



# The Fox Den

## Pre-Kindergarten Program

### For 4-year-old Wonders

## PARENT HANDBOOK

*“Train up a child in the way  
he should go,  
and when he is old,  
he will not depart from it.”*

*Proverbs 22:6*

#### AFFILIATION

Westvale Seventh-day Adventist Church  
2511 W Genesee St, Syracuse, NY 13219  
Phone: (315) 488-8887

#### ADMINISTRATION

Sonia Park, Head Teacher  
Kim Kaiser, PJA Principal  
Sharon King, PJA School Board Chair

#### CONTACT INFORMATION

Parkview Junior Academy  
412 S Avery Ave  
Syracuse, NY 13219  
Phone: (315) 468-0117  
[www.ParkviewJuniorAcademy.org](http://www.ParkviewJuniorAcademy.org)

#### POLICY ADJUSTMENTS

The Fox Den Pre-Kindergarten program reserves the right to make policy changes or alterations that may be necessary during the year. These changes may replace or supplement those that are printed here. Regulations voted by the board and announced to the parents have the same authority as those listed in this book or other published materials. The Fox Den Pre-K program reserves the right to interpret rules and policies as individual situations and needs arise.



**PARKVIEW**  
JUNIOR ACADEMY

# Introduction

## Welcome

Choosing quality childcare is one of the most important decisions you will ever make! Parkview Junior Academy established our Pre-Kindergarten program as a quality resource for parents like you. The Fox Den Pre-Kindergarten program exists to serve the families of the local community who desire a quality Christian educational start for their preschool-aged children.

We have developed this handbook to share the philosophies and policies of our Pre-K program. When you enroll your child, it is understood you have reviewed these policies and agree with them as stated. Please read the handbook carefully and keep it as a reference.

If you have any questions or concerns at any time, please feel free to contact the leaders of the Pre-K program at the information provided on the previous page.

## Our Mission Statement

Parkview Junior Academy exists to empower students to *think* deeply, *serve* humbly and *trust* God wholeheartedly.

## Our Vision

The faculty and board of Parkview Junior Academy will do all in their power to ensure that as many children as possible learn to love Jesus, commit their lives to Him and prepare for His soon return - no empty seats!

## Our Philosophy

Parkview Junior Academy is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39
- master the basic academic skills
- value labor, physical and mental, as the blessing God intended
- cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

At The Fox Den Pre-K, we believe in:

- ❖ Treating and respecting each child as an individual
- ❖ Providing a truly enjoyable experience for each child in a nurturing environment where each child's needs are individually responded to through play, observation, listening, encouragement, and interaction
- ❖ Promoting a healthy self-image in children of differing ages and abilities
- ❖ Teaching children positive values and respect for others
- ❖ Promoting independence and self-control by helping children solve conflicts with words and feelings
- ❖ Assisting families by supporting them and their needs through daily, open communication between staff and parents
- ❖ Teachers who will guide, nurture, and care for your child with the respect they deserve

# Organization and Structure

## PJA Pre-K Organization

The Head Teacher, Principal, and (when applicable) additional classroom staff oversee and maintain the day-to-day programming. All classroom staff work as a team to provide a warm and nurturing environment that meets the individual needs of each child as well as the classroom as a whole. Teachers are responsible for the supervision and management of their classroom in accordance with the goals and philosophies of the Pre-K program. The teachers work together with parents to nurture a child's development, anticipate his/her growth, and share in his/her efforts and successes.

## Program Structure

The Fox Den Pre-K program is part of Parkview Junior Academy, a non-profit 501(c)3 organization. The Seventh-day Adventist North American Division Office of Early Childhood Education and Care is the advisory organization providing oversight to our Pre-K programming. For more information please contact the school principal or go to [http://adventisteducation.org/curriculum/early\\_childhood/overview](http://adventisteducation.org/curriculum/early_childhood/overview).

## We Are A Faith-based School

We reserve the right to restrict admission to those who will comply with our policies and regulations. We also ask that students and their families respect policies within our program that may differ from their expectations. For instance, as a faith-based school, we do not participate in the observance of Halloween, Santa Claus at Christmas, or the Easter Bunny at Easter. Please note that by following this standard, we are not trying to undermine the position of parents whose feelings differ from ours. Likewise, we will not put ourselves in the position of "instructor" on these matters but will refer children back to their parents if questions should arise. Our emphasis at Christmas time will be upon the birth of God's greatest gift to mankind, His only son, Jesus. Likewise, at Easter, our emphasis will be upon the death and resurrection of our Savior. If you have any questions about this, please feel free to speak to the Head Teacher or the Principal.

## Program Capacity

Our teacher to student ratio is 1:8. Our current teaching staff and Kindergarten enrollment influences the capacity of our Pre-K program. We have the ability within our facility to expand the class size based on need while remaining well above the minimum requirements for square footage and maintaining the ability to provide all Pre-K amenities.

# Hours of Operation

## Daily Hours

The Fox Den Pre-K full-time schedule runs Monday through Thursday 8:00am-3:15pm and Friday 8:00am-12pm. The part-time schedule runs Monday through Friday 8:00am-12pm. Daily drop off times begin at 7:45am and pick up times end at 3:20pm.

## Before and After School Care

We do not provide before-school care. Please contact the office for information about after-school care.

## Early and Late Drop Offs

Our teachers and staff are very busy in the hour before the start and after the end of the school day and are not able to monitor students during this time. Any child dropped off or picked up outside the designated time frames will result in a \$1.00 per minute fee unless other arrangements are agreed upon in advance.

## School Cancellation & Inclement Weather

In the event the school will be closed due to inclement weather, the cancellation announcement will be broadcast by 7:00 a.m. on the day school is to be cancelled. The announcement will be made on local TV stations and we will generally be closed if the Syracuse City Schools are closed due to our dependence on busing for Parkview Junior Academy students. If the school should close for any reason before completing the school day, the parent will be called and expected to pick up their child within 1 hour from when the call is made.

# Admissions and Enrollment

## General Policies

Parkview Junior Academy (and The Fox Den Pre-K) is a non-profit, private religious school that receives no state, federal or local government funds other than reimbursement for mandated services. We admit students of any race, religion or ethnic origin to all the rights, privileges, programs and activities generally accorded for and made available to students at the school. Since we do not receive government funding, we are not bound by various laws and regulations that apply to public schools.

Students with disabilities are welcomed among the student population at Parkview Junior Academy. We believe that all students are enriched when opportunities exist to learn from and about each other's unique gifts and challenges.

Admission of all students is based on the ability of the teachers to meet the needs of those applying. Students will be admitted based on the availability of resources to meet their individual needs and Parkview Junior Academy reserves the right to refuse admission to any student whom the school determines it cannot serve appropriately or serve in an educationally sound manner.

Children applying for admission to The Fox Den Pre-K must be four years of age by September 1.

## Enrollment

For mutual consideration of our program, we encourage your child to accompany you for a school visit prior to enrollment to determine if they seem appropriate for the classroom and age group.

After prayerful consideration, submit a completed application to be reviewed by the Admissions Committee. Following acceptance, a student may register during any scheduled registration or by appointment. At that time the parent/guardian must:

1. present an updated immunization form signed by a doctor or health care official;
2. present a copy of the applicant's birth certificate
3. complete an emergency contact information card;
4. sign an emergency consent to treat form;
5. complete financial arrangements as outlined in the financial policy section of this handbook;
6. sign a computer acceptable use policy, uniform policy, media release form and other documents as deemed necessary by the school; some of these documents must also be signed by students.

General registration is encouraged as early as possible since most parents make Pre-K enrollment decisions for their child(ren) many months before the start of the school year.

The Fox Den Pre-K program gives priority to current families within the Parkview Junior Academy program and our church community. Should our program reach its capacity, a wait list will be created. As space becomes available, names from the waiting list will be called on a first come, first served basis.

# Financial Information

## Basic Rates & Fees

The Fox Den Pre-Kindergarten program runs on a 41-week school year. Our fee is based on total days in the program divided equally into 41 weekly payments. The rate does not change during vacation weeks or class cancellations due to bad weather.

Yearly tuition is \$6,765 for full-time (FT) students and \$4,920 for part-time (PT) students. As a convenience, we offer weekly and monthly contracts for paying tuition. Tuition may be paid in person through the school secretary or online through Quickbooks.

- WEEKLY CONTRACTS: \$165 (FT) OR \$120 (PT) is payable *every Monday*.\* (\*or on the first school day of the week if Monday is a holiday or school is not in session due to a snow day, etc.)
- MONTHLY CONTRACTS: \$676.50 (FT) OR \$492 (PT) is payable *on the first Monday\** of every month. (\*or the first school day after if the first Monday of the month is a holiday or school is not in session due to a snow day, etc.)

### Payment Policies for All Students:

- We cannot accommodate “skipped” weeks. Tuition is required for all weeks whether or not the student is in attendance.
- Statements will be sent by email. In the event a parent does not have email access, statements will be sent by U.S. mail.
- Payments are required prior to students attending school for the week.
- All accounts must be current. Accounts more than 30 days in arrears will be reviewed by the Parkview Finance Committee and a reminder letter will be sent to the parent/guardian. If accounts become more than 60 days in arrears, the parent/guardian may be asked to meet with the finance committee and to provide a plan to become current. Failure to comply with an approved plan may result in parents being asked to withdraw their child(ren) from school until the account is cleared.
- Extenuating circumstances can be shared with the principal with a request that they be considered by the school board.
- Students with unpaid accounts may risk losing their enrollment to students on the waiting list at the discretion of the program leaders.
- There is a \$40 fee for each returned check/non-sufficient funds to reimburse the bank fee that we are charged.
- A current or former student will not be allowed to register for the following year until his/her account has been cleared or satisfactory arrangements have been made with the Parkview Finance Committee.

### Due at Registration

Two weeks tuition deposit plus first week’s tuition: \$495 (FT), \$360 (PT)

School supply fee: \$30

Textbook fee: \$45

# Center Policies & Information

## Behavior Management & Discipline Policy

*We will behave in love toward one another...*

Discipline encourages self-control in the child and ensures healthy growth for the child and the group. The basic goal is self-discipline and socially acceptable behavior. In establishing a pattern for discipline, it is

most important to set limits without having hard and fast rules. Limits are few in number and designed to protect the child and the group. Limitations will change as the children mature and develop self-control. All employees of The Fox Den Pre-K program will uphold the guidance and discipline policy as outlined below.

Classroom discipline is based upon the following principles:

- ❖ Age appropriateness
- ❖ Discipline is not punishment
- ❖ Limits are repeated often as the memory span of children is short
- ❖ Limits are clearly stated so that the child knows what to expect
- ❖ Limits are specific to the situation and are consistently maintained
- ❖ Limits are positively stated
- ❖ Discipline is presented with a firm, but friendly attitude
- ❖ Children are offered many opportunities for success to encourage self-confidence

Please note:

- ❖ Parents will be notified if necessary
- ❖ No volunteer or visitor may discipline any child
- ❖ Parents will only discipline their own children. It is the expectation that parents will refrain from physical discipline of their children when they are on school property.

### Types of Discipline

- Positive reinforcement: The child will be encouraged when they demonstrate acceptable behavior.
- Redirection: The child will be redirected to another activity and given the opportunity to try again another time.
- “When...then...” statements: A statement in which the child is encouraged to accomplish something before going on to something else. e.g. “When you clean up the book area, then you can go outside.”
- “If...then...” statements: A statement in which the child is encouraged to make a positive choice, e.g. “If you pick up the book area, then you may go to the play area.”
- Take a break/cool off period: The child is separated from the group for a child-regulated period of time. This technique is used only when the child is exhibiting temper tantrum type behavior or is in danger of hurting self, others or equipment. When a child shows that they are ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

If there are more than three incidents of biting and/or ongoing, aggressive behavior towards another child or caregiver, further discussion between the Head Teacher, Principal, and the offending child’s parent/guardian is necessary.

## Meal & Snack Policy

Wholesome food and healthy nutritional habits are an important part of a child’s success in the classroom. Parkview Junior Academy provides a free breakfast (M-F) and lunch program (M-Th) to any student who requests it. Snacks will also be provided for Pre-K students. These meals are vegetarian and free of highly processed foods and added dyes and sugars. A weekly lunch menu is outlined in the school’s newsletter every Friday.

You may send your child in to school with food from home for breakfast and/or lunch to be eaten during the designated times. Please do not send unclean meat products to school with your Pre-K child for breakfast or lunch. Some of the more commonly known “unclean meats” are pork products such as ham, bacon, pork hotdogs and sausage, and shell fish products such as lobster, oyster, shrimp and crabmeat. For more information you may wish to refer to the following website:

[www.uncleanfoodsdietarylaws.com/clean\\_unclean\\_food\\_list.html](http://www.uncleanfoodsdietarylaws.com/clean_unclean_food_list.html)

- If a child has a specific dietary need, please inform your child's teacher.
- Parents are welcome to prepare special birthday treats for their child's class. We request that birthday treats be healthy and nourishing to avoid offering excess sugar and additives like food coloring in the classroom.
- Please do not send food that needs to be prepared, other than heated. Food needs to be in a container that is ready to be microwaved.
- Please send your child's lunch in a lunch box/container with an ice pack inside.
- Please do not include soda or other drinks with refined sugar in your child's lunch.

## Transportation Policy

Most school districts in our area do not transport Pre-K aged students, therefore parents will provide daily transportation to and from school.

## Pick Up and Drop Off Routines

- ❖ No child will be released to anyone other than the custodial parents or individuals listed on the nurse contact card.
- ❖ If an unauthorized person arrives to take a child, the parents will be contacted. The child will not be permitted to leave the building until the parent or emergency contacts have given permission.
- ❖ If someone else is picking up the child other than the parent, a photo I.D. will be required.
- ❖ It is the parents' responsibility to provide a copy of any court orders or decrees of separation or divorce that state custody and visitation agreements pertinent to a child attending the school.

## Child Advocacy

In accordance with New York State Law, our school takes an active role in reporting suspected child neglect, abuse, or exploitation to the police or Child Protection Services (CPS). We are not obligated to inform parents/guardians of this report.

## Health & Safety Practices

- Smoking is prohibited on the school premises. This includes all indoor and outdoor areas where children may be present.
- Hands will be washed before and after meals, after bathroom use, after blowing or wiping noses, and staff will frequently wash their hands, including after handling an ill child.
- Toys and equipment will be sanitized regularly or as needed with a mild bleach solution.
- Practice drills will be conducted in accordance with local fire codes and recorded. Evacuation plans will be posted. Staff members are trained in the proper management of emergency situations such as fire, first aid, weather disasters, and intruders to provide for the care of the children.
- Each classroom is equipped with an emergency care kit.
- In an emergency situation when evacuation becomes necessary the alternate location where children will be re-located is:

Westvale Seventh-day Adventist Church  
 2511 W Genesee St.  
 Syracuse, NY 13219  
 Phone: (315) 488-8887

- First aid will be administered to a child needing care. Each accident will be recorded on an accident sheet.
- State requirements are followed regarding requirements for physicals, immunizations, etc.

## First Aid Training

Teaching staff in the school are required to maintain current CPR and First Aid certificates.

## Medical Screening

Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, a determination will be made if the symptoms indicate the need for removal from school until the illness has been remedied. In the event a child becomes ill and needs to be picked up from school, the child will be separated from the rest of the children. The child must be picked up within one hour of the phone call to the parent.

## Non-admittance Due to Health

Your child is not allowed to attend school if they exhibit noticeable symptoms of a potentially contagious or debilitating illness. Symptoms requiring the child remain home may include: vomiting, diarrhea, migraine or severe headache, fever over 99 degrees, unexplained rashes, impetigo, severe runny nose, coughing or conjunctivitis. Containing and avoiding the spread of colds, flu and other contagious conditions benefits everyone. If your child is unable to participate in the normal activities of the daily schedule, they must stay home. If your child is sent home from school by the teacher and seen by a doctor, a note from your physician is needed for re-admittance.

## Administration of Medication

School health personnel cannot legally diagnose, prescribe, or treat. If it necessary for a child to receive medication during the school hours, the following steps must be followed:

- A written order must be obtained from the physician prescribing the medication, stating the name of the medication, dosage, time to be given, and the effect of the medication.
- The parent/guardian must send a written request that the medication be given to their child.
- All prescription medication must be in its original container and properly labeled with the child's full name, the date the prescription was filled or the medication expiration date, and legible instructions for administration, such as the manufacturer's instruction or prescription label. The prescription must be current (i.e. not expired and written within the last twelve months).
- Medication must be given directly to the teacher at the start of the school day. Students are not allowed to have medication in their possession while on school property.

These procedures apply to over-the-counter medications as well as prescription medications. The school nurse will administer the medication only under these conditions. Unused medication will be returned to the parent/guardian.

## Emergency Medical Procedures

All parents are asked to fill out an Emergency Contact Card which includes the contact information of the doctor, parents, and an alternate person to be notified in an emergent situation should the need arise. It is the responsibility of the parents to see that the emergency information is on file and updated as information changes. In the case of serious illness or injury, the listed information may be used before consultation with the family if this is felt necessary for the safety of the child.

Please Note: Neither Parkview Junior Academy or The Fox Den Pre-K is responsible for the payment of any bills associated with care given to the child by a hospital, doctor, clinic or ambulance, including services received in the unlikely event that the child has an emergency requiring immediate medical care while at school. These costs are the responsibility of the student's parent or guardian.

## Withdrawal of Child From the Program

A two-week's written notice required to terminate your contract. Payment is due for the notice period whether your child attends school during that time or not. Any outstanding fees must be paid on or before the child's last day.



# Classroom Information and Policies

## Parent Newsletter

To help you stay informed and involved with your child's care, Parkview publishes a weekly newsletter delivered to your email and posted on the school website. Regular updates from the Pre-K teacher will be provided as well.

## Parent-Teacher Conferences

For children enrolled in The Fox Den Pre-K, there are two scheduled conferences per year. Other conferences may be arranged as needed and/or upon request. These conferences give you and the teacher an opportunity to discuss your child's successes, growth, and needs.

## Parent Participation

We believe that quality education is the result of a partnership between the parent and our staff. Regular meetings, conferences, informal chats, newsletters, etc. help us work together to plan and implement a program which responds to every child's needs.

You are encouraged to communicate any concerns, problems, or observations first to the Head Teacher and then, if necessary, to the School Principal. All parents and employees may discuss any ideas, problems or concerns with the Head Teacher and/or Principal.

We recognize parents as customers and want to provide the best experiences for you and your child. All interactions between parents and staff will be conducted in a mutually respectful manner. If you should have any concerns around interactions with staff, please don't hesitate to contact the Principal.

We rely heavily on the generosity of volunteers at Parkview Junior Academy. We encourage parents and students to take ownership of their school by completing various tasks around the campus. An on-going list of volunteer opportunities is maintained by our school secretary and is posted outside the school office as well as in the weekly school newsletter.

## Rest Time/Naps

Rest time is a necessary part of the child's day as most children begin their active day early. Rest accommodations include:

- ❖ Lights are dimmed in the classroom during rest time. There is always appropriate lighting left on to move around the room safely.
- ❖ If a child does not go to sleep, he/she may request a book or quiet activity to occupy themselves.
- ❖ Children are not disciplined for failure to sleep, but they must remain on their resting spot and not be disruptive to the children who are trying to nap or rest.
- ❖ Children may go to the bathroom whenever necessary during rest time.

## Toileting Policy

All Pre-K students must be toilet trained, meaning that they are out of diapers and independent with notifying an adult when they need to go, but may not be independent with wiping or the tasks from beginning to end of using the toilet. Staff are very sensitive to those events in a child's life that could trigger regression in toileting. Parents must be open to communicating any of these changes to their child's teacher.

## Dress Code

Parkview Junior Academy adheres to a uniform dress code. This uniform was chosen to provide a consistent dress standard for Parkview students while giving them some choice in clothing style and color. We recognize that finding the correct size in uniforms for Pre-K students may pose a challenge. For this reason, Pre-K

students are asked to simply choose tops and bottoms which follow the colors of the Parkview dress code as follows: tops—white, navy, light blue or maroon, bottoms—navy or khaki. Uniforms are to be worn to school and to all school functions unless students and parent/guardian are notified otherwise in advance.

- Clothing should be free of pop culture graphics.
- No jeans or sweat pants.
- No hats or hoods of any kind may be worn in the school building.
- Close-toed shoes must be worn at all times. Flip flops/slides are not permitted.
- Bracelets, rings, or other jewelry are not to be worn except for medical alert identification. Students who wish to have piercings may not wear body piercing jewelry to school, including during the time when the site is healing.

## Children's Supplies

Parents are to supply those items necessary for the proper care of your child. All items must be labeled with your child's name.

- ❖ Extra set of clothing labeled with your child's name
- ❖ Small backpack
- ❖ Crib Sheet & Blanket
- ❖ Pillow
- ❖ Stuffed Animal for Naptime
- ❖ Toothbrush & Toothpaste

Please do not allow your child to bring any toys from home as they can become broken or misplaced and may distract from educational or safety goals.

## Visitations

Parents are welcome to visit all areas used by children when scheduled in advance with the Head Teacher as a courtesy to the teacher(s) and the classroom.

- Outside doors to the building are locked during the day. Access is granted by ringing the door bell.
- All visitors must sign in on the log sheet outside of the secretary's office.
- Parents are always welcome to visit; however, consultations with the Head Teacher or Principal need to be scheduled in advance to allow appropriate and uninterrupted time, outside of the hours that school is in session.

## Pictures

We do regularly take pictures of the children, for both crafts and possible publicity. Permission to use photos that include your child for communications on our website, etc. is automatically granted unless you notify us otherwise.

# Summary

The staff at Parkview Junior Academy are committed personally and professionally to a safe, loving, and respectful Christ-centered learning environment for each child in our care. Our variety of learning experiences provide a unique and supportive environment that helps each child grow at their own pace and welcomes parental involvement and participation.

We believe parents are the primary providers for their children. Our role is to work alongside each of our parents to help them "train up their child in the way they should go so that when they are old they will not depart from it." (Proverbs 22:6)