



Desert Springs  
Christian Preschool

**Parent  
Handbook  
2012 -2013**

### **Health Department Licensing**

We are licensed by the Arizona Department of Health Services. Health Dept. inspections are conducted yearly and copies of the inspection results are on file in the school office and at:

Arizona Dept. of Health Services  
150 N. 18th Ave., Ste. 400  
Phoenix, AZ 85007

### **Liability Coverage**

We have secured an insurance policy which more than meets the standards required by the Arizona Department of Health Services. Documentation of the coverage is located in the Preschool office.

# **MISSION STATEMENT**

**Teaching Children  
Teaming with Parents  
Transforming Lives on  
The Foundation of Christ**

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## TABLE OF CONTENTS

Absences and Illnesses .....	6
After School Programs .....	9
Allergies .....	7
Arrival and Dismissal .....	9
<b>Attendance</b> .....	<b>6</b>
Birthdays .....	11
Calendar .....	8
Child Abuse and Neglect .....	15
<b>Classrooms</b> .....	<b>10</b>
Closure of School .....	15
Communications .....	10
Conflict Resolution .....	13
Curriculum .....	10
Daily Schedule .....	10
Discharge Policy .....	4
<b>Discipline</b> .....	<b>12</b>
Dress Code .....	10
Emergency Drills .....	15
Emergency Information .....	4
<b>Enrollment</b> .....	<b>2</b>
Extra Clothing .....	4
Family Lifestyles .....	14
Field Trips .....	12
Fundraisers .....	14
Head Lice .....	7
<b>Health</b> .....	<b>6</b>
Health Records .....	3
High Pollution .....	7
Lock Down Procedures .....	15
Medicine .....	7
<b>Our School</b> .....	<b>1</b>
Parent Education .....	14
<b>Partnering with Parents</b> .....	<b>13</b>
Pesticide Application .....	7
Philosophy .....	2
Potty Training .....	4
Registration Dates .....	2
Registration Fees .....	2
Returned Checks .....	6
Room Parents .....	13
<b>Safety and Security</b> .....	<b>15</b>
<b>Schedule/Calendar</b> .....	<b>8</b>
School Council .....	2
Smoking and Firearms .....	15
Snack Program .....	11
Sun Safety Program .....	8
Transportation .....	12
Tuition Payments .....	5
<b>Tuition/Billing</b> .....	<b>5</b>
Volunteers .....	14
Withdrawals .....	4

## **Our School**

### **Teaching Children - Our Teachers**

In many cases, preschool is a child's introduction to school; therefore, it should be a positive experience. At Desert Springs Christian Preschool, teachers realize the importance of the preschool years. Emphasis is not only placed on the teaching staff possessing the proper academic training and experience, but we believe superior teachers should be committed to children and their families.

We feel it makes a vast difference when training and experience are coupled with love and encouragement. Children are then placed in an environment that promotes a willingness and readiness to learn and to explore.

### **Teaming with Parents - Our Parents**

We love our Preschool parents and families and want to partner with you. You will always have full and immediate access to your child while they are attending our Preschool. Our teachers maintain regular communication through notes, emails, phone calls and conferences.

There are plenty of ways to partner with us including volunteering in the classroom, helping at special events, supporting our fundraisers and attending parenting classes, to name a few. Please do not hesitate to let us know what we can do to help you.

### **Transforming Lives on The Foundation of Christ - Our School**

Desert Springs Christian Preschool offers your three, four and five year old a warm, loving environment that is carefully planned using Christ as our model. Our school was established in 1989. It is licensed by the Arizona Department of Health Services.

Our utmost desire is to introduce each child to Christ, strengthening his/her relationship with Him, knowing "God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life..." John 3:16

## **School Council**

We are a council run school. The School Council is comprised mainly of parent volunteers. It is organized and conducts its business in two forums. These include the Executive Committee to oversee all of the School's administrative and financial matters and the General Council, which is composed of a number of sub-committees to support the various School programs.

## **Philosophy**

We believe a quality preschool program should consist of more than skilled teachers and a rich curriculum. At Desert Springs Christian Preschool, we offer children an essential head start in early learning and socialization that can last a lifetime.

Moreover, children are nurtured in a warm, Christ-centered environment. May it be said about those at our school, "Behold how they love one another." John 15:2. Our goal is to cultivate the unique qualities and capabilities in each child, while laying an important foundation for future years.

## **Enrollment**

Desert Springs Christian Preschool admits students of any sex, race, religion, color, national and ethnic origin. Children must be three/four years old before September 1st. Child must be independently potty trained before enrolling. The Health Services' Emergency Information and Immunization Card along with the your child's immunization record must be submitted before your child may attend preschool.

## **Registration Dates**

Registration dates and times are listed below. Students will be prioritized in the order below.

Current Students	Wed., Feb. 13, 2013	10:00 am
Alumni	Tues., Feb. 19, 2013	10:00 am
Church Family/MOPS	Wed., Feb. 20, 2013	10:00 am
Community	Fri., Feb. 22, 2013	10:00 am

## **Registration Fees/Activity Fee**

At time of registration, a \$150.00 non-refundable/non-transferable fee per preschool student will secure placement until May 1, 2012 when the first installment of tuition is due.

A \$140.00 non-refundable/non-transferable fee will secure registration for additional preschool siblings. If registering after December, the registration fee will be prorated at \$75.00.

## **Wait List Fee**

If a class is full at the time of registration, the student can be placed on a waiting list by paying a non-refundable/non-transferable \$25.00 wait list fee. This fee will be applied to the registration fee if the child attends DSCP anytime during that school year.

If you plan on being gone any part of the summer, please leave a name and phone number of a person we can contact in your absence should a space open. You will have 48 hours to respond or the spot will be forfeited.

## **One-month Pre Paid Tuition**

Non-refundable/non-transferable due May 1, 2012, or at time of registration if registering after May 1, 2012. If registering after May 1, 2012, you can split the May 2013 tuition into 2 payments not to exceed 60 days from date of registration or May 1, 2013, whichever is earliest. This will secure placement for your child in a classroom and will be applied towards May 2013 tuition.

Space will be forfeited if NO TUITION PAYMENT is received by May 1, 2012. If you are not going to use your class spot and you notify us by July 1, 2012 1/2 of the first monthly installment will be refunded, providing the position can be filled. Otherwise the fee is non-refundable.

## **Health Records**

Before entrance into our program, we must have current health records, including all immunizations and their dates, and a signed medical form from the child's doctor. The American

Academy of Pediatrics suggests that children between the ages of 2-6 have annual physical exams.

State law requires us to have an updated immunization card for your student. Please send a copy of any new immunizations that your student has received during the year, or update the current form. This form needs to be re-dated every time you update any information.

### **Emergency Information**

Parents are responsible for making sure the information the school has regarding emergency contacts and the student's physician's name, in case of illness or injury, is current. Parents should notify the school office of any information changes.

### **Extra Clothing**

Please bring two extra set of clothes for your child for the classroom in case of an accident (one for summer and one for winter). Please return washed clothes to classroom.

### **Potty Training**

Children attending Desert Springs Christian Preschool are required to be independently potty trained. This means they must be responsible for their own toilet needs. Children will be encouraged to do the best they can on their own and reminded to wash their hands. Please send children in clothing that they are able to manage independently. No pull-ups or diapers.

### **Discharge Policy**

Desert Springs Christian Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment of tuition or other fees
- Not observing the rules of the Preschool outlined in the Parent Handbook
- Physical and/or verbal abuse of staff or children by parent or child

### **Withdrawals**

Desert Springs Christian Preschool must be given 30 days written notice prior to withdrawal of a student. Tuition for the withdrawing student is due for the 30 day period following written notice of withdrawal, with the amount due to be determined by the school. For example, if notice is given on December 3 that

your student's last day will be December 7, you will owe tuition through January 3rd.

## **Tuition/Billing**

### **Tuition and Ratios**

Two-Day Program: 3/4 Year Old Class (3 before Sept. 1)  
Tues. & Thurs.; Approx. ratio: 2:16  
Monthly Tuition: \$180.00

Three-Day Program: 3/4 Year Old Class (3 before Sept. 1)  
Mon., Wed., Fri.; Approx. ratio: 2:16  
Monthly Tuition: \$240.00

Three-Day Program: 4/5 Year Old—Pre-K (4 before Sept. 1)  
Mon., Wed., Fri.; Approx. ratio: 2:18  
Monthly Tuition: \$240.00

Four-Day Program: 4/5 Year Old—Pre-K (4 before Sept. 1)  
Mon.-Thurs.; Approx. ratio: 2:18  
Monthly Tuition: \$285.00

Five-Day Program: 4/5 Year Old—Pre-K (4 before Sept. 1)  
Mon.-Fri.; Approx. ratio: 2:18  
Monthly Tuition: \$325.00

### **Tuition Payments**

Checks should be made to DSCP. We currently offer a 9, 10 or 11 month payment plan for payment of tuition. Any enrollment after July 2012 will automatically default to the 9 month payment plan.

Payments are due on the 1st of each month, starting as early as July 1, 2012 depending on the payment option you chose.

Payment is considered late after the 10th of the month, when a \$5.00 late fee is charged. A late notice will go out on or after the 11th, followed by a second notice on or after the 19th. A withdrawal notice will be sent out on the 26th due to non-payment. If the total outstanding balance is not received within 10 days, your child's class seat may be forfeited. No refunds are given for absences.

Please see the school director if a financial difficulty arises. 5

## **Returned Checks**

Any returned checks will be charged a \$25.00 processing fee. If a second NSF notice is received, notification shall be given to the parent that their child's continued enrollment shall be based on cash only pre-payments of future months' tuition due. There shall be no exceptions to this condition.

If the total outstanding balance is not received within 10 days, your child's class seat may be forfeited.

## **Attendance**

In case of absence, please call the school office by 9:00 a.m. at (602) 788-5060 and leave the child's name, date and reason for absence. We are required by the Arizona Department of Health Services to report certain communicable diseases. In an emergency, you can call the church office at (602) 996-9000.

## **Health**

### **Absences and Illnesses**

School is often a child's first exposure to many children and he/she will need time to build up immunities. Please do not send children to school if they appear to be ill. This includes fever, excessive coughing, diarrhea, vomiting, unknown rash, colored, heavy discharge and any communicable diseases.

If a fever is present, children must remain at home until their temperatures have been normal, without medication, for 24 hours before returning to school. Children must be diarrhea-free for 24 hours.

If a child exhibits any of the previously stated symptoms during a session, he/she will be brought to the Preschool office and the parents or person on the emergency card will be contacted. In an extreme emergency, we will contact the doctor listed on the emergency card or call 9-1-1 if a parent or contact person cannot be reached.

## **Allergies**

Please identify any allergies your child may have when enrolling, so that Preschool staff can take the necessary precautions. A list of children with allergies is posted in the classroom for the convenience of the Preschool staff.

## **Medicine**

Due to the length of our program, we believe it will not be necessary to administer any medications. If a child has an inhaler or epi-pen due to allergies, a signed form from the parent must be kept with the item that is locked with the child's name on it in the original container with doctor's prescription/instructions.

Teacher(s) that are listed on the form must sign medicine release permission log when medicine is administered. If an epi-pen is used, a parent and 9-1-1 will be called. If a call is necessary, one teacher shall remain with children while other teacher assists child in need.

## **Head Lice**

If there is evidence of head lice, a child must be sent home immediately. The child's head will be checked for nits by the Director before returning to school. A general confidential notice will be sent home to other parents informing them that a case of head lice has been found in the school. Necessary steps will be taken to disinfect the classroom. We enforce a 'no nit' policy.

## **High Pollution Alert**

During these days, twenty minutes at one time will be allowed for outside play. Those children having special respiratory conditions may stay inside. Parents should discuss individual needs with the teachers.

## **Pesticide Application**

In accordance with the Health Department's requirements, we will post the date and time of pesticide application on the bulletin board outside the Preschool office 48 hours before pesticides are applied to the Preschool premises. Written pesticide information is available in the Preschool office upon request.

## **Sun Safety Program**

We want our children to be safe in the sun. Based on a very successful Sun Safety program, the Health Department has suggested the following guidelines:

- Parents should provide sun protective clothing for children. Light-colored, loose-fitting, lightweight cotton clothing is best for sun protection. Tightly woven fabrics give more protection from the sun.
- Parents should provide a hat with at least a 3-inch brim labeled with the child's name that will be kept in the child's school bag. Hats should be laundered by parents weekly.
- Parents are encouraged to also send sunglasses that are shatterproof, labeled with "meets ANSI Z80.3 General Purpose requirements", to assure that they can block UVA and UVB rays. Please put the child's name on the sunglasses.
- Children should be sent to school with sunscreen and lip balm already applied by parents one-half hour prior to start of school.
- Desert Springs Christian Preschool will schedule limited outdoor time and make shade available for all children.
- Children will be educated at school in Sun Safety and reminded to wear their hats, sunglasses, sunscreen, lip balm and protective clothing.

## **Schedule/Calendar**

Normal School Hours 9:10 a.m. to 12:00 p.m.

Lunch Bunch 12:00 p.m. to 1:00 p.m.

Team Discovery (includes Lunch Bunch) 12:00 p.m. to 2:30 p.m.

### **Calendar**

Classes will begin Tuesday, September 4, 2012 and end on Thursday, May 16, 2013. We will try to closely follow the Paradise Valley School District calendar. Please see our school calendar on our website at [www.coolpreschool.com](http://www.coolpreschool.com) for the most current and up to date calendar.

### **Arrival and Dismissal**

School begins at 9:10 a.m. and ends at 12:00 p.m. (1:00 p.m. for Lunch Bunch, 2:30 p.m. for Team Discovery). Children must be signed in and out with adult's complete name and times of arrival and dismissal.

Children will be released only to those people listed on the 8

emergency card, unless a signed parental note is received prior to release. A form will be provided for emergency use to authorize release of a child by phone (a code word will be required).

Please be punctual at arrival and dismissal. If arriving after 9:20, children need to be brought to the office for sign-in. A fee of \$5 for every 10 minutes will be charged for people picking children up after dismissal time.

### **After School Programs**

Our after school programs are a time of socialization and nurturing. Participation in this program is conditional, as the extended day may not be in the best interests of all children. All after school program fees must be prepaid and tuition must be up to date in order for your child to participate in after school programs.

**Lunch Bunch** allows your children to be able to enjoy lunch with their teachers and classmates until 1:00 p.m. Held on Mondays and Wednesday for all fours classes, Wednesdays for 3 day threes class and Tuesdays for 2 day threes classes. Check calendar on our website at [www.coolpreschool.com](http://www.coolpreschool.com) for the most up to date schedule.

The fee is **\$5.00 per child** per Lunch Bunch session. Lunch Bunch tickets are sold in packets of 8 for \$40.00 and are available in the Preschool office. Tickets cannot be carried over into the next school year. There will be no refunds for unused tickets.

A **sack lunch marked with your child's name with a drink must be brought from home.** We ask for lunches to be packed in paper bags because lunches are refrigerated and we do not have enough room for lunch boxes in the refrigerator. Please keep the lunches nutritious and a reasonable size. On occasion, the teachers may plan a special lunch, such as pizza, and an additional fee will be charged to cover the cost of the lunch. On these special days, sign-ups and payments must be done in advance in order to insure the proper amount of food is provided.

**Team Discovery** is an optional after school enrichment program offered **until 2:30 p.m.** on the same days as your child's Lunch Bunch as long as we meet the minimum number of children signed up on a given day. The cost is \$12.00 per day and **includes Lunch Bunch.** Drop ins will be accepted at morning drop off for a charge of \$20.00.

You must sign up in the Preschool office for an entire month of Team Discovery at a time for a specific day. For example, all Mondays, all Tuesdays or all Wednesdays in a given month. Signups will need to be made the week before the first of the month to provide ample time for lesson planning. There are no refunds or substitutions unless a session is cancelled due to the minimum number of students not being met.

**Other after school programs** will be offered from time to time. See the office or website for details.

## **Classrooms**

### **Daily Schedule**

Our schedule will balance free-time, center-oriented activities including music, storytelling, group sharing, puppetry, snacks, crafts and other readiness activities. Time for outside activities will also be allotted daily.

### **Curriculum**

Children are empowered to grow in a semi-structured, hands-on environment where they learn through multi-sensory experiences. They are given the opportunity to participate in a variety of challenging activities based on the Core Knowledge curriculum. Math, reading-readiness activities (Zoo Phonics), creative arts, story times, as well as music and movement activities are part of the day's schedule. Teachers observe the children and tailor the program to meet individual needs.

Prayer, Bible concepts, Bible stories, and memory verses are an integral part of the entire program. Children are taught about our loving God and His attributes. Our program's goals are to enhance social, emotional, physical, creative, cognitive, and spiritual growth. We ensure that fun is part of the learning process and allow children to be children. A preschooler's work is play. Studies show the rewards of play are great for later intellectual achievement.

### **Dress Code**

Please send your child in washable, play clothes avoiding inappropriate logos or attire, and comfortable close-toed shoes (preferably tennis shoes). We strongly discourage flip-flops, as they are dangerous for school activities.

Please refrain from allowing your child to wear make-up, tank tops, half-shirts, see-through tops, midriff blouses, and tube tops to school.

### **Communications**

In order to encourage effective communication between school and home, conferences will be held for all preschool students in November and February. Whenever a conference is necessary at other times during the school year, the teacher or parent may initiate the scheduling of one, or may conference over the telephone. Teachers are usually not able to conference on the spot before or after school unless this has been scheduled in advance so as to be able to devote quality time to the conference.

Please check your child's class folder located on the table outside the classroom daily. It may contain pertinent correspondence from the preschool office (including our monthly newsletter) or your child's teachers.

### **Birthdays**

Children's birthdays are celebrated in the classroom. You may send a treat to go home with the class. All food must be store bought and sent in unopened packages to comply with Health Department regulations.

In addition, you might want to be part of the Birthday Book Project. You may wish to donate a book to your child's class in his/her name. This project serves many purposes and is completely optional. Please advise the teachers if you are going to do so. Plans will be made for you or the teacher to read the special book. Please write a note in the book from your child and the date if participating in this project.

### **Snack Program**

In order to keep the overall tuition cost affordable to everyone, parents are asked throughout the year to donate snack items. If a problem arises or there is a financial hardship, please speak with your child's teachers

The following is the basic guideline that has been used to determine what our snack will be. Please remember when purchasing snack items that we strive for good health. We try to meet 2 out of the 4 food groups. They are:

Dairy Products  
Fruits & Vegetables  
Bread/Cereal/Pasta  
Meats/Poultry/Fish/Eggs

We strive to provide for a snack low in sugar and sodium. It is required that when a beverage is sent that it is 100% fruit juice, milk or bottled. Snacks should be sent to school unprepared and in **original, unopened packages and containers.**

An example of a snack might be pears and graham crackers—pears may be whole or in a can and graham crackers should be in an unopened package.

Children younger than 4 should not be given hot dogs, whole grapes, chunks of raw carrots, popcorn, hard pretzels, or nuts. If your child has severe allergies, a special snack plan can be arranged with your classroom teacher.

### **Field Trips**

In most instances, we will have special interest people visit our school. If we feel the children will greatly benefit from a field trip, we will do a family trip where parents meet at the destination and stay with their children.

### **Transportation**

No transportation is provided.

## **Discipline**

It is our desire for each child to see Christ in us. We, therefore, will handle each student with love. If a problem does arise, we pray with the child when appropriate. Consequences will be implemented when needed.

Teachers will combine Core Knowledge concepts along with tools from the National Center of Biblical Parenting when re-direction is needed.

At all times, we will emphasize that the mode of negative behavior is disapproved of, and not the child. We want to build positive children with good self images, emphasizing that “the Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Gal. 5:22-23.

Parents will be contacted if a serious discipline problem occurs, i.e., biting, abusive language, disruptive behavior, or physical harm to other children. A child may be removed from class, Team Discovery or Lunch Bunch if behavioral problems cannot be resolved and ultimately may be asked to leave the school. DSCP will never use corporal punishment as a disciplinary measure.

### **Conflict Resolution**

Conflicts and grievances are settled on the basis of the principle of subsidiarity. When a parent has a conflict or grievance they are expected to try to resolve the issue directly with the teacher first. If the issue has not been resolved with a conference with the teacher, the parent should have a conference with the teacher and the preschool director. If the issue is not resolved at this time, the matter may be discussed with just the preschool director. If the issue is still unresolved after a conference with the director, they may take the matter to the school council. “If your brother sins against you, go and show him his faults...” Matt. 18:15

## **Partnering with Parents**

### **Room Parents**

Teachers utilize their Room Parents when needing assistance with various projects or activities. A Room Parent’s responsibilities include:

- Attending Room Parent training at the beginning of the school year.
- Arranging play dates for the class.
- Getting approval from the teachers or Director before sending any communication home to families.
- Directing parents with particular concerns or problems to address the issues with the teachers or Director personally.
- Arranging for staff lunch during their assigned month

## **Volunteers**

Volunteers are welcome in our preschool classrooms. Volunteers (or the person they authorize to volunteer on their behalf) are only allowed to volunteer in their child's classroom. Visitors to the school, whether volunteering in any capacity or simply observing, are required to sign in outside the classroom before entering.

A Parent Volunteer Orientation will be conducted for all parents during Open House and we ask that before volunteering in the classroom that parents review the Parent Volunteer Guidelines on the registration form. Many teachers prefer to wait until October for volunteers so routines are established. If volunteering, it is of the utmost importance to keep confidential things that happen in the classrooms.

Children enjoy seeing their parents involved in their school. We do ask, however, that younger siblings not be brought to class, as this should be a special time for the preschooler.

## **Classroom Supplies/Helpers**

In order to keep overall tuition cost affordable to everyone, parents are asked throughout the year to donate miscellaneous classroom items and their time. Teachers may post a Wish List of items needed or parent helpers needed.

## **Family Lifestyles**

Children will be taught that the family unit consists of a father and mother. The school's desire is to partner with parents as children grow spiritually, cognitively, physically, emotionally, and socially.

## **Parent Education**

Parents will be asked to attend at least one Parenting Session during the school year.

## **Fundraisers**

Tuition is established at a level where, combined with fundraising, a Desert Springs Christian Preschool education is made available to families wishing to enroll their student.

The Preschool's Executive Council, under the guidance of school director, establishes and implements the means of securing all necessary funds, excluding tuition and fees, required to meet the budgeted operational needs of Desert Springs Christian Preschool. We strongly encourage our Preschool families to participate in our fundraisers.

### **Safety and Security**

Students are never allowed to leave the classroom without an adult. Visitors to the school, whether volunteering in any capacity or simply observing, are required to sign in outside the classroom under the visitor section. Staff members are required to notify the office or the Director if they notice a visitor they do not recognize.

### **Child Abuse and Neglect**

The Preschool staff is required by law to report any suspected child abuse or neglect to the proper authorities. This includes leaving your child unattended in a car on campus. Staff members will not release any child to a parent if they feel the child's safety is in jeopardy. The safety and well-being of the children is our main concern.

### **Closure of School**

If inclement weather or other emergencies cause the closure or evacuation of the preschool, the parents will be called. Please advise the office of any changes in phone (including cell phone) numbers for such emergencies.

### **Emergency Drills**

Drills for fire and other emergencies will be conducted monthly as required by the Arizona Department of Health Services.

### **Lock Down Procedures**

In case of an emergency, teachers will lock the doors and remain in their classrooms until an "all clear" notice is given. Parents will be notified via phone, if appropriate.

### **Smoking & Firearms**

Smoking and firearms are not permitted on campus

