



**NPHX**

# **WEEKDAY PRESCHOOL & KINDERGARTEN**



# **PARENT HANDBOOK**

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**NORTH PHOENIX BAPTIST CHURCH**

**5757 N. CENTRAL AVE. | PHOENIX, AZ 85012 | 602.707.5821**

## **NPHX Mission Statement**

We will **reach** and **equip** people with the gospel of Jesus Christ throughout the valley and around the world.

## **Weekday's Role in our Church's Mission Statement**

We will reach and equip families with the gospel of Jesus Christ by providing a fun, safe and biblical environment for preschoolers to grow and learn.

## **Our Purpose**

The purpose of our program is to minister to the community by providing a safe and loving environment for children.

## **Our Philosophy**

Our philosophy is to minister to the whole child through Bible-learning activities that are designed to meet the spiritual needs of a Preschooler and help assure his/her physical, mental, social and emotional growth as well.

## **Our Objective**

Our objective is to provide a positive learning experience where Preschoolers can make choices and participate in small group activities that are developmentally appropriate.

## **Our Goal**

Our goal is to inspire Preschoolers to know that God made them, loves them and has a unique and important plan for each of their lives.

# DEAR PARENT...

**WELCOME TO NPHX PRESCHOOL & KINDERGARTEN**, where we believe a child's work is PLAY!

Luke 2:52 reminds us of how Preschoolers grow.

*"Jesus grew in wisdom and stature, and in favor with God and men."*

**Preschoolers today grow as Jesus did.**

They grow in wisdom (mentally), in stature (physically), in favor with God (spiritually), and man (socially and emotionally).

Using **PLAY THEORY**, we minister to the whole child through Bible-learning activities that are designed to meet the spiritual needs of a Preschooler and help assure his/her physical, mental, emotional and social growth as well.

We believe that **Developmentally Appropriate Practice (DAP)** is the theory that most closely describes God's design.

**THE BASIC TENANTS OF DAP ARE:**

1. Creative play leads to learning.
2. Development occurs individually when a child feels safe, valued and loved!

**SPACE IS LIMITED & REGISTRATION WILL BE TAKEN ON A FIRST COME, FIRST-SERVED BASIS.**

**ENROLLMENT INFO:**

602.707.5821

NPHXPRESCHOOL.ORG

**FTF PARTICIPANT**

<https://www.firstthingsfirst.org>

**EMPOWER PARTICIPANT**

<https://azdhs.gov/prevention/nutrition-physical-activity/empower/index.php>

**STAR RATING**



## SERVICES & HOURS

At NPHX Weekday Preschool we offer three schedules (Days and Times) that families can choose in order to meet their needs.

### Days

- **MONDAY through FRIDAY**
- **MONDAY, WEDNESDAY & FRIDAY**
- **TUESDAY & THURSDAY**

**Times | We open at 7:00 AM & close at 5:30 PM Monday through Friday**

- **Full-day, over 4.5 hours a day**
- **Half-day, up to 4.5 hours a day (*must be picked up by 3:00 PM*)**
- **Morning Schedule, 9 AM - Noon only (Children 3 and up only)**

**Other schedules are considered based on availability.**

### Drop-In

This is only for enrolled children and only available if an opening in your child's class occurs due to a scheduled absence. Please call the week before to see if there is an opening.

### KINDERGARTEN:

Class 8:30 AM - 3:00 PM

Before Care: 7:00 AM - 8:30 AM

After Care: 3:00 PM - 5:30 PM

We offer half-day Kindergarten on a case-by-case basis.

## ADMISSION & ENROLLMENT POLICY

Prior to admission, parents will need to complete all enrollment paperwork. A child may not attend until all paperwork is complete and approved by a Weekday administrator. A completed waitlist form & fee is required to be on the waiting list.

## SIGN-IN/SIGN-OUT

All children must be signed in and out every day through our Brightwheel system. You can use the Brightwheel app on your phone or the kiosks at the entrance. Each individual has their own unique code. Please do not share your code with others. If you have someone else picking your child up, please have them stop in the office to receive their code. A full signature is required when signing your child in and out. **DO NOT** use initials unless that is your actual signature. **DO NOT** let your child sign for you. Once signed in, the child must be escorted to his/her classroom by the person dropping off. Please make sure to talk with the teacher when dropping off so that they can assume care of your child. Parental consent is needed prior to pick up if anyone other than the parent/guardian is picking up, and proper identification must be shown to the administrator on duty.

## PAYMENT POLICY

Payments can be made through the Brightwheel App or you can pay by cash or check in the Weekday Office. Payments made through Brightwheel will incur a fee.

### REGISTRATION FEE:

Required prior to enrollment in order to hold a position for your child. The registration fee is **NON-REFUNDABLE**.

### WAIT LIST FEE:

If the class you wish to enroll your child in is full, you may place your child on the wait list. This fee is **NON-REFUNDABLE**. When space is available, the wait list fee will be applied toward your registration fee.

### FULL-DAY/HALF-DAY TUITION:

Payments must be made at the beginning of each week. Payments made after Tuesday of each week will be assessed a weekly late fee. Until fees are paid in full, services will be denied to anyone whose payment is five working days late, and this will result in immediate disenrollment.

If paid in advance, payments may be made bi-monthly or monthly.

### MORNING SCHEDULE TUITION:

Payments must be made on the first of each month. Payments received after the first day of attendance for the current month will be assessed a weekly late fee. Until fees are paid in full, services will be denied to anyone whose payment is five working days late, and this will result in immediate disenrollment.

### KINDERGARTEN TUITION:

Payments must be made on the first of each month. The first payment will be due August 1 and the final payment will be due on May 1. Payments received after the first day of attendance for the current month will be assessed a weekly late fee. If you choose to pay annually or bi-annually, please follow the payment schedule on our website.

### RETURNED CHECK FEE:

If a check is returned for insufficient funds, a fee will be assessed, and we will require all future payments to be made by cash or money order.

### LATE PICK UP:

A per child fee will be charged to anyone picking up his or her child(ren) after 5:35 PM. The clockout time in Brightwheel will be used to determine the correct time.

## TUITION CREDITS

We understand that, due to COVID-19, children may miss more days of school than normal. This can be a hardship for many families. This year we are going

to continue offering a two week credit to include all children. What this means is that you will receive credit for two weeks of time based on your child's schedule. You can use this credit anytime between August 2021 and July 2022.

The table below explains how many credit days you will have available based on your schedule:

Monday through Friday – Will receive 10 days of credit

Monday, Wednesday, Friday – Will receive 6 days of credit

Tuesday and Thursday – Will receive 4 days of credit

Credits will be prorated for anyone enrolling after the start of the current school year.

Please follow these steps to receive credit:

- Email our Finance Coordinator, Jo Valdivia at JoV@nphx.org. Include your name, child's name, and the dates for which you would like to receive credit.
- These days cannot be carried over to the next school year.
- If we do not receive an email with name & dates, you will not be credited.

In February of 2021, we implemented a new policy which also helps to alleviate some of the financial burden of child care costs due to quarantine and exposure in your child's classroom. We will continue this policy into our new school year. If your child is in quarantine due to an exposure in his/her classroom. We will reimburse you for 50% of the tuition at the end of that month. This reimbursement will be in the form of a credit on your account. In order to qualify for this credit, you must have already used all of your tuition credits before you can receive the 50% discount.

For example, you have been notified that your child has been exposed to a positive COVID-19 case in his/her classroom. You will have to keep your child home and watch for symptoms for the next 14 days. This means that you will miss 2 weeks of school. You will be charged your normal rate of tuition. If you would like to use your tuition credits, you would email Jo Valdivia. If you have exhausted all of your tuition credits, we will credit your account for 50% of the tuition paid during the rest of the quarantine time.

If your child is home because he or she has COVID-19, or any other illness, you will be required to use your tuition credits and you will not qualify for any other credits. If your child is home because they have been exposed to COVID-19 outside of our school, you will be required to use your tuition credits and will not qualify for any other credits. If your child is home because someone else in the household is ill with COVID-19 or has symptoms and awaiting testing for COVID-19, you will be required to use your tuition credits and will not qualify for any other credits.

*Kindergarten: No credits given for days missed due to vacations/illness.*

## SCHOOL CLOSURES & HOLIDAYS

A school calendar has been provided for you as part of your enrollment paperwork. Signs will be posted as a reminder prior to scheduled closures. **There are no credits given for holidays when the school is closed. In the event that we cannot open the Preschool due to circumstances beyond our control, tuition will still apply.** The school will be closed for one week at Christmas and one week at the end of the school year. **There will be no charge for these two weeks.**

### KINDERGARTEN:

Kindergarten will have a two-week break at Christmas and a one-week Spring Break. If your child needs care during Christmas Break or Spring Break, you must sign up in advance in the Weekday Preschool Office. Children will be accepted on a first-come basis only if space is available. The fee will be at the current daily rate. There are no credits for tuition or extended care fees given for school closures.

## STAFF/CHILD RATIO

Infants   1:3	One year olds   1:5
Two year olds   1:6	Three year olds   1:7
Four year olds   1:7	Five year olds   1:7
Kindergarten   1:10	

## SICK CHILDREN

Children who are not well enough to take part in all of the day's activities, including outdoor play, should remain at home until they can fully participate. WHEN YOUR CHILD IS ABSENT, PLEASE CALL THE WEEKDAY OFFICE, SO THAT WE CAN DOCUMENT THE ILLNESS.

**If a child has any of the following symptoms within 24 hours of his or her scheduled school attendance, please do not bring him/her to school:**

- **Fever > or equal to 100.4**
- **Rash**
- **Skin infection**
- **Sores that are open, infected or not easily covered**
- **Thrush**
- **Diarrhea**
- **Lice**
- **Vomiting**
- **Pinworms**
- **Symptoms of any other contagious or infectious disease or infestation.**

If a child develops these symptoms while in our care, the child will be separated from other children and cared for in the Weekday Office. Parents are expected to pick up sick children within the hour to prevent the spread of infection to other children and staff. This also allows the child time to rest, recover, and be treated for the illness. If a child is sent home with any

of the above symptoms, he/she may not return until symptoms are gone for at least 24 hours. **No child will be accepted back into care in less than 24 hours without a doctor's note stating what the child has and a guarantee that the child is not contagious.** This policy is for the benefit of all children including the sick child and the teachers. We make every effort to reduce illness by cleaning and sanitizing toys and equipment every day and more often when needed. Please help us keep this a healthy preschool by keeping sick children at home.

### **EXTENDED ILLNESS:**

Illness lasting one month or more (consecutive days), will be given special consideration with a doctor's excuse. Please see the Director if this occurs.

## **SPECIAL NEEDS**

Enrollment of children with special needs will be considered on a case-by-case basis. If the child can be accommodated into the program without undue burden, entrance requirements will be the same for him/her as for any other child.

## **MEDICATIONS**

We will not administer medication except for children with a special need such as asthma, severe allergies, etc. Appropriate paperwork must be filed with the Weekday Preschool Office.

## **FIELD TRIPS**

Preschool field trips will be walking trips to other parts of the campus. A signed permission slip will be required for all children who participate in the trip. Attendance will be taken at regular intervals.

Kindergarten will have an off-campus field trip once a month. Parent volunteers will be needed to transport and supervise while away from campus. Parent volunteers will be required to have a copy of their driver's license and current auto insurance on file in the office.

## **TRANSPORTATION**

We do not provide transportation for preschool children for any reason.

## **DISCIPLINE POLICY**

The purpose of discipline is to teach a child how to make appropriate choices. It is never used as punishment or retribution. When disciplining a child, his/her age, intellectual and emotional development will be taken into consideration.

- Redirection is the method of discipline that will be used by our staff. Therefore, if a child is throwing blocks, the teacher will direct the child to the beanbags and say, "You may throw the beanbags, but not the blocks." Older children will also be given reasons why a behavior is not acceptable.
- Discipline will never be associated with meal time, nap time, or toilet training.
- When behavioral issues persist, the Weekday Director/Assistant Director will contact the parents to schedule a meeting to discuss the implementation of an Individual Guidance Plan for the child.

If for any reason, a challenging behavior causes a safety issue in the classroom, we may request that your child be picked up within the hour and services be suspended until a parent meeting occurs and an individual guidance plan is implemented.

## MEALS

At NPHX Weekday Preschool and Kindergarten, we promote healthy eating by following the AZ State Child Care Licensing requirements and the Empower standards for nutrition. Following these rules and standards ensures that children enrolled in our program receive healthy meals, so that they are ready to learn and grow.

In our program, each family must provide a lunch for their child daily. Lunches will go directly into your child's cubby. An icepack can be used to keep food cold and a thermos can be used to keep food warm. Lunches must contain milk or 100% juice and one item from each of the following areas: Grain, Protein, Vegetable and Fruit. If juice is sent in a lunch, it must be 100% juice. Do not pack sports drinks or sugar-filled drinks. Leftover food in your child's lunch box will be discarded after lunch except for foods that do not require refrigeration. Any candy or desserts will not be given during lunch time, but will be sent home with the child to enjoy with their family.

Our facility is not equipped with a full-service kitchen. Children should bring lunches that do not require heating. You can find a list of suggested lunch items on our website at [nphxpreschool.org/parentresources](http://nphxpreschool.org/parentresources)

Breakfast (if needed) may be brought to school, and your child may eat in his/her classroom from 7:00 – 8:00 AM only.

We will provide a healthy snack at 9:30 AM and 2:30 PM daily for children 15 months to five years old. If a parent brings a snack to share or to celebrate a birthday, all items need to be store bought and nutritious.

Some ideas on healthy celebrations can also be found on our website [nphxpreschool.org/parentresources](http://nphxpreschool.org/parentresources)

Cups sent for children to drink from throughout the day should only be filled with water. They should never contain additions such as medications, supplements or vitamins.

## **EMERGENCY MEDICAL POLICY**

In case of a medical emergency, 911 will be called first and then the parent will be contacted. A staff person trained in CPR and first aid will stay with the child and administer aid as directed by 911 until help arrives. Several staff members are certified in CPR and first aid.

The teacher and director will assess injuries which do not require 911 assistance. If non-emergency medical treatment is required, the parents will be called to pick up the child.

## **ACCIDENTS**

Incident reports will be written for all incidents/accidents at the Preschool. A copy will be given to the parent and another kept on file at the Preschool.

## **INSURANCE**

Liability insurance is carried by the Preschool pursuant to R9-5-308. Documentation of the liability coverage is available for review on the facility premises.

## **PESTICIDE TREATMENT**

We will have pesticide treatments quarterly. We will post a notification on the entrance doors at least 48 hours before a pesticide is applied pursuant to R9-5-310.

## **CURRICULUM**

In accordance with our Philosophy, NPHX Weekday Preschool structures the learning day using curriculum based on Developmentally Appropriate Practice (DAP) and supported by the National Association for the Education of the Young Child (NAEYC) and the Arizona First Things First initiative.

Specifically, we use the Biblically based "Wee Learn" curriculum as well as components of the "Creative Curriculum" collection. Our complement of curriculum provides a range of activities designed to meet the needs of each child at his/her level of development.

The Kindergarten class uses Orange Bible Curriculum as well as the widely recognized Saxon Math and Open Court Reading Programs to ensure elementary school readiness.

## DRESS CODE

Preschool activities are fun and often messy. Please dress your children appropriately for these activities. **Shoes must be closed-toed.** Every child, regardless of age, will need a change of clothes. This should include a shirt, pants, underwear, socks, and shoes. Please label and place clothes in a large ziploc bag.

### KINDERGARTEN:

Kindergarteners will be required to wear a uniform. They can wear navy blue pants, shorts, skirt, or dress with a navy, red, or white shirt. Kindergarteners should also have an extra uniform as well.

## RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency Contact pick up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in disenrollment from the program.

## DISCLOSURE POLICY

The staff of NPHX Weekday Preschool makes every effort to protect your child while he/she is in attendance. Unfortunately, incidents occur that we cannot prevent.

In case of an incident involving two or more children, the staff will not give out the name of any child involved except to their own parent. In the case of children who are old enough to tell their parents the name/s of children involved, the staff will neither confirm nor deny the name/s of children other than their own.

In the case of a contagious illness, the staff will not reveal the name/s of the children who have the illness. Signs are posted letting you know that a contagious illness has been identified within the school. This is a common "standard of practice" for all agencies that provide care and education for children. The intent of this policy is to protect all children in our care.

# PARENT RESPONSIBILITIES & INVOLVEMENT

There will be opportunities throughout the year for parents to volunteer in the classroom or for special events. Parents are encouraged to be involved in their child's classroom whenever possible. Due to COVID-19 parent participation in the classroom is limited.

## DISENROLLMENT POLICY

### **PARENT REQUESTED:**

We ask that you give us two weeks' notice prior to disenrollment. We know that this is not always possible but would appreciate as much notice as possible.

### **CENTER REQUESTED:**

If for any reason we feel the need to disenroll your child, we will try to give you two weeks' notice, so that you may locate alternative care. However, disenrollment may be immediate depending on circumstances.

### **REASONS FOR DISENROLLMENT:**

- Non-payment of fees. See section titled Payment Policy.
- Behaviors that are dangerous to others. See section titled Discipline Policy.
- Lack of adherence to Preschool policies (including guidance plan if one is in place).

## ACCESS TO THE PRESCHOOL

Parents are always welcome to stop by and visit the Preschool at any time. However, due to COVID-19, parents are asked to limit their time in the classroom to 5 minutes or less at drop off and pick up. This will help us limit any exposure to the children in the classroom.

***Facility inspections are available on site upon request.***

This child care facility is regulated by:

The Arizona Department of Health Services, Office of Child Care Licensure

150 N. 18th Ave. | Suite 400 | Phoenix, AZ | 85007-3244

P: 602.364.2539 | F: 602.364.4768

*Revised 2/22*

For more information, please visit our website at [nphxpreschool.com](http://nphxpreschool.com).





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