



**Phoenix Christian**  
PREPARATORY SCHOOL

# **PRESCHOOL PARENT HANDBOOK**



4002 N 18th Ave Phoenix, AZ 85015  
(602) 265-7728

# WELCOME TO OUR SCHOOL



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

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# ORGANIZATION

## SCHOOL LEADERSHIP



Jeff Blake- Superintendent  
jblake@phoenixchristian.org  
(602) 265-4707



Meghan Boardman-Preschool Director  
mboardman@phoenixchristian.org  
(602) 265-4707 ext 400

### 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.

### Preschool Administration

The preschool is led by the Director of Early Education with the support of the Assistant Director. They can be reached in the preschool office or by calling (602) 265-7728.

### 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. Additionally, 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.



# VISION & MISSION

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 only inspired, 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 who 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)

# PARENTAL RESPONSIBILITY AGREEMENT

- We understand the Bible teaches us that, as parents, we are responsible for the education of our children, and it is our desire that Phoenix Christian Preschool assist us in this responsibility. We agree to support the school faculty and staff as they assist us in educating our child.
- We invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24). We will also read the school discipline policy in this handbook.
- We understand that parents are the natural leaders of their families. Children will follow if parents give strong leadership. We are committed to working hand in hand with PC in order “to train up our child in the way he should go” (Proverbs 22:6).
- We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
- We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with our child or other people, following the Matthew 18 principle.
- We understand that the school reserves the right to dismiss any student who does not: Respect our spiritual and/or behavioral standards. Cooperate with our educational goals.
- We understand that if at any time the school determines, in its sole discretion that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of the student.
- We understand that in the event our child damages school property, assessments will be made to cover these damages, including breakage of windows and abuse of other personal property.

Parent Initial  
Agree & Accept

## 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

# ADMISSION PROCEDURE

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 toilet trained

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

Phoenix Christian Preschool very seldom transitions children's placement over 2 years within the program. Children stay with the same class and teacher for the entire school year. In the instance a teacher change is made we will talk about the change and pad it with familiarity, ensuring that children and teacher have an easy transition.

The application process is as follows:

- Application is submitted. Application fee is only paid once upon initial application, provided reenrollment is done within specified time frame.
- Parents complete screenings, ASQ-SE & 3, and return to Preschool.
- Educational Consult with Director, child to spend time in classroom.
- At completion of paperwork and space is available there is a two-week trial period before your enrollment is complete and your child is accepted.

The following registration forms are required before enrollment:

- Application with tuition agreement
- Emergency medical form
- Photo consent form
- Field Trip consent form
- All About Me form

Forms must be submitted with a photocopy of:

- Immunization record
- Birth certificate

## After Enrollment

### Physical

If a child is suspected to have a need physically that is outside of what is typical the teacher will address the need with the parent. The teacher has a professional responsibility to inform parents while not giving a diagnosis of a condition. Areas within this realm that might be addressed include but are not limited to physical movement, hearing, vision and large/small motor skills. After communicating to the parent, the teacher may initially provide activities to strengthen the area of weakness. For example, if the teacher observes a small motor weakness, they might differentiate activities to provide more practice in developing small motor skills. If the need is profound or the teacher finds that intervention is not effective, we will recommend the parent seek advice of the child's doctor to get an exam, diagnosis, and remediation if possible. In extreme cases it might be determined that PC cannot meet the needs of the child and the child will be withdrawn.

## Academic

If a child is suspected of having an academic need that is outside of what is typical for the age being served, the teacher will address the needs with the parent. The teacher has a professional responsibility to inform parents while not giving a diagnosis of a condition. Areas within this realm that might be addressed include but are not limited to letter recognition within a student's own name, inability to provide simple one to one correspondence, inability to provide simple details of a story in class or inability to attend to small group activities within a developmentally appropriate time. After communicating with the parent, the teacher may initially provide activities to strengthen the area noted. For example, the teacher may provide more activities to meet academic needs by working with letters or numbers or the correlating developmental activity. This will provide more practice and some small group activity and intervention. If the need is not found to be met through the intervention the teacher will consult with the director and Inclusion. The Inclusion program, with consent of the parent, will do an observation in the class. Along with the director they will meet with parents and provide information on testing within the given school district. The director of the preschool will meet to determine whether PC can provide for the academic needs of the child. In extreme cases it might be determined that PC cannot meet the needs of the child and the child will be withdrawn.

## Social

If a child is suspected to have social or emotional needs that are outside of what is typical for the age being served, the teacher will address the needs with the parent. There is an ASQ-SE that will be provided to the parent to help determine if the need is profound. The teacher has a professional responsibility to inform parents of observed behaviors and needs while, at the same time, not providing a diagnosis. Areas within this realm that might be addressed include but are not limited to severe emotional immaturity, Asperger symptoms, and areas that might lead to concerns about children not having emotional connections to adults or other children. After communicating to the parent and reviewing the ASQ-SE with the parent the teacher may try simple interventions in the classroom. The teacher may also involve Smart Support, with the consent of the parent, in determining if the need may be met in the classroom. If the need cannot/is not met in the classroom the teacher will recommend parent consult with the child's doctor. The director, teacher and parents will meet to determine whether PC can adequately meet the needs of the child. In extreme cases it might be determined that PC cannot meet the needs of the child and the child will be withdrawn.

## Review

Phoenix Christian clearly understands that it cannot meet the needs of all children. At times families do not know where their children's strengths and weaknesses lie regarding typical development so it is incumbent upon the teachers and administrators to gently guide parents toward testing, assessment, and services when there is concern. Early intervention services are always a benefit. Teachers and staff are trained so that, while they cannot diagnose, they can help point parents in the right direction while providing support and intervention in the classroom. We recognize that this can be a scary process for parents but our desire is to partner with parents as we gather as much information as possible to meet the needs of each child.

## 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

# TUITION & BILLING

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 first of the month and is due on the 15th day of the month. Accounts that are not paid in full within 1 week will be assessed a \$25 late fee.

Accounts that are not paid in full at the end of the month will result in students not being able to attend school until the balance has been 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 withdrawals.

Charges will continue until your child is officially withdrawn.

## PC Scholarships

When a family enrolls more than one preschool-12th 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% on second student
Three+ Students	15% on third and additional student(s)

## Camp Days

At times days may be offered during the year that are not included in tuition. These are designated as camps days. These dates will be posted and require that you notify us no less than one week prior if you would like to enroll your child for those days.

Camp Day Rate is \$65 per day

Dates: Posted on Preschool Yearly Calendar

## 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

IDrop In Rate is \$65 per 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

## Procare

Since January 2022, we have been using an electronic record keeping system called Procare. Procare developed the Sign In-Out, Billing and Daily Activities program to meet the needs of preschool. It assists us with accurate record keeping while reducing the workload of the staff, allowing them to spend more time interacting with the students.

Our campus is using Wi-Fi internet connections to ensure that Procare is operational. In the event of power outages or Wi-Fi disruptions, a QR code posted next to the tablet will allow you to sign in on your phone.

### Storage Use

The Sign In-Out Attendance and Daily Activities are available securely on the Procare website/App. They can be viewed online and printed immediately. This will ensure that the records are available upon demand well beyond the minimum 3-year requirement. This continues to support our compliance with licensing and State regulations.

### Details

The Procare system has the ability to send sign in-out confirmations and daily activity alerts to parents through the Procare App. Along with saving paper, this is a much more efficient process in communicating effectively with parents. Coupled with additional communication tools through Procare, we are committed to achieving a more transparent relationship with our families.

### Compliance

For Sign In-Out, each caregiver is given a unique 4-digit pin. Parents are encouraged to download the app where you can utilize the unique QR code, while authorized pickups will only need their unique 4-digit pin. These pin numbers will be kept confidential. All caregivers, parents, and authorized pick-ups are required to provide a digital signature to ensure we are in full compliance with the State. To ensure child safety, we will ask for identification for any pickup not recognized and ensure they are listed on the Blue Card before releasing the child to the caregiver. In the event of a missed sign-in or sign-out, the Director will sign the student in/out. Child safety, efficiency, and communication are priorities in our early education program. Procare allows us the ability to meet those expectations while remaining in compliance with the State.



# 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 sign themselves or their siblings in on the tablet.

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.

## 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

# & HEALTH REQUIREMENTS

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.

- Child is tired. Rest at such times may prevent the development of serious illness
- Flushed skin, chills, earaches, reddened eyes, sore throat, abdominal pains, a fever, or skin eruptions.
- Have a constant cough (not an allergy cough).

**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. Students with suspected cases of lice or nits will be referred to the office for assessment. Students found with live lice will be excluded from school until they have been treated. They will be readmitted after an assessment by the office. Parents are encouraged to nit-pick/comb for 2 weeks following infestation. If nits are found with no live lice, parents will be notified and will be asked to pick up the student to treat and remove the nits. Information regarding treatment will be in the Health Office for parents. Confidentiality of that student will be maintained if diagnosed with head lice.

**Hand Foot & Mouth Disease** A student is not permitted to be at school during the first full week of having HFM (beginning the first day of fever and/or lesions) as this is the time, they are most contagious. A student must not return until they have been fever free for 24 hours, do not have ANY mouth sores, all other lesions have scabbed over, and all other symptoms (ie runny nose, decreased appetite, fussiness, sore throat, low energy levels, etc.) have significantly improved. If a staff member deems the student unwell and unfit for class, the teacher will assess the student and/or the Administration to determine if the student needs to be sent home for further recovery.

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.

Your child may come to school if . . . . .the cold is over but is left with a minor nasal drip. . . . they have been diagnosed with a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined how long they should stay home.

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

**INFECTIOUS DISEASE POLICY** Arizona State Law requires that any communicable disease be reported immediately. The mission of Arizona Department of Health Services is “To promote, protect, and improve the health and wellness of individuals and communities in Arizona.” We will use the “Communicable Disease Resource Guide” as a reference when consulting with a child that has a potential infectious disease.

It is important to us that we inform all our families of any exposure, as quickly as possible.

Your child will be sent home if:

- There is a fever over 100.3
- If we have seen the child vomit. We will differentiate between vomit and spitting/gagging.
- If the child has diarrhea (2 watery/loose stools or if the feces are not contained in diaper) we will call parents for pick up.
- There is a suspicious skin condition or rash.

Children showing symptoms during the day of rash, sore throat, diarrhea, inflammation, vomiting, fever, etc., will be immediately isolated from other students. Parents/guardians shall be notified at once and are required to make necessary arrangements for prompt pick-up of the child. We will ensure confidentiality of any personal health related information obtained in relation to the child and/or their family. All children will be monitored carefully to assure that immunizations are completed and up to date. Arizona Administrative Code requires that an administrator of a school report certain communicable diseases to the local health department.

Please keep your child home if:

- Have a fever at or above 100.3
- Have a heavy opaque nasal discharge
- Have a constant cough
- Are fussy, cranky and generally not themselves
- Have symptoms of a possible communicable disease. These are usually sniffles, sneezing
- Flushed skin, chills, earaches, reddened eyes, sore throat, abdominal pains, a fever, or skin eruptions.
- Please contact the preschool office so we may keep all our parents informed of any communicable diseases.

**RE-ADMISSION AFTER COMMUNICABLE DISEASE** Phoenix Christian School abides by all state guidelines regarding the re-admission of a student who has contracted a communicable disease.

Allergies are not contagious, but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness, but is unusually irritable, tired, or fussy, please consider how his/her behavior could affect the class and the child’s school experience. These guidelines will ensure the continued health and welfare of all children and staff. In the case of an extreme emergency, we will call the paramedics and then contact the parents.

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.

Parent Initial  
Agree & Accept

## IMMUNIZATION POLICY

Phoenix Christian follows all state mandated immunization recommendations R9-5-305 (A) (2). Reports of compliance are submitted annually to the Department of Health Services. Students not in compliance with requirements will not be allowed to attend class until records are complete. If, for religious or medical reasons, your family chooses not to immunize, a state mandated form must be filled out and filed in the preschool office for inclusion with your child's permanent school records. If there is an outbreak of a communicable disease for which your child is not immunized against, they will be required to stay home until the outbreak has passed.

Immunizations records are kept for each student and must be updated after every vaccination update. Please provide the preschool office with these immunization updates as soon as they are given.

### 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.

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.

### Hygiene

Your child needs to be toilet-trained before entering 3's class. We understand that occasional accidents happen; however, your preschooler is expected to be able to use the toilet and clean themselves without assistance.

If your child has a bowel movement accident you will be called to come to your child's aid; the child may return to class after bathing. For many children this is a sensitive situation and they are most comfortable with their family member taking care of it.

For infrequent wetting accidents, please keep a change of clothing in a labeled zip lock type baggie in your child's backpack all year.

## HEAD INJURIES

All head bumps are evaluated by the Preschool Director, Assistant Director, or Director Designee. Protocol is that all head bumps and large wounds generate a phone call to the parent.

# 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.

# DISCIPLINE STATEMENT

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 is to help guide students learn to communicate in safe and effective ways. We will talk about the problems as they arise and work towards a solution.

When an incident occurs, a note is sent home, parents are informed of the behavior. If a challenging behavior becomes ongoing teachers will work with the parents to develop an Action Plan to determine the best strategies to overcome these behaviors.

Preschool-age children are egocentric, or self-seeking, and most have a need for order, justice and fairness. We find that the use of “logical consequences” for their behavior allows them to see the direct relationship between action and outcome. Children are more inclined not to repeat the behavior when the adult in charge is consistent.

Discipline through the use of logical consequences begins to instill inner controls within the child, from the inside out, instead of reliance upon the control of the teacher, the child assumes the direct responsibility for his/her actions.

Researchers have indicated that this process of conscience development is directly associated with warm, nurturing parent-child or teacher-child relationships, along with mental and emotional growth in a child’s ability to reason. Just as a child develops physically, emotionally, spiritually and intellectually at an individual rate, a child’s consciousness of right and wrong and inner control (social maturity) develops at an individual pace as well.

Therefore, we implement these techniques in classroom discipline:

1) We review the DES All About Me\* Form. We are careful to create an atmosphere of warmth, trust and respect for each child. We observe individual temperaments and frustration levels to seek the best for each child.

2) We implement positive reinforcement by sincere verbal praise of good behavior, a loving tone in our voices, and gentle, appropriate touching. These strategies have proved effective in supporting and encouraging the actions and character traits we desire the child to repeat.

3) We redirect a child’s energies into positive behavior. Often a child’s first reaction is to strike out or hit. We offer alternatives to release energy in a socially acceptable way before they strike. We may remove an article of contention between two children or redirect a child to another area of the classroom or to an alternate activity away from the site of misbehavior.

4) Verbalization is stressed as the number one relational skill. As children develop verbal abilities, they can express themselves and let their needs be known. For the less verbal or shy child, the teacher serves as mediator and helps each child resolve conflict by asking questions and assisting the child in stating their feelings: “When people hit you, does it make you feel sad?” or “Your actions are telling me you are really angry.” Reflective listening, repeating back what we heard the child say, assures the child’s words are understood.

5) We strive to prepare the children for transitions. Preschoolers have a need to know what happens next. By giving them a warning such as “in five minutes, we’ll park the trikes,” they have time to finish what they are doing and plan for what happens next. This develops security and trust between teacher and child.

6) We set limits that are consistent with the developmental needs of the child. If the limits are too difficult to attain or too much to remember, the child can become confused.

7) We continue to challenge their abilities physically and mentally. Children tend to misbehave when bored.

The teacher makes sure the children know what is expected of them, why they can or cannot do something, as well as the importance of obedience.

#### A POSITIVE CONCLUSION

A positive conclusion is a patiently repeated, routine debriefing following a child's offense. This is intended to bring constructive closure to discipline.

After the child has taken a break for no more than 1 minute per year of age, three Questions are asked:

1) What did you do wrong? (Encourages confession) If child can't or won't answer, make it a multiple choice of 3 basic rules: obedience; kindness; showing respect

2) Why is that wrong? (Gets to real issues) This question appeals to conscience and may lead to sorrow for damage to relationships/s. Characteristics to consider pride, selfishness, anger, disrespect, unkindness, broken trust, etc.

3) What would be a better choice next time? (This is the teaching time that gives hope by planning for next time) Focus positively on the future. If they have no ideas, offer to brainstorm: Would you like some ideas about what other children have tried?

When they have decided on a better choice next time, conclude with a statement ending with affirmation: "Okay! Go ahead and try again!" A short prayer for the LORD to help them remember what to do next time halts discouragement and gives hope. When more than one child is involved, the children are separated and dealt with individually using the above steps.

Remember to ask God in prayer to help the child/children learn wisdom through the use of this procedure. Only He can change a heart. 'But the fruit of the Spirit is ...self- control.' Galatians 5:22-23

The Positive Conclusion serves as a model for training children to seek forgiveness from the offended as well as God:

- I was wrong to \_\_\_\_\_.
- I was wrong because \_\_\_\_\_.
- Next time, I will \_\_\_\_\_.
- Will you forgive me?

Let's go ahead and try again! 'Love your neighbor as yourself' Mark 12:31

Students are encouraged to make amends by asking the offended child "Is there something I can do to make things, right?" Adult intervention can help children to brainstorm appropriate ways to make amends:

- Get a wet paper towel for a friend to place on his bumped knee
- Bring the friend a bandage.
- Share a toy
- Give a hug
- Say a prayer
- Pick up the blocks that were knocked over
- Ask if the friend would like to sit at your table
- Draw a picture
- Make a homemade card. Give them freedom to say whatever s/he chooses. (for example, "be my friend")
- Sit by friend until s/he feels better
- Say, "I'm sorry," if it's sincere.

These suggestions are by no means all-inclusive.

If redirection has not led to a change towards positive behavior, the child is asked in a respectful way to take a break. The teacher approaches the child to handle discipline privately if possible. The child will sit in a chair within the teacher's range of vision or in the front office. After a few moments, a logical consequence should be given and the steps to a positive conclusion may be applied. If the offense occurs during group time, the child may have to wait until the teacher is finished. Parents may not be notified about a solitary incident. However, if a child has to be asked to take multiple breaks within a short time, the teacher will contact the parent.

If a child is causing physical harm to himself or other children, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the child will be taken immediately to the preschool office to take a break.

If the child is being brought to the office repeatedly, the school may request the parent to remove the child for the remainder of that day. If the parent does not pick up within 2 hours of being notified, the child will be given an automatic two-day suspension. Often this consequence is enough to deter the child from repeating the misbehavior. The teacher's primary responsibility is to the entire class. In fairness to other children, a teacher cannot continually be monopolized by one child.

If a child is brought to the office again, the school will arrange a meeting with the child's parents and the child's teacher. At the meeting, the parents and school will create an Action Plan that will be followed in all cases or a plan of action individual to the needs of the child. Whatever plan is used, it will be communicated clearly so parents understand any timeline and consequences for continued inappropriate behavior. Prayer by parents and concerned staff will be a part of any such plan.

After a specified time, if there hasn't been a significant change in the child's behavior, the director, teacher, and parents will meet again. If the challenges persist, we will request resources from the Expulsion Prevention Support Line.

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

The ADES Resource Specialist helps programs work toward a solution, provides referrals, and suggests trainings.

It may be that at this time, a mutual agreement will be reached that the preschool is not the best place for the child. Though this is a rare occurrence, we do reserve the right to dismiss any student who is habitually disruptive, disrespectful, destructive to property, or harmful to self or others. We will complete the Child Care Expulsion Form, an expulsion form will only be utilized in the event a collaboration did not occur or was unsuccessful, or we determine collectively that another environment would better meet the child's needs.

On occasion, there may be a resolve by all parties to continue working with the child. If so, the director, teacher, and parents must be in constant communication about the child's progress.

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.

\*The All About Me form must be filled out and returned with the enrollment packet.

Parent Initial  
Agree & Accept

# 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:

1. The teacher assesses the situation.
2. The teacher talks with the child.
3. The teacher does not move the child.
4. If the child wants to get up he/she must move independently without help.
5. If the child hits his/her head there must be an assessment by the preschool office.
6. Parents will be contacted via email or by phone.
7. When in doubt we sit the child out from play when there is an injury or perceived injury.
8. If, after medical evaluation, person in charge deems emergency hospital treatment necessary, the preschool office will contact 911 for all medical transportation needs and then contact the responsible party. An Incident Report will be filled out and filed in the preschool office.
9. If, after medical evaluation, emergency hospital treatment is deemed unnecessary, the school will administer appropriate first aid and then contact the responsible party. Documentation will be filled out, emailed and filed.
10. If, after medical evaluation, first aid treatment is deemed sufficient intervention for a minor injury, an "Ouch Report" will be filled out for parental information and a copy sent to the parent and filed in the preschool office. We report injuries if there is any visible mark.

## SCHOOL 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. Teachers often help more than one child at a time unsnap, unhook, unbuckle, untie, etc., so keep your little one's clothing simple.

For children that are toilet trained: You can help your child toward independence by having their clothing easy for them to manage in the bathroom. 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 & 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. Curriculum for each age has been developed by our teachers incorporating Early Learning Standards, Quality First Standards, ITERS-R & ECERS-R, and ACSI's Principles and Practices of Early Childhood Christian Education in a Play Based Environment.

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.

Phoenix Christian Preschool Learning Expectations by age are listed on our website you may find them on the preschool page at [phoenixchristian.org](http://phoenixchristian.org).

## Assessments in Early Education

Frequent informal conversations at pick-up and drop-off build the relationship between parents and teachers. A planned conference is offered to each child 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 ASQ-SE at the beginning of the year so that we can best meet the needs of each child. ASQ3 will be administered 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) and small blanket 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. Toy guns, knives or weapons of any kind are not allowed; neither are violent action figures and trading cards of any kind.

## 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 plan with your child's teacher to select a time, and check with office staff to be sensitive to children with allergies. Treats will be served at snack time or lunchtime.

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....)
- 100% Juice boxes
- Birthday plates and napkins

If you are having a party at your house or elsewhere, we ask that you either invite the whole class or do the inviting away from school. This helps protect the feelings of all our children and parents.

## 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 not 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. Snacks supplies are available for purchase in the preschool office if needed. If a child does not have a snack, one will be provided at the parents expense.

### 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 Procure 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

PREPARATORY SCHOOL

## ACKNOWLEDGMENT 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. I recognize that enrollment at Phoenix Christian Preschool is a partnership and will require cooperation with the teachers & administration to best meet the needs of my child.

I understand that I, and anyone authorized by me to pick up or drop off my child, am required by the state of AZ Bureau of Child Care Licensing to sign my child in and out from the preschool. The signature provided below is my legal signature that will be used for signing my child in and out on all devices. Failure to use this signature could result in fees being added to my account.

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 \_\_\_\_\_