

# Parent Handbook



## 2018-2019

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 4PM (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, Vision and Values

Our mission at Chaparral Christian Preschool and Kindergarden 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

**Vision**

That children would **KNOW** God in a personal way, that they would **GROW** strong developmentally in all areas (spiritual, physical, social and cognitive), and they would be able to **SHOW** this knowledge and growth in their daily lives.

**Values**

We will use B.E.S.T. practices in all of our activities – Believing in one another, Encouraging one another, Sharing with one another, and Trusting one another. This applies to every relationship we encounter – Teacher to Teacher, Teacher to Child, Teacher to Parent and Child to Child.

**4. Intended 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:

**Social-Emotional**

1. Regulates own emotions and behaviors
  - a. Manages feelings
  - b. Follows limits and expectations
  - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
  - a. Forms relationships with adults
  - b. Responds to emotional cues
  - c. Interacts with peers
  - d. Makes friends
3. Participates cooperatively and constructively in group situations
  - a. Balances needs and rights of self and others
  - b. Solves social problems

**Physical**

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
  - a. Uses fingers and hands
  - b. Uses writing and drawing tools

**Language**

8. Listens to and understands increasingly complex language
  - a. Comprehends language
  - b. Follows directions
9. Uses language to express thoughts and needs
  - a. Uses an expanding expressive vocabulary
  - b. Speaks clearly
  - c. Uses conventional grammar

**Spiritual Intended Outcomes  
Children will learn...**

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

- d. Tells about another time or place
- 10. Uses appropriate conversational and other communication skills
  - a. Engages in conversations
  - b. Uses social rules of language

### **Cognitive**

- 11. Demonstrates positive approaches to learning
  - a. Attends and engages
  - b. Persists
  - c. Solves problems
  - d. Shows curiosity and motivation
  - e. Shows flexibility and inventiveness in thinking
- 12. Remembers and connects experiences
  - a. Recognizes and recalls
  - b. Makes connections
- 13. Uses classification skills
- 14. Uses symbols and images to represent something not present
  - a. Thinks symbolically
  - b. Engages in sociodramatic play

### **Literacy**

- 15. Demonstrates phonological awareness
  - a. Notices and discriminates rhyme
  - b. Notices and discriminates alliteration
  - c. Notices and discriminates smaller and smaller units of sound
- 16. Demonstrates knowledge of the alphabet
  - a. Identifies and names letters
  - b. Uses letter-sound knowledge
- 17. Demonstrates knowledge of print and its uses
  - a. Uses and appreciates books
  - b. Uses print concepts
- 18. Comprehends and responds to books and other texts
  - a. Interacts during read-alouds and book conversations
  - b. Uses emergent reading skills
  - c. Retells stories
- 19. Demonstrates emergent writing skills
  - a. Writes name
  - b. Writes to convey meaning

### **Mathematics**

- 20. Uses number concepts and operations
  - a. Counts
  - b. Quantifies
  - c. Connects numerals with their quantities
- 21. Explores and describes spatial relationships and shapes
  - a. Understands spatial relationships

- b. Understands shapes
- 22. Compares and measures
- 23. Demonstrates knowledge of patterns

### **Science and Technology**

- 24. Uses scientific inquiry skills
- 25. Demonstrates knowledge of the characteristics of living things
- 26. Demonstrates knowledge of the physical properties of objects and materials
- 27. Demonstrates knowledge of Earth's environment
- 28. Uses tools and other technology to perform tasks

### **Social Studies**

- 29. Demonstrates knowledge about self
- 30. Shows basic understanding of people and how they live
- 31. Explores change related to familiar people or places
- 32. Demonstrates simple geographic knowledge

### **The Arts**

- 33. Explores the visual arts
- 34. Explores musical concepts and expression
- 35. Explores dance and movement concepts
- 36. Explores drama through actions and language

**These 36 intended outcomes were taken from Teaching Strategies Gold® which is an authentic, ongoing observational system for assessing children from birth through kindergarten, proven to be valid and reliable by extensive field testing. It helps teachers observe children in the context of everyday experiences, which is an effective way to get to know them well and find out what they know and can do.**

## 5. Programs We Offer

<b><u>Two Day</u> 2s, 3s OR 4s Program</b>	<b>9:15-12:00pm</b>	<b>\$200 per month</b>
o <b>Include Club MED lunch)</b>	<b>9:15-1:30pm</b>	<b>\$290 per month (bring a</b>
·		
<b><u>Three Day</u> 2s, 3s OR 4s Program</b>	<b>9:15-12:00pm</b>	<b>\$275 per month</b>
o <b>Include Club MED lunch)</b>	<b>9:15-1:30pm</b>	<b>\$365 per month (bring a</b>
·		
<b><u>Four Day</u> 2s, 3s,4s or Jr. K/K Program*</b>	<b>9:15-12:00pm</b>	<b>\$340 per month</b>
o <b>Include Club MED lunch)</b>	<b>9:15-1:30pm</b>	<b>\$430 per month (bring a</b>
·		
<b><u>Five Day</u> 2s, 3s, 4s Or Jr.K/K Program*</b>	<b>9:15-12:00pm</b>	<b>\$400 per month</b>
o <b>Include Club MED lunch)</b>	<b>9:15-1:30pm</b>	<b>\$490 per month (bring a</b>

### \*Jr.K/K Class Options: 4 or 5 day and Club Med only

**Extended Care** AM-\$7.00 per day PM-\$7.00 per session

Regular Hours: 9:15-12:00 (Mon.-Fri.)

Jr.K/Kindergarten Hours 9:15-1:30 (Mon.-Thurs./Fri)

Club M.E.D. Program 12:00-1:30 (Mon.-Fri.) (Includes children bringing their own lunch.)

Extended Care Hour 8:00-9:15 & 1:30-4:00 (Mon.-Fri.)

- A \$150 **non-refundable** registration fee must be paid at the time of enrollment
- **Play Pals Extended Care:** Play Pals is an extended care program available for all students from 8AM-9:15AM and/ or 1:30AM until 4:00PM for additional fees, depending on the times needed. A flat fee of \$7 is charged for each Play Pals increment.
- **Discounts:** Chaparral Christian Church members will receive a \$15 monthly deduction for their child's tuition. Each additional child in a family receives a \$15 per month tuition discount.
- Tuition is due on the 5th of each month and considered late after the 15<sup>th</sup> of the month.
- If the month's tuition is not paid by the end of the month, the child will not be allowed in school the following month.
- A \$25 fee is charged for late tuition or returned checks.
- We accept auto pay, cash, checks or money orders for payment. A discount is given for using autopay. Credit/debit cards are accepted at [www.chaparral.org](http://www.chaparral.org)
- Because our expenses continue whether or not every child is present every day, **no tuition refunds can be made in the case of absence for illness or any other reason.** As we hold a place for your child, your tuition charges continue.

## 6. Tuition and Registration

**Tuition is to be paid on a monthly basis and is due on the 5th of each month. Except for August, monthly tuition fees never change due to shorter or longer months because monthly tuition fees are determined with a yearly average. Payment is considered late after the 15<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 15th of the month, your child will not be allowed in school for the next month. A \$15 flat rate discount will be given for**

each additional sibling enrolled in our program. Chaparral Christian Church members receive a \$15 per month discount. Checks should be made out to Chaparral Christian Preschool. We now accept credit/debit card online through OnCare online tuition payment system.

There is no discount for sick days, weather days, or vacations. Tuition cannot be refunded when a child is absent. There will be no tuition refunds for families who decide to withdraw from the program at any time during the year. The tuition payment ensures your child's continued enrollment in the program. Should special circumstances arise, please see the Preschool Director.

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>. Students can be enrolled any time during the school year of space is available. 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 or a preschool child with a 504 special needs plan, according to state law.

## 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. Our staff has various levels of education including 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**

All of our classes foster learning and creativity through hands-on projects, exploration, and active engagement in a variety of activities like building, open art, pretend play with props, reading picture books, games, puzzles, math manipulatives and real science materials. Academics are taught through meaningful daily experiences not in isolated instruction. All of our students are offered opportunities to be challenged but never pushed into activities where they are not ready. The preschool's primary curriculum program is "Scripture Bites" which is developed by Standard Publishing. It is a highly interactive and motivating program that integrates Bible learning into math, science, language, cooking, art, guided play,, listening, music, writing, drama, gross motor skills, tactile experiences, and more. It also includes 3 levels of learning so that children with different abilities can all be challenged.

### **TWOS- Sprouts Room**

- Must be 2 years old by August 1st and does not have to be potty-trained
- 2-day, 3-day, 4-day or 5-day programs available
- 15 children maximum
- 3 teachers or 2 teacher to 2 kids
- Curriculum: We will touch on the Scripture Bites monthly thematic curriculum and our program will allow your child to explore their creativity and independence through art, music, and dramatic play while investigating the world around them. Arizona Early Childhood Learning Standards are used as well. Sign language is also include in the two year old program
- Child-Initiated Project Learning
- Every day includes: Gathering Time, Circle Time, Learning and Play Centers, Diapering, Outdoor Time, Music and Movement (includes Bible Themes), Lunch (optional), Rest Time (optional)
- After completing this class, most students go into the Threes Class

### **THREES- Sunshine Room**

- Must be 3 years old by December 31st and potty trained.
- 2-day, 3-day, 4-day or 5-day programs available
- 16 children maximum
- 2 teachers
- Curriculum: We use the Scripture Bites curriculum as a base for our monthly thematic, center-based programming that incorporates all subject areas. Arizona Early Childhood Learning Standards are used as well.
- Every day includes: Gathering Time, Circle Time, Learning Centers, Playground Time, Music and Movement, P.E. (weekly) and Bible Lesson, Lunch Bunch (optional), Club MED (optional)
- After completing this class, most students go into the Fours Class or Junior Kindergarten

### **Fours- Rainbow Rom**

- Must be 4 years old by October 1st or already attended the Threes Class at CCPK
- 2-day, 3-day, 4-day or 5-day programs available

•18 children maximum

•2 teachers

•Curriculum: Learning extended from the 3s Class. We use the Scripture Bites curriculum as a base for our monthly thematic, center-based programming that incorporates all subject areas. Arizona Early Childhood Learning Standards are used as well.

•Every day includes: Gathering Time, Circle Time, Learning Centers, Playground Time, Music and Movement, P.E. (weekly) and Bible Lesson, Lunch Bunch (optional), Club MED (optional)

•After completing this class, most students either attend Jr. Kindergarten at Chaparral or Kindergarten at their home school.

#### Junior Kindergarten/Kindergarten–Apple Room

•Must be 5 years old by December 31st or recommended by previous year's teacher

•Four Day and Five Day Option

•Lunch Bunch or Club MED Option

•20 children maximum

•2 teachers

•Curriculum: We use the Scripture Bites curriculum as a base for our monthly thematic, center-based programming that incorporates all subject areas. Arizona Early Childhood Learning Standards are used as well.

•Every day includes: Bible, Language & Literature, Math/Number Concepts, Art Science, Social Studies and Outdoor Play (many times these areas are integrated. )Lesson plans will still align with our philosophy to included hands-on, interactive learning being our main focus to promote a sincere love of learning and cultivate a positive attitude toward school.

•Weekly P.E. and Music Classes

•This class is geared to expose our older students to a more structured school day yet allow them the advantage of a familiar and nurturing classroom setting to help boost their leadership skills along with emotional maturity.

•This class is also geared toward families that are looking for an alternative to the high pressure kindergartens in many elementary schools.

•After completing this class, most students will attend kindergarten at their next school and some students will go on to attend first grade.

#### 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 Jr. Kindergarten/Kindergarten Day Schedule

- Welcome and Table Activities: Opening Centers and Parent Communication Time
- Circle: Sing and Move, Fruit of the Spirit, Schedule, Verse, Prayer
- Small Group Rotations: Language/Reading, Math, Science Social Studies
- Snack
- Centers: Art, Math/Manipulatives, Science, Sensory Table, Drama, Blocks
- Club MED: Monthly Enrichment Time (gymnastics, gardening, team sports, etc.)
- Weekly Music and P.E.
- 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. There is extended care available that opens at 8 a.m. and ends at 3 p.m. Dismissal times vary depending upon the child's class enrollment and additional activities. Preschool children must be checked in with a scan card matching a parent's signature or 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 and will have immediate access to his/her child at all times.

**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 \$3 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**

1. No less than 30-Days prior to withdrawal of a child, written notice must be delivered to the Director of the Preschool.
2. If a child will be absent a month or more, you must withdraw your child and if he/she returns, he/she must be registered again if there is available space for your child. The only way to retain your child's spot after an extended absence is by continuing to pay tuition monthly, even when absent.

**12I. Health/Minor Injury:** 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. An information form with further detail on health requirements is handed out at the beginning of the school year for further reference for parents.

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. Tuition will not be

reimbursed for days out due to illness, no exceptions.

If a child sustains a minor injury while at school, first-aid will be administered immediately and a "Incident Form" will be given to the parent for review and signature.

**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 rarely 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 Advisory Council**~ The council will meet twice a year, near the beginning of each semester to discuss preschool events, curriculum and changes. If the need arises, the director will also email this group asking for feedback on changes, problems, really anything concerning the preschool throughout the school year
- **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.
- **Book Study** ~ Join us every first and third Tuesday of the month at 9:30AM at Andie's Coffee to read and discuss an excellent parenting book. This is a fun group supporting one another in the toughest and most important job you'll ever have. (Child care is available.)

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

**12R. Parent/Teacher Conferences:** Parent Teacher Conferences are offered twice a year, once in November and once in April. Parents can sign up online through Sign Up Genius.

**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.

### **13. Services Available to Parents/Referral Services**

CCPK shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child should the staff or parent feel that that an assessment for such services would benefit the child. Whenever any staff member or parent is concerned about a child's development or behavior and feels there is a need for further evaluation, the teacher will confer with teaching partners and then will review the information with the director. If the director agrees, the classroom teacher is requested to complete write an anecdotal observation that include the concerns.

-Referral Meeting with Parent(s): Parents will be notified of the situation and of all ongoing developments by either the teacher or the director. A parent conference will be scheduled as soon as possible to discuss the concerns. Parents will be given in writing (1) the reason(s) for recommending additional services, (2) a brief summary of the preschool's observations related to the referral, and (3) any efforts the preschool made to accommodate the child's needs. The director or classroom teacher will also provide the parents with specific referrals for evaluations, diagnostic and therapeutic services. When appropriate, the child will be referred to Smart Support with parents permission or Parent Coaching and Support Services through Southwest Human Development. Other referrals may be the Panda program through Scottsdale School District or SUN Kids through Paradise Valley School District, The Clubhouse Therapy Centers and local speech pathologists/therapists. We will work collaboratively with support services to implement a plan to meet the child's developmental needs both at school and at home including consultation and education training if needed.

-Follow Up Referral: The director or classroom teacher will, with parental permission, contact the agency or service provider who evaluated the child the child for consultation and assistance in meeting the child's needs at the preschool. If it is determined that the child is not in need of services from this agency or is ineligible to receive services, the preschool shall review the child's progress at the preschool every three months to determine if another referral is necessary.

-Record of Referrals: The director/teacher will maintain a written record of any referrals,

including the parent conference and results. A referral checklist will be kept in the child's record.

#### 14. Play Pals Extended Care Program

Play Pals is an extended care program available for children from 8AM-9:15AM and/or 1:30AM until 4:00PM 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: \$7.00 Afternoon Fee (Until 3:00PM): \$7.00 Late Afternoon (Until 4:00PM): \$7.00
- Late fee: After 4 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. Documentation of general liability insurance may be viewed upon request from the director. 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.

We maintain a strict non-discrimination policy regarding students, teachers and other employees. Chaparral Christian Preschool and Kindergarten does not discriminate on the basis of gender, race, color, national, ethnic or religious origin in admissions or administration of any policies or programs.

**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 to 6 year olds. Our facility is currently licensed to serve 110 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 for review at any time 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

**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 85254  
[www.ccpk.info](http://www.ccpk.info)

Director- Nicole Moran

(480) 991-6440

[ccpk@chaparral.org](mailto:ccpk@chaparral.org)

Monday - Friday, 8:45 a.m. to 4:00 p.m.



A Quality First School

