



PHILOSOPHY

It is the philosophy and firm belief of La Casa de Cristo Christian Preschool that each child is a unique person with special needs and abilities. It is our overall goal to encourage the growth of the "whole child" through physical, social, emotional, cognitive, and spiritual development. Specifically to:

- physically** help each child to grow in perceptual motor skills and development.
- socially** provide an environment where each child is given the opportunity to develop peer relationships, learning to cooperate, respect, share and care for their new friends.
- emotionally** encourage, accept and support each child as they grow in developing a positive self-image.
- cognitively** provide hands on, appropriate experiences that enhance discovery, conceptualization, creativity and communication. To have age appropriate experiences in language, math, science, cooking, art, and social studies.
- spiritually** emphasize a rich heritage of Christianity and show each child that he/she is secure in God's abiding love and care.

A daily schedule of both teacher-directed and child-directed activities serve to reinforce, enrich, motivate, and challenge in an environment where each child is respected as an individual.

GOALS

3 year-old Classes: Emphasis in the Tuesday/Thursday and Monday/Wednesday/Friday 3 year-old classes is placed upon social and emotional development. A positive beginning school experience is provided through familiarizing each child with expectations, school routine, and responsibility. Mutual respect for peers and adults and appreciation of materials encourages social growth. Large muscle activities are practiced and small muscle activities are introduced. Beginning math skills in counting, language skills, and name recognition are encouraged.

4-5 year-old Classes: Basic goals, which are introduced in the 3 year-old classes, are reinforced and extended in the 4-5 year-old classes. In addition, cognitive development is encouraged through activities in the areas of math, science and discovery, reading readiness, pre-writing skills, a "letter of the week" program, and basic Spanish words. Both gross and fine motor skills are practiced and reinforced.

Children will not advance into another preschool class during the school year.

STAFF

Each staff person has been carefully selected for educational qualifications and experience in the field of early childhood and education. Equally as important is a loving and genuine interest in young children and the ability to relate this concern to the children. Continual staff growth is required through evaluation, classes, workshops, and in-service training.

PROGRAM

Curriculum consists of monthly learning units, which are appropriate to the development level of the various age groups as well as individual children. These units provide a well-rounded and progressive learning experience for each child. Learning centers, which correspond with these areas are available to each child as an important part of the daily schedule. Each child will be encouraged to begin a project and to complete it.

Spiritual development is encouraged in ways that are meaningful to the child. Daily Christian Education activities (prayer, songs, stories, projects, etc.) are incorporated within the daily schedule. In addition, all classes will visit the Sanctuary once a month for "Kid Talk" with a Pastor or member of the pastoral staff.

Also included within the daily schedule are enrichment programs, which coordinate with classroom activities and learning topics. The Pint Size P. E. Program emphasizes gross and fine motor skills, coordination, and spatial/body awareness. The Music Enrichment Program provides the basics in rhythm and beat, and music appreciation for the classics through modern children's music. Lunch Bunch is an optional program designed to provide a social atmosphere for the children enrolled in the program. Lunch is parent provided. Lunch Bunch is offered on Mondays and Wednesdays only and children may attend either one day or both. Students must be registered separately and there is an additional fee.

TUITION

Tuition is due on your child's first class day of the month. For those families who have two or more children registered there is a tuition discount of 10% given for each additional child. Tuition is considered delinquent if not paid by the 10th of the month. If delinquent, please add a \$25.00 late fee to your check.

If the previous month's tuition is still delinquent by the first of the following month, the child can be dropped from our rolls and be replaced by a child from the waiting list. Arrangements for extensions can be made through the Director in special cases. If this becomes necessary, please do not hesitate to discuss it rather than become delinquent in paying your tuition.

Checks may be mailed or dropped off in the Preschool Office. Teachers are not responsible for checks. Checks should be marked with child's name to avoid confusion. Payable to La Casa de Cristo Preschool.

(FOR CURRENT TUITION RATES, PLEASE REFER TO THE TUITION SCHEDULE IN YOUR PARENT FOLDER.)

PRESCHOOL CLASS ADMISSION SCHEDULE

A.M. Classes - 9:15 to 11:45

P.M. Classes -1:00 to 3:30

Tuesday/Thursday

<u>Class</u>	<u>Birthday Cut-off</u>
Mini 3's A.M.	3 between 9/1 & 12/31
3 year-olds/A.M.	3 years-old by 9/1
3 year-olds/P.M.	3 years-old by 9/1

Monday/Wednesday/Friday

<u>Class</u>	<u>Birthday Cut-off</u>
Mini 4's A.M.	4 between 9/1 & 12/31
Mini 4's P.M.	4 between 9/1 & 12/31
4 year-olds/A.M.	4 years-old by 9/1
4 year-olds/P.M.	4 years-old by 9/1

Monday thru Thursday

<u>Class</u>	<u>Birthday Cut-off</u>
4 year-olds/A.M.	4 years-old by 9/1
4 year-olds/P.M.	4 years-old by 9/1
5's A.M.	5 years-old by 12/31
5's P.M.	5 years-old by 12/31

CHILDREN MUST BE COMPLETELY SELF-SUFFICIENT IN THE BATHROOM!!

La Casa de Cristo Christian Preschool admits students of every race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, program and athletic and other school administered programs.

REGISTRATION PROCEDURES

1. Registration for continuing students and church members is conducted the first two weeks in February. This is a closed registration period exclusively for students in these two categories, and they will receive priority placement over siblings, past siblings, and community members. All church members and continuing students registering during this period are guaranteed placement at La Casa de Cristo Preschool for the next school year.
2. The registration “guarantee” refers only to the assurance that those continuing students and church members’ children, not already enrolled, are confirmed placement within the school. The “guarantee” does NOT refer to guarantee of placement in an AM or PM class opening, or to guarantee of first option.
3. Priority registration for the next school year takes place February 1 through February 15. Completed registration forms may be turned in to the Preschool Office at any time during the priority registration period. There is no benefit to registering the first day or the last day, but registration forms MUST be received NO LATER THAN 3:45 PM, February 15 to be given priority.
4. Payment of the registration fee is required at time of application and must be submitted with the registration application form. This fee is non-refundable.
5. Continuing students and church members will be notified of class confirmation after March 1.
6. If a class overfills with continuing students and church members, all parents for that class will be notified that they must re-register for their first option. Space is provided on the registration form for a wait list option but no guarantee is given to availability of this option in the case of an overfilled class. If they still wish to enroll for the overfilled class, a date and time will be scheduled to re-register. Only that specific class will need to participate in a second re-registration.
7. Siblings, past student siblings, and community members may pre-register any time during the year beginning September 1. A non-refundable processing fee is required at time of pre-registration. These applications will be kept on file until after the priority registration period in February, and will be processed only after the continuing students and church members needs are met. These applications will then be processed in the appropriate order of registration category: siblings, past student siblings, and community members, by date and time of receipt. Once the remainder of their registration fee is paid, their child will be confirmed in a class.
8. Parent's next contact after confirmation will be in June by school newsletter. In August, parents will receive information regarding classroom/teacher assignments, classroom visits, Parent Orientation, and the beginning of the new school year.

SCHOOL POLICIES

ARRIVAL & DISMISSAL: School is in session from 9:15 to 11:45 A.M. and from 1:00 to 3:30 P.M. Children should be dropped off and picked up at the classroom door promptly at arrival and dismissal time.

PARKING: Parents should use the side (east) church parking lot and children should be closely supervised while traveling to and from classrooms due to the heavy traffic at these times. The fire lane should at no time be used for parking.

SIGN-IN & SIGN-OUT: Each child must be signed-in and signed-out with the signature of the person responsible for the child and approximate time each day on the clipboard at the classroom door. Children will be released only to persons listed on the Blue Form/Yellow Card as having permission to pick-up a child, unless a parent has notified the teacher or Director otherwise.

LATE CHARGE: A late charge of \$10.00/for the first 15 minutes or any portion thereof, and \$1.00/for each additional minute thereafter, will be assessed to parents picking-up children later than 11:45 A.M. and 3:30 P.M. Children may be picked up in the Preschool Office after these times.

ABSENCE: Please contact the Preschool Office if your child will be absent due to illness or other reasons. If a child is ill with a contagious disease, the parent is requested to notify the Preschool Office so that others may be notified of exposure.

SELF-SUFFICIENT IN THE BATHROOM: Children must be toilet trained to attend preschool classes. Children may not attend preschool wearing a pull-up diaper. Occasional "accidents" will be handled in a positive and non-threatening manner.

APPROPRIATE CLOTHING: Children should arrive at school dressed in comfortable clothing that permits normal play. A child cannot truly explore and enjoy our program if he/she is concerned about getting their clothes messy. Fancy dresses and skirts are not conducive to active play. Please label all clothes. Sandals can be hazardous on the playground. Tennis shoes or sneakers are recommended to protect busy feet.

SNACK: Snacks are provided on a daily basis through a volunteer sign up program by parents. Nutritious snacks that comply with the Department of Health Services' guidelines are listed on monthly snack calendars posted on classroom parent bulletin boards. As much as possible, La Casa is a "peanut free" campus, however, parents of children with peanut allergies should exercise caution regarding certain snack items and the production of those items.

MEDICATION & ILLNESS: Medication will not be administered at school. Exceptions may be made for specific cases, such as allergies and chronic conditions, with written consent on file. Only Director, Assistant Director or Office Manager will administer these medications. If a child should become ill at school, or an accident should occur, he/she would be made comfortable while isolated in the Preschool Office. Parents or emergency contacts would be notified immediately. In case of injury or sudden illness, which would warrant professional attention, 911 will be called. A staff person with current First-aid training and CPR certification will always be available.

SCHOOL CALENDAR: A school calendar will be issued at Parent Orientation prior to the first day of school. The Preschool generally follows the Paradise Valley School District calendar with basically few exceptions.

DISCIPLINE: A positive approach to discipline is followed. Children are familiarized with classroom expectations and learn what is acceptable behavior. This is accomplished through positive reinforcement, redirection, and by focusing on the action rather than the child, to build self-esteem and a healthy self-concept. Physical and/or verbal punishment is not permitted.

WITHDRAWAL: It is understood that children are enrolled for the entire school year. Parents must notify the preschool office thirty days in advance if they intend to withdraw their child from the school. If notice is given after the 10th of the current month, the next month's tuition is due as well. A withdrawal form can be picked up in the Preschool Office.

PARENT INVOLVEMENT

PRESCHOOL BOARD: The Preschool Board consists of parents, the Director, Assistant Director and the church senior Pastor. Monthly meetings are held to determine school policies and direction and to assist in special activities and evaluation of staff and program. Contact the Preschool Office if you are interested in receiving more information.

PARENT ORIENTATION: Parent Orientation will be held prior to the first day of school. This event affords parents the opportunity to become familiar with teachers, classrooms and program goals and objectives for the year. The teachers will contact parents during the month of August to notify them of dates for Parent Orientation and to schedule classroom visits.

COMMUNICATION: School to Parent communication is achieved through an all-school bulletin board, classroom bulletin boards, and monthly newsletter. Teachers or the office may send special announcements home from time to time.

CONFERENCES: Parent conferences are offered for all classes. The purpose of any conference is to provide parents with an opportunity to establish dialogue with the teachers regarding their child's progress. Conferences are conducted in January to discuss areas of growth/progress in all developmental areas. A developmental checklist is provided at each conference, outlining appropriate milestones in the areas of social, emotional, cognitive and physical growth. A completed developmental profile will be given to parents in April. Should concerns arise, a conference may be scheduled with teachers/parents and director/parents anytime throughout the year, or to consult with teachers regarding recommendations for placement the following year.

PARENT PARTICIPATION: La Casa de Cristo Christian Preschool has an "open door" policy whereby parents are welcome and encouraged to participate in a variety of activities such as snack sign-up, classroom visits, health screenings, and holiday celebrations. Positions for Room Parents as well as Preschool Office Volunteers are all needed to help periodically throughout the school year. All visitors/helpers must sign in and out at the Preschool Office upon entering/leaving the school campus.

SPECIAL EVENTS: Special events will be held during the year, which will involve parents and families. Notices of these events will be sent home and announced in school newsletters. Due to a lack of space and the large number of families involved in our preschool, we regret that we must sometimes limit invitations to parents only. When at all possible, childcare will be provided

for siblings and/or families will be invited to participate. Please notify the Director if and when this policy may cause a problem for you.

SERVICES

CLINICS: Several clinics such as vision and speech screening may be provided throughout the year to assure the well being of the children.

SCHOOL PICTURES: Individual and class pictures will be taken in the fall.

LUNCH BUNCH: Enrollment is open to any La Casa student meeting the age requirement of not less than four years old by December 31 of the current school year. A separate registration form is necessary and a non-refundable program fee is required at time of registration. Parents must provide a lunch for their own child each day of attendance in the program. Program is offered on select Mondays and Wednesdays only.

INSURANCE: An adequate insurance policy is carried on all students and staff. It includes liability coverage for classroom, playground and field trips.

LICENSING: Licensing for operation is secured through the Arizona Department of Health Services. A yearly inspection assures compliance with state regulations.

FIRE DRILLS: Fire drills will be conducted each month for all classes.

SPECIAL NEEDS: Special needs children will be accepted on a needs' basis.

FIELD TRIPS/TRANSPORTATION: La Casa de Cristo Preschool does not provide transportation of students to and from school or take children on field trips off campus.

La Casa de Cristo Christian Preschool admits students of every race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, program and athletic and other school-administered programs.

A.R.S. Title 36 – Chapter 7.1

PUBLIC RIGHT TO KNOW: The case records regarding this Child Care Facility are available for inspection at the Office of Child Care Licensure. Licensing address and telephone number:

ADHS/Assurance and Licensure Services

Office of Child Care Licensure

150 North 18th Avenue, Suite 400

Phoenix, Arizona 85007

1-602-364-2539

GUIDELINES FOR EXCLUDING FROM PRESCHOOL

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the preschool setting until 1) a physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the preschool or 2) the symptoms have subsided.

For the mildly ill child, exclusion should be based on whether there are adequate facilities and staff available to meet the needs of both the ill child and other children in the group.

A child is required to be free of symptoms or episode of fever, diarrhea and vomiting for a full 24 hours before returning to school.

FEVER	Axillary or oral temperature: 100 F. or higher or Rectal temperature: 101 F. or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.
RESPIRATORY SYMPTOMS	Difficult or rapid breathing or severe coughing: >child makes high-pitched croupy or whooping sound after he coughs. >child unable to lie comfortably due to continuous cough.
DIARRHEA	An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pains, or vomiting.
VOMITING	Two episodes of vomiting within the previous 24 hours.
EYE/NOSE DRAINAGE	Thick mucus of pus draining from the eyes or nose.
SORE THROAT	Sore throat, especially when fever or swollen glands in the neck are present.
SKIN PROBLEMS	Rash - Skin rashes, undiagnosed or contagious infected sores. Sores with crusty, yellow or green drainage, which cannot be covered by clothing or bandages.
ITCHING	Persistent itching (or scratching) of body or scalp.
APPEARANCE/ BEHAVIOR	Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken.

UNUSUAL COLOR

Eyes or skin - yellow (jaundice) These symptoms can be found in hepatitis and should be evaluated by a physician.
Stool - gray or white Urine - Dark, tea colored