



# ***Family Handbook***

## **2018-2019**

Preschool Address/Mailing Address:

**6289 S. Greenfield Rd.  
Gilbert, AZ 85298**

Preschool Phone Number

**480-899-1400**

Website and Email

**[www.preschool@loc-az.org](http://www.preschool@loc-az.org)**

**[lightofchristpreschool@gmail.com](mailto:lightofchristpreschool@gmail.com)**

### **MISSION STATEMENT**

Light of Christ Christian Preschool welcomes all children in a setting that offers a safe place to learn and grow spiritually, socially, physically, emotionally, and intellectually. Underlying all activities is the desire to help children know and love God and think about and care for others. Curriculum includes individual and group times to learn through hands-on, developmentally appropriate learning and play activities.

## STAFF

### **LOC Preschool**

Dee Rock- School Director  
Nicole Mitchell- Teacher  
Susanna Krausman- Teacher Assistant  
Ann Moeller- Teacher Assistant

**LOC Pastor:** Pastor Moe Redding

**LOC Church Office Manager:** Melissa Van Gemert

## PROFESSIONAL GROWTH

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

## PHILOSOPHY

It is the philosophy and firm belief of Light of Christ Christian Preschool that each child is uniquely created by God with individual gifts and abilities. It is our overall goal to encourage the growth of the "whole child" through each one's spiritual, social, emotional, physical, and intellectual development.

**\*Spiritually** emphasize the rich heritage of Christianity to show each child that he/she is secure in God's abiding love and care.

**\*Socially** provide an environment where each child is given the opportunity to develop peer relationships, learn to cooperate, respect, share and care for each other.

**\*Emotionally** encourage, love, and support each child to instill a positive self-image.

**\*Physically** help each child to grow and develop in fine & gross motor skills.

**\*Intellectually** provide hands-on, age appropriate experiences in language, math, science, art and social studies that enhance discovery, creativity, thought, and communication.

Daily routines are planned to enrich, motivate, challenge, and reinforce children in an environment where each one is respected as an individual.

## EDUCATIONAL VIEWPOINT

Children learn by seeing, hearing, and touching God's world in a meaningful learning environment. Educational research reports that all three means are necessary for early brain development to retain information to later learn abstractions, such as reading, writing and math.

Spiritual development is encouraged through daily Christian education activities -prayer, songs, stories, and hands-on projects. Once a week all classes receive a visit from Pastor Moe Redding for "Chapel Time".

Curriculum consists of learning units, appropriate to the class age-level. Each unit provides progressive learning experiences. Learning centers, which correspond with these units, are converted monthly to provide new and challenging experiences. As a project is introduced, each child is encouraged to begin and complete it.

Ultimately, we believe that the parent, the child's first resource provided by God, is the best teacher. Our job at LOC Christian Preschool is to help instill a love of learning in his/her first 'school' setting.

## **PARENT/STAFF COMMUNICATION**

One or both parents are required to review this *Family Handbook* and sign the Acknowledgement Form on the last page. Thank you for your cooperation.

LOC Preschool will post information near the sign-in/sign-out sheets by each classroom. Regular communication will also be via email. Please add [lightofchristpreschool@gmail.com](mailto:lightofchristpreschool@gmail.com) to your safe senders list. Monthly newsletters will highlight news from learning centers along with a few pictures. We also encourage you to talk to the teachers or director as soon as possible for any concerns you may have.

### ***Progress reports***

Your child will have three progress reports recorded, September, January, and May. Each will be sent home. If there are any concerns, the parent will be notified. If you feel the need for a conference at any time, please contact the teacher so arrangements can be made.

## **REGISTRATION and TUITION**

### ***Admission Requirements***

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

### ***Registration Fees***

A \$100 non-refundable registration/materials fee is due at the time of registration.

### ***Tuition Notices***

- It is important that tuition is paid promptly.
- Tuition is paid monthly, August through May, due on the first of each month.
- Tuition can be paid with cash, check or online at [www.loc-az.org](http://www.loc-az.org). Scroll down to 'Offering' and create a profile. You can return to this web page each month to make the payment or choose appropriate settings for automatic payments.
- If a tuition payment due date falls on a holiday, the tuition will be due the next preschool day.
- Tuition is due regardless of the child's attendance.
- If the tuition payment is not received by the **6<sup>th</sup> of the month** it is considered late, and a \$15.00 late fee will be assessed. The Preschool Director will contact you if this occurs.
- Returned checks are subject to late fees in addition to bank fees.
- If a tuition payment becomes more than 15 days late, the child will not be allowed to attend class until the balance is brought current.
- Should you decide at any time to disenroll your child, a 2-week written notice is required, and paid tuition is non-refundable.

## SCHEDULE & FEES

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

All fees and tuition payments are non-refundable.

## DAILY ROUTINES

### ***Pick-up/Drop-off***

AZDHS requires that all parents sign-in and sign-out (full signature) their child every day in attendance at school. **Only those individuals listed on your child's Emergency, Information and Immunization form may pick-up your child from school.** We will request identification if necessary.

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

### ***Reporting Absences***

If your child is going to be absent, please call the church office and leave a message (voicemail is fine) at **480-899-1400** or email, [lightofchristpreschool@gmail.com](mailto:lightofchristpreschool@gmail.com). Twenty minutes after the beginning of class if your child is not present, we will contact you if you have not contacted us.

### ***Clothing***

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

### ***Supplies***

A **labeled, regular sized** (no minis) **backpack** without wheels is required to help your child have ownership in bringing items to and from school. We encourage a healthy habit of drinking water regularly, so provide your child with a **labeled water bottle** each day.

### **Toys**

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

### **Siblings**

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

### **Snacks and Nutrition**

**3's Suns: Healthy snack**

**4's Stars: Small healthy snack and a lunch**

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

Please pack a healthy snack/lunch. Water is the only drink allowed. Please have your child bring his/her snack/lunch in either a lunch box or bag that fits into their backpack. It is up to each parent to update the staff of your child's food allergies for those occasions when birthday treats are shared.

## **HEALTH AND SAFETY GUIDELINES**

### **Sunscreen**

Outdoor play time is scheduled each day. Please be sure your child is adequately covered with sunscreen before coming to preschool.

### **Discipline**

Preschool provides the opportunity for children to learn and use various social skills. We encourage them to talk about their feelings and use words to work through a situation. Staff will help the children make a better choice for any unacceptable behavior.

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

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

### **Illness**

Health checks for illness or infestation will be done daily during preschool hours of operation per AZDHS regulations. We ask that if your child complains of not feeling well, you refrain from

sending him/her to school. **Children who show the following signs may not attend school for at least 24 hours:**

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

### ***Medications***

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

### ***Emergency Procedures***

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

Our emergency procedures are outlined per AZDHS guidelines for your child's safety and after assessing any emergency, we will promptly notify parents based on information you have provided on your child's Emergency, Information, and Immunization form (blue).

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

### ***Smoking***

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

### ***Pest Control***

Information regarding pest control services and/or use of pesticides on the premises is available upon request. A notice will be posted on the parent bulletin board **48 hours** prior to a scheduled service.

## **OTHER IMPORTANT ITEMS**

### ***Chapel***

Weekly, Pastor Moe Redding will visit LOC Preschool classrooms to present a "Children's Chapel". He will interact with the children through singing and Bible storytelling, teaching children simple moral/character qualities. Pastor Moe will give special attention to Christian holidays and their significance to Christianity in an age-appropriate manner.

### ***Music***

Mr. Jamie Fry will come to class weekly for Music. He plays his guitar and provides a variety of instruments (bells, shakers, drums, triangles, etc.) for the children to use. Both faith-based and

educational songs are enjoyed, often with the inclusion of gross/fine motor movements and attention to rhythm.

### ***Birthdays***

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

To be considerate of children's sensitivity, birthday party invites, thank-you notes, or gifts may not be distributed at the preschool unless all the students are included.

### ***Holiday Celebrations***

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

### ***Parent/Grandparent Visitors/Volunteers***

At LOC Preschool, we encourage parental support and value our parent volunteers. Please let us know ahead of time if you would like to help out in the classroom so that we may plan accordingly. In accordance with AZDHS regulations, parent volunteers may assist their own children and others but may not take on the duties of the facility's teachers or director. As a volunteer, you are required to be under supervision of a teacher at all times. We may also have projects for completion at home for parents who cannot volunteer in the classroom. Your child will love seeing you participate and we'll love having you!

### ***Insurance Coverage***

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

### ***Disenrollment Initiated by Staff***

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

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

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

## **GENERAL POLICIES**

### ***Facility regulated by AZDHS***

Light of Christ Christian Preschool carries an Arizona Department of Health Services (AZDHS) classification of "Child Care Center" and is regulated by the Division of Child Care Licensing. We meet all requirements per state regulations and all fire and health inspection reports are available

to the public through AZDHS. The current inspection reports are available on the preschool premises for review.

Arizona Department of Health Services  
Public Health Licensing Services  
Division of Child Care Facilities Licensing  
150 N. 18<sup>th</sup> Ave., Suite 400  
Phoenix, AZ 85007-3244  
(602) 364-2539 [www.azdhs.gov](http://www.azdhs.gov)

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

***Hours of Operation***

Monday/Wednesday/Friday 8:45-12:45

Tuesday/Thursday 8:45-11:45

***Equal Rights***

Light of Christ Christian Preschool admits students of any race, color, age, handicap, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, age, handicap, gender, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

***Notices/Fliers/Posters***

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

***Extra-Enrichment Days/Field Trip Days***

Opportunities to provide off-site learning may occur during the preschool year, providing social interaction for both child and parent and enhancing your child's understanding of a particular subject matter. Each parent is responsible for transporting and chaperoning his/her own child. LOC Preschool is not permitted to transport children at any time to or from these field trips.

**Light of Christ Church & Preschool**  
**6289 S. Greenfield Road**  
**Gilbert, AZ 85298**  
**480-899-1400**  
**[www.loc-az.org](http://www.loc-az.org)**



ACKNOWLEDGEMENT

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date