

COUGAR CLUB
Parent Handbook & Guidelines
Revised August 12, 2021



SCHOOL PHILOSOPHY

VISION STATEMENT

Educating the minds, forming the hearts, and equipping the hands of students in a Christ centered environment.

CORE VALUES

Our Core Values clarify who we are, articulate what we stand for, guide us in making decisions, and help explain why we do business the way we do. These Values are relevant to every person connected with Phoenix Christian including our board, administration, employees, volunteers, parents, and students.

- **“Lamp set upon the Word of God”** – All knowledge, truth, and wisdom flow from the Scriptures.
- **“Flame of the Spirit”** – The Spirit, sent to us by God the Father, is alive and active today.
- **“Evangelism at home and abroad”** – It is a sacred responsibility to share and spread the gospel message worldwide.
- **“Crown and Cross Intertwined”** – By the cross of Christ we receive the righteousness of God.
- **“Love for Our Neighbors”** – Grace, kindness, and consideration are due for everyone. We are to love our neighbors sacrificially.
- **“1949”** – God ordained the establishment of our current facilities in the heart of central Phoenix.



STATEMENT OF FAITH

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

SCHOOL / PROGRAM INFORMATION

Phoenix Christian Preparatory School

4002 West 18th Avenue
Phoenix, Arizona 85015
(602) 264-4338

Cougar Club Staff

Cynthia Driscoll - Cougar Club Director
Email: cdriscoll@phoenixchristian.org

Cougar Club Contact / Billing Questions / Technical Support / General Information

Cougar Club Phone Contact: (602) 757-6598
Email: cougarclub@phoenixchristian.org

Cougar Club Hours of Operation

Regular School Days:

Monday, Tuesday, Wednesday, & Friday 2:40pm-5:30pm and Thursday 2:00-5:30pm

Half Days: 12:00pm-5:30pm - Students must pack a lunch.

2021-2022 Cougar Club Closures

September 6th: Labor Day
October 8th-11th: Fall Break
November 22nd-26th: Thanksgiving Break
December 17th: Christmas Break
December 20-Jan. 4th: Christmas Break

January 17th: Observance of MLK Day
February 21st: President's Day
March 14th-March 18th: Spring Break
April 15th- April 18th: Easter Break
May 24th: Last Day of School

Cougar Club Fees & Payment Procedures

Facts/Renweb is our online payment system. Please log into your Parents Web account via Facts/Renweb and load your child's Cougar Club account with funds. We highly recommend that you pre-load this account to avoid a negative account balance.

2021 Registration Fee: \$25 per family (\$50 after August 14th, unless new student)

2021 Daily Rate: \$8 per day (no credits can be given for partial attendance)

2021 Noon Dismissal Rate: \$10 per day (no credits can be given for partial attendance)

Sign-In & Sign-Out Procedure

All students will be signed in and out of Cougar Club each day by an adult.

Students will only be released to minors that are at least 16 years or older.

PLEASE READ CAREFULLY

Charges to your Parent Web account will be generated daily when your child is signed in/out. **Please ensure that you keep this account funded at all times.** We will send alerts letting you know when your account reaches a low balance, or a negative balance.

Alert #1: Low Balance of \$10

Alert #2: Cougar Club Letter Notification when account reaches -\$15, plus an additional late fee of \$10 will be assessed to your Cougar Club account

Alert#3: Email Notification and/or Letter Notification that the Cougar Club account must be funded within three days from the date of the notice to avoid Cougar Club Suspension

Alert#4: Cougar Club Account Suspension due to non-payment. Any student that is not enrolled in Cougar Club must be picked up on a regular school day by 2:55pm, on a half day by 12:15pm. According to Arizona Revised Statute 13-3620, by law we have to notify Local Law Enforcement, which may also include filing a report with the Department of Child Safety when this policy is violated.

In an effort to continually provide affordable services, we do not offer discounts.

Cougar Club Wellness Policy

Medication Policy

If your child has a medical condition that requires special attention, please make sure, that it is clearly noted on your child's emergency form.

We do not administer prescriptions, or over the counter medications. If your child requires medication, please make alternate arrangements. We will administer routine first aid care as needed.

Sickness & Illness Policy

In order to prevent the spread of communicable diseases, we kindly ask that you **keep ill children at home**. If your child becomes ill while at the Cougar Club, a parent/guardian, or approved party will be contacted **immediately** and expected to pick-up the enrolled child.

This list is not all inclusive; however, the following symptoms are indicators that your child is not well enough to engage in Cougar Club activities and would be best cared for at home.

- Strep throat, Chicken Pox, Pink Eye, or Flu-Like Symptoms
- Vomiting
- Diarrhea
- Temperature of 100.4° or higher

****An ill child can be re-admitted into Cougar Club once 24 hours have passed, and the child remains symptom-free. In the event of a major or life-threatening emergency, a parent or guardian will be notified, and 9-1-1 will be called immediately.**

Late Parent Pick-Up Policy

Please Read Carefully

Three (3) Late Pick-Ups within a quarter means that your child **will be suspended** from the Cougar Club for a one-week period.

Four (4) Late Pick-Ups within a quarter means that your child **will be suspended** from the Cougar Club for the remainder of the quarter.

Late Fees: Picking your child up from Cougar Club after 5:30pm will result in your account being billed a **late fee of \$1 per minute**. This fee must be paid prior to students using Cougar Club the following day.

****Please notify us immediately if your child will be picked up late from Cougar Club. Please Email cdriscoll@phoenixchristian.org or call the cougar club phone at (602) 757-6598.**

Behavior Policies

Matthew 7:12 "So then, whatever you desire that others would do to and for you, even so do also to and for them, for this sums up the Law and the Prophets."

In order to provide a safe environment for staff and students, we will adhere to a strict discipline policy.

- **First Offense:** Verbal Warning & Time for Reflection
- **Second Offense:** Written Parent Notification & Possible Parent Pick- Up Required, based on offense.
- **Third Offense:** Written Parent Notification, and possible Suspension from Cougar Club for the remainder of the school quarter, and/or indefinite suspension. Situations will be evaluated case by case at the discretion of staff members.

Physical Violence (hitting, biting, pushing, bullying, etc.), Physical Aggression, or Language deemed inappropriate for use by minors, will not be tolerated under any circumstances. If this happens your child will be **suspended** from Cougar Club for 1 day.

Visitors

For the safety of all staff, students, campus guests, and volunteers **NO VISITORS** are permitted to enter into the Cougar Club without prior authorization by a Phoenix Christian staff member. We will ask for a picture ID from anyone that is not recognized, as well as check the Emergency Contact List to ensure that all children are only released to authorized individuals.

All individuals signing children out of Cougar Club, must be at least 16 years or older. We cannot release enrolled students to the care of minors.

Transportation

The Cougar Club **DOES NOT** offer transportation for enrolled students. In the event that there are special events or outings, arrangements for transportation will be planned and organized.

Personal Property

Please **DO NOT** allow your child to bring electronics, personal toys from home, or any other personal item that could potentially become damaged in Cougar Club. We cannot be held liable for any damages to personal property. **Pokemon Cards, Fidget Spinners, Beyblades, cell phones, or tablets of any sort are not permitted in Cougar Club.**

By signing below, you agree that you have read through the Parent Handbook in its entirety and agree with its content. Please detach this portion of the form and return to Cougar Club Staff by Thursday, August 5th. Students cannot be readmitted to Cougar Club until this form has been signed by a parent/guardian and returned.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ **Date:** _____