

Parent Handbook

2019 - 2020



Calvary North
PRESCHOOL

Established as a licensed preschool

January 2012

By the Arizona Department of Health Services

License CDC-15937

14201 N. 32nd Street

Phoenix, Arizona 85032

602-992-6922

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Philosophy & Mission

What is Calvary North Preschool?

Let's start with what the preschool is NOT. It is not a daycare or babysitting service; it is not a place for your child to just learn his/her ABC's or how to count.

Calvary North Preschool is a place where your child:

- will be taught Christian love, grace and mercy.
- is seen as a gift from God to you and us requiring great responsibility.
- will receive quality training and instruction in life-skills from a Christian perspective.
- begins his/her academic preparation.
- will understand his/her value through our encouraging, nurturing and loving environment.
- is physically, emotionally and spiritually safe.



How?

1. ...through partnership between parent and teacher/staff in molding him/her to prepare for life as an independent person through lessons taught during the day that are reinforced in the home.
2. ...through the curriculum used with Biblically based teachings for spiritual, emotional, cognitive and physical growth.
3. ...through our facility which is always a friendly, fun and fundamentally sound place because of our qualified, caring teachers.
4. ...because we accept children, not based on religion or ethnicity, but on the same unconditional partiality God has given us.



Program Design & Curriculum

Curriculum: Since our opening in January 2012, we have used the "Horizons" series by Alpha Omega publications. This is a Christian scope and sequenced curriculum designed for expectations at each level of learning. This curriculum along with many supplemental items, creates a well-rounded, comprehensive basis for your child's continuing education. Horizons is taught in the 3's, 4's and Kindergarten (k-prep) class; the 2's class uses a curriculum called "ABC/Jesus Loves Me". It also covers all areas of development for this age.

Bible: The Bible based curriculum includes Bible truths, songs, and memory verses appropriate for each age level. Chapel is held once per week for 3's, 4's and K prep classes.

Language: Visual recognition of letters, printing, sound recognition (phonetics), and writing of each alphabet letter are all covered. Older preschool children learn the beginning sounds of words and how to write and spell their names. Older preschool children will begin to blend words and recognize "sight words". Children are read to on a daily basis and are given opportunities to journal as well as create and write their own stories.

Mathematics: Younger preschool children will learn to recognize and write numbers one through twenty. They will also learn to sort, compare, and pattern among other skills. Older preschoolers will recognize, count and write up to 100, learn money values, tell time and add and subtract among other skills.

Science: The curriculum teaches students about God's wonderful creations. Students learn about the solar system, plants, animals, insects, birds and the world God created.

Social Studies: Children will be introduced/exposed to careers (policeman, doctor, construction worker .. .); various cultures; social space concepts such as neighborhoods, states/countries; acceptance and love for all of God's ethnic groups.

Socialization: Children will be given many opportunities to practice acceptable social behavior such as sharing, kind tone of voice, treatment of friends, taking turns, managing emotions, and accepting consequences for actions.

Art: Seasonal themes will be incorporated into projects that compliment the Bible stories, letters, numbers, science, and other educational themes. Students will use scissors, glue, crayons, markers, paints, and many other craft items.

Physical Education: Growth of small and large motor skills are targeted during your child's day. Morning and afternoon recess includes free play on playground equipment, sandboxes, with balls, cars, in running, jumping and organized games led by teachers. Small motor skills are developed with sensory tables/bins both inside and outside the classrooms.

Who, Where and When

Where: Ministry of

Calvary Chapel North Phoenix

14201 N. 32nd Street

Phoenix, AZ 85032



Preschool Office located in the Administrative Building

Website: CalvaryNorth.com, click on the word "preschool" in top right corner

Who: Preschool Director – Cindy Joiner

Director office hours: 10:30 a.m. – 6:00 p.m., Monday – Friday

602-992-6922, Extension 25

cindy@calvarynorth.com

Pastor – Jesse Claycamp

Pastor's office hours: 9:00 a.m. – 4:30 p.m., Monday – Thursday

When: Monday – Friday

School year 41 weeks over 10 months

Preschool office hours: 8:30 a.m. – 6:00 p.m.

Morning Extended Care hours: 7:00 a.m. – 8:30 a.m.

Preschool Class hours: 8:30 a.m. – 12:00 p.m.

Lunch bunch option 12:00 – 1:00 p.m.

Afternoon Extended Care hours: 12:00 p.m. – 6:00 p.m.



We request that should parents have a specific issue regarding their child, that they approach the child's teacher so the issue can be resolved. Should the parent have an issue with the assistant director, a teacher or assistant teacher, the parent should contact the director, Cindy Joiner. Should the parent have an issue with the director, the parent should contact the state designated agent for Calvary North Preschool, Pastor Jesse Claycamp.

Two-year old Class: 1 lead teacher for every 8 children per class time

Children in this class are allowed to wear diapers or pull-ups. Any child over the age of 2 who is still not completely potty trained must also attend this class.

Young Preschool Class: 1 lead teacher for every 13 children per class time

- 3 year olds (must be potty trained – no pull-ups/diapers in this class)

Older Preschool Class: 1 lead teacher for every 15 children per class time

- 4 year olds

Private Calvary K-prep Class: 1 lead teacher for every 15 children

- Children who will turn 5 by the end of December.



FYI: Staff-to-Child Ratios **per Arizona Administrative Code, R9-5-404**

<u>Age Group</u>	<u>Staff:Children</u>
2-year-old children	1:8
3-year-old children	1:13
4-year-old children	1:15
5-year-old children	1:20

We are required to be licensed as a daycare facility under Arizona Revised Statutes, Title 36, Chapter 7.1, and meet the childcare facility regulations set forth in the Arizona Administrative Code, Title 9, Chapter 5. We are a licensed childcare/educational facility and including state and local health and safety regulations, we are required to comply with laws that apply to childcare/educational institutions.

Arizona Department of Health Services, Bureau of Child Care Licensing

Address: 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007

Telephone Numbers: (602) 364-2539 or (800) 615-8555



Services Offered, Tuition & Fees

Tuition: **HALF DAY** **8:30 am – 12:00 noon**

Rates are figured for the 41 week school year (August 12, 2019 – May 22, 2020)

Rate per month paying with:

	Cash/check	Credit/debit	Bank withdrawal	Registration fee* (non-refundable)	One-time event fee (credit back with volunteer hours)
2 half days	\$206.64/mo.	\$202.70/mo.	\$200.74/mo.	\$150/\$125 or \$75	\$50
3 half days	\$284.13/mo.	\$278.72/mo.	\$276.02/mo.	\$150/\$125 or \$75	\$50
4 half days	\$344.40/mo.	\$337.84/mo.	\$334.56/mo.	\$150/\$125 or \$75	\$50
5 half days	\$419.69/mo.	\$411.70/mo.	\$407.70/mo.	\$150/\$125 or \$75	\$50

Options:	Add “Early Stay”	7:00 – 8:30 a.m.	ADD \$22 PER MONTH
	Add “Lunch Bunch”	12:00 – 1:00 P.M.	ADD \$20 PER MONTH

Discounts: (discounts cannot be combined)

- Sibling discount (2 or more children from the same family)
- Half-day = 10% off entire tuition
- Extended day = 15% off entire tuition
- Full-day = 15% off entire tuition



- Active military discount (proof required)
- half-day 10% off entire tuition full-day 15% off entire tuition

Services Offered, Tuition & Fees continued . . .

Tuition: **Extended DAY** **8:00 am – 3:30 pm**

Rates are figured for the 41 week school year (August 12, 2019 – May 22, 2020)

Rate per month paying with:

	Cash/check	Credit/debit	Bank withdrawal	Registration fee* (non-refundable)	One-time event fee (credit back with volunteer hours)
2 extended days 8:00 am – 3:30 pm	\$218.46/mo.	\$214.30/mo.	\$212.22/mo.	\$150/\$125 or \$75	\$50
3 extended days 8:00 am – 3:30 pm	\$343.43/mo.	\$336.89/mo.	\$333.62/mo.	\$150/\$125 or \$75	\$50
4 extended days 8:00 am – 3:30 pm	\$468.39/mo.	\$459.47/mo.	\$455.01/mo.	\$150/\$125 or \$75	\$50
5 extended days 8:00 am – 3:30 pm	\$592.37/mo.	\$581.09/mo.	\$575.45/mo.	\$150/\$125 or \$75	\$50

Discounts: (discounts cannot be combined)

Sibling discount (2 or more children from the same family)

Half-day = 10% off entire tuition

Extended day = 15% off entire tuition

Full-day = 15% off entire tuition



Active military discount (proof required)

half-day 10% off entire tuition full-day 15% off entire tuition

Services Offered, Tuition & Fees continued . . .

Tuition: **FULL DAY** **7:00 am – 6:00 pm**

Rates are figured for the 41 week school year (August 12, 2019 – May 22, 2020)

Rate per month paying with:

	Cash/check	Credit/debit	Bank withdrawal	Registration fee* (non-refundable)	One-time event fee (credit back with volunteer hours)
2 FULL days 7:00 am – 6:00 pm	\$258.30/mo.	\$253.38/mo.	\$250.92/mo.	\$150/\$125 or \$75	\$50
3 FULL days 7:00 am – 6:00 pm	\$387.45/mo.	\$380.07/mo.	\$376.38/mo.	\$150/\$125 or \$75	\$50
4 FULL days 7:00 am – 6:00 pm	\$514.50/mo.	\$504.70/mo.	\$499.80/mo.	\$150/\$125 or \$75	\$50
5 FULL days 7:00 am – 6:00 pm	\$645.75/mo.	\$633.45/mo.	\$627.30/mo.	\$150/\$125 or \$75	\$50

Discounts: (discounts cannot be combined)

Sibling discount (2 or more children from the same family)

Half-day = 10% off entire tuition

Extended day = 15% off entire tuition

Full-day = 15% off entire tuition



Active military discount (proof required)

half-day 10% off entire tuition full-day 15% off entire tuition

Event Participation

From the opening of Calvary North Preschool, our families have enjoyed various events once a month. On average, attendance at these events ranges between 150 – 300 people. There is a tremendous amount of set up and clean up for each one, so this year, we are requiring parents to help.

This does not count donating food or other items.

AS A PARENT OF A PRESCHOOLER OR KINDER CHILD, YOU MUST COMMIT TO HELP WITH AT LEAST ONE EVENT:

You will be charged a \$50 (per family) event fee as part of your first month's tuition. Once you have helped with an event (this DOES NOT include donating food or other items), you will receive a \$50 credit on the following month's tuition.

Opportunities to help:

Date of Event	Event Type	Time of event	Volunteer time
Friday, Sept. 20, 2019	Grandparent Lunch	12 – 1:30 pm	11:00 am – 2:00 pm or Thurs. day/evening
Monday, Oct. 28, 2019	Fall Festival	6 – 7:30 p.m.	4:30 – 8:00 p.m.
Wed, Dec. 18, 2019	Celebrate Jesus Program	6 – 7:30 p.m.	5:00 – 8:00 p.m.
Tue., Feb. 11, 2020	Valentine Dance	6 – 7:30 p.m.	Monday and/or Tuesday
Wed., March 11, 2020	Field Day	9am – 12:00 pm	8 am – 1:00 pm
Tues., April 7, 2020	Easter Celebration	6pm – 7:30 p.m.	5:00 – 8:00 p.m.
Tues., May 5, 2020	Mother/Grandmother Tea	12 – 1:30 p.m.	8:30 am – 2:30 pm
Fri., May 22, 2020	Closing Fun Day	9:00 – 12:00	8:00 am – 1:00 pm

Note: if you choose not to help and/or not to attend the events, the \$50 you were charged will go toward helping fund the event.

Tuition Payment Policies

Tuition & fees are non-refundable.

No refunds will be given for a child's absences due to illness, school closings or vacations.

ALL of Calvary North Preschool operating expenses are paid through tuition. Your timely, consistent payments enable us to provide a wonderful place for your child to be! There are several ways to pay:

1. Bank withdrawal: (2% fee added)

Tuition will be taken out of your checking or savings account monthly.

\$25 fee for each decline

2. Credit/debit card: (3% fee added)

Tuition charged to your credit/debit card each month

\$25 fee for each decline



3. Check made out to Calvary North. (5% fee added)

This option can only be used if a secondary payment form is supplied with a credit/debit card number.

\$25 fee for each insufficient funds/returned checks

4. Cash (5% fee added) MUST be in an envelope labeled with:

Your name & Your child's name

Amount enclosed

Date of payment

You will receive a cash receipt.

This option can only be used if a secondary payment form is supplied with a credit/debit card number.

FAQ: Why does it cost more if I pay with cash or check? The fee is highest for payment by cash or check because of the expense of having a staff member process it.

Tuition Payment Policies Continued . . .

Choose when to pay tuition:

1. Between 1st and 5th of each month
2. Between 15th and 20th of each month
3. Split payment: half on the 1st and half on the 15th

Penalties:

Tuition is considered late if not paid on your chosen options #1, #2, #3 as listed above resulting in a \$25 late fee. Debit/credit cards or bank drafts that are denied for insufficient funds will result in a \$25 fee added to tuition for that month.

Invoices: A bill/invoice will be sent via the Bright Wheel app

Payment Options: Automatic bank draft; credit or debit card; cash or check

FREQUENTLY ASKED TUITION QUESTIONS . . .

*Do I have to pay when the school is closed for holidays or we go on vacation?

Yes, tuition must still be paid because our budget depends on tuition; if we did not charge for every child who is absent, teacher salaries could not be paid.

*Do I have to pay when my child is sick or can we make up days of absence?

Yes, if your child is not 5-day/full-day, you can request a make up day by filling out a form at least 48 hours before the day you'd like to have him/her attend. These must be submitted to the office.

Requests made by email, phone, in person or text will not be considered.

*What if my family will be out of the country for more than one week, but will return to finish the year?

A \$25/week holding fee is required to insure your child's place in class upon return. The regular tuition amount will not be charged during your time away.

The fee must be paid IN ADVANCE of your leaving.



Enrollment Paperwork Available in the office or on-line

ALL of the following must be provided to Calvary North Preschool **at least 48 hours prior to your child beginning class**. These forms are available in the preschool/church office or on-line at CalvaryNorth.com . . . click on "preschool" at the top right.

1. Emergency Information and Immunization Form
2. A copy of your child's current official immunization record or signed waiver stating that you've chosen not to immunize.
3. Calvary North Preschool Registration Form
4. Tuition Payment Form
5. Child Information Packet or Returning Child Form
6. Parent Information Form
7. Permission form for photos and treats
8. Field Trip permission form for Chapel
9. Registration fee of \$150 for one child/\$125 each for 2+ Children
\$75 returning family fee for each child
10. Signed parent handbook agreement form
11. Photo IDs of parents sent to Jenna@calvarynorth.com
12. Event participation form



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Disenrollment: If you choose to take your child out of Calvary North Preschool, a disenrollment form must be completed and turned into the office 2 weeks prior to leaving.

What to bring & What to leave at home

Clothing: Students should wear comfortable, weather appropriate clothing; nothing "fancy" because your child will be involved in many fun, messy projects. Jackets should be labeled with the student's full name using a permanent marker. Students should wear athletic shoes or sandals with a back strap. No flip-flops, clogs or high heeled shoes. No clothing with suggestive images or profanity will be allowed. Female students should wear shorts under skirts or dresses.

Extra Clothing: LABEL PLEASE!! Every child should have a change of clothes left at school to include top, bottom, underwear & socks because accidents WILL happen. Soiled, wet or overly messy clothes will be placed in a plastic bag and put inside your child's backpack and you will be notified it's there.

For 2's Class only: Parents should provide enough diapers/pull-ups, wipes and diaper cream (if necessary) for two weeks to be kept at school. These items will not be shared with other children. If your child runs out of these items while in our care, items needed will be taken from preschool supplies and charged to your account. Two year olds should also have two complete changes of clothes including socks.

PLEASE LABEL EVERYTHING ON THE OUTSIDE.

If items are not labeled, your teachers will write with a permanent marker on the outside of each item (especially lunch boxes and back packs!!)

Blanket: For students staying past 1:00 p.m., send a blanket no larger than twin size to be used during nap/rest time. We provide a nap mat or cot for comfortable resting. You may also send a personal sheet (crib size for 2's/twin size for 3's and 4's.) The preschool sheets will be laundered once a week unless soiled, in which case, it will be cleaned immediately. If you choose to send personal sheets/blankets, you will be responsible for laundering them.

Backpack: Please provide a backpack for your child's belongings such as snack, lunch (if applicable), and extra clothes. It is SUPER important that it has your child's name on the OUTSIDE.



Treasures from home: No toys or other personal items should be brought to school or stored in his/her backpack. This includes stuffed animals, electronic games, sunglasses, books, etc... There will be times when certain items are permissible because of a teacher's request.

Lunch, Snacks & Parties

Parents are responsible for sending all snacks and food for his/her student(s)

We are an **Empower Kids** preschool where children are taught good nutrition and encouraged to eat healthy foods.

State of Arizona nutritious food guidelines for snacks/lunch

Snacks

Preschool 1/2 day children need one snack per day. The snack must include at least two servings of the four food groups. For example: 1/2 bagel & 1/2 cup 100% juice

Full-day Students – need two snacks and a lunch. One snack for morning, then lunch, and one afternoon snack. The snack should include at least two servings of the four food groups.

For example: Morning snack – 1/2 cup orange juice & string cheese

Afternoon snack – 1/2 cup pineapple chunks & a rice cake

Lunch

The following is an example of one meal serving for preschools:

1. 1/2 cup of milk
2. 1/2 cup of vegetables or fruit or 100% fruit juice
3. 1/2 slice bread
4. Meat – 1/2 oz. meat or 1/2 oz cheese
or 1/2 egg or 1/4 cup yogurt or 1/2 oz nuts or 1 tablespoon peanut butter.

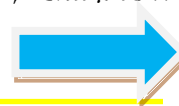


DO NOT SEND: soft drinks, kool-aid type drinks, candy, cookies, pudding, muffins, cupcakes or any other snacks with high sugar content.

A list of nutritious snack suggestions is included at the back of the handbook.

Please use an ice pack in your child's lunch box for items that need to stay cool. We do have a small refrigerator and microwave in each room; however space is limited for lunches. Also . . .each child is required to have a LABELED, refillable water bottle each day.

LABEL CLEARLY!!



2-year 1/2 day children need at least **two** small snacks.

Lunch must include three servings of the four food groups.

For example: 1/2 meat sandwich (this includes the bread & meat groups), & 1/2 cup milk.

Note: Serving sizes may be increased if needed to satisfy the child's appetite.

Note: Teachers will heat up food for items that take 90 seconds or less.



Lunch, Snacks & Parties continued. . .



Lunch: Full-day students must bring their own nutritious lunches, eating utensils and drinks. It is better to send too much food than not enough. We will not throw away left-overs, so you'll always know how much was eaten.

Lunch time is scheduled, so your child will be expected to sit and eat with other children in his/her class at the same time. In other words, he/she will not be able to roam around with food or "graze" whenever he/she desires. If he/she refuses to eat during lunch time, his/her entire lunch will be packed up and saved. It will be offered again after rest time during afternoon snack.

We will not force a child to eat or punish/withhold privileges from a child who doesn't eat. Often eating with a group of children is a new experience and might make him/her nervous and "not hungry." Please be understanding both of your child and the class schedule. Most children adjust after a short period and end up enjoying their social lunch time.

Special Dietary Needs or Food Allergies: Even though each student will bring his/her own lunch and/or snack, Calvary North Preschool still needs to be informed of any special dietary needs and/or food allergies a student may have. This information should be written on the emergency card and will be given to each teacher and posted in each room.

At this time, our school IS NOT a peanut free facility.

Party Food : State health regulations will not allow children to be served home-baked items. However...food for special occasions may be served as long as the containers are unopened and in the original packaging. Classes will have various parties, and teachers will give parents special instructions for each situation.

If you would like to celebrate your child's birthday during the year, please consult with your teacher. We don't want to disappoint your child and tell him the class can't have the cupcakes he brought because the teacher can't allow it (allergy in class; too much sugar creates preschool "monsters" and a variety of other reasons). Most teachers send sugary snacks for birthdays home at pick up.



Don't be clueless!

Communication



Calvary North Preschool uses several ways to communicate:

1. Parent orientation (held in August); private orientation thereafter
2. Parent handbooks given at orientation or registration
3. School calendar is given at orientation/registration and is on-line. We also keep printed copies in the office, if yours is lost.
4. Hand-written notes/progress reports for the day from teachers
5. Email from the director/teachers
6. Notices posted on classroom doors
7. Brightwheel app
8. Monthly newsletter from teachers
9. Verbal information
10. Phone call/text message
11. Parent/teacher meetings
12. Family conferences with director

PLEASE PAY ATTENTION . . . IT IS THE KEY



If you don't take time to be informed, we will not be held responsible for your lack of effort to know what is happening in your child's classroom and school.

DON'T BE THIS PARENT

"I showed up at preschool to drop off my child, but the school was closed." See #3

"I don't know how my child's day went. He says they didn't do anything."
See #4, 7, 9

"I didn't know I had to pay tuition over the Christmas break." See #2

Drop Off & Pick Up

Students must be signed into and out of preschool on each day of attendance.

Steps to follow

1. Go to your child's classroom door
2. Sign in your child on the tablet located on the counter in the classroom
3. Each person authorized for pick up will have his/her personal pin number
4. Children attending half-day (8:30 am – 12:00) need to wait for the door to be opened – DO NOT KNOCK IF YOU ARE LATE OR EARLY!
Full-day children registered for early stay (7:00 am – 8:30 am) or Late stay (noon – 6:00 pm) are allowed to knock only during Early or Late stay hours. DO NOT KNOCK between 8:45 a.m. – 12:00 noon
5. Briefly let the teacher know of any special circumstances for the day such as early pick up, child is on antibiotics, did not sleep well, he/she has milk in lunchbox today, etc...
**Please save longer conversations for a scheduled conference, phone call or email with the teacher.
6. If your child has a difficult separation time (crying, clinging to you), please give him/her a kiss/hug, assure him/her of your return, make sure the teacher is watching, then leave. Please DO NOT "hang around" in the room longer than 5 minutes. It will make the situation worse for your child, the other children, your teacher and you. We will call if he/she doesn't settle down quickly.
7. If you arrive with your child later than 8:45 a.m. for drop off, the class door will be closed and locked. DO NOT KNOCK. You will need to go to the office to get a Tardy Slip. You will then be instructed about how your child will be received into class depending on the circumstances.
8. For pick up, repeat steps #1 – 4.
You will receive a brief written report of your child's day. Please don't monopolize the teachers' time by having a longer than 2 minute conversation. When a teacher is distracted by parents, other children take advantage and often get into trouble!

Drop Off & Pick Up continued . . .

9. If someone other than a parent needs to drop off or pick up a child, the person must be named on the child's emergency form. A signed note giving someone else permission to sign out a child is also acceptable as long as he/she is at least 18 years old with a picture ID. In the event of extenuating circumstances when no note could be written ahead of time, and the parent is unable to pick up, the parent may email the director and give the information of person to pick up his/her child. That person must be at least 18 years old with picture ID.

FAQ: Why do I have to do this? I am often in a rush to get to work or drop off my older children at school.

Because it is a rule for our license with the state of Arizona

Because it is a record of attendance

Because it is used for billing in case you are late for pick up

Because it proves your child is eligible for a make up day

Because it shows WHO is picking up in case we need to reference it



Illness/Medication Policies

Symptoms: For the health and safety of all children and adults who use our facility, we do not allow students into the classroom who may have a contagious illness. The following symptoms will be used by the director/teachers in determining a student's wellness. These include, but are not limited to:

Fever – Children are not allowed into the classroom until free of a fever for at least 24 hours. This means WITHOUT fever reducing medicine.

A child who does not meet this requirement will not be allowed to enter the classroom the next day. You will be refused at the door.

Runny Nose – Green or yellow coloring (clear is okay if it is a result of allergies).

Cough – Sounding like a deep chest rattle, dry heaving cough, among others.

Other symptoms including, but not limited to, vomiting, diarrhea, generalized rash, red & itchy eyes accompanied by eye drainage, an open sore, "droopy" appearance.

A CHILD WITH A runny nose or cough symptom that has been treated by a doctor with an antibiotic for 48 hours is no longer contagious; however, it is possible for a child to be on an antibiotic for over 48 hours yet still have another infection that is contagious. In other words, antibiotics do not completely rid the body of all/any infections. Parents should be aware of new or developing symptoms and make daily decisions about preschool attendance.

Director/Teacher Discretion in Accepting Children at the door:

While we understand the hardship of keeping a child home or finding other arrangements for a sick child, especially for working parents, it is inconsiderate to the child, teachers and all his/her classmates to bring a sick child to school when he/she is not feeling well or has not made a complete recovery.

If a child has any of the above-described symptoms or any other physical manifestations that give the director/teacher cause for concern, we may refuse to accept the student into the classroom for the day. If a child develops symptoms while in our care, we will separate that child from the other children and contact you to pick up your child.

Medicine: Calvary North Preschool will not administer medicines or medical treatments of any kind, prescription or non-prescription, to an enrolled student. The exception is life-saving medication such as an Epi-pen or inhaler when a permission slip is completed and on file in the office. All teachers and director are CPR/First aid trained, but we do not employ a nurse on campus.

Guidance & Discipline with Grace Suspension & Dismissal

Acceptable Discipline & Guidance

Staff and Director shall:

- a. Maintain consistent, reasonable rules and limitations for a child's behavior that teaches, models, and encourages orderly conduct, personal control, and age appropriate behavior; {These rules will be given on paper to parents.}
- b. Explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child to become engaged in an alternative activity.

Unacceptable Disciplinary Methods

Staff and Director shall not engage in the following:

- a. A method of discipline that could cause harm to the health, safety, or welfare of a child;
- b. Corporal punishment;
- c. Discipline associated with:
Eating, napping, sleeping, or toileting; medication; or mechanical restraint; or
- d. Discipline administered to any child by another child.

Separation or Time-Out

Staff and Director may separate a child from other children for unacceptable age appropriate behavior if:

- a. The separation period is for no longer than three minutes after the child has regained control or composure, and
- b. The staff member does not allow a child to be separated for longer than five minutes without the staff member interacting with the child.

Suspension/Dismissal

In the event that a child has repetitive behavioral/social issues with little or no changes after attempts of appropriate discipline, the director has the authority to immediately suspend a child by calling the parent for early pick-up and/or emailing a parent that the child cannot return to class. Time of suspension will be determined by the director as applicable for the problem. Tuition must continue to be paid during time of suspension.

In severe cases of behavioral/social issues where a child has become violent, harmful to himself or other children, verbally abusive, or grossly disrespectful to teachers/director, the director has the authority to dismiss the child/family from Calvary Preschool/Kindergarten permanently with NO PRIOR NOTICE. Tuition must be paid up until the day of dismissal.

Security/Emergency Procedures

Security: Calvary North Preschool considers the safety of your child to be of utmost importance; therefore, in addition to the staff member security screening procedures, we also maintain both interior and exterior security cameras. The director has a live feed to her office showing the preschool rooms and the campus at all times. No recorded or live information will ever be accessible on the internet or by unauthorized individuals.

If you should have any questions regarding the safety of your child while on the facility premises, please feel free to talk with the director. She will be happy to address any questions or concerns you may have.

Parental Access to Premises is accepted for an enrolled student during normal operating hours. Otherwise, no person will be allowed in the classrooms with students unless he/she is a parent, teacher or special guest with pre-permission from the director.

Emergency and Accident Procedures:

Complete first aid kits are in every preschool room. Director and teachers all have first aid and CPR certifications. After appropriate emergency personnel have been contacted (if applicable), parents will be notified of any emergency and/or accident by the director via text message, email and/or telephone call. The assistant director will fulfill the director duties if the director is not on premises. If the parent can't be reached, another person listed on the emergency form will be contacted.

Staff: Calvary North Preschool staff members are friendly and loving. Our staff considers their time with your child to be a ministry opportunity. All staff members have been through a background check, have AZ fingerprint clearance, tuberculosis tested as well as held to other state standards to insure the safety of your child.



Transportation



At this time, Calvary North Preschool **does not** provide transportation to or from our campus for preschool class.

Field Trips: In the event a class schedules a field trip, specific authorization for the field trip must be signed by the parent for the student to participate in the event. The parent or pre-authorized adult must transport the preschooler to the field trip location and back to the school.



Inspection and Licensing Information

Facility Inspection Reports are available for review in director's office.

In compliance with state regulations, Calvary North Preschool is inspected at least annually and regulated by the Arizona Department of Health Services. Calvary North Preschool is owned and operated by Calvary Chapel – North Phoenix, Inc. Our director's name is Cindy Joiner.



Pesticide Application will take place every month on the last Wednesday. Detailed pesticide information is available for review in the director's office. Parents will be notified by posted sign at least 48 hours prior to pesticide application on classroom doors.

Liability Insurance is available for review in the director's office. Calvary North Preschool carries full liability insurance as required by the State of Arizona.

Snacks and Lunch: What NOT to send

- Cookies/candy
- "Little Debbie" type snacks
- Potato chips/cheese puffs
- Jell-O or pudding cups
- Lunchables with cookies/candy
- Fruit Roll-ups
- "Fruit"/gummy snacks
- Muffins/cupcakes

* Soda drinks

* Juice boxes or Capri Suns that are NOT 100% juice



Super good snacks/lunch to send

- String cheese/block cheese/sliced cheese
- Yogurt
- Bagel/English muffin
- Tortilla/pita
- Rice cake
- Sandwiches: lunchmeat, peanut butter & jelly, cheese, egg salad...
- Fruit: apple, orange (peeled) pineapple, grapes, pear, watermelon, kiwi, strawberries, banana, raisins, blueberries, blackberries...
- Cheese crackers/saltine crackers
- Raw vegetables: broccoli, cauliflower, carrots, celery, sugar snap peas, cucumbers
- Boiled egg
- Potato salad/Cole slaw
- Chicken leg
- Pretzels/Chex mix
- Nuts
- 100% fruit juice
- Milk
- Water (plain or vitamin enhanced)



Make-Up Day & “Extra” Attendance

At Calvary North Preschool, we realize the cost of preschool is sometimes a financial sacrifice, so we want you to get your “money’s worth” from our program. One way in which we do this is to offer make-up days under certain conditions when your child is absent.

Since you are paying for a program and not daycare, you are required to pay your tuition regardless of whether the school is closed, your child is out sick, family vacation, etc... (refer to Tuition Policies – pages 11-12). Some absences are planned such as scheduled school closings or your personal plans, but for the inevitable illnesses or unexpected emergencies, the following is the procedure to have your child come on a day he/she doesn’t normally attend in order to make up for the day he/she missed:

1. Fill out the “Make-up Day Request Form” and return to the office no less than 48 hours BEFORE the day you want to make up. (Blank form on last page of this handbook – feel free to tear out and make copies) You may also complete the form and email it to Jenna, administrative assistant. (jenna@calvarynorth.com)
2. Keep in mind, we are obligated by the rules of our state license to maintain certain teacher-to-child ratios, so we may or may not be able to accommodate the day you are requesting. You will get a response via email from Jenna.
3. Unfortunately, if your child already attends 5 days per week, there is no way to make up missed days, but tuition must still be paid.
4. Make up days must be requested and attended within 2 months of the absence. If not requested/used, you “lose” those days. They do not build or add up over the year to use whenever you’d like.

“Extra” Attendance Days

If you are in need of your child attending an “extra” day (not make-up) for a special reason, you may also fill out the same form and the same rules apply. In the case of extra attendance days, you will be obligated to pay for attendance.

Make-up Day/Extra Day Request Form

This form must be submitted 48 hours BEFORE the make-up day
(not including the weekend)

In other words, a request turned in on Friday, will NOT be approved for the following
Monday.

Requests for make-up days must take place within two months of absence.

1. Today's date _____

2. Child(ren)'s Name _____

3. Class attending _____

4. What is your child's CURRENT REGULAR schedule?

Circle days M T W Th F

My child attends: half day full day extended day

5. I am requesting (check all that apply):

make up day for my child's illness or school closing (except Thanksgiving and Christmas)

extra day for my child to attend that I will pay for in addition to his/her regular tuition

6. My child *was absent* on: _____
Month Day Year

Day I am requesting for make-up/extra day: _____
Month Day

Please turn in completed form to Jenna or Cindy in the office or email completed form to Jenna.

VERBAL REQUESTS IN PERSON OR BY PHONE **WILL NOT BE**
CONSIDERED/APPROVED!