



Family Handbook

Preschool Address/Mailing Address:

6289 S. Greenfield Rd.
Gilbert, AZ 85298

Preschool Phone Number

480-899-1400

Website:

www.preschool@loc-az.org

MISSION STATEMENT

We are a Christian preschool that welcomes children of all faiths or of no faith. Our preschool offers your children a Christian setting in which to learn and to grow intellectually, physically, socially and spiritually. The learning environment provides opportunities and encouragement for children to interact with one another; teaching children to think about and care for others. The curriculum includes individual and group times to learn through hands-on, developmentally appropriate learning activities. Through all of this, we thread God's love and teachings.

PHILOSOPHY

It is the philosophy and firm belief of Light of Christ Christian Preschool that each child is unique with individual gifts 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 and development in fine & gross motor skills.
- ***Socially** provide an environment where each child is given the opportunity to develop peer relationships, learn 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, age appropriate experiences in language, math, science, art and social studies that enhance discovery, conceptualization, creativity and communication.
- ***Spiritually** emphasize a rich heritage of Christianity and show each child that he/she is secure in God's abiding love and care.

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

EDUCATIONAL VIEWPOINT

Our program at LOC Christian Preschool offers "academic content", such as reading, writing, and math in developmentally appropriate and meaningful ways. Research has shown that children need to "experience" their world through meaningful visual, auditory, and tactile means for early brain development. Without these experiences, it is very difficult for the brain to connect, progress and retain the information for later abstractions, i.e. the concept of numbers and letters. The academics offered at LOC Preschool require children to experience hands-on learning.

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

Spiritual development is encouraged through daily Christian education activities -prayer, songs, stories, projects, etc. In addition, all classes will receive a visit from Pastor Moe Redding once a week for our "Chapel Time".

Ultimately, we feel very strongly that the parent is the child's first and best teacher. Our job at LOC Christian Preschool is to help instill a love of learning in their first 'school' setting.

STAFF

LOC Preschool

Rhonda Thompson- School Director
Nicole Mitchell- Teacher
Susanna Krausman- Teacher Assistant
Ann Moeller- Teacher Assistant

LOC Pastor: Pastor Moe Redding

LOC Church Office Manager: Rhonda Thompson

PROFESSIONAL GROWTH

Professional growth is required for all Teachers and staff through classes and workshops.

PARENT/STAFF COMMUNICATION

Communication Center

LOC Preschool has a special center designed to meet some of our continuing communication needs. Here you will find a sign-in/sign-out sheet, newsletters and letters for parents to review, and a place to deposit your monthly tuition. We will be communicating via e-mail, so please check it weekly.

Parent/Teacher conference

Our students will have two progress reports sent home, with the opportunity to have one conference mid-year. This is an opportunity for parent's questions and concerns to be voiced. Additional conferences are available if you feel it necessary.

GENERAL POLICIES

Facility regulated by AZDHS

Light of Christ Christian Preschool carries an Arizona Department of Health Services (AZDHS) classification of "Part-Day Care" and is regulated by their Office of Child Care Licensure. We meet all requirements per state regulations and all fire and health inspection reports are available to the public through AZDHS. The current inspections are available on the preschool premises for parents review.

Arizona Department of Health Services
Division of Licensing Services
Office of Child Care Licensure
150 N. 18th Ave., Suite 400
Phoenix, AZ 85007-3244
(602) 364-2539 www.azdhs.gov

Per AZDHS regulations, each staff member has undergone a background check as well as completed and received fingerprinting clearance through the Arizona Department of Public Safety.

Hours of Operation

Monday - Friday- 8 am - 12 pm

Equal Rights

Light of Christ Christian Preschool admits students of any race, color, age, handicap, gender, 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, age, handicap, gender, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Notices/Fliers/Posters

All notices, fliers, and posters must be submitted to LOC Preschool for approval before being distributed at the school. Soliciting is not allowed during preschool hours of operation.

REGISTRATION and TUITION

Admission Requirements

AZDHS requires that children must be fully immunized and have an Emergency/Immunization Blue card or waiver completed for the LOC Preschool file. The Registration Form must be submitted at the time of registration, prior to the start of the school year. To register your child, please complete the Registration Form, attach the non-refundable fee, and send both to Light of Christ Church, 6289 S. Greenfield Rd., Gilbert, AZ 85298, to insure your child has a saved spot in the class.

Registration Fees

A \$100 non-refundable registration/materials fee is due at the time of registration. This fee covers the purchase of consumable supplies for the preschool such as; paper, crayons, paint, markers, glue, etc.

Monthly Expenses

It is important that tuition is paid promptly. LOC Preschool may periodically set up a giving tree with various preschool supply requests. All those items donated are tax deductible.

TUITION

- Tuition is paid monthly, due on the first of each month unless otherwise stated.
- If a tuition payment falls on a holiday, the tuition will be due the next preschool day.
- Tuition is due regardless of attendance.
- If the tuition payment is not received by the **6th of the month** it is considered late, and a \$15.00 late fee will be assessed. The Light of Christ Church administration office will contact you in this case.
- Returned checks are subject to late fees in addition to bank fees.
- If a tuition payment becomes more than 15 days late, the child will not be allowed to attend class until the balance is brought current.
- Should you decide at any time to dis-enroll your child, a 2-week written notice is required and paid tuition is non-refundable.

SCHEDULE & FEES

- ***All tuition is based on a yearly amount and is payable in 10 monthly installments (August to May)***

Class	Days	Time	Monthly Rate	<u>Ratio Maximum</u> Teacher To Student	Age of Child
<i>Shining Suns Preschool- 3 yrs. old</i>	T/Th	8:45 - 11:45 am	\$200	2:12	3 yrs. Old by 8-31 & Potty Trained
<i>Shooting Stars Prek- 4/5 yrs. old</i>	M/W/F	8:45 - 11:45 am	\$300	2:16	4 yrs. old by 8-31 & Potty Trained

- All fees and tuition payments are non-refundable.

DAILY DUTIES

Pick-up/Drop-off

AZDHS requires that all parents sign-in and sign-out their child every day in attendance at school. **Only those individuals as listed on your Blue Emergency Card may pick-up your child from school.** We will request identification if necessary.

If you are running late, please call or make arrangements ahead of time. If we have not been notified, we will assess a late charge of \$10.00 if you are more than 15 minutes late to pick-up your child without prior notification. Please note that we begin and end classes at the time indicated. **The teachers will open the door when they have finished preparing or wrapping up for the day.** If you need to pick up your child early, please inform us at the beginning of class time. We would appreciate it if you would keep this area a "cell phone free zone". Thank you for your understanding!

Reporting Absences

If your child is going to be absent, please take a moment to alert us. If you are unable to reach us, please leave a message on our voicemail at **480-899-1400**.

Clothing

"Dress for mess and encourage success" is our motto. We do a lot of hands-on activities and this could be messy. Have your child dress comfortably and wear closed-toed shoes. Please provide us with a change of **clothes in a labeled large ziplock baggie** in case your child has an accident.

Supplies

A **labeled backpack** without wheels is required to help your child have ownership in bringing items to and from school. We encourage a healthy habit of drinking water regularly, so provide your child with a **labeled water bottle** each day.

Toys

All toys are to be left at home, with the exception of toys brought for show-and-tell.

Siblings

Siblings **may not** attend class during the preschool's hours of operation. However, siblings are welcome to participate on celebration days, space permitted, with **parental supervision**.

Snacks and Nutrition

We've allotted daily time for the children to gather together with a nutritious snack brought from home. Snack time will give each child the opportunity to practice hygiene responsibilities and meal etiquette. We appreciate the special effort you and your child will make to bring a nutritious snack to school. We will wash our hands, sit down, sing our grace, and eat our snack as a group to encourage regular and natural conversation during snack time.

Please pack a healthy snack. Water is the only drink to be included with your child's snack. Please have your child bring his/her snack in either a lunch box or bag. It is up to each parent to update the staff of your child's food allergies.

HEALTH AND SAFETY GUIDELINES

Discipline

The preschool provides a social opportunity for children to learn and use various social skills. We encourage them to talk about their feelings and use words to work through a situation. Re-direction is used as a guidance method to help the children make a better choice for their behavior.

Should a problem persist, we will exercise a "cooling down" time in our "think about it" chair. We do not view this as negative. We teach the children that they have an opportunity to step away from the situation, so that they may regain self-control. We talk about the problem with the child following this cooling down time, and work with the child on how they can make better choices next time.

We believe in setting reasonable limits and will help the children maintain them through a loving but firm manner. We will keep parents informed on a daily basis and we will notify parents if a conference is needed.

Illness

Health checks will be done daily during preschool hours of operation per AZDHS regulations. We ask that if your child complains of not feeling well, that you refrain from sending him/her to school. **Children who show the following signs may not attend school for at least 24 hours:**

- Fever of 99.9 or higher (child must be fever free for 24 hours **un-medicated**)
- Vomiting/Diarrhea (within last 24 hours)
- Rash (suspicious rashes that do not look to be the result of an insect bite or allergic reaction)
- Pain involved with an earache or toothache
- Bacterial Infections (a child must have been on antibiotics for **at least 24 hours** before returning to school)

Medications

Medication will not be administered to children while in our care. We will use topical products to treat minor injuries. Should your child need an inhaler or prescribed medication during hours of operation, we will contact you or ask that you stop by the preschool to administer the medication. Please contact the director if your child needs to have an EPI-Pen on the premises.

Emergency Procedures

Our staff members are trained and certified in CPR and First Aid. As required by Arizona Department of Health Services (AZDHS), a first aid kit is located in each classroom and is easily accessible to adults at all times. Fire Drills are performed monthly and a copy of our Fire/Emergency Evacuation Plan is posted inside each classroom door.

Our emergency procedures are outlined per AZDHS for your child's safety and we will first assess the emergency situation then notify parents.

All injuries are documented for both the preschool and the parents/guardians.

Smoking

LOC Preschool is a smoke and drug-free zone. Smoking on the premises is prohibited.

Pest Control

*Information regarding pest services and/or pesticides used on premises is available upon request. A notice will be posted on the classroom doors **48 hours** prior to a scheduled service.*

OTHER IMPORTANT ITEMS

Chapel

Weekly, Pastor Moe Redding will attend LOC Preschool to present a "Children's Chapel". He will interact with the children through singing and storytelling of Bible stories, which teach children simple moral/character qualities. Pastor Moe will give special attention to Christian holidays and their significance to our Christianity in a very appropriate way to the children.

Birthdays

Birthdays are recognized at LOC Preschool. You may have your child bring in an extra little "treat" if you so choose. Please note that treats must be store bought and brought in their original, unopened container.

As children are very sensitive, birthday party invites, thank-you notes, or gifts may not be distributed at the preschool unless all of the students are included.

Holiday Celebrations

LOC Preschool celebrates primarily Christian holidays; Thanksgiving, Christmas, Valentine's Day, and Easter. We also recognize cultural diversity and will introduce other celebrations and traditions.

Parent/Grandparent Visitors/Volunteers

At LOC Preschool, we encourage parental support and value our parent volunteers. Please let us know ahead of time if you would like to help out in the classroom so that we can plan accordingly. We will be compiling a volunteer list later in the fall, after all of the children have had the opportunity to feel comfortable with the preschool environment, teachers, and routine. In accordance with AZDHS regulations, parent volunteers may assist their own children and others as long as they do not take on the duties of the facility's teachers and directors. As a volunteer, you will be under close supervision of the teachers and directors at all times.

We will also have projects to be completed at home for parents who have infants and cannot volunteer in the classroom. Your child will love seeing you participate and we'll love having you!

One or both parents are required to review the *Family Handbook* during our scheduled "Parent Orientation/Meet your Teacher night". The acknowledgement form is attached. Thank you for your cooperation.

Insurance Coverage

LOC Preschool carries liability insurance per AZDHS requirements. Our Certificate of Insurance is available for onsite inspection.

Disenrollment

In certain circumstances, it may be necessary for the director to discontinue a child's attendance. Such a decision is based on what is in the best interest of that child as well as other children/staff at the facility. Every effort will be made to correct a problematic situation before a final decision is made.

Termination of enrollment may be the result of any of the following:

- Abuse of other children, staff or property
- Disruptive or dangerous behavior
- The center's inability to meet the child's needs
- Parents' non-compliance with preschool policies and regulations

Extra-Enrichment Days/Field Trip Days

These are non-school days that are scheduled throughout the school year to provide off-site learning, social interaction for both child and parent and enhance your child's understanding of the subject matter. Each parent is responsible for transporting and chaperoning his/her own child. LOC Preschool is not permitted to transport children at any time to or from these field trips. To help ensure safety, each child is required to wear an LOC Preschool t-shirt.

*At this time, we will not be scheduling off-site field trips.

Light of Christ Christian Preschool & Church
6289 S. Greenfield Road
Gilbert, AZ 85298
480-899-1400
www.LOC-az.org

ACKNOWLEDGEMENT

I have read the Light of Christ Christian Preschool Family Handbook and agree to follow these guidelines:

X _____

X _____