

# **PARENT HANDBOOK**

## **Summer Care 2018**



**4625 East River Road  
Tucson, AZ 85718  
520-299-8908**

**[internationalschoolforpeace.com](http://internationalschoolforpeace.com)**

**ISP Tax I.D. #86-0388672**

**Director: Cathy DeMers, M.Ed.**

## Summer Care Schedule

June 4 – July 20

\*ISP is closed Wednesday July 4

\*Ages 2-6

Monday - Friday 7:30 a.m. - 6:00 p.m.

Precare 7:30-9:00

Half Day 9:00-12:00

Full Day 9:00-2:30

Aftercare 2:30-6:00

## Tuition

June tuition is due in full on April 14 and July tuition is due in full on May 5. Late payments may result in loss of your summer reservation. In some cases, payment plans may be arranged. We accept payment in the form of money orders, checks, online and cash. If paying online, a convenience fee will be added. Please write your child's name in the memo section of your check. The bookkeeper does not send out invoices, unless an account has a credit or is overdue. The bookkeeper will provide receipts to those families requesting them in writing in advance. There is a \$35 charge for returned checks. In the event of nonpayment of fees and International School for Peace will refer your account to a collection agency or attorney and you will be responsible for all fees incurred by the school during the collection process.

## DES

International School for Peace is a contracted provider with the Arizona Department of Economic Security/Child Care Administration. ISP does not discriminate against eligible DES clients and abides by all rules/regulations of the agency. Upon notice of receiving authorization for a new DES child or changes made to an existing authorization, the parent will immediately notify the preschool office to schedule an appointment to complete and sign the Parent/Provider/Guardian Agreement for Child Care Charges form (CC-208). Parents are responsible for their DES copay and the difference between the subsidy and the monthly tuition.

## Admission

International School for Peace does not discriminate on the basis of race, gender, religion, family constellation, ancestry, citizenship, veteran status, ethnicity, or disability and will enroll children who can benefit from the services provided by the school, curriculum, and teachers of our program. Decisions involving waiting lists and class assignments are at the discretion of the director. Children with special needs may be included in our program after a conference with the director, teachers, and parents. Although ISP does not provide services such as physical therapy, speech and language services, etc., specialists are welcome to provide services on site.

## Drop In

International School for Peace gladly accepts currently enrolled children on a drop-in basis based on program availability. Please contact the office to reserve a spot. Payment is due in advance. In the event you need to cancel the reservation and to avoid being charged, please give the office 24 hours' notice.

Summer Drop-In Rate:

Precare: \$20

Half Day: \$45

Full Day: \$55

Aftercare: \$30

## Withdrawal from School

Children are enrolled for the entire one-week care session. If an unforeseen circumstance arises, refunds may be considered at the discretion of the preschool director otherwise, summer tuition is nonrefundable.

## Signing In and Signing Out

**Parents and guardians must sign their children in and out every day on the forms provided. Arizona State Licensing requires a full legal signature or first initial and last name.** Photo identification will be required from anyone picking up the child who is unfamiliar to the staff on duty. Please advise others who will be picking up your child to bring a valid driver's license or photo identification with them. All class sign in/out notebooks will be centrally located between the preschool office and room 10 by the chalkboard. Authorized individuals dropping your child off after 8:30am or wishing to pick up before 2:25pm, are asked to please stop by the office first to sign in before proceeding to the classroom.

## Late Pick-Up Charges

We appreciate the respect you show our teachers and their schedules when you pick your children up on time. Please be prompt in picking up your child. Families will be charged \$1.00 for each minute they are late picking up their child. All late pick-up fees will be paid directly to the staff on site.

## Injuries

For minor injuries staff members will help the child wash the area with soap and water and apply ice and/or a bandage. An Ouch Report will be sent home with the child that day. For more serious incidents, an Incident Report will be completed and filed in the Incident Binder in the preschool office. A copy of the Incident Report is available upon request. Staff will make contact with parent or any head injuries.

## Medication Policy

When a child needs medication during school hours, it will be administered by school personnel. Prescription and non-prescription medication must be labeled with your child's full name, all other pertinent information, and in the original container. Nonprescription medication must be age appropriate or a doctor's note will be needed. Parents will give medications to the office staff and fill out a Medication Consent Form in the preschool office. Any expired or unused portion will be returned to the parents. Parents are asked to pick up medications on the last day of care. For serious medical matters, please make an appointment with the director to develop an intervention plan.

## Illnesses

We greatly appreciate the respect you show for all of us by keeping your sick children at home. Please call the school if your child will be out due to illness (or any other reason) as we are required to document illnesses. According to State of Arizona regulations, a child with any of the following symptoms should not be at school:

- A fresh cold or persistent cough
- Red throat
- Infected eye
- Vomiting
- Diarrhea
- Temperature of 100.0 degrees or higher
- Contagious or questionable rashes
- Runny nose/yellow or green discharge
- Any communicable disease or infection

If your child contracts a communicable disease, please notify the school at once. A doctor's note stating that the child is no longer contagious may be necessary before returning to school. If a health concern arises, a school wide wellness check may be conducted. If your child develops any of the above symptoms while at school, s/he will be separated from the other children. Parents will be notified to pick up the child without delay. Please have back-up arrangements to ensure that sick children can be picked up from school immediately or kept home.

Children may return to school when:

- Fever has been absent for 24 consecutive hours
- Vomiting and/or diarrhea has been absent for 24 consecutive hours
- Absence of yellow or green nasal discharge
- Twenty-four hours after beginning medication for strep throat, conjunctivitis (pink eye), etc.
- One week after the onset of chicken pox or when all lesions are crusted.

## Visitors

We look forward to siblings and family participation on campus! All visitors must check in at the preschool office and wear a badge while on campus. Please arrange classroom participation in advance with your child's teacher. Due to liability requirements, children who are not enrolled must be supervised by parents or secured in a stroller or backpack carrier.

## Authorization to Pick Up Child

Children will be released only to those individuals authorized by parents. If a parent or legal guardian is unable to pick up a child and must send someone else, there are three ways to accomplish this. One is that notice can be given in writing in advance to the preschool office. Another is to call the preschool office in advance. In all telephone authorizations, the prearranged Telephone Authorization Code must be given over the phone or left on the voice mail. The third way is to fill out the bottom portion of the Student Release Form. This gives ongoing permission to select people who may be picking up your child throughout the year like a babysitter or grandparent. Authorized individuals dropping your child off after 9:15am or wishing to pick up before 2:25pm, are asked to please stop by the office first to sign in before proceeding to the classroom.

## Volunteers

Volunteering is welcomed and encouraged at International School for Peace. Families are asked to coordinate these opportunities with their child's teacher.

- Siblings may accompany a volunteer if they are in an infant carrier, or backpack.
- Volunteers must be 16 years of age or older. Younger volunteers must be accompanied by an adult.
- All volunteers will remain under the supervision of a staff member unless a current fingerprint clearance card is on file.
- Weekly volunteers must have negative TB test results on file in the office.
- Volunteers must sign in/out at the office before entering a classroom and wear a volunteer badge.

## Campus Supervision

Before children are signed in or after children are signed out, supervision is the responsibility of the caretaker. Please do not enter locked areas or use equipment that is stored away. If equipment is available, please use it respectfully and return it the area where it was originally found.

## General Description of Program and Activities

Summer Care program is a full day program and utilizes indoor and outdoor learning environments during a 7 week period. This summer offers a 2-3 year old partial immersion Spanish program for students who are working on potty training and a 3-6 year old full immersion Spanish program. Weekly themes will be explored for long periods of uninterrupted play with emphasis on open ended art, music, literacy, water play, sensory exploration, peaceful conflict resolution, and fun!

### 2016 Summer Themes

<b>Week 1:</b> June 4-8	Numeros, Formas, y Colores
<b>Week 2:</b> June 11-15	Shake, Rattle, & Roll
<b>Week 3:</b> June 18-22	Here, There, & Creepy Crawlers Everywhere
<b>Week 4:</b> June 25-29	Baja El Oceano
<b>Week 5:</b> July 2-6	Ciencia Loca * Holiday Week *
<b>Week 6:</b> July 9-13	Construyendo
<b>Week 7:</b> July 16-20	Aviones, Trenes, & Automoviles

International School for Peace offers a play-based, child-directed, multicultural, anti-bias, peace-oriented preschool curriculum that focuses on the development of the whole child, including social, emotional, pre literacy, large and small motor skills.

## Emergency Evacuation/Fire Drills

Your child's safety is our priority; we conduct regular evacuation drills, and prepare for emergency evacuations and lock downs throughout the year. Rooms are equipped with emergency equipment, and staff members are trained to effectively prepare for safety, efficiency, and communication in the event of an emergency. Sites have been established both on and off campus (3801 N. Swan Road 481-3752) to meet emergency evacuation and lock down situations. At all times, staff will carry with them emergency contact information for the children under their care.

Emergency contacts listed by parents on the blue card are people the preschool office can call in the event we are unable to reach a parent. People listed by parents on the Student Release Authorization form are contacted by parents to pick up their child. As family constellations change, new cell phone numbers are acquired, or people move, it is important to keep your child's file updated.

## Safety and Health

- Upon arrival on campus, all visitors are expected to stop by the office to sign in and receive a guest badge. Please remember to sign out before leaving.
- Our classroom doors remain locked throughout the day.
- International School for Peace is a smoke-free facility and we do not allow smoking on our campus.
- Families dropping their child off after 9:15 and picking up before 2:25 will need to stop in the office to sign in before dropping child off in their classroom.
- At this time ISP does not use pesticides. If an issue arises and pesticides are needed, parents will notified prior to application.

## What to Wear

We encourage children to wear comfortable, weather-appropriate, play clothes that are free of complicated fastenings (overalls for example). A change of clothes labeled with your child's name should be in the classroom spare clothes bin at all times. If applicable, please provide diapers or pull-ups. Children will play outside daily. We strongly recommend your child bring a hat to wear outside and that sunscreen is applied before dropping off at camp. Flip-flops/open-toed shoes should not be worn to school for your child's safety. If you receive a pink notice to check the soiled clothes container in your child's classroom, please take the soiled clothing home that day. Keep in mind all of the fun materials that will be a part of your child's learning environment, such as sand, mud, water, and paint!

## Snack

Please provide a snack each day in your child's lunch box. You may choose to label the foods you wish for your child to eat for snack. Morning snack time is at 10am. Snack is considered to be an important part of the curriculum at International School for Peace. The language-rich process of hand-washing, serving snack, eating snack, and cleaning up after snack creates wonderful learning opportunities for our young children.

## Lunches

Lunches and water bottles (labeled with the child's name) are provided by parents and are stored in bins in the classroom. Parents should pack a cold pack in their child's lunch box to keep food cool.

## Nap Time

All students enrolled in our 2-3 year old partial immersion class will participate in daily naptime. Napping is available for our 3-6 year old full immersion students at parent request. Please inform your child's teacher if you wish for your child to take a nap at school. Nap will take place in room 10 for all students. The curtains of the classroom are closed during naptime (approximately 12:30pm-2:15pm) and all children remain on their nap mats until nap ends. Children who nap are provided with a nap mat and mat cover which are stored in separate bins labeled with the child's name. Mat covers are laundered weekly. Families are welcome to send in a small stuffed buddy, blanket, or pillow. We ask that families clean any additional items brought from home on a weekly basis. If an occasion arises where you need to pick up your child during nap time, please notify the teachers in advance to minimize any disruptions to the sleeping children.

## Birthdays

ISP recognizes the importance of birthdays. Our teachers will acknowledge student birthdays in a very special way. We invite you to come in and share your child's favorite book or another special book with the class. We ask that you respect our policy to not send in a birthday food treat. Celebrations involving jumping castles, clown performances, etc. must be held off campus.

## Toys from Home

Except for prearranged "show and tell" items, we ask that you leave your child's toys at home. "Show and Tell" items need to be non-violent and kept in the child's cubby. For further discussion, contact your child's teacher.

## Holidays

International School for Peace emphasizes seasonal changes and multicultural perspectives on holidays during the school year. Parents and family members are encouraged to share their family traditions and celebrations for holidays throughout the year. It can be a meaningful experience for the students to share about their own culture, beliefs, and festivities and learn about those different from their own from their friends. International School for Peace staff will not focus on aspects of holidays or celebrations that are specifically religious or materialistic in nature. Families are welcome to include religious aspects of their celebrations in the context of sharing family customs with the other children. We encourage the use of authentic literature, artifacts, songs, and media to introduce students to family traditions.

## Written Communications/Postings

All school wide communications must be submitted to the director prior to distribution. Upon approval, communications will be either printed on school letterhead or the original will be initialed and returned to you for distribution.

## Sun Safety Policy

Whenever possible, outdoor activities will be scheduled before 10a.m. and/or after 3p.m. The availability of shade will be considered when planning such activities during these times. Families will be strongly encouraged to provide hats and sunglasses. Light weight long-sleeved shirts and full length pants are encouraged when the temperatures are reasonable. Families are strongly encouraged to apply sunscreen at or before drop off. With written parent permission, staff will apply sunscreen SPF 30 or greater to exposed skin (15 minutes before going outside). ISP will supply sunscreen. Families have the option of supplying their own sunscreen for their child. Please be sure to label container with child's name. Staff will be encouraged to practice sun safety strategies to serve as a good role model for children.

## Peaceful Communication

The ISP staff has been trained or mentored in the use of Compassionate Communication. We aim to meet the needs of everyone in our school community, promote peace, and to model for children a process of valuing our own needs and the needs of others equally. Peaceful Parenting books are available for checkout in the preschool office.

## Peaceful Communication for Children

International School for Peace encourages children to use words to resolve conflict. As adults, we can assist in this process by providing the children with the words they need to talk about their problems and by modeling the use of the words. Parents and teachers can help children by giving them the words to solve common problems, such as:

- I was using the blue crayon. Please give it back.
- Please pass the crackers.
- May I use that when you're done?
- Can I play?

- Please don't push me. It hurts.

## Strategies for Peaceful Communication and Conflict Resolution

The International School for Peace promotes peaceful conflict resolution and discourages rumors, gossip, and put downs. We ask that adults address problems calmly and directly through the use of the following conflict resolution strategies or others at their disposal. If you have a conflict with someone, hear a rumor, are uncomfortable with what someone has said or done, have a problem with another parent or staff member, please follow these steps:

**Step 1.** Go to that person directly and talk about it before discussing your concerns with anyone else. If you are upset, please wait until you can address the person using peaceful words and a peaceful tone.

**Step 2.** If you are not able to reach a solution after communicating directly with the other person involved, please submit the concern in writing and/or schedule an appointment with the director through the office assistant.

The director will decide how to proceed and may call a meeting with the involved parties, involve a mediator in the process or address the problem with the ISP school board.

## Resources for Parents

Parents are encouraged to visit the Parent Resource Library in the preschool office. Resources include books on child development, peaceful parenting, and preschool activities.

## Discipline Policy

We believe in teaching young children to respect themselves and others and to model that respect. We will use caring and fairness as we help children learn to practice self-control, negotiation, problem-solving skills, and compromise. It is not acceptable for children to hurt other children, themselves, or the staff. Children will be guided to use appropriate words to settle their differences. Discipline promotes the internalization of self-control and the development of the necessary skills for positive interactions with others. Our goal is to be proactive in teaching, modeling, and reinforcing appropriate skills, words, and strategies for conflict resolution. Children will:

- Be supported for the things they can do
- Be encouraged to express their feelings and needs
- Be redirected if acting inappropriately
- Not be humiliated or verbally demeaned
- Be provided with limits and reinforcement that is firm, fair, and consistent
- Be directed to move away from the group occasionally in order to regain self-control.

## Steps for Handling Negative Behaviors

Negative behaviors include, but are not limited to, biting, yelling at someone, hitting, kicking, or pinching. If a negative behavior occurs, the parents of the child who is exhibiting the behavior and possibly those of the recipient of the negative behavior will be contacted. If the negative behavior continues to occur, we will contact the parents and a behavior plan will be developed by the child's parents, teacher, and the director. The child's needs will be respected as we work to help resolve the situation. If the child's behavior does not improve and s/he continues to put other children in danger, the teachers, director, and school board will evaluate the appropriateness of International School for Peace as a learning environment for the child.

## Transportation and Fields Trips

International School for Peace does not provide transportation. Field trip excursions like nature walks, visiting the Library for Peace, or learning fire safety from the Rural/Metro Firefighters are done on campus. Field trip permission forms are required for licensing, and parents sign them in their child's classroom.

## Inspection Report

- International School for Peace is licensed by Arizona Department of Health Services. Yearly inspection records may be reviewed in the preschool office or at: Arizona Department of Health Services, Office of Child Care Licensing, 400 W. Congress Suite 100, Tucson, Arizona 85701, 520-628-6540.
- International School for Peace passes fire safety inspections as well.

## Insurance Coverage

International School for Peace carries required liability insurance coverage pursuant to A.A.C.R. 9-5-302.

## Facebook

International School for Peace has a Facebook page so feel free to check in for school updates. You don't need to have personal Facebook page to view our page. Visit: [www.facebook.com/internationalschoolforpeace](http://www.facebook.com/internationalschoolforpeace).