

Bridging Now to Then



Parent Handbook 2014-2015

**Phoenix Christian School PreK-8
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"You shall love the Lord your God with all your heart, with all your soul, and with all your might. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up."

Deuteronomy 6:5-7

Mission Statement

The mission of Phoenix Christian School PreK-8 is to educate children from Christian families for lives of obedient service to God, His kingdom and all mankind.

The school is non-denominational. We focus on truth, comfort, and the assurance that Jesus loves us. As we educate your child, we help them see the reality of God's truth in their world.

PCS PreK-8 Early Childhood Education Staff

Our teachers and assistants not only possess the necessary academic training and experience, but they have a true love and heart for children and for our Lord. Their desire is to make each child's first real exposure to school and the world outside of home a positive and encouraging one by sharing the love of Christ with each of them.

We desire to meet each child where he or she is developmentally. With teaching, training, nurturing, and prayer, each will be guided to their fullest potential by year's end.

Philosophy and Curriculum

The early education environment should be an open book that invites children into a world that leads them into the land of discovery and along the path of exploration.

Young children learn best through experience. Our hands-on, age appropriate developmental curriculum allows each child to learn as they explore and discover the world around them. Each day, a rich variety of learning activities are planned to develop all areas of a child including his or her creative, verbal, cognitive, emotional, social, physical and spiritual growth.

The classroom environment is at times structured, which teaches important sitting, listening, and direction following skills, and at other times, unstructured, that allows the children the opportunity to choose and explore planned activities on their own with some guidance from the teacher.

Prior to the beginning of each month, a classroom calendar will be sent home reflecting snack schedules, special events happening school-wide, field trips, chapel days, and fun events in the classroom. The class will have daily lesson plans posted at the sign in counter. The annual school-wide calendar is printed in this handbook for easy reference.

We believe in the Scriptures of the Old and New Testament as being completely inert and inspired by God. We teach biblical truth in a variety of ways utilizing songs, Bible stories, illustrations, prayer, and activities that are centered on God's word. There is a strong emphasis on training the children to see God's truth, reality and relevancy in our classroom activities throughout the day, in their relationships with others and ultimately in their relationship with God himself.

Daily Schedules, Tuition and Fees

Arrival and Dismissal

Preschool hours are from 8:45-11:45. Each child benefits from being in the classroom on time. Our schedule does offer before and after school options. **We must have your first initial and last name each day your child is signed in or out.** The log is located at the parent information counter in the classroom.

Before School Care

7:00 a.m. – 8:45 a.m. \$4.00/day

Breakfast will be available for before school children

Preschool

8:45 a.m. – 11:45 a.m. \$207/mo. Monday, Wednesday, Friday

8:45 a.m. – 11:45 a.m. \$289.50/mo. Monday – Friday

Lunch Bunch

11:45 a.m. – 1:00 p.m.

Lunch Bunch lunch will be provided by parents or may be purchased from the school on designated days.

Extended Day School

8:45 a.m. – 3:30 p.m. (MWF \$362.25/month)

8:45 a.m. – 3:30 p.m. (M-F \$486.50/month)

After School Care

3:30 p.m. – 4:30 p.m. (\$4.00/day)

3:30 p.m. – 6:00 p.m. (\$8.00/day)

Snack will be available for After School children.

A non refundable enrollment fee of \$75.00 per student is required when making application. All hourly rates are clocked by the ¼ hour.

Payment Policy

PCS K-8 offers several options for your tuition payments:

- Full payment prior to June 1st (3% discount)
- 10 month plan (August-May)
- 12 month plan (June-May) If student enrolls after June 1st all tuition from June 1 to the point of enrollment must be paid with the student enrollment fee. No late charges will be assessed.

Prior to the end of each month you will receive a tuition and fee statement for the next month's tuition and the current month's fees associated with before/after school, lunch bunch, or extended day. Full payment is due on the 1st and late after the 10th. A late fee of \$20.00 will be assessed to all late payments. Tuition may be paid with cash, check, or credit card. If a check is returned, your statement will reflect the amount charged us by the bank. Please refer to the PCS K-8 Parent/Student Handbook (page 29-30) for full details.

Lunch Bunch, Before/After School and Extended Day

Parents may sign-up for any of these options on a daily basis. Please let the teacher know if your child will be participating in any of these additional program options.

Snack Program

We offer the opportunity for parent involvement through our snack program. Each child in the class will be assigned, on a rotational basis, a day per month to bring the morning class snack. Each parent will receive a calendar with the child's snack day on it. If there is a problem, please change with another classmate. Please note that if a snack is forgotten, the school will provide it at a \$10.00 charge to the parent assigned that day. The school will provide all of the cups, napkins, and utensils needed.

The following criteria are required by Arizona Department of Health Services for a healthy snack. The school will provide you with the snack menu. It will include the following components:

1. Meet 2 of the 4 food groups
 - *Dairy products
 - *Fruits and vegetables
 - *Bread, cereal, pasta
 - *Meats, poultry, fish, eggs
2. Plan a snack low in sugar and sodium
3. Beverages must be 100% fruit juice (if the juice is one of the required components), milk, or water
4. Snacks must be sent to school in their original unopened packages. Please do not prepare the food prior to bringing it to school...does not peel and cut carrots, etc. Our staff will prepare all food in our kitchen.

PCS PreK-8 Parent Involvement

Children love having their parents share in the classroom experience. We highly encourage our parents to become involved at the school. Many opportunities exist that serve to enrich our entire program and our children. The W.E.L.L. Program (Working Equally Lightens the Load) is one way you can use your gifts and talents. The enrollment packet contains a comprehensive list. You are welcome on campus and into the classroom at any time. All parents and visitors are required to check in with the school office before entering the school premises.

PCS PreK-8 Policies

Registration and Admissions

Registration begins in February and will continue until each class is full.

Preschool children must turn 4 by December 1st, and must be toilet trained to attend classes.

Children currently enrolled in our program, including their siblings, will be offered enrollment for the new school year first. . Once the class is filled, all additional applicants will be placed on a waiting list and called on a “first come first served” basis upon availability.

We believe that the partnership of the home, church, and school is essential to provide a consistent perspective of biblical truth to children and to maintain a healthy school community. Therefore, applications are welcomed from families where at least one parent regularly participates in the life of a Bible believing church, and will agree to uphold the biblical instruction given at the school.

We comply with the Americans with Disabilities Act. If your child has special needs, a conference with the Director is required to determine whether or not we are able to meet those needs.

Discipline

Our Christian philosophy of education is committed to having the children see Christ in all we do. As we handle your children with love we will work at training their heart not just controlling their outward behavior. When a discipline problem does arise, we will strive to explain why God would want them to behave in a different manner. Additionally, we will help them develop self-control, love of others, and respect for authority. We try to avert problems by redirecting behavior, setting guidelines and boundaries and anticipating “trouble spots”. If a child does not respond, we will use short (3 minute) “thinking” times in a chair.

Parents will be contacted if serious discipline problems occur. A child may be removed from a class or the school if a behavioral problem cannot be resolved or other children are endangered.

Sign In/Sign Out

Children must be signed into their classroom each day at the parent information counter in the classroom. A first initial, last name, and time are needed. Children must be signed out in the same manner as they were signed in. Only the teacher or assistant can release the child to the parent or adult listed on the emergency card. In a case where the adult is unknown, picture identification will be necessary. Please pick up your child on time. If you are more than 10 minutes late in picking up after the scheduled dismissal time, a late fee of \$5.00 per 15 minutes (or any portion of) will be charged to your monthly billing.

Parent Communication

Parents will be notified of school activities through monthly calendars as well as weekly newsletters from the teacher and school office. A progress Report will come home in September. Report cards will come home in October, February and May. There are 2 required Parent/Teacher conferences for Preschool, one in October and in February.

Absence and Illness

A child's preschool years are often the time when immunities are being built up. If a child is ill, she or he is better being at home. Should any of these symptoms be present 24 hours prior to the school day, please do not bring your child to school.

- * Diarrhea
- * Vomiting
- *Fever
- *Rash
- * Green nasal discharge
- * Communicable diseases

We appreciate knowing if your child won't be at school due to an illness so we can pray. **Please phone the school office** and leave the child's name, date, and reason for absence.

If a child should become ill during school, he or she will be put in a quiet spot to rest away from the other children and the parents or person on the emergency card will be contacted. In an extreme emergency, we will also contact the child's physician or dial 9-1-1. For the well-being of others we will post a notice of any communicable disease on the classroom door. A child may not return to school until fully well or until we receive a note from the attending physician saying that the child is not or is no longer contagious.

Accident/ Injury or Incident

Preschool is a busy place. Minor bumps, bruises, scrapes and incidents between children can be common. We will document these on our OUCH Report and send a copy home to you. If there is an injury that requires first aid attention, we will document this on an INJURY Report; you will receive a copy of this at the end of the day. We will notify you immediately if the injury or incident is serious.

All PCS K-8 staff has current first aid and CPR training. If there is an injury that requires professional help, we will call 911 and attempt to notify the parent immediately. If you cannot be reached we will call another person from your list of emergency contacts. Please notify the school immediately if there are any changes to your personal information.

Health Records

Arizona State Department of Health requires that prior to a child's first day of school, the Blue Card showing current health records, including a copy of all immunizations and their dates with a doctor's signature or stamp from the doctor's office, must be in the child's folder and part of the school records. **Each child must have complete immunization records to attend school.** If a parent has chosen to not immunize their child for health or religious reasons, the school will provide an exemption form to be signed and kept on record by the school.

We post a current food, medication or insect allergy list in the classroom and in the school office. Please keep your child's health information current with the school office.

Medicine

It is our preference to not dispense medication except in cases of extreme necessity. If it is necessary, all prescription drugs must be in their original container and the parent must sign a permission form. Please discuss the matter with the Director.

Sun Protection

As our awareness of the dangers of overexposure to the sun increases, professionals highly recommend that children wear hats, sun-protective clothing and sunscreen while outdoors. Our outdoor play area does have a shade canopy but we ask that you please consider following the Center for Disease Control recommendations to help prevent skin cancer. We must have a signed permission form to apply sunscreen that either you supply or one that we have. The teacher or director can provide this for you.

Child Abuse-Mandatory Reporter

If a staff member suspects child abuse or neglect we are required to contact Child Protective Services or local law enforcement within 24 hours. Within 72 hours after the report we must submit a written report to the same agency and the Department of Health Services, Child Care Licensing.

Parents and Visitors

The PCS PreK-8 is a safe, secure campus. While on campus, we prohibit the use or possession of any alcohol, drugs, or firearms. If you carry a prescription drug or any medication, we ask that you notify the teacher so that it can be stored in an area not accessible to the children.

Field Trips

All students Pre-K-8 take field trips. Pre-K parents shall be notified at least two weeks prior to a scheduled field trip. Written permission from a parent must be obtained before the student may participate in the field trip. When transporting a student on a field trip, a child passenger restraint system is required for those younger than 5. An adjustable lap belt or lap and shoulder belt, with a booster seat, for those 5 and older.

Clothing

Children should come to school in clothing that they can play in and is washable. Preschool does not have uniforms. Shirts may have print and wording on it, but must be appropriate. Shoes must have closed toes and be secure to the feet for safety. Please do not send children to school in sandals or thong type shoes.

*Please send an extra set of clothes including underwear in a marked bag in case there is an accident.

*Also an old shirt for painting or messy activities is greatly appreciated.

Birthday Celebrations

A child's birthday is a special day, and they enjoy sharing it with their friends at school. You may send a treat to go home after class. For ease of transporting it home, please wrap the treat individually for each child. All edible treats must be store bought.

Phoenix Christian School PreK-8 admits children of any race, color, or creed. Children with special needs will be considered for admission on an individual case by case basis.

Enrollment priority is given to children with siblings enrolled at PCS K-8. The school is licensed by the State Department of Health Services, Child Care Licensing. We are insured by Philadelphia Insurance.

Admission requires that one or both parents and the child be regularly attending and involved in a Bible believing church. The admission packet has full details and our statement of faith.

The preschool is licensed by the Department of Health Services, Child Care Licensing. Inspection reports are available in the school office. The school is insured by Philadelphia Insurance.

PHOENIX CHRISTIAN SCHOOL PreK-8
Early Childhood Education and Extended Day and Before and After School Care
2014-2015
Statement of Services

- ◆ We provide child care to children, ages 4 by Dec. through 8th grade, limited to students enrolled at Phoenix Christian School PreK-8.
 - Before and After School Care is open for all ages from 7:00 a.m. to 8:15 a.m. @\$4/day and 3:30 p.m. to 6:00 pm @ \$4/day (3:30p.m.-4:30p.m.), \$8/day (3:30p.m.-6:00p.m.)
 - Preschool operates from 8:45-11:45 am @ \$207/mo. for 3 days and \$289.80/mo. for 5 days
 - Preschool “Lunch Bunch” operates from 11:45-1:00
 - Preschool Extended Day operates from 1:00 – 3:30.

Please pick up your child on time. If you are more than 10 minutes late in picking up after the scheduled dismissal time, there is a late fee of \$5.00 per 15 minutes or any portion of. The day care charges are computed monthly on the tuition statement mailed to the home. There is no refund of tuition or fees.

The school is open Monday through Friday except for holidays. We do not have a summer program.

- ◆ All children enrolled in the school are entitled to use the before and after school care.
- ◆ Enrollment in child care is discontinued when the child is withdrawn from the school.
- ◆ In the morning, each child is signed in by the parent or adult designee upon arrival. Children are not to sign themselves in or out. At the end of the session, the child is released to the school. In the afternoon, the child care supervisor signs in each child upon arrival. The child is released to the parent or designated adult when he/she signs the roster.
NOTE: An adult (18 yr. or older) MUST sign in or sign out the child or will jeopardize the daycare service.
- ◆ Discipline is administered in compliance with the student handbook which is updated annually and distributed to each enrolled family.
- ◆ Transportation is available to students Pre-K-8
- ◆ All students Pre-K-8 take field trips. Pre-K parents shall be notified at least two weeks prior to a scheduled field trip. Written permission from a parents must be obtained before the student may participate in the field trip. When transporting a student on a field trip, a child passenger restraint system is required for those younger than 5. An adjustable lap belt or lap and shoulder belt, with a booster seat, for those 5 and older.
- ◆ The school has breakfast available for students in Before School care and a snack is provided to those in After School Care. A menu is posted in the child care room. Preschool age children also have a mid morning snack provided by either the parents or the school.
- ◆ Parents are not required to participate in facility activities.
- ◆ Before and After School children receive care and supervision of play and study activities. This includes the availability of outdoor playground activities; indoor games, books, and puzzles; area for homework. Preschool age children’s activities comply with State required curriculum. Lesson plans for both are posted in the child care room
- ◆ Liability insurance as required by the Arizona Department of Health Services is provided by Philadelphia Insurance Co. with the Certificate of Insurance on file with them, and in the school office.
- ◆ Medication (in original prescription container) will be administered only with receipt of signed medical consent form supplied by the school office.
- ◆ Parents will be notified, via email, 48 hours in advance of pesticide application to the school premises.
- ◆ If a child has an accident, injury, or emergency that requires medical treatment while in child care, the staff will notify the child’s parent immediately after the accident, injury or emergency. Staff may call 911 in emergencies. The date, time and location of the incident, the time and method of parental notification will be documented via a Student Injury Report Form. This documentation will be retained for 24 months from the time of the child’s exit from school.
- ◆ Inspection reports are available upon request.
- ◆ Parents have access to the Preschool/ Daycare facility when their enrolled child is there during school hours. All parents and visitors must check in with the school office before entering the school premises.
- ◆ This center is regulated by the Arizona Department of Health Services, 150 North 18th Ave., Suite 400, Phoenix, AZ 85007, phone number 602-364-2539.

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