



# Parent Handbook

## 2011-2012

Chaparral Christian Preschool and Kindergarten is a Ministry  
of Chaparral Christian Church

6451 E. Shea Blvd  
Scottsdale, AZ 85254  
480-991-6440

[www.ccpk.info](http://www.ccpk.info)

Hours of Operation:  
Monday through Friday 8AM to 3PM  
Closed June through mid-August

(Following the Scottsdale and Paradise Valley School Districts)

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## 1. Philosophy

Children love to play. We believe God created them this way. We feel play, both directed and undirected, is a critical component of learning. Play helps children learn new concepts and problem-solving skills in a natural, fun way.

Through preschool play, cognitive development is nurtured and enhanced. Play also plays a large part in enhancing children's school readiness. We believe it is up to our teachers to offer the ideas, equipment, environment and guidance which allow children to learn and explore.

Additionally, we feel children progress at an individual pace and it is our staff's responsibility to design activities to foster individual development.

## 2. What We Believe

We believe that God loves children uniquely and completely, and that He has specifically chosen each one to be His (1 John 4:7-8). This provides a spiritual foundation for children.

We believe that each child is created with individual value and can share that value with others as they recognize and appreciate the value of the children and the adults around them (Leviticus 19:18). This provides a learning environment for social and emotional growth.

We believe that when children are instilled with the knowledge of love and value, they have the opportunity to grow responsibly and learn they are capable of doing great things (Philippians 4:13). This provides a setting for academic preparation.

We believe that children can understand truth through the Word of God in the Bible (2 Timothy 3:16). This knowledge of truth can help to guide the thoughts and actions of young children as they grow and develop socially.

We believe that all children have the opportunity to know God through His Son, Jesus Christ, and establish a personal relationship with Him (Romans 10:9). Through this relationship, children have the assurance of eternal salvation and complete forgiveness of sin.

### **3. Mission**

Our mission at Chaparral Christian Preschool and Kindergarten is to provide a quality preschool program with developmentally appropriate learning experiences in the context of a nurturing, Bible-centered Christian environment.

We believe that:

- each child is a unique creation of God.
- children learn best about the world through direct exploration and hands-on discovery.
- families are a child's first and most influential teacher

Everything we do is intended to:

- honor God
- nurture children
- support families

### **4. Intend Outcomes**

At Chaparral Christian Preschool & Kindergarten, our desire is that every child succeeds. Our goal is that every activity your child engages in will have a specific purpose and we will be "intentional" in our efforts as we help children grow in the following areas:

#### **4A. Spiritual - In this area, children will learn...**

- God is a loving God, Jesus is His Son
- The Bible is God's special book
- Prayer as an expression of thoughts & needs to God
- Share about God, Jesus & the Bible with others
- Church is God's house, a place to meet & worship
- God has a plan for life & supplies all of our needs

#### **4B. Social-Emotional - In this area, children will...**

- Value family relationships - in the classroom, community, & home
- Participate in friendships with a variety of individuals
- Share with others inside & outside of the classroom
- Shows empathy & kindness
- Expresses self through language
- Conflict resolution & problem solving with positive outcomes
- Develop self-confidence in self-initiated activities

- Participate in group discussions
- Observing others and using listening skills

#### 4C. Physical - In this area, children will learn...

- Gross motor skills - balance, movement, coordination
- Fine motor skills - cutting, writing, spreading, painting, lacing
- Healthy habits - hand washing, snacking, bathroom, lunches
- Recognize bodies are created by God & need special care
- Nature - enjoying outdoors & learning the value of the natural world
- Tactile - sensory experiences through touch & various messy media

#### 4D. Cognitive - In this area, children will experience...

- Art - creating independently & as a group through art
- Science - experimenting and discovering/investigate surroundings
- Math - understand math vocabulary, concepts, & number activities
- Language - understand the importance of language in the environment
- Literacy - understand importance of meaning through literature
- Phonemic Awareness - aware of different letter sounds
- Social Studies - aware of social relationships & importance of community
- Writing - develop skills for writing through large & fine motor activities
- Music - listening, appreciating, & enjoying musical sounds and movement.

#### 4E. Families - In this area, parents will...

- Understand the importance of being the primary educator of their child & of participating in the education process.

## 5. Programs We Offer

<b><u>2 DAY</u></b>	9:15am - 11:45am	T-Th class	\$160/mo.
(3s, 4s or 5s)	9:15am - 12:45pm	T Lunch Bunch	\$197/mo.
	9:15am - 1:30pm	Club M.E.D.	\$215/mo.

<b><u>3 DAY</u></b>	9:15am - 11:45am	M-W-F class	\$215/mo.
(3s, 4s, or 5s)	9:15am - 12:45pm	W Lunch Bunch	\$250/mo.
	9:15am - 1:30pm	Club M.E.D.	\$267/mo.

<b><u>5 DAY</u></b>	9:15am - 11:45am	M - F class	\$267/mo.
(3s, 4s, or 5)	9:15am - 12:45pm	T,W Lunch Bunch	\$320/mo.
	9:15am - 1:30pm	Club M.E.D.	\$375/mo.

<b><u>Kindergarten</u></b>	9:15am - 1:30pm	M - F class	\$400/mo.
5 as of Oct. 15			

- Lunch Bunch is an optional program scheduled for children to stay for an additional lunch hour. Each child will bring his or her own lunch and participate in additional learning activities.
- Club M.E.D. is our Extended Day program. This is an optional program and children must be registered monthly to participate. Children who stay for the club M.E.D. program will have additional enrichment activities and projects planned by the teacher.
- Play Pals is our extended care program. \$5 for morning session and \$5 for afternoon session, you can use extended care from 8:00 AM to 9:15 AM or 1:30

PM to 3:00 PM on an as needed basis. You will be billed at the end of each month for what you use.

## 6. Tuition and Registration

Tuition is to be paid on a monthly basis and is due on the first school day of each month. Except for August, monthly tuition fees never change due shorter or longer months because monthly tuition fees are determined with a yearly average. *Payment is considered late after the 10<sup>th</sup> of the month, when a \$25 late fee is charged.* Returned checks due to insufficient funds are also subject to a \$25 fee. If tuition is not paid by the end of the month, your child will not be allowed in school for the next month. A 10% discount will be given for each additional sibling enrolled in our program. Chaparral Christian Church members receive a \$10 per month discount. Checks should be made out to Chaparral Christian Preschool. We now accept credit/debit card payments made online at [www.chaparral.org](http://www.chaparral.org).

Registration for the fall school year begins in February for currently enrolled families and church member's children at a discounted registration fee. Open enrollment for all students begins March 1<sup>st</sup>. There is a \$125 non-refundable registration fee due at the time of registration. Admission is based on space available, completion of required paperwork, and payment of the registration fee. Preference will be given to currently enrolled students, their siblings and church member's children. We reserve the right to cancel any class due to insufficient registration. If we cancel a class, registration will be returned in the full amount

Before entrance into our program, we must have current health records, including all immunizations and their dates, and a signed medical form verifying this information. The American Academy of Pediatrics suggests that children between the ages of 2-6 have annual physical exams. Your doctor may fax your child's immunization record to the school at (480) 991-2529.

A small number of scholarships will be given each year to those families who apply and qualify. Chaparral Christian Preschool is solely funded by monthly tuition money and therefore must limit the number of scholarship available. Tax credit donations may only be used for Kindergarten.

## 7. Calendar Year

Our calendar year, with some minor adjustments, will follow a combination of Scottsdale and Paradise Valley school districts schedules. We begin the school year in August and end in May. We do not provide any school programs during the summer

months.

### **8. Staff**

Our loving staff of dedicated Christian teachers is qualified to promote the best development of your child. Each member is motivated by her desire to serve God and to share His love with young children. All of our staff have training in Early Childhood Education, Child Development Associate credential, and Early Childhood Education certificate, AA, Bachelor's, or Master's degree. We have a low staff turnover, which lends consistency to the quality of our program

### **9. Classrooms and Curriculum**

Chaparral children participate in an active and creative classroom environment. Our classrooms operate under a developmentally appropriate, child-directed philosophy. We believe that young children learn best through their active imagination with their learning environment and with the people within that environment. This learning comes through the child's play. Learning centers are set up to provide a wide range of activities and allow for the varied ability levels and interests of the children. The children are encouraged to choose activities from the learning centers that are set up throughout the classroom. The teacher's role is to provide opportunities and encounters for learning through open-ended questions and problem solving. Teachers often guide the children as they work through their day. Each day in the classroom, the children will have a time for large group activity, independent choice time, one on one time with a teacher, outdoor time, and quiet time.

Our lessons follow a monthly theme and the teachers use the "Scripture Bites" curriculum as a guide for our 3 and 4-year-old classes. The Pre-K and Kindergarten classes pull from a variety of curriculum sources including the "I Can" Series, published by the Association of Christian Schools International, Zoo Phonics, Scholastic, and Handwriting Without Tears Music, and P.E. are offered on a weekly basis.

### **10. Typical Preschool Day Schedule**

- **Gathering Time: Opening Centers and Parent Communication Time**
- **Circle Time: Story Concept Introduction, Large Group Activities**
- **Learning Centers: Child directed, Teacher supported, developmentally appropriate**

activities

- Playground Time: Large Motor and Creative Expression
- Music and Movement
- P.E. and Music classes weekly
- Scripture Bites: Bible Lesson, Music, Drama
- Monthly Chapel Time

### 11. Typical Kindergarten Day Schedule

- Bible Time: Bible Focus, Verse and Fruits of the Spirit
- Reading: Spalding Phonics, Children's Literature
- Writing/Language: Journals, Word concepts, handwriting instruction
- Math/Number Concepts: Hands-on materials to learn state standards & real world math
- Science and Social Studies: Monthly thematic units that use hands-on materials to teach State standards
- Weekly P.E., Music & Art
- Monthly Chapel Time

### 12. Policies and Procedures

12A. Arrival and Dismissal: School begins *promptly* at 9:15 a.m. for preschool and Kindergarten. Preschool ends at 11:45 a.m., 12:45 p.m. OR 1:30 p.m. and Kindergarten ends at 1:30 p.m. Dismissal times vary depending upon the child's class enrollment and additional activities. Preschool children must be signed in and out each day with a parent or guardian's complete name and time posted. Children will be released only to people listed on the emergency card, unless a signed note or phone authorization is received prior to release. Teachers will check identification of individuals who may be authorized to pick up your child if they are not familiar with them.

12B. Open Door Policy: Parents of currently enrolled children are welcome to visit,

unannounced, at any time during the day.

**12C. Prompt Pick-Up Policy:** It is so important that you pick up your child on time. It can be very difficult or upsetting for your child if you are late and it is difficult on our staff as well. Because emergencies can arise, you will be allowed one day being late as long as you call the preschool and let us know that you will be late. After you have used the one late day, you will be charged \$1 per minute after dismissal time that you are late. We will be strongly enforcing this rule this year. We encourage you make contacts with some of the other parents in your child's class so that if you are running late, they could pick up your child and meet you on the playground.

**12D. Clothing:** Sometimes learning can get messy in our classrooms. Children should be dressed comfortably in easily laundered clothes. Play clothes the child can manage him/herself in are best. Closed toe shoes are recommended for play and shorts or pants on P.E. days. For safety reasons, we ask that you do not allow your child to wear flip flops Parents are asked to bring a change of clothes in a labeled bag in case of accidents. We will change out emergency clothes mid-year to account for seasonal weather.

**12E. Communication:** We strive to establish an open door policy in all of our classrooms and always welcome parent involvement and input. We encourage families to discuss their child's progress or concerns first with your child's teacher and then with the Director if you feel your issue has not been addressed to your satisfaction. If the issue needs further review, parents can contact Chaparral Christian Church's Children's Minister, who oversees the Preschool and Kindergarten programs. If you feel the need to conference with your child's teacher, the Director, or the Children's Minister, you can either schedule a time before or after school hours or schedule a phone conference at your and the other party's convenience.

**12F. Guidance/Discipline:** Preschool age children are in the process of developing their ability to control their own behavior. Our teachers desire to be models of Christian love to the children and will handle problems in a loving way. Whenever possible, teachers will use guidance rather than punishment to teach appropriate behavior. The following are guidance practices used in our classrooms.

- Teachers will show understanding of mistaken behaviors and redirect the child
- Teachers will prepare an environment to reduce the need for problem behaviors
- Teachers will practice positive teacher-child relationships

- Teachers will use intervention methods that are solution oriented
- Teachers will build partnerships with parents
- Teachers will use teamwork with other staff and outside professionals as needed.

Parents will be contacted if a serious discipline problem occurs, i.e. biting, abusive language, or physical harm to other children and the child will be sent home immediately. If a physical or verbal danger to other children or teachers becomes a pattern (more than twice), the following will occur:

- a. We will notify the parents that a problem exists and ask for input.
- b. If the behavior continues parents will be called for a conference.
- c. Parents may be asked to seek outside help by a pre-determined date and the results shared and evaluated with the teacher and director.
- d. The school and the parent will establish a program for dealing with the behavior, based upon the above results.
- e. A re-evaluation of the program will take place within two weeks. If the school feels that progress is not being made to help the child, then the child will be asked to leave the school.

Our guidance approach involves teamwork on the part of adults, especially in the case of serious behavior. Guidance links together teacher, parent, and child on a single team. Successful guidance practices produce positive attitudes in the classroom community toward living and learning.

### 12G. Disenrollment Policy

A family may be asked to leave the CCPK for the following reasons:

1. A child's needs cannot be met at the Preschool or Kindergarten.
2. A child's behavior that cannot be managed despite a documented intervention plan and accommodations.
3. Parent/Guardian/Child non-cooperation with administration/staff.
4. Tuition nonpayment issues which are not worked out with administration.
5. Children will not be accepted if parents/guardians refuse to grant consent for transportation for emergency treatment.

Any tuition not used will be returned at the time of disenrollment.

**12H. Withdrawal Policy**

No less than 30-Days prior to withdrawal of a child, written notice must be delivered to the Director of the Preschool. If such notice is not given, a fee in the amount equal to 50% of the regular monthly tuition will be charged.

**12I. Health:**

If a child is sick, he/she belongs at home. Please be sensitive to this. Preschool & Kindergarten are often a child's first exposure to many children and your child will need time to build up immunities. Please keep a child home if they show signs of fever, diarrhea, vomiting, unknown rash, nasal discharge, and, of course, any communicable diseases. Children should be free of symptoms and without medication for 24 hours before returning to school. In case of absence, please call the school office at (480) 991-6440 and leave the child's name, date, and reason for absence.

If a child exhibits any of the previously stated symptoms during a session, he/she will be isolated from the other children 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 child is ill with a contagious disease (i.e. chicken pox), please notify the school office so others may be notified of the exposure.

**12J. Pesticides:**

Notices for upcoming pesticide application of the facility is posted 48 hours in advance on the Rainbow Room door next to the sign in/ sign out area.

**12K. Medications:**

Due to the length of our program, we believe it will not be necessary to administer any medications. Please see the Director if you have a need to keep emergency medications for your child on hand in the office. Parents are required to complete the written permission form before any medications are given.

**12L. Emergency Procedures for Severe Illness/Injury:**

In case of a serious illness or accident, an emergency vehicle (9-1-1) will be called if deemed necessary. In less serious situations, a parent other designated emergency contact will be called to transport your child.

You are asked to complete an Emergency Form with the information that will be necessary to have in an emergency situation. There is a place to provide information of who your child's doctor is and the hospital of your choice.

**12M. Disaster Plan:**

Upon request, any parent may obtain the preschool's Disaster Plan which covers procedures for several emergency situations. The plan is reviewed bi-annually with the staff.

**12N. Parent Information:** Parent participation in the classroom can be a wonderful support to children and to their teachers. We welcome involvement in the classroom at any time. Our desire is to partner with parents, as the primary educators of their child. We do ask that younger siblings not be brought to class unless previously approved by the teacher or Director.

Parent Teacher conferences are held twice a year - once in the fall and the once in the spring. These conferences allow our teachers to discuss your child's progress with you confidentially and personally and to provide you with information to help in your child's early development.

Regular communication is provided through frequent e-mails, school-wide and classroom monthly newsletters, a weekly classroom sheet, or a daily "What We Did Today" sheet that is posted outside each classroom. Each family has a personal file in the Parent Information Box for their classroom. This file will be used for written information, newsletters, book orders, receipts, etc. Crafts, artwork and school papers will be picked up in classroom cubbies. Parents are expected to actively participate in checking for and reading school communications.

**12O. Snack:**

A nutritious snack will be provided through our parent participation program. A monthly snack calendar will be posted on the classroom door and sent home with each child. A reminder will be sent home before the snack is needed which will list the specific snack requested and the date needed. The goal of our snack time is not only to provide good nutrition, but also to introduce children to new food experiences. We will encourage, but not force children to try new things.

Our daily snack will meet 2 out of the 4 food groups and is planned to be low in sugar and sodium. If a child has an allergy to certain foods, please note this on the Blue Emergency form and we will make appropriate accommodations. It is required that when a beverage is sent that it is 100% fruit juice, milk, or water. Snacks should be sent to school in original, unopened packages and containers.

**12P. Birthdays:**

To celebrate birthdays in the classroom, a packaged treat may be sent in to share with the class. We encourage healthy birthday treats such as muffins, granola

bars or fruit Popsicles. Parents should discuss this in advance with the teacher.

### 12Q. Parent Involvement

CCPK encourages parents to be actively involved in their child's preschool/kindergarten experience. We have an open door policy and welcome parents at anytime. If you would like to have a regular time to help or want to assist teachers in any way, let us know. At the beginning of every school year parents can sign up to help in these formal ways:

- Room Parent ~ Assist your child's teacher by coordinating classroom activities, parties, and parent helpers. Time commitment is up to you and your child's teacher.
- Storyteller ~ Visit your child's classroom with a favorite storybook to share with the class. This story time will be coordinated with the classroom teacher. Time commitment is 30 minutes in the morning; the parent determines availability.
- Special Interest ~ Share a special talent or interest with the children in one of our weekday lessons. Time commitment varies and would be planned in advance between you and your child's teacher.
- Helping Hands ~ If you can't make it to the classroom, you can help out in the comfort of home. Projects range from copies, cutting, mailing, sorting, etc. Time commitment depends upon your availability.
- Parent Council Member ~ Meet with the Preschool Director and other parents to discuss preschool plans and continually evaluate our progress. Time commitment is approximately 2 hours ever other month. Meetings are held in the evening.
- Prayer Partners ~ Pray daily for specific needs in our preschool, staffing needs and family concerns. This is a daily commitment and can be carried out in your own time

Teachers may also ask for help for certain special days or activities as well. These volunteer opportunities are always optional.

### 12R. Babysitting

Parents must complete a signed Babysitting Agreement before any Preschool staff member can babysit for them.

### 12S. Transportation/Field Trips:

Field trips are not a common activity for our Preschool & Kindergarten classes as no transportation is available. In most instances, we will have special speakers and activities visit our school. If we feel the children would greatly benefit from a field trip, we will require signed parental permission slips. The parents would provide transportation and a child passenger restraint system would be required.

### 12T. Car Safety Seats

Children transported from the Preschool in vehicles must be buckled safely into car safety seats/seatbelts that meet state requirements. Parents will take whatever steps are necessary to maintain and use car safety seats. Another person on the authorized list will be called if this requirement is not met.

### 13. Play Pals Extended Care Program

Play Pals is an extended care program available for children from 8AM-9:15AM and/or 1:30AM until 3:00PM for additional fees, depending on the times needed.

Free play occurs in the mornings. In the afternoon, children will have a snack, outdoor play (weather permitting) and free play- all supervised by some of our regular teachers. Snacks are provided by the school. Your child will be signed in to Play Pals by his/her regular teacher and must be signed out of Play Pals by a parent, guardian or approved caregiver.

Your child is eligible to attend Play Pals only on days that they are in preschool class.

#### Reservations

- Standing reservation: Your child comes on a regular basis each week and has registered for this time.
- Daily reservation: You can call the day before to see if there is a spot available for your child on a "drop-in" basis.

#### Play Pal Fees

- Morning Fee: \$5.00 Afternoon Fee: \$5.00
- Late fee: After 3 PM, a late fee of \$1 per each minute late will be charged.

Bills are available the last day of each month. There is a \$15 late payment fee after the 10th.

### 14. State Compliance and Affiliations

**14A. Liability and Non-Discrimination:** Pursuant to the Arizona Department of Health Services Rule R9-5-308, Chaparral Christian Preschool & Kindergarten maintains general liability insurance. We maintain a strict non-discrimination policy regarding students, teachers and other employees.

All staff members are fingerprinted prior to employment in compliance with State requirements. Teachers are required to have a teaching credential in early childhood education through a community college program, A.A. degree or a B.A. degree. Prior experience in the field of early education is a priority.

**14B. Arizona Department of Health Services:** Chaparral Christian Preschool and Kindergarten is licensed and regulated by the Arizona Department of Health Services. CCPK is licensed for part-time day care for 2 ½ to 5 year olds. Our facility is currently licensed to serve 87 children for each session of preschool. CCPK does not provide transportation to or from preschool. Liability insurance is carried by the center as required by Child Care Licensing. Facility inspection reports are available in the Director's office file or upon request from the:

Arizona Department of Health Services, Office of Child Care Licensing:

150 N. 18th Ave.,  
Suite 400  
Phoenix, AZ 85007  
(602) 364-2539  
(602) 364-4768 Fax

**14C. Accreditation**

Chaparral Christian Preschool and Kindergarten is accredited by the Association for Christian Schools International (ACSI). To learn more about ACSI go to [www.acsi.org](http://www.acsi.org)

***ACKNOWLEDGEMENT***

Please sign and return this page to the Director within one week of receipt. Your signature indicates that you have read, understand and concur with the Chaparral Christian Preschool & Kindergarten Parent Handbook. If you have any questions, please contact the Director. Your comments, suggestions, questions, and impressions are always welcome and appreciated.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chaparral Christian Preschool & Kindergarten  
6451 E. Shea Blvd.  
Scottsdale, AZ  
[www.ccpk.info](http://www.ccpk.info)

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Monday - Friday, 8:45 a.m. to 2:30 p.m.

Children's Minister- Stacy Shirvinski

Chaparral Christian Church

(480) 991-9878

Monday - Thursday, 8:30 a.m. to 5:00 p.m.

Accredited by the Association of Christian Schools



Association of Christian Schools International