrangements cannot be made for those who chose to not attend.

Field trips will be primarily for the three, four and Pre-K classes.

J. Food / Snacks:

Your child should have a healthy breakfast prior to coming to school; we request that no breakfast food be brought to the classroom.

Families will need to pack a snack and drink each day for their child. Please write your child's name on each item. Classroom teachers will instruct you where to place the snack each morning at drop-off. Please opt for healthy snacks and drinks. Cheese cubes, crackers, pretzels, fruit kabobs, vegetables and dip, graham crackers, muffins, and fruit juice are popular with the children. Remember items children most often choke on are grapes, nuts, popcorn, and hot dogs. Please send items that are ready to eat.

On Lunch Bunch days, your child is encouraged to bring his/her lunch and participate in this social activity. Lunch Bunch will begin the first week of October. Teachers will have lunch bunch sign-up forms at the Preschool Open House. Lunch Bunch Days will be Tuesday and Wednesday.

The fee for Lunch Bunch is \$20.00 per day per month (payments should be made October through May). Some months have more lunch days than others; however, the payment of \$20.00 remains the same. If the lunch day coincides with a holiday, the Preschool attempts, if at all possible, to reschedule lunch day to be fair to the student and family. Please pack a non-perishable lunch for your child on lunch days. Lunch Bunch is a regularly scheduled program that requires your child being signed up at the beginning of the school year in order to participate. Should you wish to add or drop the program during the school year, please contact the director in writing.

Please remember pick-up time for the lunch group is 1:00 pm. We appreciate your promptness in picking-up your child/children.

#### K. Items to Bring to Class:

As we are a non-profit Preschool, there are several things we will require your assistance with throughout the year. Please review the Supply List from your child's Teacher for things to bring at the beginning of the school year. As disposable items are depleted, a note will be sent home with your child requesting replenishment. Your assistance in bringing simple supplies enables us to keep our tuition costs lower and is most appreciated.

If you have any material (cloth, beads, paper scraps, buttons, baby food jars, etc) at home or at your place of business that is being discarded, and you think it may be of use in our creative activities, please save it. **When in doubt, let us throw it out!**

If you have any toys in good shape (in working order with all parts attached), which your child/children have outgrown, **we would gladly accept any donations** for an appropriate classroom. Items are greatly appreciated.

Additionally, a complete change of clothing (including underwear and socks) should be brought to school in a zip-lock bag and kept in his/her schoolbag. All clothing items should be clearly labeled with the child's name. Be sure to change the clothing items as the season's change and growth of your child.

#### L. Personal Articles / Toys:

**Please do not bring toys, money, candy, gum, glass or toy weapons to school.** Food should not be brought unless it is for Snack Day, a Field Trip, Lunch Bunch or as otherwise requested. A special security item, such as a soft stuffed animal is fine for the first few weeks of school. Please label them as well.

#### M. Show 'n Tell Items:

On "Show and Tell" days, we ask you to use discretion in determining the item to bring and please refer to the above guidelines for what items not to bring. *Oversized items or those with many small parts should not be brought to Preschool.* We cannot be responsible for lost or broken items. All items brought to school should have your child's name clearly printed on them.





N. Monthly Tuition:

Tuition is due on the first of each month and is considered late if not received by the 5<sup>th</sup> of the month. Please make checks payable to Adams Farm Christian Preschool or AFCP. Please mark your child's name in the memo section of your check to insure proper credit. Tuition payments are to be placed in the Tuition Box in the Preschool Supply Room or by using the Birightwheel App. A \$10.00 late fee will be added after the 5<sup>th</sup> of the month. Please note there are no refunds for time missed due to illness, vacation or other reasons. Monthly tuition is a set amount for each month whether we are out for holidays, bad weather or a student is absent. Payments are made from August to April.

The monthly tuition rates are as follows:

Two days per month:	\$150.00
Three days per month:	\$180.00
Five days per month:	\$205.00
Pre-K:	\$215.00

O. Scholarships

Limited financial scholarships are offered on the basis of need and availability of funds. Families receiving financial assistance will be asked to volunteer in the classroom or with classroom preparations.

Please contact the Preschool Director if your financial situation changes during the school year. The Preschool Board will take each situation into consideration.

P. Withdrawals

Please notify the director in writing as soon as possible if you should have a change of circumstances requiring your child/children to be withdrawn from AFCP. A notice of one month is required.

# Arrival & Departure Procedures

## A. Class Times:

Classes begin at 9:00 am and end at 12:00 noon on regular days and 1:00 pm on Lunch Bunch days. The Preschool doors will be unlocked in the morning at 9:00 am. We ask that all parents respect this time as the Teachers are preparing for the day's classes.

## B. Arrival Procedures:

Please observe the following guidelines when bringing your child to Preschool:

- Walk your child/children to their respective classrooms.

Adams Farm Christian Preschool started using Brightwheel: a tool for classroom management, communication, photos, videos, online bill pay, and much more.

Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for families

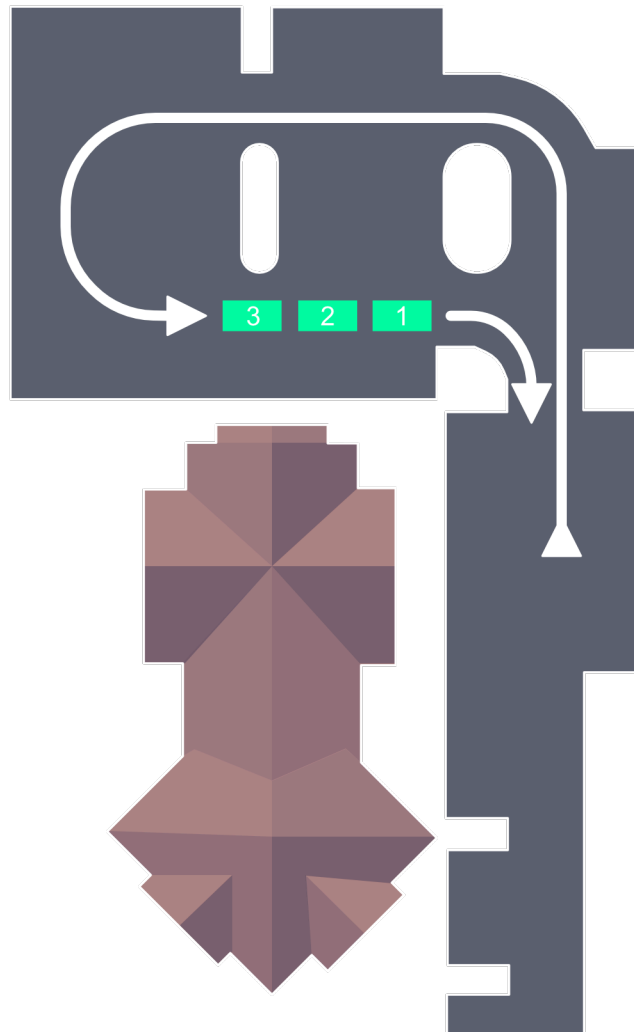
### Easy steps to follow:

1. **Create a free Brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the [web](#) or [mobile app](#). Make sure to use the same [email address](#) or [cell phone number](#) that the invitation was sent to. A [quick video overview](#) is available.
  2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
  3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
  4. **Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your [payment information](#). There is an online [Payments Setup Guide](#) with more info.
- A good-bye ritual such as a hug, kiss and special phrase, will help your child anticipate separation and help relieve anxiety – **never sneak away**. As there is so much to be done in the next few hours, we ask you not linger any longer than necessary so the Teachers may take charge of the class and get started with the day's activities.
  - If there are any special instructions or information that needs to be shared with your child's Teacher or the Director, please be concise and specific about the information. Preferably write the information prior to the class and give to your child's Teacher or the Director. There is so much activity just prior to class with all the children arriving, you might want to schedule a time to meet with the Teacher following class.
  - If your child is in diapers, please ensure he/she begins class in a clean diaper as this will help reduce the amount of "changing" time for the Teachers and will help make sure they stay on schedule.
  - Older children should be encouraged to use the restroom before entering the classroom, as this will reduce distractions from teaching time when class begins.

C. Departure Procedures:

Please observe the following when picking up your child from Preschool:

- Preschool ends at 12:00 noon on regular days and 1:00 pm on Lunch Bunch days. We ask that you be prompt in picking up your child/ren.
- Display your car rider nametag on the front passenger window.
- If someone else is picking up your child, they will need a car rider nametag need, written authorization for your child to be picked up by this person, and a picture ID.
- Remain in your car. The children will remain inside or on the front porch and will be called and put into the car in an orderly fashion.



- Form the pick-up line as indicated above. Drive up close to the front of the building (yes, you can drive over the parking spaces at the front of the building as there should be no cars parked there during pick-up time).
- There are 3 pick-up stations and children will only be loaded at these locations. Look for the station markers and make sure to drive to one of these spots. Please do not walk into the building and leave your car in the pick-up line.
- One of the staff will bring your child to the car. Please sign the classroom attendance form indicating that your child has been signed-out of school.

- Please be prepared to buckle your child and any other riders into car seats. This is due to insurance coverage reasons.
- Please remember, there should be no passing or pulling ahead of cars in the pick-up line.
- If you need to speak with a member of the staff, please park and come into the building rather than tie-up the pick-up line. If one of the staff needs to speak with you about something, you may be requested to buckle in your child and pull over to the parking area. If this is not convenient, please let us know and a time can be arranged to call or meet with you about the concern.
- Children are not to run loose on the playground or the Preschool grounds following pick-up.
- For special occasions, such as the Thanksgiving Feast, Christmas Program, etc., children will be dismissed to their parents inside the building. Again, children should not run unsupervised on the playground or the Preschool grounds for safety reasons.
- If you do need to go into the building, we ask that you park along the side of the facility (B) and enter from the side door.
- Any changes in who will be picking up your child/ren should be communicated in writing to the Teacher.
- If an emergency should arise, then please call the preschool office at (336) 315-9192 or church office (336) 292-4565 as soon as possible. Please ask that a message be relayed to your child's teachers as soon as possible advising them of the situation. We reserve the right to charge a late fee for constant disregard of pick up time.

D. Authorized Individuals/Child Custody:

Your child will only be released to individuals authorized by you and who are at least sixteen (16) years old. Authorization should have been made on the Preschool Enrollment Form or may be given to the Director in writing. All authorizations may be subject to a photo ID verification prior to release of the child/ren as a safety precaution. Any changes to authorized individuals should be notified in writing to the Director.

If your child will be going home with a classmate after school, please send a dated note to school with your child to be given to the child's teacher.

Class lists will be available the first month of school. Parents arrange their own carpools.

For safety reasons, verbal changes from your child will not be accepted and children will not be released to someone who is not listed as an authorized individual. **If an unauthorized person arrives to pick up your child, he/she will not be released until a parent has been contacted and the release confirmed.**

**THE MAIN OUTSIDE DOORS TO THE PRESCHOOL  
WILL BE LOCKED DURING SCHOOL HOURS.**

*Weapons Policy:*

**Weapons, and any other items which the Preschool Board determines to be potentially dangerous or harmful, are forbidden on the preschool premises during school hours and functions.**

## Medical Information

### A. Absence & Illness:

Please notify your child's Teacher in advance of any planned absences. You should also contact the Preschool Office with any unplanned absences (e.g. sickness) by 9:00 AM of that school day. This will allow the Teachers to know where all students are and to plan their activities accordingly. Refunds cannot be given for absences.

Each child's health at the Preschool is a matter of major importance to us. **Children should not attend Preschool if they have any of the following conditions.** Please note, as a safety precaution for all children, those who arrive at Preschool and are deemed ill by the staff will be sent home.

- Fever of 100° (F) or more
- Vomiting or unexpected nausea
- Fifth's disease
- Conjunctivitis or discharger from the eyes, which may be red/itchy
- Chicken Pox
- Greenish Nasal discharge
- Unexpected rashes/measles
- Strep throat
- Two episodes of diarrhea (stool cannot be contained in diaper)
- Head lice

If your child becomes ill while at Preschool, he/she will be taken to the office and comforted. The parents or primary contact person will be called to pick him/her up as soon as possible. This will occur for any of the reasons listed above or if the staff determines your child is not well.

As you know, some childhood diseases are highly contagious and children must be kept home until the threat of contamination to others has passed. ***If your child is sent home with an illness, he/she must be kept home for at least 24 hours.*** However, he/she can return to school before the 24-hour period if a doctor confirms the symptoms are not contagious. **A note from the doctor to this effect must be submitted.**

Please let us know of any diagnosed diseases or infections such as strep throat, scarlet fever, head lice, chicken pox, measles, etc. Notices will be posted in the Preschool informing parents of any communicable disease to which their child/ren may have been exposed. ***It should be noted that any child with an undiagnosed or contagious skin condition cannot attend classes.***

In order to attend school, children must be well enough to eat snacks and go outdoors. The Director will contact the parent when it seems a child is developing a health problem. We hope that early communication can facilitate the resolution of health problems as they occur, thereby preventing the spread of illness.

### B. Injuries:

Safety is of extreme importance to us; however, occasional bumps and bruises do occur. In the event your child becomes injured at any time while in our care, a Teacher will notify you

either verbally or with a written note. We will complete and ask you to sign an injury report for any injury requiring treatment other than ice or a simple cleaning and Band-Aid.

In the case of a serious accidental injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on your child's Enrollment Form to make medical emergency decisions about your child.

***Please keep your emergency contact information updated with the Director.***

C. Emergency Procedures:

If, in the opinion of the Director and staff, your child's injury or serious illness may warrant emergency treatment, the rescue squad will be called and your child will be taken to the nearest hospital. You will be notified as soon as the rescue squad has been called. The Emergency Medical Treatment Form allows the Preschool to have your child transported to a hospital emergency room and treated there. If an ambulance is called, you will be responsible for the cost. For less serious injuries, at the discretion of the staff, you will be notified by phone or by a note at the end of the day, depending on the degree of the injury.

D. Bites:

Bites are not unusual in group situations where children have not developed effective verbal communications skills; they are most prevalent in the infant/toddler stages. The staff will make every effort to ensure biting does not occur, but it is not always possible to prevent it. When a bite occurs, ice will be applied to the area. The parents of both children will be notified and an injury report will be written for parent review and signature. If a child continues to bite, the Preschool Board along with the parents will review the situation to determine whether it is acceptable for the child to remain at the Preschool.

E. Immunizations / Physicals:

State regulations require up-to-date immunization information for all children documented in school records. Health and immunization information should be updated on an annual basis. Following is a list of required immunizations:

By This Age:	Children Need These Shots:						
3 months	1 Hep B						
5 months	2 Hep B			2 Polio			
7 months	3 DTaP	2 Hep B	2-3 Hib	2 Polio	3 PCV		
12 months	3 DTaP	2 Hep B	2-3 Hib	2 Polio	3 PCV		
16 months	3 DTaP	2 Hep B	3-4 Hib	1 MMR	2 Polio	4 PCV	
19 months	4 DTaP	3 Hep B	3-4 Hib	1 MMR	3 Polio	4 PCV	1 Var
4 years or older (in child care only)	4 DTaP	3 Hep B	3-4 Hib	1 MMR	3 Polio	4 PCV	1 Var
4 years and older (and in kindergarten)	5 DTaP	3 Hep B	3-4 Hib	2 MMR	4 Polio	4 PCV	2 Var

All Preschool staff and parent volunteers are expected to be up-to-date on all immunizations.

Following admission to the Preschool, you are responsible for regularly updating your child's health files to reflect new immunizations in order to keep the records current. If your child's immunization record is not kept current, he/she may not be allowed to attend Preschool until it is updated.

Families who choose not to immunize their children due to religious or medical reasons must submit a written explanation to the Preschool Director. The Preschool Board will review the explanation and determine eligibility.

A physical exam should have been conducted within the past 12 months.

F. Medicine, Dispensing of:

We will not be able to administer medication of any type during Preschool hours. If your child is taking medication of any type, please be sure to administer it prior to or after school hours.

If your child is taking medication, please advise the Director or your child's Teacher of the type in case there are any questions/concerns.

## Parent Involvement

### A. Volunteers:

Parent participation is always welcome and may take on many different forms. Some of you may have a special talent you would like to share with us. For example, you may want to assist with art projects, to coordinate special events, or to read in the classroom.

Your participation is an important part of what makes the Preschool a special place for children, parents and staff members. Please review the following list of volunteer opportunities and be sure to talk to your child's teacher or the Director if you'd like to become more involved in your child's Preschool experience.

- Substitute Teacher
- Preschool Board Member
- Children's Picture Day helper
- Scholastic Books Coordinator
- Thanksgiving Feast
- Christmas Program
- Mother's Morning Tea
- Field Trip Driver and Assistant
- Read Books in Classroom
- Share a Special Talent

### B. Communication:

Communication is the key to a high-quality Preschool. We will make every effort to inform you of special events, activities, changes in policy or any other concerns as soon as possible. For information, please refer to the Preschool web site ([adamsfarmchristianpreschool.com](http://adamsfarmchristianpreschool.com)).

### C. Conferences:

We encourage you to talk with your child's teachers anytime you need additional information or if a problem/concern arises. Each teacher will be happy to schedule a time to discuss your needs/concerns/suggestions. Each teacher is of professional caliber and very interested and concerned about each child. Please approach the classroom teacher first with matters concerning your child.

Also, feel free to bring your concerns/suggestions/ideas/criticisms regarding any phase of the school to the director's attention. We welcome your input to help us provide a better environment and preschool for your child.

Parent/Teacher Conferences will be scheduled in January or February for the four-year-old classes.

### D. Preparing for Preschool –

#### *What Family Members Can do to Help:*

Share in your child's happy anticipation of going to Preschool. Show interest in your child's work and encourage them to do their best. Do not compare your child's work or abilities to other children.

- Help your child foster a good attitude about school. It is important to BE ON TIME and to ATTEND SCHOOL REGULARLY. If a child arrives late, please bring him/her to the Director if the class is not in the classroom.
- Attend all parents meetings, conferences and special events.



- Arrange for your child to have a number of experiences away from home and without parents (with adults he/she feels safe being with) prior to entering school.
  - Help your Child learn:
    - To recognize their own name
    - To know Mother's and Father's names
    - To recognize their home telephone number
    - To write his/her name as early as possible
    - To buckle the seat belt
    - To cross streets only at crosswalks
    - To Look both ways for traffic (Especially in parking lots)
    - To remain with the responsible adult
- Give opportunities to do simple tasks around home such as putting away toys, hanging up clothes, caring for pets, etc.
- Encourage you child to be independent in the care of personal needs, such as putting on a coat or using the toilet.
- Include your child in family conversation, especially at the dinner table. Talk positively about your child or other children in his/her presence.
- Provide an opportunity for experiences and interaction with other children of the same age.
- Provide as many experiences as you can. This could include taking a train, plane or bus ride, eating at a restaurant, going on picnics or fishing trips, visiting a zoo, attending a circus, helping with grocery shopping and occasionally helping to cook something special, watching the construction of a new house or building, shopping for clothes and helping to select several items, or planting a flower bed or garden.
- Read or tell stories daily. Build a library of good story and picture books. Guide in viewing television and discuss any concerns that arise.
- Provide opportunities for experimenting with water (blowing bubbles, playing with water toys), sand, clay, mud, finger paint and large crayons and scissors.
- Help promote following directions and good listening skills.
- Participate in active play to enhance the development of large muscles.

#### E. Promoting Good Physical Health:

We are very interested in helping ensure the health of your child. In order for your child to remain happy as well as physically and emotionally content, we ask you do the following:

- Provide for a physical examination before your child enters Preschool. Have your pediatrician complete the health forms and turn them in to the Director before the first day of school.
- If your child has symptoms of a cold or other disease, please keep him/her at home until signs of contagion have passed. This precaution will not only help your child, but others as well. If you're not sure of situations where you should keep your child at home, refer to Absences & Illnesses section.
- Report reasons for your child's absence the day of the occurrence. We need this information to know why children might not be in attendance in case of a contagious disease, such as chicken pox.
- Begin dental supervision early.
- Do not attempt to change your child's hand preference. Most children will switch or use both hands until about age 5.
- Know that your child will come home from Preschool excited, tired and possibly hungry. Plan a daily rest period each afternoon.
- Arrange for your child to get about 10 to 12 hours of sleep a night. Adequate sleep is very important to the type of day he/she has in Preschool the following day.

- See that your child begins habits of:
  - brushing his/her teeth after meals,
  - washing his/her hands before meals and after using the toilet,
  - keeping things out of his/her mouth,
  - carrying and using tissues.
- See that your child has a good breakfast before coming to school.
- Be sure to let us know of any dietary allergies your child might have.
- Have your child wear a raincoat and a hat instead of bringing an umbrella.
- Unless it is raining or extremely cold, the children will play outside. Please see that your child is dressed for outside play including hats and mittens as necessary.

## Church Information

There are a variety of activities at Adams Farm Community Church that might interest you. We encourage you to join us for Sunday worship and see what other areas of ministry might be of interest to you.

### Sunday Worship:

AFCC currently offers a worship opportunity on Sundays at 10:00 am. A nursery is available.

### Children's Church and Activities

On Sunday mornings, children ages 3 to 5<sup>th</sup> grade may participate in Children's Church while parents attend the worship services. Children will begin the worship service with their families and will be dismissed to their classrooms after the children's message. Classes are divided by age groups and provide age-appropriate Bible instruction. Nursery is provided for infants to 3-year-olds.

The Director of Children's Ministries plans special spiritual, service, and social events. Spiritual programs such as Wednesday evening Kingdom Kids are planned. Service projects, including nursing home trips and preparing food for the homeless shelter, are scheduled to teach children how to give to others. Please ask the Preschool Director for a 2018-19 Calendar of Children's Activities.

### Women's Groups:

Ladies may find an interest in one of the women's groups. There is a Monday morning Bible Study, Monday evening women's Bible Study, and Wednesday evening women's Bible Study. Information about the various women's groups is posted in the Sunday Bulletin.

### Men's Groups

A Men's Bible Study is offered each Tuesday morning at 7:00 am. A Men's Breakfast offering food and a Bible lesson is scheduled monthly on the first Saturday at 8:00 am.

### Youth:

Middle and High School Youth activities are offered each Sunday evening at 6:30 pm.

### Small Groups:

AFCC hosts a variety of small groups designed to encourage fellowship while studying the Word of God. These groups meet on different days and are studying a range of topics. A Wednesday evening 59:33 Prayer Meeting for men and women coincides with the Children's Program, Kingdom Kids.

Contact the church office at (336) 292-4565 for more information.

## FAQ (Frequently Asked Questions)

How much is tuition?

Tuition depends on the class your child is enrolled in. The tuition schedule for the 2017-2018 school year is as follows:

Mom's Morning Out Program:	\$15/day
2-Day:	\$145/mo
3-Day:	\$175/mo
5-Day:	\$210/mo
Pre-K:	\$210

*If your child is enrolled in 2 classes then the cost is the total tuition for the two classes minus a 20% discount*

How do I pay tuition?

We take cash or checks. We do not accept credit cards. If you are paying cash, please place it in an envelope with your name on it. Checks can be made out to Adams Farm Christian Preschool. Payment can be dropped off at the church in the black box located in the preschool supply closet. You can also mail it to:

5113 Mackay Road  
Jamestown, NC 27282

How much is Lunch Bunch?

1 Day – \$15/mo  
2 Days – \$30/mo

Can my child stay for Lunch Bunch whenever they want?

For staffing purposes, enrollment for Lunch Bunch occurs at the beginning of the school year. Exceptions can be made by talking with the preschool director, Jodi Farmer.

Is food provided at Lunch Bunch?

Food is not provided at Lunch Bunch. Families must provide their child with a non-perishable lunch in a labeled container or lunch box. Teachers will not be able to prepare or warm-up food.

I gave my child medicine this morning to help them feel better. Can they come to school?

Children can come to school if they have been fever-free **without** medicine for at least 24 hours. This helps protect other children, families and staff from falling ill.

My child does not like hot/cold. Can they stay inside when the class goes outside to play?

We believe that fresh air, sunshine and mobility are beneficial to a child's learning and gross motor development. As long as it is above freezing and no precipitation, expect that your child will spend some time outdoors and be sure to dress them appropriately.

Can I go on field trips?

Yes! As long as the nature of the field trip allows, we love having our parents and caretakers join us on field trips. You must present a photo ID and a copy of your car insurance. A copy of this information will be placed in a student file and will be valid for that school year. If you will be supervising children, you will need PYC (Protect Your Children) approval. We do a quick car inspection before each field trip to make sure registration is up to date.