



# Phoenix Christian Preschool

## 2022/2023 Parent Handbook



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(602) 265-7728

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## 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. In 2020 we grew again when we welcomed families and teachers from Shepherd of the Valley and become an Infant- 12<sup>th</sup> grade school.

## Vision Statement

To be a vibrant Christ centered school in our community prioritizing resources to continually pursue new horizons in educating minds, forming hearts, and equipping hands of students.

## Mission Statement

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

## 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.
- We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

## 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.

### **Distinctive of Phoenix Christian Preparatory School**

- We believe in the importance of the physical, spiritual and academic wellbeing of each student.
- We believe all employees must embrace a vision to model Christ to the watchful eyes of our students.
- We believe our students experience the full range of temptations and decision-making opportunities. At Phoenix Christian they will have the opportunity to nurture and be nurtured regardless of their faith journey.
- We believe in a wide source of curriculum, whether Biblical or secular life experiences, that can be taught to enhance God’s truths in each of our student’s lives.
- We believe that each student is made in the image of God our Father. We strive to influence students for eternity. Children are not simply flesh and blood but are eternal creations of Christ whom died for all.
- We believe in a strong academic Preschool through- twelfth grade academic program. We hold our students to a high standard because we desire to honor Christ our Savior.
- We believe that success is found in submission to God and using God’s gifts to serve others.  
(Philippians 4:8)
- We believe Phoenix Christian must partner with teachers and parents to educate students to see the world through a Christian worldview. We believe it is



our responsibility to challenge students to examine their own beliefs and understandings of the Bible. We will not ignore sin, but rather help students see God's eternal plan for life as distorted by sin and restored again in Christ.

- We believe that the fear of the Lord is the beginning of wisdom (Proverbs 1:7). The foundation of any education is reverence and awe of the God of creation.
- We believe we must strive to partner with parents to train up a child in the way he should go and when he is old he will not depart from it (Proverbs 22:6)

## School Leadership



Jeff Blake- Superintendent  
[jblake@phoenixchristian.org](mailto:jblake@phoenixchristian.org)  
(602) 265-4707



Lori Miller- Director of Early Education  
[lmiller@phoenixchristian.org](mailto:lmiller@phoenixchristian.org)  
(602) 265-7728

The Early Childhood Director is responsible for the day-to-day operation of the preschool. The Superintendent 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.

## Board of Trustees

Phoenix Christian Preparatory School is governed by a Board of Trustees that meets monthly. If you would like to meet with the Board please RSVP with Superintendent Jeff Blake to schedule an appointment at a forthcoming meeting.

## Teachers and Staff

We are proud of our warm and nurturing staff who take a sincere interest in child development and apply their knowledge in the classroom. Our teachers and staff value working as a team with parents and colleagues.

**All teachers are CPR & First Aid certified.** In addition, in compliance of AZ state regulation, all our teachers and staff receive professional trainings annually. They study various concepts: child growth and development, positive guidance and discipline, health and safety procedures, early childhood teaching methods, and child abuse prevention and recognition.

## Licensure

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

## Accreditation

Phoenix Christian Preschool is accredited by the Association of Christian Schools International (ACSI). We also participate in Quality First, a First Things First program.

## Admission Procedure



- Personal interview with the Director.
- Submission of application and supplemental forms.
- Payment of non-refundable application fee\*.

\*This fee is only paid once upon initial application to Phoenix Christian provided reenrollment is done within specified time frame.

The following registration forms are required for enrollment:

- Application with tuition agreement
- Emergency medical form
- Photo consent form
- Field Trip consent form
- Best of Care form

Forms must be submitted with a photocopy of:

- Immunization record
- Birth certificate

## General Information

Hours of Operation: 7:00 am – 5:30 pm, Monday through Friday

Care and Instruction is provided for ages 8 weeks thru 5 years of age

**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
- Upcoming Events

Emphasis is placed on the preschool as an educational institution with extended care. Children age 2 and under are placed in classes according to their age & development when they start.

**1-year old Classes-** Must be walking with shoes, no bottle (transitioned to sippy cup), feeding themselves and no morning nap

**3-year old Class-** Must be potty trained

**Pre-Kinder-** Must be 4 years old by Sept 1

**Phoenix Christian Preschool does make exceptions to move a child in consultation with parents, the Director, and the teachers, into a class that might better fit their academic, emotional, or physical needs.**

## **Tuition and 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 on the 1st of each month and is due by the last day of the month.
- 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.
- Application and other fees are not refundable.

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

**One weeks' notice and a completed withdraw form must be given for withdraws.**

**Charges will continue until your child is officially withdrawn.**



**Agree & Accept**

**Tuition Rates July 1, 2022-June 30, 2023**

### **Infant Classrooms**

5 Full Days \$260/week	5 Mornings \$185/week
M,W,F Full Days \$170/week	M,W,F Mornings \$110/week
T, Th Full Days \$130/week	T,Th Mornings \$82/week

### **Toddler Classrooms**

5 Full Days \$240/week	5 Mornings \$170/week
M,W, F Full Days \$155/week	M,W,F Mornings \$98/week
T, Th Full Days \$118/week	T,Th Mornings \$72/week

### **Preschool: Threes & PreK Classrooms**

5 Full Days \$225/week	5 Mornings \$160/week
M,W,F Full Days \$150/week	M,W,F Mornings \$92/week
T,Th Full Days \$112/week	T,Th Mornings \$67/week



## Multi-Student Discount

When a family enrolls more than one preschool-12<sup>th</sup> grade student at Phoenix Christian—Preschool student *must attend 5 full days per week to receive the discount*—tuition will be discounted according to the following schedule:

One Student	Full Tuition
Two Students	10% discount on second student
Three+ Students	15% discount on third and additional student(s)

## Camp Days

There are four days during the year that are not included in tuition. These are designated as camps days and require that you notify us *no less than one week prior* if you would like to enroll your child for those days. The rate for camp days is:

Infant: \$55/day      Toddler/Preschool: \$50/day  
Dates: December 19-22

## Drop-In Days\*

If you would like to bring your child on a day, they are not normally scheduled you are able to bring them at the drop-in rate

Infant: \$55/day      Toddler/Preschool: \$50/day

\*Director Approval is required in advance and subject to class availability.

## Summer Camp

During summer camp you have the option of choosing which weeks you would like to enroll your child. One weeks' notice is required for any changes to your schedule

## Donations

Any financial gifts or non-cash donations to the school will be gratefully received and receipts will be given. All checks should be made payable to Phoenix Christian Preparatory School. All gifts are tax deductible. **Federal ID Number 86-0103283**

## Arrival and Departure

Sign-In /Out is located on the tablet at the front entrance.

According to Arizona State Law:

- All students must be signed in upon arrival and signed out upon departure by the person dropping off or picking up.
- Signature must match state issued Driver's License or ID card
- 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.**

### **Drop Off**

**Students must be dropped off by 9:00 am.** We have found that children transition better at drop-off when it takes place during active learning time. They are also able to benefit from the full learning experience (social, emotional & academic). Limited exceptions can be made for doctor appointments, dentist, etc. when the preschool office is contacted in advance.



**Agree & Accept**

### **Pick Up**

If a child is to be released to anyone other than a parent or guardian, the person picking up must be 16 years of age and 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.**

**Parent must call the preschool before scheduled pick up time to inform office staff they will be late and the 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**  
**lmiller@phoenixchristian.org**



### **Illness**

We are not facilitated to care for ill children. If a child is showing signs of illness including flushed cheeks, shortness of breath or difficulty breathing, cough, extreme fussiness, or colored nasal discharge you may be asked to keep your

child home. If a child becomes ill while at school, we will notify the parents or guardian in the order listed on the *Emergency Medical Form*.

**Children with a temperature of 100.3 degrees or a child showing signs of illness must be picked up from the preschool within one hour of notification.**

For the health and well-being of all children and staff, the following rules must be adhered to regarding sick children:

- **Fever:** A fever is defined as a temperature greater than 100.3 degrees. A child with a fever may not return to school until they are fever free for 24 hours without the aid of fever reducing medication. **Any child sent home with a fever MAY NOT return to school the next day.**
- **Vomiting:** A child may return to school 24 hours after the last episode.
- **Conjunctivitis Bacterial (Pink Eye):** A child may return to school 24 hours after antibiotic treatment has begun.
- **Antibiotics:** Children on antibiotics for illnesses including but not limited to pink eye, strep throat, and ear infection must be on antibiotics for 24 hours and fever free without fever reducing medication before they can return to school.
- **Lice:** Children with lice will have their parent or guardian notified and be picked up within one hour of notification. Children must be lice and nit free before returning to school.
- Please submit a physician's note after an extended absence.



**Children must be fever/ diarrhea/ vomit free for 24 hours without the use of fever reducing medication and not contagious before returning to the preschool.**

The best way to avoid spreading germs is by thorough hand washing. Please support us in encouraging your child to wash their hands for 20 seconds after using the bathroom, before and after eating, wiping their nose or coughing. Also encourage them to cough into their elbow instead of their hands.

## **Medication**

**Only lifesaving medication will be administered by Preschool staff. No prescription or over-the-counter medication will be administered.** Parents must complete a Medical Consent Form for staff to administer medication. If your child requires any other medication, please inform the prescribing doctor that we do not administer medication at the preschool. Parents are welcome to come to the school during the day to administer medication.

**The Preschool Director, Assistant Director, or Director Designee can administer EpiPen's when necessary and only under doctor's orders.** If your

child has been prescribed an EpiPen please bring in a signed doctor's note and completed parent permission form.

## 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 a 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.

## 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.

## Discipline

We recognize that young children do not always have the language skills to express themselves when they have big emotions and, as a result, they are often expressed in physical ways. Our goal as teachers and guides is to help students learn to communicate in safe and effective ways. When an incident occurs, a note is sent home so parents are informed of the behavior. If a challenging behavior becomes ongoing teachers will work with the parents to develop a Behavior Intervention Plan to determine the best strategies to overcome these behaviors.

### **Phoenix Christian Preschool is committed to:**

1. Meeting the spiritual, physical, emotional, and intellectual needs of our children.
2. Working in partnership with our families as we;
  - Meet children's needs;
  - Strengthen our community; and
  - Create awareness regarding factors affecting our youth.
3. Holding our families accountable as we collaborate in decision making and addressing challenges as they may arise.
4. In the event a challenge arises for which we require your partnership we will follow and adhere to the Arizona State Expulsion Prevention Policy.

### **Arizona State Expulsion Prevention Policy**

#### **5-Part Process**

1. We will review the Best of Care Form\*
2. We will talk about the problems as they arise and work towards a solution.
3. If the challenges persist, we will request resources from the Expulsion Prevention Support Line

**ADES/CCA Expulsion Prevention Support Line  
1-602-542-2526**

4. The ADES Resource Specialist helps programs work toward a solution, provide referrals and suggest trainings.
5. We will complete the Child Care Expulsion Form

An expulsion form will only be utilized in the event collaboration did not occur or was unsuccessful, or we determine collectively that another environment would better meet the child's needs. **\*The Best of Care form must be filled out and returned with the enrollment packet.**

Train up a child in the way he should go; and when he is old, he will not depart from it. Proverbs 22:6

**Agree & Accept**

### **Preschool Rules**

- Each teacher sets their own classroom rules but all are led by the principles of Luke 6:31 "Do to others as you would have them do to you."
- Safety Rules are taught and enforced for the children's protection.

### **Inclusion Policy**

At Phoenix Christian Preschool we actively promote inclusive practice in order to best meet the needs of the children, families and staff at our center. All children are welcome to attend our center regardless of ability, need, background, culture,

religion, gender, or economic circumstances. Through inclusive practices we strive to reflect our wider community and promote positive attitudes to both similarities and differences in each other. The curriculum, activities, books, materials, and environment are used to reflect the diversity of all children, families and the wider community. When necessary, we will provide adaptations and modifications to help all children achieve success in our program. We will work with children who have an Individualized Education Plan (IEP) or an Individual Family Service Plan (IFSP) and will assist parents with securing additional help and resources when there are mutual concerns about a child's development

## Student Supplies

- Complete change of clothing
- Backpack, tote, or diaper bag
- Lunch or lunch order, morning & afternoon snack
- Water Bottle
- A small blanket for nap time

Each class has a list of personal and school supplies that are specific to their age and needs.

**If you choose not to purchase school supplies, there is a \$50 school supply fee.**



## Change of Clothes

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.**

## Dress Code

In general, all clothing should be modest, comfortable and age appropriate. Play clothes are preferred as we do lots of play, inside and outside, as well as art and sensory. **Athletic shoes are required**—we spend a lot of time outside so shoes should be closed toed, and socks are highly recommended. We want everyone to be able to run and play without the risk of tripping or otherwise getting hurt.

**Hats** may be worn outside for sun protection only. **No sunglasses** except for prescription. **Skirts and Dresses** must have shorts underneath. For safety reasons, no jewelry other than small studded earrings.

**For children that are potty trained:** their clothing should be easy for them to manage in the bathroom by themselves. No belts, ties, or one-piece outfits.

**Inappropriate Pictures or Wording** is not permitted on clothing, backpacks, or lunch containers.



### Field Trips

Periodically we arrange special events on the elementary and high school campuses that requires us walking across the street or the parking lot. **A signed consent form must be on file for your child to participate.**

### Teaching and Curriculum

Children learn with their whole bodies; discovering and engaging with the world around them. Our desire is to teach them and help them grow spiritually, emotionally, and physically in an age-appropriate way. It is incorporated in everything we do—circle time, structured activities, free-choice, and outdoor classroom. Our goals include:

- A positive self-image. **(We are made in God's image!)**
- A “home away from home”—welcoming and loving environment and relationship between children and teachers.
- Gentle discipline and guidance.
- An increase in the child's readiness scale:
  - Listening and Visual skills
  - Use of language arts
  - Use of large and small motor skills
  - Following directions and completion of tasks
  - Enjoyment of the arts
  - Appreciation of quiet times
- A safe and fun place for kids!
- A strong family ministry—intentionally teaching and sharing God's love with children and their families and directing them in an age-appropriate way to developing a personal relationship with God.

### Daily Schedule

- 7:00 – 8:00            Morning Care
- 8:00 – 10:45        Academic Programs
- 11:30 – 12:00       Lunch
- 12:00 – 1:00        Recess, Storytime
- 1:00 – 2:30          Nap/ Rest Time
- 2:30 – 3:00          Wake up time
- 3:00 – 5:30          Aftercare / Snack

### Program for Infants and Young Toddlers

- Well planned, individualized curriculum in a safe, healthy, secure space
- Consistent routines that are child led



- Experiences based on each child's developmental level and interest
- Age appropriate active and quiet times both indoors and outdoors

#### Program for 2's, 3's and Prekindergarten

- Pre-reading & Pre-writing
- Basic math, science, and STEAM
- Creative Expression—dance, art, music, rhyming, drama
- Social and Emotional Development
- Problem Solving & Decision Making
- Outdoor Classroom
- Sign Language & Spanish
- Karate (3's and Prekindergarten)



Daily and weekly lesson plans are posted in each classroom and copies are available upon request.

### Progress Reports

Frequent informal conversations at pick-up and drop-off build the relationship between parents and teachers. A planned conference is offered to each and every child as a way to deepen the relationship between parents and staff and help in joint planning of the child's development. Student assessments are done within 45 days of your child starting. All parents are asked to complete a social/emotional assessment at the beginning of the year so that we can best meet the needs of each child. Progress reports will be sent out by the end of February. 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.

### Rest Time

Full day students will take a nap. We understand that not all children will sleep but they are required to rest quietly.

- A crib, cot or mat and sheet are provided for each child.
- Cots, mats 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 backpack or tote, for storage purposes.
- Large blankets and pillows will not be accepted.







## Toys

We ask that all toys please be left at home. Each child will have an opportunity to share his or her treasures at Show and Tell. The Show and Tell schedule will be determined by the teacher.

## Terms for the Body

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!”

## Birthday Guidelines

Birthday treats are welcome. Please make arrangements with your child’s teacher to select a time and with office staff to be sensitive to children with allergies. Treats will be served at snack time or lunch time.



**No homemade treats are allowed! All treats must be purchased from a county approved kitchen. (Bakery or grocery store)**

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 with the teacher to be passed out.

## Breakfast

Parents are responsible for providing breakfast each morning. Children that arrive between 7:00am-7:30am will be given time and place to eat if needed.

## Lunch

Parents are responsible for providing lunch.

Children may bring their lunch from home or order from the Elementary cafeteria.

## Cafeteria Lunches

- May be ordered through the preschool office or by letting us know through Procure.
- Menu is posted on Parent Information board
- Cafeteria lunches are NOT available when the Elementary-HS have half days or during Camp Days.

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

### **Lunches from Home**

We encourage parents to pack fresh healthy, balanced lunches loaded with fresh fruits/vegetables and multi-grain breads.

- We do not refrigerate lunches so please include an ice pack.
- We do no heat food. Food must be already prepared.
- Label containers with your child's name.
- Do not send carbonated beverages, gum or candy
- Any perishable items not eaten will be discarded.



### **Snacks**

Parents are responsible for providing snacks. Full day students need two snacks (one for the morning and one for the afternoon) and partial day students need one.



### **Parent Participation**

Parents are welcome to stop by anytime and we welcome parent participation in activities and special events.

### **Newsletters and Communication**

Our primary methods of communicating are through Procare and email. Monthly newsletters of upcoming events will be posted on the Parent Information board. Feel free to reach out to your child's teacher directly with any questions or concerns.

### **Babysitting**

We understand how difficult it can be to find care for your children on evenings and weekends. We also realize the close relationship between teachers and students. However, we want to protect our teachers and staff and their time away from school. Rather than asking preschool staff to baby-sit we recommend networking with other parents to find qualified sitters.

### **Transportation**

Transportation to and from the preschool is the responsibility of the parent. We do not provide any form of transportation.



# Phoenix Christian Preschool

## **Acknowledgement of Receipt of Parent Handbook**

I \_\_\_\_\_ (Parent/ Guardian Name) have received  
and read the Phoenix Christian Preschool Parent Handbook.

I understand the policies and procedures given to me and agree to  
adhere to all school policies.

Please note that all Phoenix Christian Preschool policies and  
procedures are subject to change to fit the needs of the program,  
children, and families that we serve; as well as changes in licensing  
requirements by the state of Arizona.

Signature \_\_\_\_\_

Date \_\_\_\_\_