

## TABLE OF CONTENTS

2. Organization and Licensure  
Admission Procedures
3. General Information
4. Tuition and Billing Procedures
5. Arrival and Departure  
Absence
6. Illness  
Student Supplies  
Change of Clothing  
Field Trips
7. Rest Time  
Christian Training
8. Discipline Procedure
9. Dress Code
10. Emergency Procedures  
Health Requirements
11. Medications  
Birthday Guidelines
12. Lunch  
Breakfast  
Snacks
13. Parent Participation  
Progress Reports  
Rules  
Terms for Body Parts  
Toys from Home  
Transportation

## ORGANIZATION

Phoenix Christian Preschool was founded in 1961. Formerly known as Light and Life Preschool and Elementary; our school merged with Phoenix Christian in 2005 to become Phoenix Christian Preparatory School, Pre-K through 12<sup>th</sup> grade.

The Early Childhood Director is responsible for the day to day operation of the preschool. The President is responsible for the policies of all schools and an executive committee is responsible for making policies and providing a well-rounded spiritual, administrative, and practical counsel.

### Licensure

Phoenix Christian Preschool is licensed by the Arizona Department of Health Services, Office of Child Care Licensing. Our facility is inspected annually. Phoenix Christian is a member of the Association of Christian Schools International.

## ADMISSION PROCEDURES



- Personal interview with the Director.
- Completion of necessary forms.
- Payment of registration fee.

The following registration forms are provided for enrollment:

- Application with tuition agreement
- Emergency medical form
- Photo consent form

Forms must be submitted with a photo copy of:

- Immunization record
- Birth certificate

## GENERAL INFORMATION

Hours of operation: 7:30 a.m.– 5:30 p.m.

Care and instruction is provided for ages 2 thru 5 years of age.



### Daily Schedule

7:30 – 8:00	Morning Care
8:00 – 10:45	Academic Programs
11:30 – 12:30	Lunch / Recess or indoor activity
12:30 – 1:00	Story time or Video
1:00 – 2:30	Nap
2:30 – 3:00	Wake up time
3:00 – 5:30	Aftercare / Snack

**The following information is posted at the entrance of the facility:**

- License and Mission Statement
- Communicable Disease Notices
- Lunch Menus (August – May)
- Daily and Weekly Notices

Emphasis is placed on the preschool as an educational institution with extended care. Children are assigned to classes according to the following criteria based on their age by September 1.

**Two year olds - Must be 2 by September 1.**

**Three year olds - Must be 3 by September 1 and Potty-trained.**

**Pre-K - Must be 4 by September 1.**

## TUITION & BILLING PROCEDURES



Phoenix Christian Preschool is a non-profit organization that charges tuition and other fees only to the extent to balance our budget. We do not have a profit margin to provide excess funds and we are not a financial lending institution.

Tuition rates are reviewed annually. Because of our interest in providing a Christ-centered education to as many children as possible, the tuition rate has been kept as low as possible.

### **Parents are billed according to the fee schedule even if the child is absent.**

This ensures the child's place in our enrollment and ensures that we are sufficiently staffed to provide consistent care.

- Tuition is billed in advance on the 1st of each month, 1/2 due by the 15th.
- A \$25.00 late fee will be added to any account 30 days past due.
- Accounts 60 days past due will result in the student not being admitted to school until the balance is paid in full.
- Registration and other fees are not refundable.
- Tuition is not refundable if the child has attended for any portion of the week.

The Director must be contacted for approval of any attendance changes.

**A one week withdraw notice must be given.**

**Charges continue until a child is officially withdrawn.**

## ARRIVAL and DEPARTURE

Sign-In / Out sheets are located at the front entrance.

According to Arizona State Law:

- All students must be signed in upon arrival and signed out upon departure by person dropping off or picking up.
- A legal signature is at least **first initial and full last name**.
- Person signing in or out must be at least 16 years of age.



**Children may not enter the door security code.**

**Children may not open gates or outside doors.**

**Please escort your child to their classroom or playground.**

### **Pick Up**

If a child is to be released to anyone other than a parent or guardian, the person picking up must be listed on the Emergency Medical Form. Parents are responsible for informing office staff of any changes in drop off or pick up procedures. ID must be shown by any new person picking up.

Morning attendance pick up by 12:30 p.m.

Full day attendance pick up by 5:30 p.m.

### **Late Pick Up**

A late fee of \$2.00 per minute will be charged for children not picked up on time. **Parents must call the preschool before scheduled pick up time to inform office staff they will be late and state the reason why.**

## ABSENCES

Parents are required to contact the preschool office by **9:00 a.m.** if the child will be absent or late.

**Preschool Office 602-265-7728** OR

**LMiller@phoenixchristian.org**



## ILLNESS

We are not facilitated to care for ill children.

- Children showing signs of illness/fever must be picked up from the preschool within one hour of notification.
- Children must be fever/diarrhea/vomit free for 24 hours (without the use of meds) and not contagious before returning to the preschool.**
- Please submit a physician's note after an extended absence.



## STUDENT SUPPLIES

- Complete change of clothing
- Back pack or tote
- 2 Healthy snacks
- Lunch or lunch order
- A small blanket for nap time

All classroom supplies are provided by the preschool.



## CHANGE of CLOTHING

Each child must supply a complete set of clothing, including underwear and socks, to be kept at the preschool. They will be stored in a zip-lock bag labeled with the child's name.

Each item of clothing must be marked with the child's name.

If soiled clothing is sent home, please replace the following day.



## FIELD TRIPS

Periodically, we arrange for special events on preschool or elementary campuses.

## REST TIME



Full time children will take a nap.

- A cot and sheet are provided for each child.
- Cots and sheets are sanitized once a week or as needed.
- One nap buddy (small security item such as a stuffed animal), may be brought from home for nap time.
- Nap buddies must fit in the child's back pack or tote, for storage purposes.
- Large blankets and pillows will not be accepted.

## CHRISTIAN TRAINING



Teacher directed activities are provided as we seek to develop the following:

1. A positive self-image. (**We are made in God's image!**)
2. A desire to complete tasks.
3. A warm loving environment and relationship between child, teacher & staff.
4. Gentle discipline and guidance.
5. An increase in the child's readiness scale:
  - Visual and listening skills
  - Use of language arts
  - Use of large and small motor skills
  - Following directions
  - Enjoyment of the arts
  - Appreciation of quiet times
6. A desire for good nutrition at snack and lunch times.
7. A strong family ministry.
8. Knowledge of age-appropriate Christian songs, prayer and stories.

Programs include:

- Sign language and Spanish
- Physical Education (development of large motor skills)
- Karate

## DISCIPLINE – Progressive Procedure



### 1. Redirection

A child is reminded of the rules. If necessary, he/she may be directed to a different activity.

### 2. Loss of privilege

Repeated disobedience will result in appropriate loss of privilege.

### 3. Office time out

If a child is sent to the Director for time out, the parent will receive a report regarding the nature of the incident. It must be signed by the parent and returned the next school day.

### 4. Call to parent

It may be necessary to call a parent to come to the preschool to deal with their child. Discipline administered by the parent must be done off the preschool campus.

### 5. Parent/Teacher/Director conference

If a child shows continual misbehavior or disrespect for the caregiver's authority, the parent will be required to attend a conference with the teacher and the Director before the child will be allowed to continue in the classroom.

### 6. Suspension

A child may be suspended from attendance if the above procedures are not effective. The Director reserves the right to suspend a child for serious continued offenses.

### 7. Making other arrangements

If the problem is not resolved quickly after the Parent/Teacher/ Director conference, it may be necessary for the parent to make other child care arrangements. The Director reserves the right to dismiss a child immediately if the situation demands it.

### 8. Administrative involvement

The Director may consult with the Administration of Phoenix Christian Preparatory Schools at any step of the process and the Administration may attend any meetings with the parent(s).



## DRESS CODE



- No One Piece Outfits (Rompers)**  
For self-sufficiency and restroom privacy.
- Shorts and Pants**  
Child friendly for self-sufficiency in the restroom.
- No belts**  
For self-sufficiency in the restroom.
- Shirts** should be long enough to cover the tummy.
- Closed-toe, Athletic Type Shoes**  
Closed toed shoes with socks are recommended for safety.  
Flip flops, sandals, dress shoes, slip-ons, and cowboy boots are strongly discouraged for safety reasons.  
(Children not wearing proper foot wear will not be allowed on certain playground equipment, or may find it difficult to participate in certain activities such as P.E.)
- Jewelry**  
Studded earrings are the only jewelry permitted.
- Ties or Strings** on clothing is strongly discouraged for safety.
- Hats** may be worn for sun protection but are to be removed when entering the facility.
- Sunglasses**  
Prescription only.
- Hair** should be neatly combed and styled to keep it out of the eyes and face.
- Inappropriate Pictures or Wording**  
Not permitted on clothing, backpacks, or lunch containers
- Skirts or Dresses**  
Must have shorts underneath.

## EMERGENCY PROCEDURES



Children will learn fire drill and emergency procedures.

Emergency procedures for injuries, illnesses and evacuation of the building are posted in each classroom and at each entrance of the facility.

If a medical emergency occurs that requires more than simple first aid procedures, a staff member will:

- Contact 911
- Notify the parent.

## HEALTH REQUIREMENTS

Current **Immunization Records**, or an exemption affidavit, are required by Arizona law in order for a child to be enrolled in a preschool program. R9-5-305 (A) (2).

If there is an outbreak of communicable disease for which there is immunization, children exempt from immunization will be prohibited from attending school until the outbreak subsides.

**The Health Department requires a written permit from a physician to return to school after having any communicable disease.**

**If a child has been absent due to surgery or injury requiring sutures, a cast, or other supportive bandages, a permit must be obtained from a physician to return to the preschool facility.**

The permit should also include any restrictions regarding activities and how long restrictions should last. The child must be able to function with minimum assistance from the preschool staff.

**All preschool staff are First Aid / CPR certified.**

## MEDICATIONS



ONLY lifesaving medication will be administered at school!

Parents must complete a Medical Consent Form in order for the staff to administer medications.

Please hand all medications to office staff upon arrival.

Do not put medications in back packs or lunch containers.

**Medications must be in the original prescription bottle with the child's full name on it.**

## BIRTHDAY GUIDELINES

Birthdays will be recognized on the child's birthday or the school day closest to the actual date.



Birthday treats are welcome. Please make arrangements with office staff to be sensitive to children with allergies.

Treats will be served at snack time or lunch time.

**All treats must be purchased from a county approved kitchen. (Bakery or grocery store)**

## HOME MADE ITEMS WILL NOT BE ACCEPTED.

The following may be provided:

- SIMPLE treats (cookies, fruit snacks, popsicles, etc...)
- Juice boxes
- Birthday plates and napkins

Personal invitations for parties outside of school must be dropped off at the front office. Invitations MAY NOT be put in other children's cubbies.

## LUNCHES



Parents are responsible for providing lunch.  
Children may bring their lunch from home or order online from the Elementary cafeteria.

### Online Lunch Orders

- Provided by Phoenix Christian Cafeteria.
- Orders must be placed one week in advance.
- There is no refund for cancelled orders. Accounts will be credited for future orders.
- A menu will be posted on the parent information board in the front office.

If lunch is forgotten, the parent will be contacted. If the parent cannot bring a lunch, a cafeteria lunch will be provided at the parent's expense.

### Lunches from home:

Lunches must include a cold pack (Blue Ice).

We do not refrigerate lunches.

We do not heat lunches. Food must be prepared.

Label outside of lunch container with child's name.

Do not send carbonated beverages, gum or candy.

Any perishable items that are not eaten will be discarded.

## BREAKFAST

Please make sure your child eats breakfast each morning.

## SNACKS

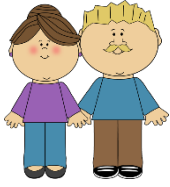


Parents are required to send a healthy snack each day.

Full time students bring 2 snacks per day.

Part time students bring 1 snack per day.





## PARENT PARTICIPATION

Parents are welcome to stop by anytime.

Parents are welcome to participate in activities on special event days.

## PROGRESS REPORTS



Student progress reports are sent out in January and then in May. If you have concerns, please make an appointment with your child's teacher. Your child's teacher will contact you if there are any concerns.

## RULES



Classroom Rules are taught by color. A list of rules is posted in each classroom and in the main hallway.

Safety Rules are taught and enforced for the children's protection.

## TERMS FOR BODY PARTS



The words "private parts" and "bottom" are used at preschool. We do not use anatomical words or slang terms in order to discourage "potty-talk." We teach the children to ask "to use the restroom!"

## TOYS FROM HOME



Toys from home are not permitted without permission from the teacher or Director, or unless requested for a special event such as show-n-tell.

## TRANSPORTATION



Transportation to and from the preschool is the responsibility of the parent.