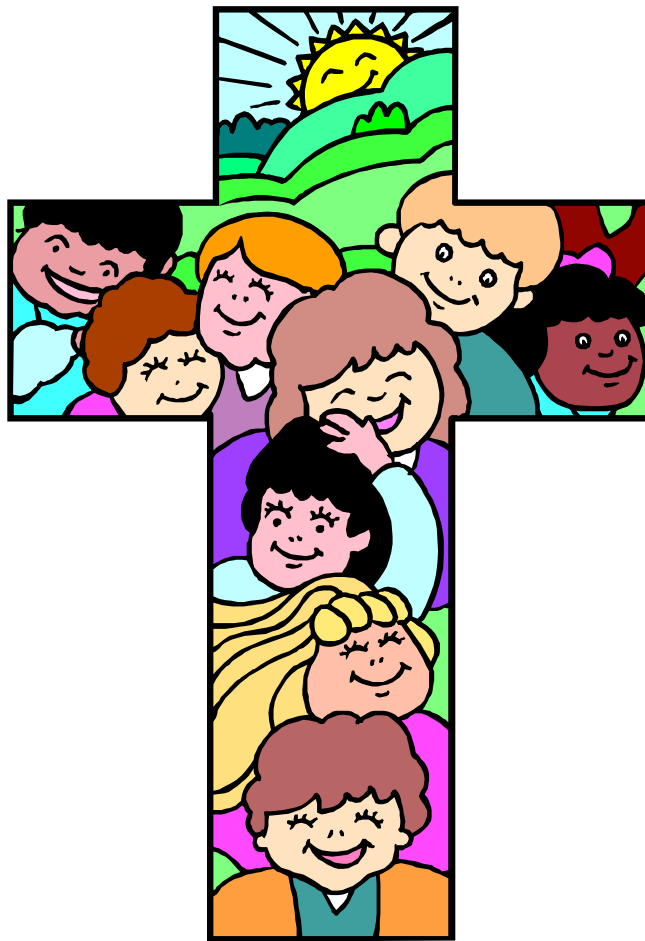


The Adventure Programs

2009/2010



Parent Handbook of
Policies and Procedures

The Adventure Programs
A Ministry of
Windwood Presbyterian Church
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“Changing Lives for an eternity, one heart at a time”

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The Windwood Presbyterian Church Statement of Faith

We affirm that:

- The Holy Scriptures of the Old and New Testaments as the inspired Word of God, the authoritative, and infallible rule of our faith and practice.
- The historic actuality of the virgin birth of our Lord Jesus Christ and his divine/human nature.
- The historic actuality of the miracles of our Lord Jesus Christ as conveyed to us in the pages of the Holy Scripture.
- The efficacy of the substitutionary atonement of our Lord Jesus Christ for our sins.
- The historic actuality of the bodily resurrection of our Lord Jesus Christ and his coming again.

We believe these to be the historic understandings of the Christian Faith, embraced by believers throughout the centuries, and expressed faithfully in the confessional standards of the Presbyterian Church (USA).

Mission Statement

The Adventure Programs seeks to provide a safe, nurturing, Christ-centered educational environment where children and their families feel a sense of support, unity and acceptance in a true family of faith.

Philosophy

The congregation of Windwood Presbyterian Church, recognizing the critical importance of early childhood education, pledges itself to a continued ministry to this community through the Adventure Programs at Windwood. We will strive to provide every child an opportunity to grow in all areas: mental, spiritual, emotional, social, and physical. Our Director and teachers are trained to provide classes which include a balance of play activities, creative art work, music, exercise, story time, gross and fine motor skill development, language building activities, and learning centers.

Age Levels and Qualifications

Wiggle Worms serves children 18 months to 24 months. Children must be 18 months by September 1, 2009. There are 2 teachers to 14 students and the hours are from 9:00 am to 2:30 pm.

Mother's Day Out serves children from 24 months by September 1, 2009 up to 36 months. There are 2 teachers to 15 students and the hours are 9:00 am to 2:30pm.

Building Bridges helps to 'bridge' the gap between Mother's Day Out and Preschool. Your child must turn 3 years old between September 1st and December 31st 2009 to enroll in this class. Hours are from 9:00 am to 2:30 pm. Your choice of MWF or TTH classes. There are 2 teachers to 16 students.

Preschool for 3 & 4 year olds -- Your child must be 3 or 4 years old by September 1, 2009 to be enrolled in this program. Preschool 4 year olds must be potty trained to enroll in this program. Hours are from 9:00 am until 1:00 pm or 9:00 am until 2:30 pm. Your choice of MWF, TTH, or 5 day schedule.

There are 2 teachers to 16 students.

Registration

The purpose of Windwood's Children's Ministries, through the Adventure Programs is to assist and equip families to raise their children in the love and admonition of the Lord. Families must fall within the biblical definition of family in order to enroll their children in The Adventure Programs. See the "Support of the Family Policy" on page 13.

Please sign and return the Student Handbook acknowledgement form with your child's enrollment forms.

Admission is open to children of all races, nationalities, and economic backgrounds. (For exclusions please see Severe Allergy Policy) Classes will be filled on a first come, first served basis. The remaining availability of classes will be filled first from the waiting list, and then from all others wishing to enroll. Members of Windwood Presbyterian Church and younger siblings of currently enrolled students have priority in pre-registration. All others are placed in accordance to the date of contact with the Director. Parents of children on the waiting lists will be contacted when an opening occurs.

Withdrawal

Two weeks notice, in writing, is required to withdraw your child from The Adventure Programs, or you will be charged the full month's tuition.

Enrollment & Registration Fees

A child is considered enrolled in the program once his/her registration form and fees have been paid and the availability confirmed by the Director. Registration and supply fees, are due at the time of registration. **The registration and supply fees are nonrefundable. All registration paperwork with the exception of the Health Form must be completed and signed at the time of Registration. The completed Health Form must be turned in prior to the student's first day of school.** The child must be the proper chronological age for each class by September 1st. There is a section in this handbook covering Age Levels and Qualifications. There will be a \$25 fee for each class change made after April 1st 2009.

Tuition

Tuition payments are due to the office on the first school day of the month and are considered delinquent on the tenth day of the month. A \$25.00 late charge is assessed for late tuition payments. **Tuition is payable by CHECK OR CASH ONLY.** The check should be made payable to:

The Adventure Programs or TAPS

Please note your child's first and last name in the "remarks" section of the check, along with the child's grade level and teacher's name.

Tuition is non-refundable and is DUE WHETHER YOUR CHILD ATTENDS OR NOT -- there are no provisions for "make-up" days due to illness or days missed due to inclement weather or extended vacation.

Returned Check Policy

In the event of a returned check there will be a \$30 returned check fee and **ALL** future payments must be made in either cash, cashier's check or money order.

Security

As an added security measure all doors except the main hallway will be locked at 9:30 am and unlocked at 2:15 pm. We have an off duty Harris County Sheriff's Deputy on the school premises from 8:30 am until 6:30 pm. If you are visiting the school for any reason, class parties, parent readers etc. you must sign in and wear a name badge. Any person that will be in a classroom with the children must have a criminal history background check completed before going into the classroom. This applies to all staff and volunteers etc. If you will be volunteering, please fill in the appropriate form at the front desk.

Parent Classroom Visits

Parents are allowed to visit their child's classroom throughout the year. However, there are some specific guidelines that must be followed:

- Notifying the teacher in advance to determine the most opportune time is the best way to set up an observation. However, should the parent show up at school for an unannounced visit they should understand that the time may not be conducive to a visit or observation.
- Upon arrival, the parent must sign in, have a background check and receive a visitor badge. They must then go directly to the classroom.
- Once leaving the classroom, the parent should report to the office to sign out. Please do not visit other areas of the school.
- When the parent leaves, he/she should not attempt to engage the teacher in a conversation. An email or note should be sent to request a call from the teacher or a parent-teacher conference.

Volunteer Guidelines

Volunteers are an integral part of campus life at The Adventure Programs. All volunteers are subject to a background check as per our licensing standards. Please complete the release at the beginning of school to allow for a timely approval for service amongst our students.

All volunteers must wear a school visitor badge while on campus. Please assist us in our security awareness by consistently signing in and out each time.

Volunteers are representatives of The Adventure Programs and are to behave in an appropriate manner at all times.

Emergency Phone Numbers

We **must have** current phone numbers where we can reach you or a designated person, who you would trust to pick up your child, at all times! The phone numbers will be used in case of emergency or illness.

These numbers are filled out initially with your child's registration paperwork and are kept on file in the office. We urge you to have the names and numbers of several people listed. You must designate **in writing**, individuals who are allowed to pick up your child. Any person picking up your child other than yourself must show proof of identification before your child will be released to them.

Arrival and Departure -- General

Children sometimes have a hard time separating from their parents when they first start attending. We find that it helps to keep good-byes short, matter of fact and cheerful! Then leave without looking back -- go well out of sight. Do not go back for one last look or one more goodbye. If you are concerned, ask the Director or another teacher to check on your child for you. If you have found that your child responds best when you can come in for a few minutes and get them involved before leaving, please do so -- but be cautious about leaving doors open and purses within reach, etc.

Late Arrival and Early Pick Up Procedures

If your child is a late arrival (after 9:30 am) you must sign them in at the Reception Desk and someone from the office will take your child to their classroom.

If you are picking your child up early (before 12:45 pm if your child is in a class that ends at 1:00 pm or before 2:15 pm if your child is in a class that ends at 2:30 pm), you must stop by the Reception Desk and sign your child out. Someone from the office will go and get your child for you. Be prepared to show identification.

-- We have found that if one parent shows up at the door -- the rest of the children think that it's time for them to go home too!

Student Arrival to School

For the safety of our children, students cannot be admitted into the classroom earlier than 9:00 am. We do not have anyone on duty supervising students until that time.

Parents are asked to physically walk their child to their classroom. Do not drop your child at the front door and let them walk in by themselves.

Student Departure from School

Children not picked up by 1:05 or 2:35 (depending on when the child's class ends) will be taken to the school Office. **You will be charged \$1.00 for every minute that you are late, after the first five.** Late fees will be payable when you pick up your child.

All children must be picked up by 3:00pm.

If your child has not been picked up by 3:00 pm and we have been unable to contact you, your spouse or ANY of the individuals you have designated, we will be forced to notify CPS (Children's Protective Services), at 1-800-252-5400 or 713-664-5701 and have them pick up your child.

Taking Students Out of Classes During School

Any student leaving school at any time during the school day must be signed out by the parent, or legal guardian. If they return on the same day, the student must be signed in by the parent or legal guardian. Sign-in and sign-out procedures take place in the school office.

The only person permitted to take a student from school are the parents or legal guardians. Under normal circumstances, either parent of the student should be allowed to take a student from school. In the event the parents are separated or divorced and custodial rights have been terminated the school will need to be furnished with a certified copy of the court order. In the event that the student has a legal guardian, the school should have a certified copy of the guardianship order. The only other individuals permitted to take a student from school is that person who has been given written permission by the parent or legal guardian. Proof of identification is required before the child is released.

The Adventure & Beyond Program (*Before and After Care*)

The Adventure & Beyond Program offers a Before School program that runs for 8:00 am to 9:00am and an Extended Care program that runs from either 1:00pm or 2:30 pm to 4:30pm or 6:30pm. These programs are open to all students that attend any of The Adventure Programs. Please fill out the necessary paperwork to attend these programs. Separate fees do apply, checks are made payable to "The Adventure Programs", please note on the memo part of the check if it is for Before or After care.

School Calendar - Holidays

The Adventure Programs calendar is based on information from Cypress/Fairbanks/Klein/Tomball districts. The monthly newsletter will highlight non-school days/holidays for that month.

School Cancellation

During inclement weather, watch your local T.V. stations or listen to local radio for a list of school closings. We will be closed when Cypress/Fairbanks, Klein or Tomball Independent School Districts close. **If Cypress/Fairbanks, Klein or Tomball Independent School Districts opens late due to snow, ice or hurricanes we will remain closed.** If you have any doubts, please call the Preschool Office at 281-378 4080 or the church office at 281-378-4040 or check the website www.windwoodpc.org.

Illness

If your child is ill, please keep him/her home from school. We want our classes to have the healthiest environment possible. The best way to prevent illness is to prevent exposure. **In order to keep our classes "healthy", you must keep your child home if he/she has had any of the following symptoms 24 hours prior to class: Diarrhea, vomiting, or fever.** Be alert to such symptoms as runny nose, sore throat, upset stomach, skin rash, flushed face, paleness, etc. **Your child must be free of fever, diarrhea or vomiting for 24 hours before returning to school.** Check with your physician for diagnosis, treatment, and the proper time for returning to school. If your child becomes ill at school, he/she will be isolated and you, your spouse or your childcare provider will be contacted immediately for the child to be picked up.

Severe Allergy Policy

The Adventure Programs Board of Directors has reluctantly concluded that for the safety and welfare of your children, **The Adventure Programs can no longer accept students who are susceptible to anaphylactic shock or other severe, life threatening physiological reaction due to foods, insect bites, odors or other common substances.**

Several considerations prompted the Board's action. First, The Adventure Programs has no on-site medical facilities nor do we employ a nurse or other medical personnel. Anaphylaxis, however, can quickly be fatal without an epinephrine injection. Second, the Adventure Programs shares the classrooms with Windwood Presbyterian Church. Thus, we have no control over (or knowledge of) what foods or other substances may have been consumed or used in the classrooms during Sunday school classes. However, mere contact with trace amounts of peanuts, tree nuts (walnuts, cashews, etc.) shellfish, fish, milk and eggs may cause anaphylactic reactions in allergic individuals. Third, small children have a propensity for "wearing" and sometimes sharing their food.

Medication

The Adventure Programs does not administer medication, unless the child has a life-threatening condition, such as asthma. In these cases, medication must be in the original pharmacy container with the original prescription label and brought to the Director's Office for use in emergency situations. Also, a Parent Request for Administering Medication Form must be filled out and kept in the child's file. A student must not keep medication (even over the counter medication) in their backpacks or on their person (to do so may be cause for disciplinary action). Items considered to be 'medication' include: Prescription medication, over-the-counter medication (including pill, syrups, and ointments), aspirin, Tylenol, vitamins and cough drops.

What To Wear

Whether a child is still in diapers, in the process of training, or going to the bathroom alone, it is very important that the clothes that he or she is wearing be easy to manage at bathroom or changing time. Elastic, pull-on pants are ideal for this purpose. Dress the child in comfortable **play clothing** that will be comfortable inside and outside. Please include a sweater or jacket on cold days. **Tennis shoes must be worn.** No boots, sandals, roller ball type shoes, crocs or flip-flops, please -- they can be hazardous for children to run and climb in.

Gifts

The school strongly discourages the delivery of flowers, balloons and other gifts for students during the day. Such gifts, if delivered will be held in the Director's Office until the end of the day.

Students should not give gifts to classmates at school unless the individual gives every member of the class a gift.

Toilet Training/Training Pants

Many of you are or will be in the process of toilet training your child. We will help you with this training in every way we can. We must, however, insist that children who wear traditional cloth training pants to school must also wear plastic pants over them until they are no longer having accidents. Plastic pants are not a requirement for those children who choose to wear Pull-Ups type disposable training pants.

Children enrolling in the 4 year old program must be fully potty trained before the first day of school. Children enrolling in the 3 year old program must be potty trained by Christmas.

The Adventure Programs definition of "Potty Trained": The child is able to inform the teacher of their need to use the potty, the child can independently take clothing on and off, the child can independently get on and off the toilet by themselves and wipe his/her own bottom and wash their own hands. If a child has three potty accidents then they will be suspended for a month.

What To Pack

We ask that each child bring a diaper bag or **standard-sized backpack** with them to class -- no 'mini' backpacks, please! Here are some things to pack:

- + Diapers (if applicable) -- put in two more than you think your child will go through!
- + Children in Mother's Day Out and Building Bridges should bring a nap mat and a small blanket to cover up with.
- + Lunch stuff - lunch box, etc. (see Lunch Time)
- + **All children must have a full change of clothes, including socks, in their bag or back pack for emergencies.**
- + It's a good idea to pack a light jacket or sweater during Fall and Spring.

Be sure to LABEL EVERYTHING with your child's name.

Lunch Time

The Adventure Programs does not have a cafeteria; students must provide their own lunches. Here are some helpful things you can do so that mealtime at The Adventure Programs can be a pleasant, satisfying experience for your child:

- + Include only finger foods that your child can eat without assistance. **We are unable to heat lunches.**
- + Any items that need to be cut up should be cut up at home.
- + Box-type juices or milk drinks are nice and don't leak like a thermos sometimes does.
- + No glass containers of any type, please.
- + Label everything that you want to come back home -- including: the lunchbox, utensils, thermos, etc.
- + **Medications must not be put in lunch boxes or in Sippy Cups. (this includes vitamins)**

Non-educational Items.

Students may not bring MP-3, I pod, computers, cell phones or any electronic devices to school. This also applies to other non-educational items such as toys, unless for show and tell.

Our Newsletter

We provide a monthly newsletter, called The Adventurer, the official publication of The Adventure Programs, to all students. It is published at the beginning of the month and emailed to parents. The newsletter contains information on holidays, special events, policy changes and other school related topics. Information specific to your child's class will be posted outside their classroom door or provided in a handout by your child's teacher.

Parties and Holidays

- Traditional celebrations are held for students at Halloween, Thanksgiving, Christmas, Valentines and Easter. Teachers will contact parents for assistance if needed.
- You may celebrate your child's birthday at school if you wish to provide special birthday refreshments, which must be store bought, during lunch or snack time. Please contact your child's teacher 2 days in advance.
- Siblings are not allowed to attend class parties.
- Invitations to home parties may be distributed at school **IF** all students in the class are invited. If all students are not invited, then the parent should mail the invitations. Please refrain from discussing off campus parties that all students are not invited to.

Toys and Items from Home

We ask that children not bring cell phones or toys from home into the classrooms. Personal items can be lost on the playground, forgotten in the classroom and sometimes even broken accidentally. In addition, the teacher has to spend valuable time making sure that toys and extras are packed and get back home at the end of the school day. An exception to this rule is that sometimes children will be asked to bring a "Show and Tell" item or other special item as part of a classroom activity. If this is the case, please put your child's name on the item to be brought. Photographs can be placed in a small zip lock bag, so they can be handled by small hands without being smudged.

Head Lice Policy

Head lice spread very easily from one person to another and schools are easy targets for outbreaks. Please be aware that having head lice is not a reflection on you, your child, or the cleanliness of your household! If you find that your child has head lice, please report it to the office so that other children can be inspected -- that way we can contain the outbreak as quickly as possible! The Adventure Programs has a 'No Nit' Head Lice Policy: **If a child is found to have "nits or live lice" in their hair, the parent will be called. The child must be picked up immediately from school. The day the child returns to school, after being treated, he/she must be brought to the office to be checked before returning to the classroom. We have a "no nit" policy. If the child has one nit remaining in their hair, he/she will not be allowed to return to the classroom and will be checked the next day when they return to school. After seven (7) days the child will be rechecked by school staff.**

Discipline

Learning to live in the gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching each student to conduct themselves to act in loving and responsible ways is the lasting gift to each student. Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. The school shall promote self-discipline and acceptable behavior. No child shall be spanked, shaken, or hit. Good behavior will be recognized and encouraged. Brief, supervised separation from the group may be used if necessary. Parents will be notified if a child is continually disruptive. The Director maintains the right to use suspension and expulsion as disciplinary measures of last resort -- when repeated measures have failed to impact a child's behavior and/or the infraction(s) is so serious that it puts the child, the staff, or other children at risk. See: *Discipline Management Plan on page 11*.

Observation/Evaluation

The Adventure Programs reserves the right to have staff members observe your child in the classroom, and may have a contract Diagnostician go into the classroom and perform an informal evaluation. If a formal evaluation is deemed necessary, the parents will then be informed.

Biting Policy

In the event of a Biting Incident in a classroom, the following guidelines will be followed:

Parents of both the children will receive a "Biting Incident" report in their child's backpack. The parent of the child who was bitten will never be given the name of the biter, this information is confidential. Likewise, the parents of the child who is doing the biting will never be given the name/names of the child/children he/she bit. If the incident took place and the teachers are not sure who did the biting, only the parents of the child who has been bitten will receive a report. A copy of these reports will be placed in the child's file in the office.

Suspending a child:

1. A child who bites **three (3) times within the school year** will be suspended for one month. At the end of one month the child will be permitted to return to the classroom. If the child bites two (2) more times **during the school year**, he/she will be suspended for the remainder of the school year.

Discipline Management Plan

Learning to live in the gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching each student to conduct themselves to act in loving and responsible ways is a lasting gift to each student. Discipline and guidance shall be consistent and based on the careful assessment of the circumstances of each case. Factors to be considered in any disciplinary action shall include:

The seriousness of the offense	The student's age
The frequency of the misconduct	The student's attitude
The effect or potential effect of the misconduct on the school environment	

The staff at The Adventure Programs continuously works to handle all discipline situations with consistency, fairness, understanding, and love. The following actions and techniques may be used, alone or in combination in dealing with disciplinary problems:

Verbal correction	Seating changes in the classroom
Cooling-off time or "no fun chair".	School and home communication and conferences
Counseling by teachers and/or administrative staff.	
Temporary confiscation of items that disrupt the educational process	
An Incident report to be filled out and placed in the child's file (A copy to the parents)	
Sending the student to the office or other assigned area.	
Suspension at home for up to 30 days per infraction	

Suspension

Suspension is used as a disciplinary procedure of a last resort or when the Director deems an infraction or series of infractions so serious that they interfere with the orderly operation of the classroom and/or school. The following violations **can be** cause for suspension:

1. **Hitting or kicking a member of staff.** The first offence the student will be sent home for that day. If a child hits or kicks a member of staff 3 times within the school year the student will be suspended for 30 days. If there is a further recurrence, the student will be expelled.
2. **Hitting other classmates** (with malicious intent) If a child hits other students 3 times within the school year, he/she will be sent home for a period of two school days that he/she would normally attend. If the student repeats the offence they will be suspended for a 30 days. If there is a further recurrence, the student will be expelled.
3. **Disruptive Behavior** If a student continuously disrupts the classroom with his/her behavior the student will be sent home for the day. If the behavior continues the student will be suspended for 30 days. If there is a further recurrence, the student will be expelled.
4. **Bringing medication to school** (this includes over-the-counter medications), bringing dangerous objects to school (including firearms, knives, matches, etc.), and participating in violent actions that cause injury to others. This list is not all-inclusive.

Expulsion

A student can be expelled from The Adventure Programs after repeated disciplinary actions have failed to impact a student's behavior or at the discretion of the Director.

Monthly tuition is not refundable in cases of suspension or expulsion.

Field Trips

Procedures and Guidelines:

The Adventure Programs guidelines have been established for the safety of the children.

1. Field trip student/parent chaperone ratios must be a minimum of :

- 5 to 1..... 4 Year olds
 - 8 to 1.....Transition, Kindergarten thru 5th Grade
- If the ratio is not met, the field trip will be cancelled.

2. **The teacher will:**

- Complete a field trip request form stating the educational/spiritual value of the trip, date, time, phone number and address.
- Send home and collect a permission slip for each student.
- Require students to wear a badge/label with the school information on it.
- Be certain the correct chaperone/student ratio is obtained.
- Call all chaperones the night before to double-check their commitment to participate.
- Train the students on what to do if they become lost while on the field trip pertinent to the place you will be visiting and other safety issues (telling the adult before going to the bathroom or away from the group, taking a buddy with them, never leaving the group, staying with the adult they are assigned to, etc.) A buddy system is required for all age groups.
- Pray with the group before leaving seeking God's protection.
- Take a headcount after all children are in the bus (before leaving school and before leaving the field trip location). Check to be sure all students have their own seatbelt and are buckled in.
- Take roll when returning from the field trip to be sure all students returned before dismissing any students to their parent or parent designee.

3. **The student will:**

- Bring a completed permission slip in order to attend the field trip.

4. **The Parent chaperone will:**

- Will not be able to ride on the school bus.
- Stay with group at all times during the trip. (Except for the bus)
- Not bring siblings or other Adventure Program students on the field trip. If a sibling comes on the trip, the parent cannot be considered a chaperone and can only be responsible for his or her children. Certain field trips such as the ballet, concerts, or other trips will not be appropriate for siblings to attend.
- Be certain all students' return to the classroom upon arrival back at school (even their own children). Once roll is taken, follow regular Adventure Programs procedures to take a child home. Put in writing any exceptions or variations prior to the trip and have them approved by the teacher. A student will only be released to the custodial parent during a field trip and a signature is required.
- Be responsible for the safety of the students assigned to them.
- Parents should at all times represent the values of the school when accompanying a field trip.

These procedures are not intended to hinder the field trip experience; however, the safety of the precious children we are responsible for, is worth the extra effort and precaution.

Parental Support Policy

To Parents /Legal Guardians of Children Enrolled in The Adventure Programs.

The purpose of Windwood's children ministries, including The Adventure Programs, is to assist and equip families to raise their children in the love and admonition of the Lord. The Scriptures clearly define marriage as being between one man and one woman. Children are then seen as living and breathing examples of the love between those parents/legal guardians and the family as the unit wherein those parents/legal guardians and children can know the love and blessings God has afforded us in being part of His ongoing creation of humankind. Our children's ministries cannot substitute for, nor replace, the role of parents/legal guardians in the spiritual development of their children. We can and do, seek to support, assist and enhance children's spiritual growth through a relationship with a community of faith, committed to passing on the good news of the Gospel of Jesus Christ.

As a result of this understanding, Windwood affirms the Biblical standard for parent's/legal guardian's sexual behavior as chastity in singleness or fidelity in marriage between one man and one woman. Therefore, Windwood reserves the right to enroll only those families to The Adventure Programs, who can affirm these Biblical standards.

Please sign and return the Parent Handbook acknowledgement form that is included with your child's enrollment paperwork.

