



Promiseland
Christian Preschool

Parent Handbook 2011-12

Christ's Church of Fountain Hills

Sr. Pastor: Don Lawrence

Children's Pastor: Chad Pace

Preschool Director: Carri Schneider

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"Where love and learning go hand in hand"

Mission statement

Christ's Church of Fountain Hills and Promiseland Preschool are committed to providing children and their families with a Christ-centered, loving environment where they can grow spiritually, physically, intellectually, socially, emotionally and creatively. Our mission is to provide a quality preschool program with developmentally appropriate learning experiences in the context of a 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

At Christ's Church of Fountain Hills and Promiseland, everything we do is intended to:

- *Honor God
- *Nurture children
- *Support families

We are delighted you have chosen *Promiseland* as your child's preschool! The following information is provided to familiarize you with our preschool program philosophy and policies. Please review them prior to your child starting school and feel free to inquire about any questions you have that may not be addressed in this packet.

We look forward to working together with you in the year ahead, as your child continues on their journey of growing in the knowledge of the God who created them, the Holy Spirit who teaches them and Jesus, his Son who loves them!

Program and hours

Promiseland is a half-day, Christian preschool program that offers 2, 3 and 4 day a week programs. Our morning class hours are 8:30-11:30. Afternoon sessions run from 12:30-3:30. We follow the same calendar as the Fountain Hills School District.

Promiseland Preschool serves children 2-5 years of age. Two and young three year olds meet Monday/Wednesday or Tuesday/Thursday mornings. The focus of this class is to introduce younger children to preschool in a program designed especially for them. Many children this age are not ready to be potty trained or are just beginning the process. We don't want to hurry this important developmental step in order for children to start preschool, so toilet training is not a requirement for this class.

Our three day a week classes are designed for three and four year olds. They meet Monday/Wednesday/Friday or Tuesday/Thursday/Friday mornings. This class is multi-age to provide children with opportunities to learn from each other and develop a sense of caring and respect. Activities are designed with a variety of developmental levels in mind and can be adapted to meet each child's specific needs. Language and social skill development are emphasized as children develop motor, cognitive and pre-academic skills in the context of play. There is also an emphasis on presenting activities that encourage reading and writing readiness skills with thematic units to

increase child interest and motivation.

A Pre-K class for 4 and 5 year meets Monday through Thursday afternoons. This 4 day a week class is designed to teach children kindergarten readiness skills as they work on long term and cooperative projects. They will also have opportunities to develop beginning literacy skills in the context of developmentally appropriate activities. Language and social skill development is a priority in this class as well.

Licensing

Promiseland Christian Preschool is licensed by the Arizona Department of Health. Our license number is CDC-15358 . Public records are available for inspection at the Arizona Department of Health Services, 150 N. 18th Avenue, Phoenix, Arizona. Current inspection records are also available on site as well. Our facility is currently licensed to serve 56 children for each session of preschool. Promiseland does not provide transportation to or from preschool. Liability insurance is carried by the center as required by Child Care Licensing.

Registration/Enrollment

Every child must have a completed enrollment packet that includes a blue emergency form and copy of current immunization records.

A nonrefundable registration fee and last month tuition deposit is due at time of enrollment to ensure your child's space. Because your child's space in our program is guaranteed, there are no refunds or reduced rates if your child is absent. **A 30 day notice is required should you decide to cancel your registration.** If this requirement is not met, the last month tuition will be retained.

Tuition Payments

Tuition is due the first of each month. Payments can be put in the tuition box at the front desk. Please include your child's name on the check. A \$10.00 late fee will be posted to accounts for payments received after the 10th of the month. Checks returned for insufficient funds will be redeposited the following week and a \$15.00 fee will be posted to your account. Please see the director for any questions or problems regarding tuition fees and policies.

Tuition Fee Schedule

- A \$75.00 nonrefundable registration fee is due at time of enrollment. (5% discount is applied for yearly tuition paid in full at enrollment)
- 2 day/week program \$185 month \$1,665 per year (\$1,582)
- 3 day/week program \$265 month \$2,385 per year (\$2,266)
- 4 day/week program \$335 month \$3,015 per year (\$2,864)

Please see the director for information on multiple child and class discounts as well as scholarship opportunities.

Arrival/Dismissal Routines:

Every child must be signed in by their parent on arrival in the breeze way area. A parent signature and time in is required each day. Never drop off a child unless you have made contact with at least one staff member and they know your child has arrived.

Please send your child to school with a backpack or bag each day.

Always have an extra set of seasonal clothing in the backpack so they can change if needed. Children in diapers should have 2-3 diapers and their own wipes in the back pack as well. Please check your child's backpack EVERYDAY for soiled clothes and important papers!

At dismissal, children will be with their teacher in their room. Please sign them out in the breeze way area (include time and full signature) and wait for the teacher to release them to you.

In order for your child to be released by someone other than the parent, that person must be listed on the enrollment form. In the event that you must send someone to pick up your child who is not on the form, you may call us ahead of time and give the full name of the individual picking up your child. Promiseland staff will ask that person for a photo ID before releasing them. Your child will not be released to anyone who does not meet these requirements. Your child's safety is one of our greatest concerns!

Unless special arrangements are made with the teacher, parents are to bring their children no earlier than 8:25 for arrival and pick up children no later than 11:35. When parents are more than 10 minutes late without prior notification, a \$10.00 fee will be assessed to the next month tuition for each late pick up.

Illness/Sick Children

In the event that your child should become sick or injured at school, you will be contacted immediately. It is critical that your enrollment information include current phone numbers and at least two alternate emergency contacts in the event of such situations. Please be sure to keep staff members informed of any changes/concerns in your child's health and well being. Keep your child home if they exhibit any signs of illness (fever over 100, vomiting, diarrhea, severe cough) They should be symptom free for 24 hours without fever reducer before returning to preschool. If your child will be absent due to illness or other reasons, please let us know!

Medications

Promiseland may only dispense medication prescribed by a physician, in its original container, with the child's name and prescription number on the label. Parents are required to complete the written permission form before any medications are given. The child must have been on the medication at least 12 hours before giving it to them at *Promiseland*. This helps ensure that your child will not have a reaction to the medication while at school.

Clothing

At *Promiseland*, we believe children learn best through play and hands-on experiences. Children get involved in what they are doing and we don't want them to worry about their clothes during this process! We will wear smocks for messy projects but that doesn't always prevent stains. (Stain Stick works great!) Please send children in comfortable play clothes that they will not worry about during their day. A *Promiseland* T-shirt is a great way to solve that "what to wear?" problem and can be worn everyday! Close-toed shoes are also recommended for outdoor play time.

Snacks

A monthly snack calendar will be sent home with each child. Your Child will be assigned a day to bring a snack for all the children in their class. The teacher will request specific item(s) that may relate to the theme being taught that week. Child care licensing requires that students be served at least two of four specific food groups at each snack time. All snacks must be individually wrapped or in a factory sealed container. Parents may also provide food items prepared in a commercial restaurant or bakery. Milk or 100% juice may be served and water will always be available for the children.

Birthdays

Children will be assigned snack on their birthday (or as close to their birthday as possible). Parents can send in their child's favorite snack or cupcakes if it they prepared in a commercial bakery. We will sing "Happy Birthday!" and older children will make a special book for the birthday friend to take home. Birthdays are special to every child but we encourage parents to keep it simple at school. Too much fanfare can be overwhelming for some children.

Field trips

Promiseland is not planning any outside field trips for the 2011-12 school year. Safety and transportation issues create many difficulties. We prefer to concentrate on providing fun and engaging activities on site that will encourage your child to become curious about the world

God has made. Our parent newsletter may include family field trip suggestions that are related to themes we are learning about at school. We encourage your child to bring photographs or "stories" to school about places they have been such as the zoo, the beach, family vacations. This provides lots of opportunities for them to use their language to share experiences they have with their friends and teachers.

Discipline

The word discipline comes from the word *disciple*, which means to lead or guide. At *Promiseland*, we understand that self-control and independence are learned skills that take time and experience to develop. Staff members work hard to provide children with:

- **clear expectations
- **positive, loving role models
- **appropriate physical space
- **consistent daily routines
- **natural consequences for their choices

All of these elements help children feel secure in their surroundings and teach them how to interact appropriately with others.

Children are reinforced for appropriate social interactions each day during the course of daily routines and play. Teachers model appropriate social skills and positively redirect children when necessary. Children are reminded that God always loves them and forgives them when they misbehave. We believe in a balance between teaching the rules (following God's law) and the need for grace. (God's forgiveness through faith in Jesus).

Parent communication

Be sure to check your child's backpack and cubbie daily for any papers, dirty clothes and art work. A few times a month, your child's teacher will write a brief note or make a phone call to you to share something about your child. Be sure to check our website each week for upcoming events, news on what your child is learning at Promiseland as well as a

secure photo gallery. You can also find registration information, secure tuition payment and a link to communicate with your child's teacher at www.promiselandpreschool.com

Parents are encouraged to let teachers know via notes, e-mail, phone calls or direct conversation about anything happening in your child's life that is significant--both positive and negative. The more we know about your child, the better prepared we are to meet his/her individual needs during the course of the preschool day. It is often difficult for teachers to talk at any length with parents at school. For any matter that requires more time, please arrange to meet with your child's teacher between classes or set aside time for a phone conference.

If you have any questions or concerns regarding issues related to our program, please direct them to your child's teacher or the program director as soon as possible.

Progress reports and conferences

Teachers do informal screenings and observations of children throughout the school year. Work samples, skill checklists and progress reports are compiled and shared with parents at conferences that are typically held during the spring semester. If you or your child's teacher feels the need to discuss any aspect of your child's progress before then, a conference will be arranged.

Weekly Chapel and Sunday Worship

Children attending Promiseland 3 and 4 days per week attend weekly Chapel Services with Pastor Chad during their preschool hours. Parents are invited and encouraged to join their children for worship, prayer and lessons from the Bible with Pastor Chad and their teachers. It's a great time of fellowship, love and learning for all!

Promiseland Families who don't have a regular place of worship are always invited to join us at *Christ's Church of Fountain Hills* each Sunday morning. During our Sunday services, children have their own Kid's Church Time to help them worship the Lord and learn about Jesus

in a fun, age appropriate program designed just for them. *Christ's Church* provides a wide variety of opportunities for your whole family! See Pastor Chad or Carri to ask how we can serve your family at *Christ's Church of Fountain Hills*. You can also visit the church website at www.ccfhaz.com for more information.

Parent involvement

Promiseland encourages parents to be actively involved in their child's preschool 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! There are many other ways parents can be participate at Promiseland as well. Here are just a few ways you can be involved:

- *volunteer to take photographs/videotape
- *cut/color/paste teaching materials
- *data entry or other administrative tasks
- *assist with scholastic book orders
- *assist on special event days
- *save and send in "beautiful junk" items needed for projects as requested on weekly newsletter (ie: TP rolls, plastic pop bottles, OJ lids, egg cartons)
- *read to children or write down stories children dictate to you
- *come in and share your talents/gifts with children
- *fund raising projects
- *let us know your talent or passion and we'll try to get you involved in a way that is meaningful for you and your child!

Here's to a terrific year! May we grow together with our children, as they learn about the God who created them, the Holy Spirit who teaches them and Jesus, God's Son who loves them.