

# **NORTHWEST CHRISTIAN PRESCHOOL**

## **FAMILY HANDBOOK**

"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

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*We love Jesus. We love children. We love getting them together.*



August, 2017

Dear Parents of Preschoolers,

Welcome to Northwest Christian Preschool! Please read this handbook to understand policies of Northwest Christian School and how our program operates.

We've been ministering to preschoolers and their families since 1983. Some of you may have attended preschool here! Our teaching staff considers it a privilege to continue our tradition of excellence by providing well-planned hands-on learning experiences to foster emotional, mental, spiritual, social, and physical development in every child. We respect each child as a competent, capable, unique creation of God.

We love Jesus. We love children. And we love getting them together! It's our desire to create an environment of nurture and guidance that will enable every child to experience the love of Jesus through us. We hope to provide a setting where students will regard school as an exciting and safe place to explore, learn, build confidence, and make new friends.

You are cordially invited to visit us, ask questions, and make suggestions. We value partnering with parents as their children develop consistent, positive learning experiences both at school and at home.

We thank God that you have entrusted your child's development to our care. I look forward to working together this year.

Working Together in Christian Education,

Dawna Underwood  
 Director of Early Education  
 Northwest Christian School

Jennifer Lindsay  
 Assistant Director of Early Education  
 Northwest Christian School

Northwest Christian Preschool is a Quality First School.  
 Accredited by the Association of Christian Schools International and AdvancEd.

## **HISTORY OF NORTHWEST CHRISTIAN SCHOOL**

In 1980, as the Christian School movement accelerated, a group of concerned parents approached Northwest Community Church with a vision to begin a school that would demand excellence in academics, integrate Christian truth into the curriculum, and complement the values parents desired in their homes.

That vision has grown from a handful of students and teachers to the largest Christian school in Arizona. Over 1,400 students attend NCS from Early Childhood Education through 12th grade. Excellence in academics is recognized by the fact that AdvancED with the North Central Association of Colleges and Schools, as well as the Association of Christian Schools International, provides accreditation for NCS.

Biblical integration remains the number one priority led by the committed, Christ-honoring faculty. Along with the Bible Department, teachers integrate the truths of Jesus Christ into their lessons.

Finally, through the years, the students' foundation of truth has expanded as parents appreciate the extension NCS is to their values at home. Testimonies abound of the family atmosphere and caring environment that Northwest possesses, and the development it has meant in hundreds of graduates. Expansion programs completed over the past ten years have added state-of-the-art facilities and a new early education facility and sports fields.

The future is only as bright as the past is strong. God has blessed the faithfulness of the pioneers, and His hand will remain as long as we continue to be faithful to His Word.

## **DOCTRINAL STATEMENT**

**We believe** that the Bible is the Word of God, infallible and supernaturally inspired, so that it is inerrant in the original manuscripts and preserved by God in its verbal, plenary inspiration, so that it is a divinely authoritative standard for every age and every life. This doctrinal statement does not exhaust the extent of our beliefs as we believe that the Bible serves as the sole and final authority concerning all matters pertaining to truth, morality, and the proper conduct of mankind.

**We believe** that the Godhead exists eternally in three persons: Father, Son, and Holy Spirit, and that these three are one God.

**We believe** in God as absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process.

**We believe** that all human life is sacred and created by God in His image.

**We believe** that human life is of inestimable worth in all its dimensions including pre-born babies, the aged, or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

**We believe** that God, by His sovereign choice and out of love for men, sent Christ into the world to save sinners.

**We believe** that Jesus Christ in the flesh was both God and man, that He was born of a virgin and that He lived a sinless life, in which He taught and did mighty works with signs and wonders exactly as revealed in the four Gospels, that He was crucified, died as a penalty for our sin and was raised from the dead bodily on the third day. Later He ascended to the Father's right hand where He is Head of the Church and intercedes for believers, and from where He is coming again personally, bodily, visibly to the earth to set up His millennial kingdom.

**We believe** that since in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin, redeeming us from the curse of the law by becoming a curse for us--men are saved, justified on the simple

and single ground of the shed blood.

**We believe** that such salvation with its forgiveness of sins, its imparting of a new nature and hope of eternal life, is entirely apart from good works, baptism, church membership--or man's effort--and is a pure grace.

**We believe** that a true believer is eternally secure, that he cannot lose his salvation, but that sin may interrupt the joy of his fellowship with God and bring the loving discipline of his Heavenly Father.

**We believe** that all who receive Christ become joint-heirs with Christ, and at death, their spirits depart to be with Christ in conscious blessedness, and at the rapture their bodies will be raised to the likeness of the body of His glory and dwell forever in His divine presence.

**We believe** that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling of the Holy Spirit.

**We believe** that the Holy Spirit is a person, is God and possesses all the divine attributes. He indwells all believers, baptizes and seals all believers at the moment of their salvation, and fills them in response to confession of sin.

**We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) We believe that rejection of one's biological sex is a rejection of the image of God within that person.

**We believe** that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship which God desires for His church. (Eph. 5:25-27, Rev. 19:7-9, Rev. 21:2-9, Isaiah 54:5)

**We believe** that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

**We believe** that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1Cor. 6:9-10)

**We believe** that in order to preserve the function and integrity of Northwest Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by Northwest Christian School in any capacity, or who serve as volunteers, agree to and abide by all points put forward within this doctrinal statement. (Matt. 5:16; Phil. 2:14-16; 1Thes. 5:22.)

## **MISSION STATEMENT**

The mission of Northwest Christian School is to provide a Bible-based program of education which enables students to develop a Christian worldview.

## **PARENTAL RESPONSIBILITY AGREEMENT**

1. We understand the Bible teaches us that, as parents, we are responsible for the education of our children, and it is our desire that Northwest Christian School assist us in this responsibility. We agree to support the school faculty and staff as they assist us in educating our child.
2. We invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24).

3. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
4. We understand that the parents are the natural leaders of their families. Children will follow if parents give strong Christ-honoring leadership. We are committed to working hand in hand with NCS in order “to train up our child in the way he should go” (Proverbs 22:6).
5. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including commitment to and involvement with a local church.
6. We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
7. We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with our child or other people, following the Matthew 18 principle.
8. We understand that the school reserves the right to dismiss any student who does not:
  - Respect and observe spiritual and/or behavioral standards.
  - Cooperate with our educational goals.
  - Conform to the dress and hair code policy.
9. We understand that if at any time the school determines, in its sole discretion that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of the student.
10. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in cohabitation or a same-sex relationship.
11. We give permission for our child to go on field trips arranged by the teacher and approved by the administration. The educational trips will be properly supervised, and our family insurance program will cover our child. We will not hold the school, administration, or faculty responsible in case of accident. Notification will be given to us prior to each field trip.
12. We understand that in the event our child damages school property, assessments will be made to cover these damages, including breakage of windows and abuse of other personal property.
13. We understand that tuition will be divided into eleven monthly payments. The first payment is due August 1, and on the first day of each of the following ten months. The last payment is due on June 1. Any payment received after the seventh day of the month will be considered late, and our account will be assessed a late charge. When an account becomes more than 60 days past due, the student will not be allowed to attend class until the account is brought current. We understand that graduating seniors must make their final tuition payment before participating in graduation ceremonies.



### **STATEMENT OF NCS CHRISTIAN PHILOSOPHY OF EDUCATION**

***“Before the mountains were born, or Thou didst give birth to the earth and the world, even from everlasting to everlasting, Thou art God.” –Psalm 90:2*** Based on Scripture, education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut 6:4) who exists eternally in three persons: God the Father (2 Cor. 1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30);

2. The universe, and all within, was created for the purpose of the glorification of, and is sustained by, God (Gen. 1-2, Ex. 20:11; Jn. 1:1-3; Col. 1:16-17; Rev. 4-11);
3. This eternal God has revealed Himself to man through the creation (Ps. 19:1; Rom. 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb. 1:1-2; 2 Tim. 3:16-17; Ps. 119:89; Jn. 1:1; 2 Pet. 1:20-21);
4. Man's relationship to God was broken by the sin of Adam and Eve (Gen. 3) and therefore all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (I Cor. 15:22; Rom 3:23, 5:14, 6:23; Eze. 18:4);
5. Jesus Christ, through the miracle of the incarnation, dwelt among men, and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God, and made possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn. 1:14-17, 3:16; Eph. 2:8);
6. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, Who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures: sinful and righteous (Jn. 14:16-18, 16:7-15; Rom. 7:14-25).

**Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian education will recognize that:**

1. God is the ultimate source of all truth (Jn. 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps. 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
2. A differentiation must be made between earthly wisdom (1 Cor. 1-2; Jas. 3:15) and spiritual wisdom (1 Cor. 1:30, 7:10-16; Jas. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pro. 1:7, 9:10, 15:33; Col. 2:3).
3. The purpose of Christian education is to convince the student of their need for a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).
4. The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).
5. Parents hold the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience, which will result from their decision regarding the provision of a God-honoring education. (Dt. 4:10, 6:6-7, 20:17-18; Ps. 106:34-37; Jer. 10:2; Mt. 12:30; 2 Cor. 6:17; Eze. 4:5; Ezra 7:25; Pro. 22:6).
6. God has ordained marriage, the family (Gen. 2:27, 28; 3:18-24) and the Church (Mt. 16:13-18, Eph. 5:23-32) as the institutions, which He desires to use to accomplish His divine will on earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education, by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, (parents, church, and the Christian school) is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he will not depart from it." (Pro. 22:6) .

**Luke 2:40 says, "Jesus *grew* in wisdom (cognitive/intellectual development) and in stature, (physical development) in favor with men (social/emotional development) and in favor with**



## God (spiritual development).”

So do our students! All areas of learning must be developed to grow a balanced child. Cognitive development is not the only gauge of success or measure of maturity.

Our aim is that each child will gain self-confidence, self-discipline, self-direction and an understanding of cooperation in the context of biblical principles where Jesus' love is evident.

**Spiritually:** Learning experiences encourage the development of a loving Christ-like attitude. Teachers will be examples of Christ's unconditional love to children. Northwest Christian Preschool views itself as an extension of the home. Our purpose is to assist parents in their God-given responsibility of training their children to respect and reverence God (Proverbs 22:6) and know that they are planting seeds of faith at this age and preparing their children to develop spiritually.



**Emotionally:** Each child will be encouraged to develop positive feelings about self, by being shown love, respect and acceptance as a unique individual. Feelings of competence will be encouraged and each child will be allowed to feel the satisfaction of mastery of new skills through new experiences. Children will be helped to recognize their own and others' feelings and encouraged to express their feelings constructively.

**Socially:** The child will be offered daily opportunities for constructive play and interaction with other children of about the same developmental level and with similar interests and abilities. Cooperation rather than competition will be encouraged. Children will be helped to deal with issues such as sharing, separation, negative behavior, and handicaps. Children will be helped to empathize with others and encouraged to use words to resolve conflict.

**Mentally:** Each teacher will provide an environment of planned experiences that will stimulate curiosity, imagination, and creativity that promote the development of ideas and logical thinking.



**Physically:** Each child will have the opportunity for both large and small muscle development. Motor coordination may develop through the use of proper play equipment and a variety of work and play activities both indoors and outdoors.

## EXPECTED STUDENT OUTCOMES:

### NORTHWEST CHRISTIAN PRESCHOOL works to help students. . .

- foster language development and pre-reading skills with our use of the Orton-Gillingham phonics program.
- develop math and reasoning skills by incorporating Math Their Way and Beyond Counting into our program.
- develop large and small motor skills with our use of Perceptual Motor skill building exercises.
- to do as much for himself as possible and emphasize what the child **can** do rather than what he cannot do
- make choices to solve problems and to see the results of his decisions.
- accept group rules and limits and to respect the rights of others.
- understand the feelings of others, to use good manners and to participate in group sharing.
- be imaginative.
- think of music as a means of expressing praises to God.

- learn through experience units that expand his understanding about social studies, nature, science and spiritual values.
- learn about foods and good nutrition.
- talk comfortably about God as they go about their daily tasks and interactions
- communicate confidently with God through prayer and worship
- engage actively with scripture through life application and memorization

Though we strongly believe in the benefits of preschool, and the ESO's (Expected Student Outcomes) attained through attendance, it is not a prerequisite for admission to Kindergarten at Northwest Christian Elementary School. When registration opens for the new school year current families are given approximately one month to apply before new families will be accepted into the program.

### **ASSESSMENT IN EARLY EDUCATION**

As we get to know your child it is important for us to understand their social/emotional growth as well as their intellectual competencies. Northwest Christian utilizes nationally normed assessments; these consist of The Ages and Stages Questionnaire (ASQ) and the Preschool form of DIBELS, The PELI, the Preschool Early Literacy Inventory.

#### **ASQ3 AND ASQ-SE**

This nationally recognized assessment allows both parents and teachers to observe and respond to questions about developmental norms. Throughout the Early Ed program these questionnaires are updated twice a year. There are times these questionnaires help to drive discussions during parent teacher conferences.

#### **PELI**

This nationally normed assessment is a one on one assessment given to children on teacher recommendation and with parent permission, free of charge. The assessment is administered three times each school year; these results are shared through a printed, PELI Parent Report.

### **CURRICULUM**

Curriculum is a necessary part of any educational program. The teachers in the early education program have stated goals through a written curriculum map. This map encompasses the social, emotional, academic, physical and spiritual goals for the program. Expected Student Outcomes provide a sense of what we hope to accomplish through the curriculum in the early education program.

#### **Screen Time**

Screen time is limited in Early Education; students may experience educational or worship videos being used or even watch a digital story on the classroom's Apple tv. All videos are pre-viewed by teachers to ensure their age-appropriate content. Teachers and children will be actively involved with the content; when using worship songs, expressive worship or choreographed movements may be utilized; oral discussions and life applications may be integrated in reference to Bible stories and fiction books.

#### **Curriculum Maps**

The curriculum maps were created by the Christian teachers at NCS. The maps provide an overview of what is to be covered throughout the school year. The maps are updated regularly as insight into learning processes increase through research and training. The maps include academic goals, social goals, special activities, and plans for the year. Each area has maps: walkers, twos, threes, fours and Pre-K. Weekly lesson plans are written through the review of age appropriate curriculum maps.

## **Curriculum Night**

Parents are invited to the classroom one night in the fall to review what is covered in class. Parents are invited to look at curriculum maps, lesson plans and monthly calendars. Parents are also invited to support the classroom through volunteer work.



## **SCHOOL EVENTS**

### **Open House/Showcase**

Families are invited into the classroom through the various open house events in the school year. Additionally the school newsletter, The Spotlight, provides information on what is happening in the school at large as it highlights academic, service, athletic and fine arts accomplishments. These events provide time to look, see and ask questions about the program at NCS.

### **Conferences**

Families at NCS are provided two formal conference times each year and many informal conferences. The fall conferences provide information on social and emotional development of the child through ASQ's and ASQ-SE's. The spring conferences provide information on academic development of the child; for those children entering kindergarten the following year there may be a January conference to discuss kindergarten readiness prior to the application process for kindergarten. If a teacher has had a student PELI tested, the PELI Parent Report results will also be shared at conferences.

### **Parent University & Coffee with the Principals**

Parents are invited to Parent University and Coffee With the Principals throughout the year. Coffee with the Principals provides parents the opportunity to look at data, ask questions and see how the school is doing within every component of the program, diapers to dual enrollment. Parent University is a time to come together and cover topics that impact our students and children. Past topics have included internet safety, intimidation and harassment, discipline guidelines and training our children to be selfless.

## **TRAIN UP YOUR CHILD**

From Focus on the Family

**CONCEPT 1:** "Love the Lord your God with all your heart and with all your soul and with all your strength."  
Mark 12:30, NIV

1. Is your child learning of the love of God through your love, tenderness and mercy? (most important)
2. Is he learning to talk about the Lord, and to include Him in his thoughts and plans?
3. Is he learning to turn to Jesus for help whenever he is frightened or anxious or lonely?
4. Is he learning to read the Bible?
5. Is he learning to pray?
6. Is he learning the meaning of faith and trust?
7. Is he learning the joy of the Christian way of life?
8. Is he learning the beauty of Jesus' birth and death?

**CONCEPT 2:** "Love your neighbor as yourself." Mark 12:31, NIV

1. Is your child learning to understand and empathize with the feelings of others?
2. Is he learning not to be selfish and demanding?
3. Is he learning to share?
4. Is he learning not to gossip or criticize others?
5. Is he learning to accept himself?

**CONCEPT 3:** "Teach me to do your will; for you are my God." Psalm 143:10, NIV

1. Is he learning to obey you, his parents, as preparation for later obedience to God? (most important)
2. Is he learning to behave properly in church -- God's house?

3. Is he learning a healthy appreciation for both aspects of God's nature: love and justice?
4. Is he learning that there are many forms of benevolent authority outside himself to which he must submit?
5. Is he learning the meaning of sin and its inevitable consequences?

CONCEPT 4: "Fear God, and keep his commandments: for this is the whole duty of man." Ecclesiastes 12:13,

1. Is he learning to be truthful and honest?
2. Is he learning to keep the Sabbath day holy?
3. Is he learning the relative insignificance of materialism?
4. Is he learning the meaning of the Christian family?
5. Is he learning to follow the dictates of his own conscience?

CONCEPT 5: "But the fruit of the Spirit is . . . self-control." Galatians 5:22 - 23, NIV

1. Is he learning to give a portion of his allowance (and other money) to God?
2. Is he learning to control his impulses?
3. Is he learning to work and carry responsibility?
4. Is he learning the vast difference between self-worth and egotistical pride?
5. Is he learning to bow in reverence before the God of the universe?



## **STAFF**

Our loving staff of dedicated Christian teachers are qualified to promote the best development of your child. Each member is motivated by her desire to serve God and to share His love with young children. All of our staff have training in Early Childhood Education with either a **Child Development Associate** credential/an Early Childhood Education certificate/an AA, Bachelor's or Master's degree. In addition each staff member is fingerprinted and has been CPR/First Aid certified. The NCS Superintendent is Geoff Brown. Dawna Underwood is Director of Early Education and Jennifer Lindsay is the Assistant Director of Early Education.

## **ADMISSIONS POLICY**

Successful enrollment into the Early Ed department is dependent upon completing the online application; an email response will include additional required forms including a Pastor's Reference form, Parental Responsibility Agreement and the Doctrinal Statement Agreement. You are also required to submit an official copy of your child's birth certificate as well as a copy of your child's current immunizations. At least one parent is required to be an active member of a Bible-believing church.

## **NONDISCRIMINATION POLICY**

As a covenant school, NCS accepts Early Ed applicants whose parents/guardians can faithfully agree to the parental responsibility and doctrinal statement agreements in the admissions packet. NCS does not discriminate based on race, gender, national or ethnic origin, color, age or disability.

## **SPECIAL NEEDS STUDENTS**

Children with special needs will be assessed for school placement on an individual basis. We reserve the right to deny admittance or request the withdrawal of any child whose needs we cannot meet.

## **SCHOOL HOURS**

We offer preschool classes for children who turn 3 years old by September 1 through prekindergarten age. Half day class hours are from 8:30 to 11:30, full day class hours are from 8:30 to 3:00. The time before and after classes is vitally important in planning and evaluation for teachers and staff. Classroom doors will open promptly at the scheduled start time. Your timeliness in arriving and pick-up of your child will make our

program run smoothly and is greatly appreciated. Any child remaining 10 minutes after class closing time will be checked into extended care with a minimum charge of \$5.00 per hour.

The first day of school will be either Monday or Tuesday, August 7th or 8th, depending on whether your child is in the 2, 3 or 5 day class. The end of the school year follows the K–12 calendar.

### **FEES**

All new students must pay a non-refundable application fee of \$50.00; the registration fee for all students is \$100. Monthly tuition rates are available through the Director of Admissions. The year's tuition paid in full by the first day of school will earn a 3% discount.

### **PAYMENT OF ACCOUNT**

Tuition is divided into 11 equal monthly payments. Payment #1 is due on your child's first scheduled day of school and on the first day of each of the following ten months, the last payment being due June 1st. Any payment received after the seventh day of the month will be considered late and your account will be assessed a \$25.00 late charge.

If your payment has not been received by the end of the month, your child will be suspended until payment arrangements have been made. Because all family accounts are entered into the computer, it is imperative that you include the father's name with all payments to insure that your account is properly credited. Please communicate with the school's bookkeeper if you need to make other arrangements for payment. Payments may be cash or check payable to NCS. Families that have an outstanding balance may be unenrolled until the tuition is made current. No student may be enrolled for the next school year until the balance of the account is brought current.

Payments can be mailed to NCS or hand delivered by an adult into the payment box in the preschool office or placed in the wall slot at the main office. All cash payments **MUST** have a receipt issued to ensure proper credit application. Payments may not be left in the classroom or handed to the teacher.

### **REFUND POLICY**

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 long as we hold a place for your child, your tuition charges continue. When a child withdraws from school, a pro-rated refund for tuition may be made.

### **WITHDRAWAL PROCEDURE**

Should the need arise to withdraw from our school, a written notice to the preschool office and main office to that effect is required. The office has a generic form for your use if desired. Tuition accounts will continue to be charged until a written withdrawal notice has been received. A two-week notice will be required for all withdrawals.

### **SIGN IN/OUT STUDENTS**

**The State of Arizona requires that all children be signed in and signed out each day.** The sign in/out sheet is located at the door of your child's classroom. Please sign your first initial and full last name, and wait until the teacher receives your child into the room before leaving. Also, to facilitate personal hygiene, every child must wash his/her hands as they are entering the classroom; the parent may choose to use the hallway bathrooms before reaching their child's classroom OR upon entering the classroom but this should be established as a parental routine from the beginning of the school year. **Children must be accompanied by an adult to and from the parking lot and the classroom each day.**



**Children may be released to the parent or guardian or their authorized emergency contacts only.** Please keep the blue card emergency form in our office up-to-date, as written authorization for release is required. Include spouses of emergency contacts if there is any possibility they might pick up your child. If you must send someone who isn't on your emergency list, call the preschool office to give verbal authorization for that day. We will ask to see a photo I.D. to verify identity.

If you choose to arrive before classtime to allow your child some free playtime outside, we ask that you please use the front lawn, leaving our fenced playground area exclusively for our extended care students.

### **STAFF CHILDREN**

We are so thankful to serve the NCS staff in the Mini Crusader program. The program runs from 7:30 to 3:30 daily. Staff children only may be dropped off at 7:20 if necessary for attendance at a meeting. We have a few things we would like to let you know prior to the beginning of the school year.

Your children will be greeted by one of our teachers in Mini Crusaders as you bring them each morning. When you drop off your child, if it is before 8:00 AM, we would like them to come to eat their breakfast at that time. Please bring what you might normally feed them at breakfast if you are dropping off at 7:30. We will provide a time at the table for these kids to eat breakfast and "warm up" to their day. If the kiddos are dropped at 8:00 or after we will not provide a time to eat breakfast.

At the end of the day all staff children should be picked up by 3:30. This is consistent with the pickup time in preschool. If you cannot pick up your child by 3:30 we ask that you text the teacher and let her know that you will be running late. The earlier you can notify them the better for their own planning purposes. Please make sure that you get your child's teacher's phone number for this purpose. On those days that you will pick up later than 3:30 you will be charged a fee of \$5.00 for each late pick up time. This cost for late extended care childcare will be covered by you. Please pay in the early ed office. All children must be picked up no later than 4:00 each day at the latest in order that the teachers in Mini Crusaders do not accrue overtime.

### **PUPIL RECORDS**

Pupil records for the current year are kept by the teacher in their classrooms; these include but are not limited to, the school application, copy of the State mandated blue card, immunization records, current year ASQ-SE and ASQ-3'S, anecdotal notes and classroom assessments. All records are kept strictly confidential and held for use by the teacher and authorized school personnel only.

### **STUDENT FILES**

Official student files are maintained in the Early Ed office and include, but are not limited to, the school application and supporting required documents in their entirety, the original State mandated blue card, any testing results including but not limited to, speech, OT, Dibels, Peli, ASQ-SE and ASQ-3's from previous years. All records are kept strictly confidential and held for use by the teacher and authorized school personnel only.

### **SCHOOL BOOK BAGS**

Each child will receive a personalized school bag. This bag needs to come to class with your child every day. If you and your child designate a certain location at home, like a doorknob or hook, last-minute searching may be eliminated. **Please don't substitute a backpack** as this bag is just the right size for our large art papers.

### **PARKING POLICY**

Please use caution in the parking lot and park in marked spaces only. Never park along the red curbing, and please do not leave your car running as you leave the car to drop off your children. Follow the flow of traffic

from West to East along the South curb by our building. Please do not leave siblings or other children unattended in your car for any reason. Watch out for children and keep those in your care with you at all times. The South curb is for 5 minute drop off and pick up only. Handicap spaces cannot be used unless the handicap permit is displayed. Please keep children from walking on the wall in front of our building.

### **CLASS SIZE AND TEACHER/STUDENTS RATIOS**

Our average class size runs between 16—20 students with a permanent aide. We appreciate the value of extra hands in the classroom and encourage you to be involved as you are able. Child care for younger brothers and sisters is provided if needed at no charge, space available; please contact the Early Education secretary to make these arrangements. All visitors must wear a visitor's badge while working in the classroom.

### **PARENT HELPERS**

Time. Talent. Treasure. In scripture, these are the three things that we see the Lord call on us as Christ-followers to surrender so that we see His kingdom purposes accomplished. By choosing to volunteer, you are, in fact, choosing to surrender all three of these in a form. Volunteering takes time and many of you will invest hours and hours at NCS. Volunteering will call upon you to invest your God-given talents in our classrooms, on our playing fields, and in many other forums. And, finally, volunteering takes many of you away sacrificially from the jobs and vocations (your treasure) where you can otherwise earn a wage.

I want you to know that we understand the investment and the sacrifice that you are making when you volunteer. Further, we want you to know that when you choose to volunteer, we really do take the responsibility of stewarding your generous gift seriously. To that end, to honor your commitment, our volunteer program, the Parent Service Cru, is not a half-hearted, poorly considered program. Rather, we have worked strategically to be certain we are using your time, talent, and treasure well.

Volunteering in Early Education requires that we follow state licensing expectations, this includes, but is not limited to, a TB skin test, a fingerprint clearance card and a volunteer application. Training our volunteers and preparing them for a proper context for ministry on our campus is an extension of that commitment. For that reason, thank you for taking the time to contact human resources for the volunteer training and handbook.

We have several major activities that need the help of parents. Parents help organize, make phone calls and other arrangements for these activities. On the last page of this booklet you will find a complete list of needs. Please complete and return to your child's teacher or director. We need your help in order to provide some of these extra special activities.

We have an "Open Door Policy" for the parents of those who are currently enrolled to visit the school and your child's class anytime during operating hours throughout the school year. We want you to be well informed about your child's progress. When visiting, please stop by the office to sign in and out. You will receive a "Visitor's Badge" so that you are easily recognized. Prospective families are invited to tour our school accompanied by a staff member, by appointment only, through the Early Education office or with Michelle Reddy the Director of Admissions: Mreddy@ncsaz.org.

### **Process for Screening and Referral of Children Within Early Childhood Education**

Students in the early childhood education program are enrolled simply through an application process. After enrollment, if a teacher finds there is reason to suspect an academic or physical disability, the following processes are in order.

#### **Physical**

If a child is suspected to have a need physically that is outside of what is typical the teacher will address the need with the parent. The teacher has a professional responsibility to inform parents while not giving a diagnosis of a condition. Areas within this realm that might be addressed include but are not limited to physical movement, hearing, vision and large/small motor skills. After communicating to the parent the teacher may

initially provide activities to strengthen the area of weakness. For example, if the teacher observes a small motor weakness he/she might differentiate activities to provide more practice in developing small motor skills. This will include the developmental PE program that is an integral part of the early ed program. If the need is profound or the teacher finds that intervention is not effective, there is an updated list of providers that the parent might contact to get an exam, diagnosis and remediation if possible. In extreme cases it might be determined that NCS cannot meet the needs of the child and the child will be withdrawn.



In order to best meet the health needs of children with Epi-pens and inhalers or other specific health needs you are asked to complete a Health Care Plan available through the front office. This plan has been made available through the nurse consultant with Maricopa County.

### **Academic**

If a child is suspected of having an academic need that is outside of what is typical for the age being served, the teacher will address the needs with the parent. The teacher has a professional responsibility to inform parents while not giving a diagnosis of a condition. Areas within this realm that might be addressed include but are not limited to letter recognition within a student's own name, inability to segment words by sound, inability to provide simple one to one correspondence, inability to provide simple details of a story in class or inability to attend to small group activities within a developmentally appropriate time.

After communicating to the parent the teacher may initially provide activities to strengthen the area noted. For example the teacher may provide more activities to meet the academic need by working with letters or numbers or the correlating developmental activity. This will provide more practice and some small group activity and intervention. If the need is not found to be met through the intervention the teacher will then involve Student Educational Services. The teacher within this program will provide time to do an observation in the class, meet with parents and provide information on academic testing within the given school district. The SES teacher will then meet with the parents to go over results. The principal /director of the preschool will also meet to determine whether NCS can provide for the academic needs of the child. In extreme cases it might be determined that NCS cannot meet the needs of the child and the child will be withdrawn.

### **Social**

If a child is suspected to have social or emotional needs that are outside of what is typical for the age being served, the teacher will address the needs with the parent. There is an ASQ-SE that will be provided to the parent to help determine if the need is profound. The teacher has a professional responsibility to inform parents of observed behaviors and needs while, at the same time, not providing a diagnosis. Areas within this realm that might be addressed include but are not limited to severe emotional immaturity, Asperger symptoms, and areas that might lead to concerns about children not having emotional connections to adults or other children.

After communicating to the parent and reviewing the ASQ-SE with the parent the teacher may try simple interventions in the classroom. She/he may also involve the community nurse or Smart Support in determining if the need may be met in the classroom. If the need cannot/is not met in the classroom the teacher can provide updated resources for testing. This may include the teacher for Student Educational Services and /or the public school of choice for testing. After testing, the teacher for SES, the principal, teacher and parents will meet to determine whether NCS can adequately meet the needs of the child. In extreme cases it might be determined that NCS cannot meet the needs of the child and the child will be withdrawn.

### **Review**

NCS clearly understands that it cannot meet the needs of all children. As the program is entered through an application process with no interview, families often do not know where their children's strengths and weaknesses lie in regard to what is typical. It is incumbent upon the teachers and administrators to gently guide parents toward testing, assessment and services when there is concern as it is always a benefit to receive early intervention services for children. Teachers and staff are trained that, while they cannot diagnose, they can help point parents in the right direction while providing support and intervention in the classroom.



## SNACKS

We know that more and more of our children are sensitive to various food products and artificial additives. State licensing requires that we strive to have a nutritious snack program that will minimize (not stop) the use of foods containing additives, sugars, white flour, partially hydrogenated oils (trans-fats) and high fructose corn syrup. **Juice must be 100% fruit juice** not Kool-Aid, fruit punch, etc. We are limited in allowing only 4 ounces of juice two times a week. Parents participate in providing snacks monthly. Foods must be packaged or purchased from a state-licensed vendor.

Our menu will be designed for nutrition as well as learning potential. We use food and drink as teaching tools in the areas of language, science, texture, color, shape, cultures, etc. Children will be involved in the preparation, setting up of the snack and share in the responsibility of cleanup as much as possible.

We strive to minimize peanuts in our preschool facility due to allergies. If your child has specific allergies to foods served on the menu, please provide the teacher with a list of foods to be avoided, and an alternative snack item that may be kept on hand for the days these foods are served. Allergies are posted in the snack area of each classroom. If your child's allergy requires the possible use of an epi-pen you must leave an epi-pen at school in a zip-lock bag containing a Food Allergy Action Plan completed and signed by your physician, along with the prescription and Health Care Plan. Please attach a recent photo of your child. These are kept and locked in the child's classroom per state recommendation.

Our program strives to only offer foods that do not present a risk of choking to children. Food is cut into smaller pieces to ensure appropriate bite size to allow for reduced risk of choking. Assistants and teachers enjoy snacks or meals with students.

A menu will be posted monthly with the daily selections on the class calendar. Parents will be notified of needed ingredients at least a week in advance. **A notebook containing scheduled snack ingredients is on the sign-in table by each classroom for your reference.**

## ASAP PROGRAM

NCS offers an After School Advantage Program (ASAP) throughout the year that affords students the opportunity to participate in various sports and specialty clubs. The outside vendors used are vetted by producing a current, Arizona state fingerprint clearance card, or, if they do not currently possess a valid card, they must submit to a Criminal Background check. The vendors coordinate their own fee structures, days and times offered for all classes. Sessions offered vary throughout the year. Sign up forms are emailed and available in the preschool office for parent's convenience.

## PERCEPTUAL MOTOR ACTIVITIES

Learning, thought, creativity and intelligence are not processes of the brain alone, but of the whole body.

Physical movement, from earliest infancy and throughout our lives, plays an important role in the creation of nerve cell networks which are actually the essence of learning. Sensations received through our eyes, ears, nose, tongue, skin and proprioceptors are the foundation of knowledge.

It is our body's senses that feed the brain environmental information with which to form an understanding of the world and from which to draw when creating new possibilities. It is our movements that express knowledge and facilitate greater cognitive function as they increase in complexity.

We are so convinced that structured play with planned movements makes a difference in children's development as learners that we plan for perceptual motor activities each day. Emphasis is given to balance, spatial relationships, body image, eye-body-foot-hand coordination, hopping, jumping and skipping skills, and motor planning. Activities are designed to accommodate developmental and skill levels. Activities are in addition to free choice activities on our well-equipped playground.

## **DRESS CODE**

1. Shirts may have designs as long as they are not contrary to our Christian testimony.
2. No overalls as the straps are difficult for preschoolers to manage alone and often end up wet.
3. **Velcro Strap tennis shoes only and only those with closed heel, toe and no platforms or boots are allowed.** Those children that can independently tie their shoes may wear shoes with laces. Even though teachers and aides frequently sweep the sidewalks, sand gets back on the walks very quickly. Only the completely closed tennis shoe provides the comfort and stability necessary to safely participate in both free play and our various perceptual motor activities.
4. No dresses. Again, due to the perceptual motor activities, the girls need to have a freedom of movement that dresses do not allow. Dresses are allowed on photo or party days.

**Please remember your children will be painting and doing lots of messy activities so send them in play clothes, not dress clothes. Teachers often help more than one child at a time unsnap, unhook, unbuckle, untie, etc., so keep your little one's clothing simple.**

You can help your child toward independence in dressing by selecting clothing s/he can manage easily on his/her own. Jewelry is not appropriate. Please mark all removable clothing with your child's name.

## **CELEBRATION OF HOLIDAYS:**

Since our curriculum is Christ-centered and our activities relate to God's Word, holidays will be observed as follows:

<b>Halloween:</b>	Our focus is on fall and thanking God for seasons/harvest
<b>Thanksgiving:</b>	Our focus is the Thanksgiving feast and thanking God for His provisions and blessings
<b>Christmas:</b>	Our focus is the birth of Jesus Christ
<b>Easter:</b>	Our focus is the death and resurrection of Jesus Christ



Halloween costumes, Santa Claus, and the Easter Bunny are not a part of our curriculum. Please understand that we do not teach against these secular traditions, but that our emphasis at the Preschool is Scriptural.

## **IMMUNIZATION POLICY**

Northwest Christian follows all state mandated immunization recommendations. If, for religious or medical reasons, your family chooses not to immunize, a state mandated form must be filled out and filed in the Early Ed office for inclusion with your child's permanent school records.

## **ABSENCE POLICY**

While minimum number of attended days are not state-mandated, calling out when your child will be absent is still necessary. Tuition is not reduced when your child will be gone as your spot is still held.

## **TARDY POLICY**

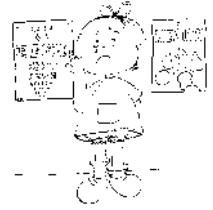
When your child is tardy, enter the preschool through the preschool office. You may sign in there before taking your child to their class.

## **EMERGENCY MEDICAL PROCEDURES**

The policy of Northwest Christian Preschool during emergency medical procedures is as follows:

## INJURIES

1. The teacher assesses the situation.
2. The teacher talks with the child.
3. The teacher does not move the child.
4. If the child wants to get up he/she must move independently without help.
5. If the child hits his/her head there must be an assessment by the early ed office.
6. Parents will be contacted via email or by phone.
7. When in doubt we sit the child out from play when there is an injury or perceived injury.
8. If, after medical evaluation, the nurse or person in charge deems emergency hospital treatment necessary, the preschool office will contact 911 for all medical transportation needs and then contact the responsible party. A report will be filled out and filed in the preschool office.
9. If, after medical evaluation, emergency hospital treatment is deemed unnecessary, the school will administer appropriate first aid and then contact the responsible party. Documentation will be filled out, emailed and filed.
10. If, after medical evaluation, first aid treatment is deemed sufficient intervention for a minor injury, an "Ouch Report" will be filled out for parental information and a copy emailed to the parent and filed in the preschool office. We report injuries if there is any visible mark



## HEAD INJURIES

All head bumps are evaluated. We contact the school nurse if there is an open wound, large bump or loss of consciousness. Protocol is that all head bumps generate an email; in addition, the parent will receive a text or phone call letting them know the head injury email is being sent.

## INFECTIOUS DISEASE POLICY

Arizona State Law requires that any communicable disease be reported immediately. The mission of Arizona Department of Health Services is "To promote, protect, and improve the health and wellness of individuals and communities in Arizona." We will use the "Communicable Disease Resource Guide" as a reference when consulting with a child that has a potential infectious disease. It is important to us that we inform all of our families of any exposure, as quickly as possible.

We send home if:

- There is a fever over 99.9.
- If we have seen the child vomit. We will differentiate between vomit and spitting/gagging.
- If the child evidences diarrhea (2 watery/loose stools or if the feces are not contained in diaper) we will call parents for pick up.
- There is a suspicious skin condition or rash

Children showing symptoms of the above will be immediately isolated from other students. Parents/guardians shall be notified at once and are required to make necessary arrangements for prompt pick-up of the child. We will ensure confidentiality of any personal health related information obtained in relation to the child and/or their family. All children will be monitored carefully to assure that immunizations are completed and up to date.

### **Please keep your child home if . . .**

- . . . he has a fever (over 99.9) or has **had one during the previous 24 hours.**
- . . . he has a heavy opaque nasal discharge
- . . . he has a constant cough (not an allergy cough).
- . . . he is fussy, cranky and generally not himself.
- . . . he has fluid diarrhea or vomiting in the previous 24 hours
- . . . he is just tired. Rest at such times may prevent the development of serious illness.
- . . . he has symptoms of a possible communicable disease These are usually sniffles, sneezing,

flushed skin, chills, earaches, reddened eyes, sore throat, abdominal pains, a fever, or skin eruptions.  
 . . . **Please** contact the preschool office so we may keep all of our parents informed of any communicable diseases. If your child will be absent for any reason, please call the office and we will inform the teacher.

### **READMISSION AFTER COMMUNICABLE DISEASE**

Northwest Christian School abides by all state guidelines regarding the readmission of a student who has contracted a communicable disease.

#### **Your child may come to school if . . .**

- . . . his cold is over, but he is left with a minor nasal drip.
- . . . he has been diagnosed with a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates he should stay home

Allergies are not contagious, but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness, but is unusually irritable, tired, or fussy, please consider how his/her behavior could affect the class and the child's school experience. These guidelines will ensure the continued health and welfare of all children and staff. In the case of an extreme emergency we will call the paramedics and then contact the parents.

### **MEDICATION**

**NO MEDICATION** will be administered during the preschool program except, as mentioned earlier; inhalers, EPI-pens and Benadryl may be kept on hand at the preschool on individual's doctor's orders, in the case of severe allergies requiring emergency treatment. Soap and water will be used to clean skin wounds when needed.

### **HEAD LICE AND NIT PROTOCOL**

Students with suspected cases of lice or nits will be referred to the office for assessment. Students found with live lice will be excluded from school until they have been treated. They will be readmitted after an assessment by the office and permitted to return to school when they are confirmed to be nit-free. Parents are encouraged to nit-pick/comb for 2 weeks following infestation. If nits are found with no live lice, parents will be notified and will be asked to pick up the student to treat and remove the nits. Information regarding treatment will be in the Health Office for parents. Confidentiality of that student will be maintained if diagnosed with head lice.

### **HYGIENE**

Your child needs to be potty-trained before entering preschool. An occasional accident happens but a child in diapers will only be accepted for enrollment if age eligible for the youngest preschool classroom; only this classroom is equipped with a State-approved changing area and has a paid aide trained for this purpose. Your preschooler is expected to toilet without assistance except for the youngest 3 year old class. Mini Crusaders do not have to be potty-trained prior to entering the Mini Crusader program.

If your child has a bowel movement accident you will be called to come to your child's aid; the child may return to class after bathing. For many children this is a sensitive situation and they are most comfortable with their parent taking care of it. For the infrequent wetting accident, **please keep a change of clothing in a labeled zip lock type baggie in your child's school book bag all year.** Thank you for your cooperation.



## **PETS AND ANIMALS:**

Please do not bring your pets on campus when you come to sign in or sign out your child. Even good-natured, well-mannered pets can become agitated by so many people, and react with unexpectedly hurtful behavior. Safety is a primary concern.

## **BIRTHDAYS**

Children love birthday parties! If you are having a party at your house or elsewhere, we ask that you either invite the whole class or do the inviting away from school. This helps protect the feelings of all our children and parents.

**Birthday Club:** We encourage each family to share their preschooler's birthday with their classmates by giving a book to build our preschool library instead of a "sweet treat".

If your child would prefer to donate an educational toy or game, the school staff is available to discuss needed items. Each present will be inscribed by the teacher with your child's name, birthdate and year it was presented to be a lasting memento. This promotes the spirit of sharing, giving the child an opportunity to give, as well as receive, on their special day. It also builds our preschool library!

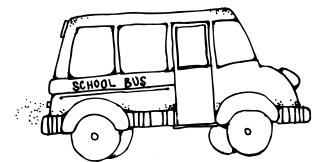
Please choose books that teach or encourage values, listening, forgiving, thankfulness, imagination, picture books and no word books. If you'd like specific titles check with the staff for a book list.

## **TOYS FROM HOME**

We ask that you leave your child's toys at home or in the car. Each child will have opportunities to share his treasures at Show & Tell. Teachers will let you know when those days are. Toy guns, knives or weapons of any kind are not allowed; neither are violent action figures, Pokemon, Harry Potter, witches, etc.

## **TRANSPORTATION PROCEDURES**

NCS Preschool does not transport children for any reason, medical or otherwise. Parent drivers are utilized for field trips in accordance with State laws.



## **FIELD TRIPS & SPECIAL EVENTS ON CAMPUS**

Off-site field trips provide valuable hands-on, personal experiences for our preschoolers that cannot be duplicated at school. State regulations mandate that preschool children transported to field trips from the school must be accompanied by a salaried staff teacher/caregiver in the vehicle. Obviously, each teacher is able to ride in only one vehicle. So, in order to continue having field trips, we must ask parents to drive. Ideally, each child would be accompanied by his own parent/s, but this is not always possible. One alternative is for two or more parents to carpool with their children. Or, if you are unable to attend a field trip, you can make advance arrangements with another parent who IS driving to transport your child. In that case, it is your responsibility to give written permission to that driver, including contact information in case of an emergency. Drivers meet the teacher at the field trip site. Cell phones or ear phones may not be operated while driving except for emergency purposes only.

State law requires that all children be restrained in seat belts or car seats. Car seats are mandatory for all preschool children.

Each child will receive a school tee shirt to wear on field trips. Some teachers retain these all year and launder them after each use; other teachers will send these home after the first field trip and you will be asked to send

your child dressed in them for each subsequent field trip.

There are also special, on-campus events throughout the school year that require one-on-one adult supervision; these include but are not limited to Dad's Day, Grandparent's Day, Rodeo Day, Mother's Tea and Mud Day. Your individual teacher will provide you with more details.

**No siblings are allowed at on-campus preschool events except Rodeo Day.** We also recommend field trips to remain a special shared experience for just you and your preschooler.

### **LOST AND FOUND**

Any "found" and/or unclaimed items from the preschool will be placed in the front office. Every quarter, unclaimed items will be donated to a charitable organization. Valuable items that are found will be held in the preschool office until claimed. Marking items with your child's name allows us to return them to whom they belong.

### **PROHIBITED ITEMS**

The use or possession of the following items is strictly prohibited on the NCS campus or in any motor vehicle used in transporting enrolled children on a school field trip: any beverage containing alcohol; any controlled substance or dangerous drug; any firearm; all tobacco products; immoral or elicit, sexual behavior, including but not limited to, any sexual activity. In addition, requesting, sending, receiving, or distributing inappropriate pictures.

Any illegal activity is prohibited on campus.

### **COOPERATION WITH LAW ENFORCEMENT AGENCIES**

Northwest Christian School (NCS) will fully cooperate with any and all Arizona Law Enforcement Agencies and/or the Arizona Department of Child Safety (DCS) regarding any investigation relating to NCS. If the law enforcement agency or DCS requires an interview with any NCS student, then the NCS Administration shall immediately notify the student's parent or legal guardian prior to the interview and allow reasonably sufficient time for the parent or legal guardian to be present for the interview, except when directed by law enforcement or DCS not to do so, as allowed in certain instances under Arizona State Law. Further, during the student interview, one or more representatives of the NCS Administration shall be present except when directed by law enforcement or DCS not to do so.

### **EMPOWER STANDARDS**

As a participating Quality First Early Education program, NCS consistently adheres to State of Arizona Empower Program Standards, including, but not limited to the following.

#### **Quick Snapshot of Standard 1 – PHYSICAL ACTIVITY AND SCREEN TIME**

- At least 60 minutes per day for children one year and older (based on full day program – 30 for half day)
- We include free-play and teacher-led physical activities of both moderate and vigorous intensity, ensuring every child has an opportunity to participate
- Screen time is limited to three hours or less per week.
- No screen time for children under two years old.

#### **Quick Snapshot of Standard 2 – SUN SAFETY**

- Protect children and staff from overexposure to harmful sun rays, taking age-specific sun precautions.

- Encourage families to apply sunscreen to children before they arrive.

### **Quick Snapshot of Standard 3 - BREASTFEEDING**

- We can provide a spot for mothers and employees to breastfeed or express their milk. There is a refrigerator available for storage of expressed breast milk.

### **Quick Snapshot of Standard 4 – CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

- When eligible we will participate in the CACFP program

### **Quick Snapshot of Standard 5 – FRUIT JUICE**

- Limit 100% fruit juice to no more than two times per week to children one year old and older; no fruit juice to infants (0-11 months); no more than six ounces of fruit juice for children six years of age or older; no more than ½ cup for children younger than 6; water is the liquid of choice.
- When fruit juice is served, it should only be 100% fruit juice with no added sugar.

### **Quick Snapshot of Standard 6 – FAMILY STYLE MEALS**

- We sit and interact with children at mealtime, talking to them about the food; we are prepared for spills.

### **Quick Snapshot of Standard 7 – ORAL HEALTH**

- We never put a child to sleep with a bottle.

### **Quick Snapshot of Standard 8 – STAFF TRAINING**

- Three hours of training annually on Empower topics including physical activity, nutrition, oral health and tobacco education.

### **Quick Snapshot of Standard 9 – ARIZONA SMOKER’S HELPLINE (ASHline)**

- Make available information on the dangers of second- and third-hand smoke to our families.

### **Quick Snapshot of Standard 10 – SMOKE-FREE CAMPUS**

- We are a smoke-free facility.

## **STATEMENT OF DISCIPLINE**

Discipline and *“training the child in the way he should go,”* as stated in Proverbs 22:6, is the primary responsibility of parents as charged by God. The Bible tells us: *“...and these words, which I command you today, shall be in your heart. You shall teach them diligently to your children, and talk to them when you sit in your house, when you walk by the way, when you lie down and when you rise up.”* (Deuteronomy 6:6-7) As a Christian preschool, we are here to support parents and serve as an extension of your home.

Each of us is different, created uniquely for God’s purpose. God has given us the children in our lives as part of His purpose. He entrusts children to us so that we may disciple them and help them to be their very best that they can be. Proper discipline is inherent in the discipleship process. It takes time, patience, prayer, and the Word. There are no pat, “cookie cutter” answers. What works for one child may not work for another. We must view discipline as a spiritual process, strive to be consistent with the Word, demonstrate the love of Christ, and be open to the guidance of the Holy Spirit.

At Northwest Christian School, our early education teachers have been trained in Love and Logic. We choose to use logical consequences for the negative action. We want children to learn through love and discipline that:

- God created all of us in a very special way. When He created us, He gave us the ability to make choices. Some choices honor God, help us get along with each other, and are the best for us physically, mentally, emotionally, and spiritually. Other choices dishonor God, hurt others, and are harmful to us physically, mentally, emotionally, and spiritually. These harmful choices are called sin.
- God loves us and wants us to make right choice. He tells us what these right choices are in His Word, the Bible.

- God wants us to know that there is no choice we could ever make that would cause Him to stop loving us. However, when we sin, we disobey and dishonor God, we hurt others, and we hurt ourselves.
- God makes a way for us so that when we sin we can receive His forgiveness through His Son, Jesus Christ.
- God doesn't just forgive us. By His Holy Spirit, He also helps us to make the right choices.

Preschool-age children are egocentric, or self-seeking, and most have a need for order, justice and fairness. We find that the use of “logical consequences” for their behavior allows them to see the direct relationship between “action and outcome”. Children are more inclined not to repeat the behavior when the adult in charge is consistent.

Discipline through the use of logical consequences: 1) begins to instill inner controls within the child, from the inside out, instead of reliance upon the external control of the teacher and 2) the child assumes direct responsibility for his actions.

Since a child develops conscience gradually, we teach the child right behavior choices, and by his/her experience, s/he then builds upon what we have modeled as teachers and parents. To encourage this conscience development, discipline must occur within a loving, trusting, safe atmosphere where the good of the child is sought, not the venting of angry feelings by the adult in charge.

Researchers have indicated that this process of conscience development is directly associated with warm, nurturing parent-child or teacher-child relationships, along with mental and emotional growth in a child's ability to reason. Just as a child develops physically, emotionally, spiritually and intellectually at an individual rate, a child's consciousness of right and wrong and inner control (social maturity) develop at an individual pace as well.

Therefore, we implement these techniques in classroom discipline:

- 1) We are careful to create an atmosphere of warmth, trust and respect for each child. We observe **individual temperaments** and frustration levels to seek the best for each child.
- 2) We implement **positive reinforcement** by sincere verbal praise of good behavior, a loving tone in our voices, and gentle, appropriate touching. These strategies have proved effective in supporting and encouraging the actions and character traits we desire the child to repeat.
- 3) We **redirect** a child's energies into positive behavior. Often a child's first reaction is to strike out or hit. We offer alternatives to release energies in a socially acceptable way before they strike. We may remove an article of contention between two children, or redirect a child to another area of the classroom or to an alternate activity away from the site of misbehavior.
- 4) **Verbalization** is stressed as the number one relational skill. As children develop verbal abilities, they can express themselves and let their needs be known. For the less verbal or shy child, the teacher serves as mediator and helps each child resolve conflict by asking questions and assisting the child in stating their feelings: “When people hit you, does it make you feel sad?” or “Your actions are telling me you are really angry.” **Reflective listening, repeating back what we heard the child say**, assures the child's words are understood.
- 5) We strive to prepare the children for **transitions**. Preschoolers have a need to know what happens next. By giving them a warning such as “in five minutes, we'll park the trikes,” they have time to finish what they are doing and plan for what happens next. This develops security and trust between teacher and child.
- 6) We **set limits** that are consistent with the developmental needs of the child. If the limits are too difficult to attain or too much to remember, the child can become confused.
- 7) We continue to **challenge** their abilities physically and mentally. Children tend to misbehave when bored.

The teacher makes sure the children know what is expected of them, why they can or cannot do something, as well as the importance of obedience.

If redirection has not led to a change towards positive behavior, the child is asked in a respectful way to **take a break**. The teacher approaches the child to handle discipline privately if possible. The child will sit in a chair within the teacher's range of vision or in the front office.



After a few moments, a logical consequence should be given and the steps to a **positive conclusion** may be applied. If offense occurs during group time, child may have to wait until teacher is finished. Parents may not be notified about a solitary incident. However, if a child has to be asked to take multiple breaks within a short time, the teacher will contact the parent.

If a child is causing physical harm to himself or other children, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the child will be taken immediately to the Early Education office to take a break .

If the child is being brought to the office repeatedly, the school may request the parent to remove the child for the remainder of that day. Often this consequence is enough to deter the child from repeating the misbehavior. The teacher's primary responsibility is to the entire class. In fairness to other children, a teacher cannot continually be monopolized by one child.

If a child is brought to the office again, the school will arrange a meeting with the child's parents and the child's teacher. At the meeting, the parents and school will create a plan that will be followed in all cases or a plan of action individual to the needs of the child. Whatever plan is used, it will be communicated clearly so parents understand any time line and consequences for continued inappropriate behavior. Prayer by parents and concerned staff will be a part of any such plan.

After a specified time, if there hasn't been a significant change in the child's behavior, the director, teacher, and parents will meet again. It may be that at this time, a mutual agreement will be reached that the preschool is not the best place for the child. Though this is a rare occurrence, we do reserve the right to dismiss any student who is habitually disruptive, disrespectful, destructive to property, or harmful to self or others. On occasion, there may be a resolve by all parties to continue working with the child. If so, the director, teacher, and parents must be in constant communication about the child's progress.

### **A POSITIVE CONCLUSION**

A positive conclusion is a *patiently* repeated, routine debriefing following a child's offense. This is intended to bring constructive closure to discipline.

After the child has taken a break for no more than 1 minute per year of age, **three Questions** are asked:

- 1) **What did you do wrong?** (encourages confession) If child can't or won't answer, make it a multiple choice of 3 basic rules: obedience; kindness; showing respect
- 2) **Why is that wrong?** (gets to real issues) This questions appeals to conscience and may lead to sorrow for damage to relationship/s. Characteristics to consider: pride, selfishness, anger, disrespect, unkindness, broken trust, etc.
- 3) **What would be a better choice next time?** (This is the teaching time that gives hope by planning for next time) Focus positively on the future. If they have no ideas, offer to brainstorm: Would you like some ideas what other children have tried?

When they've decided on a better choice next time, conclude with a Statement Ending With Affirmation: "Okay! Go ahead and try again!" A short prayer for the LORD to help them remember what to do next time halts discouragement and gives hope. When more than one child is involved the children are separated and alt with individually using the above steps.

**Remember to ask God in prayer to help the child/ren learn wisdom through the use of this procedure. Only He can change a heart.**

The Positive Conclusion serves as a model for training children to seek forgiveness from the offended as well as God:

**I was wrong to \_\_\_\_\_.**

**I was wrong because \_\_\_\_\_.**

**Next time, I will \_\_\_\_\_.**

**Will you forgive me?  
Let's go ahead and try again!**

Students are encouraged to make amends by asking the offended child "Is there something I can do to make things right?" Adult intervention can help children to brainstorm appropriate ways to make amends:

- Get a wet paper towel for a friend to place on his bumped knee
- Bring the friend a bandage.
- Share a toy
- Give a hug
- Say a prayer
- Pick up the blocks that were knocked over
- Ask if the friend would like to sit at your table
- Draw a picture
- Make a homemade card. Give them freedom to say whatever s/he chooses. (for example, "be my friend")
- Sit by friend until s/he feels better
- Say, "I'm sorry," if it's really sincere.



These suggestions are by no means all-inclusive.

Recommended reading -

Ten Secrets for a Successful Family by Adrian Rogers.

The Heart of Anger by Lou Priolo

Parenting with Love and Logic by Jim Faye

The Strong Willed Child by James Dobson

Home Improvement: 8 Tools for Effective Parenting

Parenting is Heart Work Both by Dr. Scott Turansky & Joanne Miller

Grace Based Parenting by Tim Kimmel

**TRANSITION INFORMATION: Into the Program, Within the Program, Out of the Program**

**Transition Into NCS Preschool/Mini Crusaders  
Mini Crusaders**

There are three Northwest Christian School Open House events that include Mini Crusaders each year.

- The first is held in February; this is a Showcase event. Families are invited to come and see the next year's class. This event is well attended, and current as well as potential families are invited to attend and see what Mini Crusaders are all about, meet the teachers and aides and see the classroom.
- The second event is in March. This is intended for families new to NCS. Again, families are invited to come and see the Mini Crusader program, meet the teachers and aides and get to know the classroom.
- The last event is slated just for Early Education. There is a barbeque and other activities. Families from the current preschool as well as families new to NCS are invited to meet teachers, see the classroom and ask questions about the program and curriculum.

Early Childhood registration information is available on the website as well as in person at Northwest Christian School in the main office and at the preschool.

Families are invited to meet the Director of Admissions and tour the facility. As NCS is a "Diapers to Dual Enrollment" facility parents often want to see where their children will/could attend school in the next part of the program.

In late July, families will receive a hard copy letter inviting the child to school, including details for the first day and what to bring. This packet will include details about the “Meet the Teacher” day; it will include a scheduled time for an in-class visit held in August, prior to the first day of school. All students that are registered are invited to come into the room and meet the teacher.

Teachers are particularly good at following up with parents in person or on the phone to check in regarding the first days of school and the child’s transition into the program.

### **Preschool**

There are three Northwest Christian School Open House events to include the NCS Preschool each year.

- The first is held in February; this is a Showcase event. Families are invited to come and see the next year’s class. This event is well attended and current as well as potential families are invited to attend, meet the preschool teachers, see what events they have to look forward to and become acquainted with the program that prepares students for the academic world of a formal K—12 education; there is an opportunity to visit the kindergarten program and see the natural progression to the next part of a child’s school career.
- The second event is in March. This is intended for families new to NCS. Again, families are invited to come and see the preschool and meet the teachers and aides as well as get to know the classrooms for each age group.
- The last event is slated just for Early Education. There is a barbeque and teachers teach about fun summer activities for families. In addition the Director of Admissions provides information about the registration process and the natural link to our kindergarten program. Families from the current preschool class as well as families new to NCS are invited to meet teachers, see the classroom and ask questions about the program and curriculum.

Registration information is available on the website as well as in person at Northwest Christian School in the main office and at the preschool.

Families are encouraged to meet with the Director of Admissions and to tour the facility. As NCS is a “Diapers to Dual Enrollment” facility parents often want to see where their children will/could attend school in the next part of the program.

In mid July, families will receive a packet sharing class assignment, highlights of upcoming important dates and the state mandated blue card; about a week later a second packet will be sent with specific details about your teacher and her classroom guidelines; this second packet outlines the daily schedule for your child’s class as well as details about an in-class visit, including a scheduled time; this visit takes place before the official start of the school year. During this visit the teacher will spend time getting to know your child, even conducting an informal assessment as the student works at a prescribed activity.

Teachers are particularly good at following up with parents in person or on the phone to check in regarding the first day of school and the child’s transition into the program.

### **Transition Midyear: Mini Crusaders and Preschool**

Students that enter the program midway through the year are given similar opportunities to transition into the program. Typically the student is given a tour with the parent to see the program in action. Once the parents have determined that they would like to enter the program the student is then invited into the classroom to stay for a few minutes to see the children in action and meet the teacher. The teacher then sets up an “in class” visit with the student and family. At this time the teacher does an informal assessment and talks with the child and parent; this will include covering routines in order to help familiarize the child with developed procedures, routines and protocols already established in class.

### **Transition Into Kindergarten**

It is our hope that all of our students that are eligible for kindergarten will go to kindergarten here at NCS.

In January there is a “Kindergarten Readiness” event. A speaker is scheduled and parents are invited to attend and find out what kindergarten readiness looks like. The purpose of this event is to provide concrete examples of readiness and help parents to make the decision about kindergarten entrance based on good information and solid examples. Parents are given handouts to provide information on readiness; the kindergarten teachers are available to answer questions for the parents and the Director of Admissions is available to answer any potential questions. From here, parents are invited to the Open House events to meet teachers and see classrooms. Applications for enrollment are available at that time.

Our Pre-K students are invited to a Kindergarten Step Up Day in January; students visit kindergarten classrooms and attend our school chapel. The purpose of this is to give the children a “taste” of kindergarten to dispel fear and create excitement about the next stage of schooling for each student.

In March of each year parents meet with teachers for the Spring Parent/Teacher conference. For those parents of kindergarten eligible students this is a time to talk about whether their child is ready for kindergarten. While we recognize that academic readiness varies with each child, we also recognize that it is the parent’s right to choose an education for their child. This meeting, therefore, is very important. At this time the teachers share information about each child, the transition into kindergarten and whether the teacher might recommend another year of preschool. The teacher discusses the child’s need, where they are developmentally and then shares the child’s assessment portfolio. If teachers deem a child ready for kindergarten at NCS there is no further testing required for entrance. If a teacher determines that a child is not ready developmentally the parent can choose another year of preschool or they can choose to go forward with a kindergarten placement. If the parents go forward with a kindergarten placement, readiness testing is required and provided at no additional cost to the parents. Final placement for kindergarten is made by the elementary principal. This is of value as she also serves as the preschool director. If children are placed in the kindergarten program the principal and preschool teachers meet to discuss each child, their needs and correct placement in terms of classroom assignment.

### **Transition Out of Preschool**

The majority of student transitions out of the preschool program are into a kindergarten program. As mentioned above, age-eligible preschool children are invited to a kindergarten room to visit and have lunch. Preschool and kindergarten children share the same playground so the transition to a new program is padded by familiarity with the play area.

The preschool children may visit the campus at large during library time, during assemblies as well as time with the elementary principal who also serves as the preschool director. These things help the children become familiar and comfortable with the entire campus in the K – 12 program.

When we are made aware of the need for a change in school/routine we do what we can to help the children in that transition.

Depending on how long the notice is and where the child is going we may use a variety of approaches to this transition. We may read books, sing songs, have a time to make cards for this child as they leave. Saying good-bye is difficult for all children. We may talk about the new school and pray for the child as they are making this adjustment. On the child’s last day we may have a “farewell” party to say goodbye.

### **Transitions Within the Program**

There are very seldom transitions to children’s placement within the program as a whole. Children stay with the same class and same teacher for the entire school year. In the few instances that a teacher change is needed, the procedure is the same as that of a new child entering the program.

When a child leaves class for extended care the child is walked by the paid aide to the extended care teacher. At this time the extended care teacher, who is a consistent person within the program, greets the student and has a place for personal items to be stored. The student either eats then has nap time or eats and goes to play, depending on the parent preference and age of the child. The extended care program provides consistent care within the program both by staff and by schedule.

## **End of the Day Transition**

At the end of the preschool program the parents stand at the door to pick up their child. The teacher is adept at significant conversations as the child is picked up. There is intentionality in greeting the parents, bringing the child to the parent and providing information on the child's day. Those children that do not leave with parents at the end of the program and are taken to extended care and checked in. See below for information about this program.

### **EXTENDED CARE:**

We offer additional care outside the hours of regular class times. Care is available before school for our preschoolers from 7:30 until 8:30. Afternoon care is available for morning students from 11:30 until 5:30 and from 3:00 to 5:30 for all day students. After school care includes NCS students through fifth grade. To assure safe transitions, children are escorted between Extended Care and their classrooms by qualified staff personnel. They are signed out of one room and signed in at the other.

Students enrolled for Extended Care on a regular schedule through the Early Education office are charged an hourly rate available on our admissions information. If the child is absent, the fee is still due. Depending on space availability, Extended Care may be used on an occasional basis at a slightly higher hourly rate. All requests for occasional care **MUST** be preapproved on a daily basis through the Early Education office to ensure availability. **Payment for services must be made in advance.** After 5:30 p.m., a late fee of \$1.00 for every minute late will be charged. Repeated violators may lose Extended Care privileges. Children must be clocked out daily on the computer in the Early Education office as well as signed out on the Extended Care teacher's clipboard as mandated by the State.

During the hours of 7:30 – 8:30 and 3:00 – 5:30 playground usage is restricted to extended care clients only.

### **MINI CRUSADERS:**

NCS offers a Mini Crusaders program providing childcare for babies, toddlers and 2 year olds.

The Mini Crusader rooms operate from 8:00 to 3:30, Monday through Friday. Sessions are booked on a 3 hour minimum. The rate is stated on all admissions information for these rooms. Children remaining in the class past 1:00 p.m. must stay until 3:00 as the rooms are closed for naptime during this time.

NCS offers a baby room on Mondays/Tuesdays/Wednesdays/Fridays; the rate is stated on all admissions information.

There is a \$50.00 registration fee to participate in the Mini Crusaders program. After 3:30 p.m., a late fee of \$1.00 per minute will be charged.

See the Early Education Assistant for complete enrollment details for the Mini Crusaders and Extended Care programs.

### **FIRE DRILLS**

By Arizona law, classes are required to practice fire drills, emergency shut down, and smoke detector checks periodically. The Early Education office posts a notice of pesticide application 48 hours in advance. NCS has established emergency procedures in conjunction with local law enforcement guidelines. Copies of these are available upon request in the Early Education office. The preschool is inspected annually by the Phoenix Fire Department.

## **PESTICIDE APPLICATION**

NCS Preschool will notify parents at least 48 hours prior to any pesticide application at the facility. This notification will be posted at each classroom and at the entrance to the facility. Pesticide application areas will be listed and further information about the pest control applicator is available to parents upon request.

## **LICENSING**

Northwest Christian Preschool is a fully licensed center by the State of Arizona and our inspection reports are available upon request.

Arizona Department of Health Services  
Division of Licensing Services  
150 N. 18<sup>th</sup> Ave., 4<sup>th</sup> Floor  
Phoenix, AZ. 85007

## **INSURANCE**

The NCS preschool program is covered with liability insurance per Section R9-5-302 of the Arizona Administrative Code and each student is covered with secondary medical insurance. A certificate of insurance for the NCS Preschool is available for parent inspection upon request.

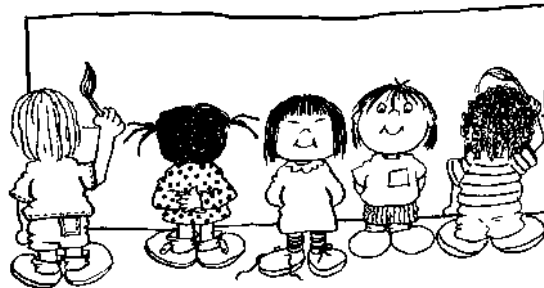
## **HARASSMENT POLICY**

The Early Education department operates under the Northwest Christian School Anti-Harassment Policy, a copy of which is available for review upon request in the main school office.

## **ACCREDITATION**

Northwest Christian Preschool has been validated as meeting nationally best-practice standards through accreditation by AdvancEd, the Association of Christian Schools International and Quality First. These standards surpass state minimum licensing standards. ACSI accreditation is a benchmark of quality for Christian early education centers.

Northwest Christian Preschool is a Quality First designated early education center.



## Northwest Christian School Parental Responsibility Agreement

1. We understand the Bible teaches us that, as parents, we are responsible for the education of our children, and it is our desire that Northwest Christian School assist us in this responsibility. We agree to support the school faculty and staff as they assist us in educating our child.
2. We invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24). We will also read the school discipline policy that is in the student handbook.
3. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
4. We understand that the parents are the natural leaders of their families. Children will follow if parents give strong Christ-honoring leadership. We are committed to work hand in hand with NCS in order “to train up our child in the way he should go” (Proverbs 22:6).
5. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including commitment to and involvement with a local church.
6. We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
7. We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with our child or other people, following the Matthew 18 principle.
8. We understand that the school reserves the right to dismiss any student who does not:
  - a. Respect and observe spiritual and/or behavioral standards.
  - b. Cooperate with our educational goals.
  - c. Conform to the dress and hair code policy.
9. We understand that if at any time the school determines, in its sole discretion that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of the student.
10. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in cohabitation or a same-sex relationship.
11. We give permission for our child to go on field trips arranged by the teacher and approved by the administration. The educational trips will be properly supervised, and our family insurance program will cover our child. We will not hold the school, administration, or faculty responsible in case of accident. Notification will be given us prior to each field trip.
12. We understand that in the event our child damages school property, assessments will be made to cover these damages, including breakage of windows and abuse of other personal property.
13. We understand that tuition will be divided into eleven monthly payments. The first payment is due August 1, and on the first day of each of the following ten months. The last payment is due on June 1. Any payment received after the seventh day of the month will be considered late, and our account will be assessed a \$25 late charge. When an account becomes more than 60 days past due, the student will not be allowed to attend class until the account is brought current.
14. We understand that graduating seniors must make their final tuition payment before participating in graduation ceremonies.

Student Full Name (Printed) \_\_\_\_\_  
 Grade \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_  
 Date \_\_\_\_\_

## PARENT HELPER INTEREST FORM

I would like to be involved with my child's preschool experience and would like to help in one or more of the following areas.

(Please place a check by the jobs that you would be willing to help with.)

\_\_\_\_\_ Phone Calls

\_\_\_\_\_ Working with music

\_\_\_\_\_ Chairing a committee for a special event

\_\_\_\_\_ Working on a special event

\_\_\_\_\_ Organizing collection of miscellaneous items for school

\_\_\_\_\_ Sewing - doll clothes

\_\_\_\_\_ Decorating book bags

\_\_\_\_\_ Helping set up/clean up for Rodeo Day

\_\_\_\_\_ Copying for teachers

\_\_\_\_\_ Putting up/Taking down bulletin boards

\_\_\_\_\_ Helping in the class garden

—planting, \_\_\_ rototilling/soil preparation, \_\_\_ weeding, watering

Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

Child's Teacher \_\_\_\_\_

Please leave this form with the director or one of the teachers.