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ORGANIZATION



Phoenix Christian was founded in 1949 as Phoenix Christian High School, added the Junior High in 1989, and then added Pre-K through 6th grade in 2005, formerly known as Light and Life Preschool and Elementary School. Phoenix Christian expanded to the west valley, opening in Goodyear January, 2007. The preschool opened in January 2009.

The preschool Director is responsible for the day to day operation of the preschool. The Elementary School Principal supervises the Director. The Superintendent is responsible for the policies of all schools and a Board of Directors is responsible for making policies and provides well-rounded spiritual, administrative, and practical counsel.

LICENSURE

Phoenix Christian Preschool is licensed by the Arizona State Department of Health, Office of Child Care Licensing. Our facility is inspected annually.

GENERAL INFORMATION

Hours of operation are 6:30 a.m. – 6:00 p.m.

Care and instruction is provided for 3, 4 and 5 year old children.

Daily Schedule

6:30 – 8:00 Morning Care
8:00 – 10:45 Academic Programs
11:00 – 12:30 Lunch / Recess
12:30 – 1:00 Restrooms / Story time
1:00 – 2:30 Nap
2:30 – 3:00 Restrooms / Wake up time
3:00 – 6:00 Extended Care

Snacks are provided at 9:00 a.m. and 3:00 p.m.

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.

Three year olds Must be 3 by September 1 and potty trained.
Pre – K Must be 4 by September 1.

The following information is posted at the entrance of the facility.

- ❖ License and Mission Statement
- ❖ Communicable Disease Notices
- ❖ Lunch and Snack Menus
- ❖ Daily and Weekly Notices

ADMISSION PROCEDURES



Admission to the preschool depends on completion of necessary forms, payment of fees, and personal interview with the Director.

The following registration forms are provided for enrollment:

- ❖ Application with tuition agreement
- ❖ Emergency medical form

Forms must be submitted with:

- ❖ Immunization record
- ❖ Birth certificate
- ❖ Registration fee

ACCESS



Parents have access to all areas of the preschool where childcare services are provided during business hours. Parents are allowed to participate in any childcare activity.

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 the first initial and full last name
- ❖ Person dropping off or picking up must be at least 16 years of age.

If a child is to be released to anyone other than a parent or guardian, they must be listed on the Emergency Medical Form. The parent must call the preschool office or inform office staff upon arrival of any changes in drop off or pick up procedures.

If the person picking up is not listed on the Emergency Medical Form, they must show a picture I.D. before the child will be released.

A late fee of \$1.00 per minute will be charged for children not picked up on time.

ABSENCES

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

602-265-7728

lfuredy@phoenixchristian.org



CHRISTIAN TRAINING

Phoenix Christian Preschool has developed a Bible-centered curriculum. Through this we seek to develop the following:

1. A positive self-image.
2. A desire to complete tasks.
3. A warm loving environment and relationship between child, teacher and staff.
4. Gentle discipline and guidance.
5. An increase in the child's readiness scale:
 - ❖ Listening skills
 - ❖ Visual 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.

ACTIVITIES



A well-rounded program of activities is planned for each school year.

Activities include annual Walk-A-Thon, Community Helpers Month, Color Week, a Christmas and Spring Concert, and seasonal parties.

All children will be taught the following:

- ❖ Hand bells (by color)
- ❖ Computer skills through age appropriate games
- ❖ Sign language and Spanish
- ❖ Physical Education (development of large motor skills)



Phoenix Christian Preschool is a member of the Association of Christian Schools International.

PTF

The Parent / Teacher Fellowship is an organization of parents and teachers to promote the welfare of children in the home, school, church and community. It is the desire of this organization to bring into closer relationship the home and school so that parents may cooperate effectively in the training of the child. It is also the desire of this fellowship to seek divine guidance in helping the school provide the highest advantages in physical, mental, moral and spiritual education.

BIRTHDAY GUIDELINES



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

Make arrangements with the office staff for the day and what you will be bringing.

Birthday 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 napkins

The following may not be brought to preschool:

- ❖ Candles
- ❖ Party favors
- ❖ Gift bags

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.

CLASS PARTIES

Please see preschool calendar and newsletter announcements for class parties.

DISCIPLINE – Progressive Procedure



1. Redirection If necessary, a child will be directed to a different activity.
2. Loss of privilege A child who repeats disobedience after a warning will lose privileges.
3. Office time out If a child is sent to the Director for time out, the parent will receive a note 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 have to miss a day of preschool 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 Unified Schools at any step of the process and the Administration may attend any meetings with the parent(s).

CHANGE OF CLOTHING



Each child must supply a complete set of clothing to be kept at the preschool. They will be stored in a zip-lock bag. Each item of clothing must be marked with the child's name.
If soiled clothing is sent home, please **replace the following day.**

DRESS CODE

- ❖ **No One Piece Outfits** for self-sufficiency and restroom privacy.
- ❖ **Shorts and Pants** with elastic waist band is recommended for easy restroom use.
- ❖ **Shirts** should be long enough to cover the tummy.
- ❖ **Closed-toe, Athletic Type Shoes**, properly fastened, 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 may not be allowed on certain play ground equipment, or may find it difficult to participate in certain activities (P.E., Dance, etc...)
- ❖ **Pierced Earrings** must be studs and are the only jewelry permitted.
- ❖ **Ties or Strings** on clothing is strongly discouraged for safety reasons.
- ❖ **Tattoos** of any kind are not permitted.
- ❖ **Hats** may be worn for sun protection
- ❖ **Sunglasses** are not permitted.
- ❖ **Hair** should be neatly combed and styled to keep it out of the eyes and face.
- ❖ **Inappropriate Pictures or Wording** on clothing, backpacks, or lunch containers is not permitted.
- ❖ **Shorts must be worn under skirts or dresses.**

GATES and PLAYGROUND EQUIPMENT



Please close gates upon arrival and departure.

Older children that are not preschool students are not permitted on playground equipment.

Do Not Leave Your Children Unattended

All children must be under the supervision of an adult. Please escort your child to and from their classroom.



EMERGENCY PROCEDURE

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 and then 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 staff members are First Aid / CPR certified.

ILLNESS



We are not licensed to care for ill children.

Children showing signs of illness must be picked up from the preschool within one hour of notification.

Children must be fever free for 24 hours and not contagious before returning to the preschool.

MEDICATIONS

WE DO NOT ADMINISTER OVER THE COUNTER MEDICATIONS.

Medication Consent Forms for PRESCRIPTIONS ONLY are provided on the clip board above the sign-in / out sheets.
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.

All medications must be taken home daily.

INSURANCE

All children are required to have medical insurance.

If you do not have insurance, you will be required to purchase student insurance through the main office.

If you do have other insurance, this student accident plan can help fill those expensive "gaps" caused by deductibles and co-pays.

TRANSPORTATION

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

FIELD TRIPS

We do not take field trips off campus.

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

NAPS

Full time children will take a nap. A cot, sheet and blanket will be provided. They are sanitized once a week or as needed.

One, small security item such as a stuffed animal, may be brought from home for nap time. Items must fit in the child's back pack or tote, where it will be stored during the day.

RULES

Classroom Rules are taught by color. A list of rules is posted in each classroom. Safety Rules are taught and enforced for the children's protection.

Children may not open gates or outside doors.

PROGRESS REPORTS

Student progress reports are sent out in January, returned to preschool, and then re-sent in May.

TERMS FOR PRIVATE BODY PARTS

The words "private parts" and "bottom" are used at preschool. We do not use anatomical words or slang terms.

TOYS FROM HOME

Toys from home are not permitted without permission from the teacher or Director, or unless requested for a special event.

LUNCHES



Children may bring their lunch from home or order from the cafeteria.
Parents are responsible for cafeteria orders on a daily basis.
There is no cafeteria service during the summer months.

If a lunch is not brought or ordered, a cafeteria order will be placed for the child at the parent's expense.

Cafeteria menus are sent home each month and also posted with lunch order sign-up sheets.

Cafeteria order procedure:

- ❖ Lunch must be ordered daily before 9:00 a.m.
- ❖ Lunch sign up sheets are posted near the kitchen.
- ❖ Check the proper column to indicate lunch with drink, lunch only, or drink only.

Cafeteria lunches are billed one month in arrears.

Lunches from home:

- ❖ Lunches must include a cold pack (Blue Ice)
- ❖ 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 thrown away.
- ❖ We do not heat or refrigerate student lunches.

BREAKFAST



Please make sure your child eats breakfast each morning.

We do not provide breakfast, however we will accommodate children who bring food before 8:00 a.m.

SNACKS



Two snacks per day are provided at 9:00 a.m. and 4:00 p.m.
A monthly snack menu is posted near the kitchen.

TUITION CHARGES



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 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 givers.

BILLING PROCEDURE

- ❖ Tuition is billed in advance on the 1st of each month, due by the 5th.
- ❖ A \$15.00 late fee will be added to any account not paid by the 15th of each month.
- ❖ Accounts 60 days past due will result in the student not being admitted to school until the balance is paid in full.
- ❖ Children attending after 3:00 pm will be charged an additional \$3.00 per hour for extended care.
- ❖ Cafeteria charges will be billed one month in arrears.

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.