

CHRIST

CHURCH

SCHOOL

PRESCHOOL - ELEMENTARY

**Preschool
Parent – Student
Handbook
2018-2019**

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Changes in Policy

Christ Church School expressly reserves the right to change any of its policies, including those covered here, at any time. Normally, Christ Church School shall notify its families of these changes by memo or by other appropriate means. Changes shall be effective on dates determined by CCS. If you are uncertain about any policy or procedure, please check with the Head of School.

All references in this handbook to the "School" or to "Christ Church School" are references to Christ Church School, Inc., an Arizona non-profit corporation.

CHRIST CHURCH SCHOOL

2018 – 2019 Preschool Parent-Student Handbook

Table of Contents

A MESSAGE FROM THE HEAD OF SCHOOL	1
MISSION STATEMENT	2
VISION	2
PORTRAIT OF A GRADUATE	2
INTRODUCTORY INFORMATION.....	2
LICENSURE AND ACCREDITATION	2
LIABILITY INSURANCE.....	2
NONDISCRIMINATION	3
CAMPUS	3
SCHOOL MAP	3
FACULTY	4
TUITION	4
CONTRIBUTIONS AND DONATIONS	5
POLICIES	5
ACADEMIC REFERRALS AND SUPPORT	5
ADMISSION	5
ALLERGIES	6
BIRTHDAYS AND PARTIES	8
BITING.....	8
BULLYING AND HAZING	9
CHILD ABUSE.....	9
CLASSROOM PLACEMENT	9
CLASSROOM SIZE	9
CLASSROOM VISITORS	9
COMMUNITY EXPECTATIONS	9
CONFLICT RESOLUTION	10
DISCIPLINE.....	11
FINANCIAL.....	11
Application Fee.....	11
FACTS Tuition Management	11
Extended Day and Early Bird Payments	11
Enrichment Classes and Lunch Program Option Fees.....	11
Late Charges.....	12
Non-Payment.....	12
Service Fees	12
Student Re-Enrollment.....	12
Temporary Absences.....	12
Tuition Deposit.....	12
Tuition Payment Schedule	13
Withdrawal	13
HEALTH	13
Health Records.....	13
Communicable and/or Contagious Diseases	13
Medications	14
Emergency Procedures	14
Facility	14
LATE PICK-UPS.....	14
PARENT PARTICIPATION	15
PARENT/TEACHER CONFERENCES	15
PESTICIDES	15

RELEASE OF STUDENTS FROM SCHOOL PREMISES	15
REQUESTS FOR ADVERTISING	15
SIBLINGS.....	15
SOCIAL MEDIA POLICY	16
SOLAR AWARENESS PROGRAM	16
TEMPORARY ABSENCE	16
TOILET TRAINING	16
TRANSITIONING	17
TRANSPORTATION	17
UNIFORMS.....	17
School Logo	17
General Expectations	17
Uniform Expectations	18
USE OF NAME AND IMAGE.....	18
VISITORS.....	18
PROCEDURES	18
ABSENCES.....	18
PARKING LOT	19
SAFETY AND SECURITY DRILLS.....	19
SIGN-IN/SIGN-OUT	19
TARDINESS	19
PRESCHOOL CURRICULUM	19
YOUNG-TWOS, TWO YEAR-OLDS, AND YOUNG-THREES.....	19
THREE YEAR-OLDS, YOUNG-FOURS, PRE-K, AND JUNIOR KINDERGARTEN	20
CURRICULUM ENHANCEMENTS	21
CHAPEL AND WORSHIP	21
LIBRARY	21
MUSIC	21
PHYSICAL EDUCATION	21
SPANISH.....	21
PROGRAM ENHANCEMENTS.....	22
EARLY BIRD PROGRAM	22
ENRICHMENT CLASSES	22
EXTENDED DAY PROGRAM.....	22
Cost and Payment	22
Dismissal.....	23
Extended Day Lunches	23
Hours.....	23
Sign-Up.....	23
Standing Reservations.....	23
LUNCHES.....	23
PLAY AND LEARN	24
SCHOOL HOURS	24
BOARD OF DIRECTORS.....	24

A MESSAGE FROM THE HEAD OF SCHOOL

*Learning is a treasure that will follow its owner everywhere.
– Chinese Proverb*

I am happy to welcome you to the 2018-2019 school year and the Preschool Division of Christ Church School. Our goal at Christ Church School is to provide a foundation for our students, which offers the highest quality, appropriate education in a safe and supportive learning environment. Because building this foundation is so important, Christ Church School's mission statement declares that we will work to develop each child academically, socially, physically, and spiritually. And while it is valuable to learn to count, recognize colors and shapes, and understand beginning phonetic and writing skills, it is equally valuable to learn to share a toy, sit attentively in circle time, help a friend complete a puzzle, or console a peer during a sad time.

At Christ Church School, all activities are age-appropriate and all activities are hands-on, learning opportunities. Your child may not always come home in a clean white shirt, but they will be eager to tell you about their painting project, cooking endeavor, new technology activity, fun Spanish song, or special chapel prayer. Making children feel accepted, appreciated, and valued is what is most important.

The educational experience provided to Christ Church School students requires collaboration between each student, their parents, and the school – enabling a partnership to provide excellent education in a positive and supportive environment. Therefore, close communication with school and home is essential to promote the best interest of each child. Through this handbook, we are communicating many important policies and procedures for our school. We ask that you carefully review all of the material in the handbook, acknowledge the agreement, and retain a copy for future reference.

Please know that my door is always open. I look forward to safe, purposeful, and rewarding school year.

Kim Westfall

Mission Statement

Based on an Episcopal foundation, the mission of Christ Church School is to develop the whole child by providing challenging and creative academic, spiritual, and social experiences for children.

Vision

The program at Christ Church School provides a nurturing, safe, and faith-centered environment which is designed to educate the whole child – mind, heart, and spirit – while cultivating each student’s individuality. Christ Church School’s vision for our students will:

- Instill the love of God through experience, prayer, and knowledge.
- Foster an understanding of how spirituality and moral conscience connect with all aspects of their lives.
- Develop social, emotional, cognitive, and motor skills.
- Help students develop self-respect, respect for others, and an appreciation for cultural diversity.
- Engage students in active learning through hands-on experiences, questioning, problem-solving, and critical thinking exercises supported by well-designed, age-appropriate curricula.
- Develop positive health, safety, and nutritional practices.
- Encourage creative expression and appreciation for the arts.

Portrait of a Graduate:

Every Christ Church School graduate is forming the strong foundation of a life-long learner and is developing positive character formation.

INTRODUCTORY INFORMATION

Licensure and Accreditation

Christ Church School is licensed and regulated by the Arizona Department of Health Services (License Number: CDC – 10528). Inspection records, on file in the School Office, are available for review upon request or can be inspected at:

Arizona Department of Health Services
Office of Child Care Licensure
150 N. 18th Ave.
Phoenix, AZ 85007
(602) 364-2539

Christ Church School is fully accredited by the Southwestern Association of Episcopal Schools.

Liability Insurance

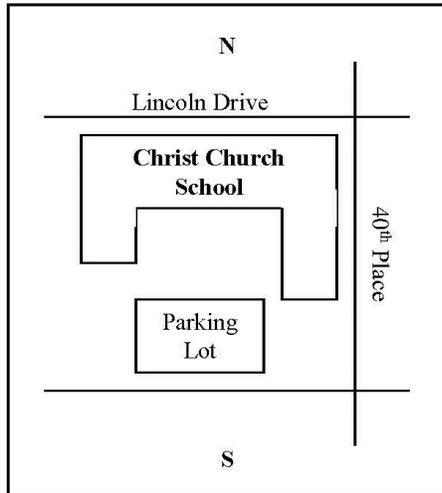
Pursuant to rule R9-5-308 of the Arizona Department of Health Services Child Care Facilities Rules, Christ Church School maintains a general facility liability insurance of \$1,000,000. An additional annual aggregate of up to \$3,000,000 has also been

secured. All independently contracted employees are required to provide proof of liability insurance prior to the first day of class. Evidence of liability insurance coverage is available for review in the School Office.

Nondiscrimination

Christ Church School does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of our educational policies, admission policies, hiring, retention or promotion practices, scholarship programs, or other programs.

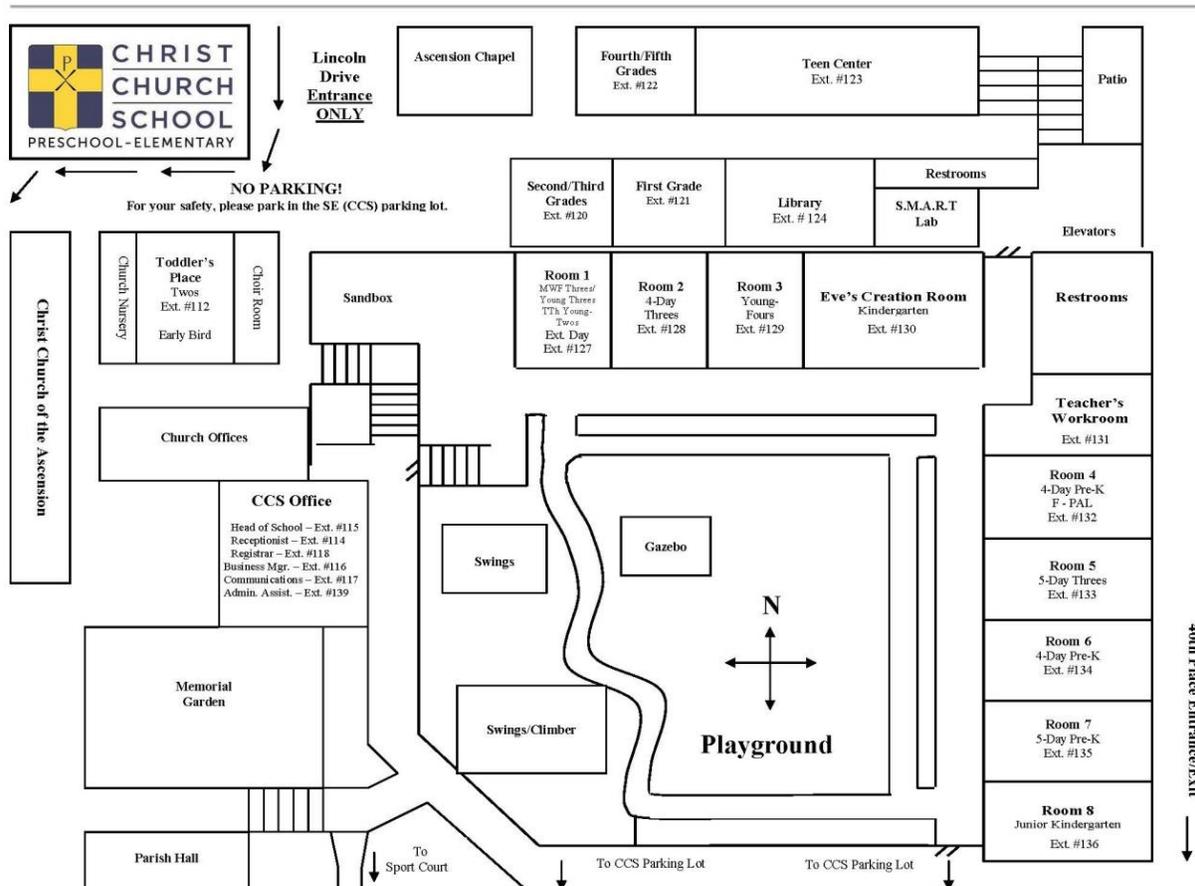
Campus



Christ Church School, Inc. is located at:
 4015 E. Lincoln Drive
 Paradise Valley, Arizona 85253
 Phone: (602) 381-9906
 Fax: (602) 840-4472
 E-mail: info@ccsaz.org
 Web site: www.ccsaz.org

Directions to School:

Christ Church School is located on the south side of Lincoln Drive on the campus of Christ Church of the Ascension. Please enter and exit the School campus from 40th Place.



Faculty

For your student's early educational experience, we hire and retain teachers of the highest caliber selected for their education and previous work experience. They are dedicated educators who participate regularly in educational activities and conferences.

All staff members are required to:

- Pass a fingerprint clearance conducted by the Arizona Department of Public Service.
- Complete a criminal history affidavit.
- Complete CPS Central registry affidavit.
- Provide proof of a Pertussis immunization and a negative Mantoux TB test or chest x-ray.
- Complete the Safeguarding God's Children Child Abuse/Awareness Workshop.
- Provide appropriate documentation indicating their Community First Aid and Cardio-Pulmonary Resuscitation certification is current.
- Maintain a valid Maricopa County Food Service Worker card.

Tuition

Class	Tuition Fee	Age Guidelines	Days	Time
2-day Young-Twos	\$3,050	Two by December 31, 2018	T/Th	9:00-12:00
2-day Twos	\$3,050	Two by September 1, 2018	T/Th	9:00-12:00
3-day Twos	\$3,975	Two by September 1, 2018	M/W/F	9:00-12:00
3-day Young-Threes	\$3,875	Three by December 31, 2018	M/W/F	9:00-12:00
3-day Threes	\$3,875	Three by September 1, 2018	M - Th	9:00-12:00
4-day Threes	\$4,950	Three by September 1, 2018	M - Th	9:00-12:00
5-day Threes	\$5,950	Three by September 1, 2018	M - F	9:00-12:00
4-day Young-Fours	\$5,600	Four by March 1, 2019	M - Th	9:00 - 1:15
5-day Young-Fours	\$6,825	Four by March 1, 2019	M - F	9:00 - 1:15
4-day Pre-K	\$5,600	Four by September 1, 2018	M - Th	9:00 - 1:15
5-day Pre-K	\$6,825	Four by September 1, 2018	M - F	9:00 - 1:15
Jr. Kindergarten	\$7,200	Five by October 15, 2018	M - F	8:30 - 1:15
Kindergarten	\$9,950	Five by September 1, 2018	M - F	8:15 - 3:00
First Grade	\$9,950	Six by September 1, 2018	M - F	8:15 - 3:00
Second Grade	\$9,950	Seven by September 1, 2018	M - F	8:15 - 3:00
Third Grade	\$9,950	Eight by September 1, 2018	M - F	8:15 - 3:00
Fourth Grade	\$9,950	Nine by September 1, 2018	M - F	8:15 - 3:00
Fifth Grade	\$9,950	Ten by September 1, 2018	M - F	8:15 - 3:00

Additional charges will apply for the afternoon Enrichment Classes; please see the section of this handbook on the Enrichment Programs for more information.

Contributions and Donations

Christ Church School, Inc. is a 501(c)(3) non-profit corporation. Accordingly, the faculty and students greatly appreciate all monetary and non-monetary contributions.

POLICIES

Academic Referrals and Support

Christ Church School welcomes students with diverse academic strengths and learning styles. We strive to provide a challenging academic environment that meets the needs of a wide variety of learners. To be successful in this environment, some students may require additional support.

If additional support is necessary, the teacher will discuss the student's academic needs with the family and the Head of School. This team will determine if the student requires individual attention and/or outside services that are not normally provided by CCS (and would therefore be provided and paid by the family). They will collaborate to develop a student success plan that is targeted to meet the specific needs of the student and foster a productive learning environment for the student and his or her classmates. This plan will be periodically reviewed by all parties and revised as necessary.

CCS will cooperate with parents who wish to implement reasonable accommodations for qualified students with documented disabilities, if those accommodations do not fundamentally compromise the academic program or impose an undue burden on the school or the other students. As a private school, CCS is not required to, and as a practical matter cannot, serve all students and therefore focuses instead on situations where parents are productively engaged and/or able to provide additional personnel to ensure student success. Should CCS be unable to serve the needs of a student or if successful partnerships cannot be established, CCS will recommend the student to move to a more appropriate school.

Admission

A qualified applicant is one who, in the best judgment of the School, meets the age requirements and exhibits the potential for social and academic success. With the exception of the young-two and two-year-old classrooms, students admitted to the program must be toilet trained at the time of entry.

Registration priority is given as follows: 1) children of Christ Church School staff members; 2) returning students; 3) parishioners of Christ Church of the Ascension; 4) siblings of enrolled students; 5) Play and Learn students; 6) alumni of Christ Church School. Parishioners must be pledging members in good standing for a period of at least 12 months. All other priority enrollees may join the parish to receive parishioner enrollment status. In order to obtain this priority, these families must be pledging members in good standing for a period of 12 months prior to

enrollment. The Rector of Christ Church and Head of School may mutually agree to provide priority enrollment to any other parish family.

Christ Church School is pleased to enroll special needs students provided the facilities and employees are able to adequately meet those students' needs. These students will be accepted on an individual basis after consultation with the Head of School, parent, and employee(s) involved. While the majority of our employees do not have specific training for special needs students, we are able to provide them with social interactions. Any other services, including emotional counseling, physical therapy, occupational therapy, or speech therapy, must be provided by outside sources and paid for by the parent. Should outside services be necessary, we require that the student's teacher be in communication with those service providers so that the teacher(s) are able to better understand the needs of the student.

ALLERGIES

It has been estimated that 5% of children in the United States are at risk due to food-related allergies. The most common allergens include milk, peanuts, tree nuts (walnuts, almonds, cashews, pecans, etc.), wheat, soy, fish, sesame, and eggs. Anaphylaxis (an allergic response that can culminate in cardio-respiratory failure and can be fatal) is the most extreme presentation of these allergies. While Christ Church School implements sound safety practices regarding food-related allergies on a case-by-case basis, we cannot guarantee an allergen-free environment. Our goal, then, is to implement precautions necessary to protect students who have life-threatening allergies without creating undue burdens for students without the same needs.

In order to be successful, our allergy protocol must rely on the parents of the affected children to be proactive and vigilant and on the other members of the CCS community to comply with allergy policies.

Allergy Procedures and Protocol

1. Each parent who has a child with a serious allergy or health issue must notify the Head of School and request to have an allergy action plan and medical statement (to be prepared by CCS in cooperation with the parent) on file in the School Office along with appropriate, properly labeled medication (and a medication administration form signed by a physician) to be provided by the parents. The parent shall be responsible for ensuring that the allergy action plan and medical statement are kept current and are sufficient for the child's needs and that all medications are adequate dosages with clear dispensing instructions. New forms must be completed each school year and these action plans will be kept on file for one school year.
2. Children identified by their parent to have an extreme allergy or health issue will have allergy, protocol, and picture discretely posted inside of their classroom cabinet.
3. If the child's doctor has provided written notice to the School that an allergic reaction can result from contact or proximity, the issue will be communicated to all students and parents in the class and the teacher shall not knowingly permit the allergen in the room.

4. If the child's doctor indicates that an allergic reaction can only result from ingestion, the parent will provide substitute snacks to be kept in the classroom in the event the allergen is present in the class snack. These snacks will be used when the scheduled snack is not safe for the child and in the event of a special party or activity. The parent is responsible for communicating with the teacher regarding food the child can have during class parties where food is served
5. All children with food allergies should have a medic alert bracelet or necklace.
6. Gluten allergy accommodations/adjustments will be made on an individual student basis year to year with appropriate snacks to be provided by the parent.

Allergen Awareness and Safety

Hygiene: All students will be required to wash their hands each morning upon arrival in classrooms where serious allergies are present.

Class Projects Involving Food: (teacher or parent-led) If a food project is anticipated in a room with a child with an allergy or medical condition, the child should not be excluded from the project, if possible. Instead, the project leader should talk with the parent of the child with an allergy or medical condition and come up with a mutually acceptable alternative plan so that the child is not excluded from the activity.

Birthdays: The focus of a birthday celebration is the child having a birthday. Therefore, the birthday treat is limited to Outshine popsicles.

School Events: If food is served or present, it is the responsibility of the parent of the child with the allergy or medical condition to monitor their child's food consumption in order to ensure the child's safety.

School's Responsibility for Allergies

- Inform teachers of children in their class with allergies/medical conditions.
- Provide a copy of all forms to all staff members that are in routine contact with children with allergies/medical conditions.
- If consented to by the child's parent, inform parents of classmates of the presence of an allergy in the classroom.
- Have the parent-approved emergency action plan on file in the School Office which should direct the School Office staff where the child's medication is stored and how it is to be administered.
- Require that all staff members are trained in CPR.
- Enforce a "no sharing food" rule at snack and lunch.
- To the extent possible, include children with allergies/medical conditions in all regular classroom activities, making reasonable accommodations to ensure their safety.

Teacher's Responsibility for Allergies

- Post a list of all children with allergies.
- Eliminate the allergen from the classroom in the case of serious/life-threatening airborne or contact allergies.
- Collect and keep alternative snacks from the parent of the child with an allergy.
- Never knowingly serve a school provided snack food (including cooking projects) to a child with a serious/life-threatening allergy unless the parent

has reviewed the ingredients and/or the food is on their parent- approved list.

Parent's Responsibility for Allergies

- Inform the school of their child's allergy/medical condition in the child's history form and during the open house visitation.
- Complete required forms specifying allergy/medical information and action prior to the first day of school and update those forms as needed from time to time:

Medical Consent Form – must be completed for every child who may need medication administered at school; necessary medicine must be supplied prior to the first day of school.

Food Allergy Emergency Action Plan – must be completed by child's physician for every child who has a serious/life-threatening allergy or medical condition.

- Supply all necessary medications together with administration and dosing instructions.
- Provide alternative snacks.

Birthdays and Parties

Birthdays are recognized in chapel with a special blessing. A student may provide Outshine popsicles for his/her classmates. Parents are asked to inform the teacher ahead of time if they will be providing popsicles. Party invitations may not be distributed at school unless the entire class is invited.

Parties sponsored by the School will be held in the classrooms. **Due to insurance guidelines and licensing requirements, siblings of any age may not attend classroom parties or celebrations.** Christ Church School does not sponsor off-campus parties.

Biting

Young children do not have a well-developed sense of cause and effect relationships. They need to learn that if they bite someone, it hurts that person. Students who are feeling jealous, anxious, threatened, or angry may bite to release their negative feelings. Very young children do not have the verbal skills to express their feelings. Biting is a powerful way to get one's way, to fight back, or to release frustrations.

Despite using what we know about children to implement careful planning and supervision, biting occasionally occurs. However, we do not and cannot wait for a student to outgrow biting. Every situation deserves our utmost concern and action.

If your student has been bitten, you will be notified. If your student bites, you will be called. We will "shadow" your student to prevent follow-up incidents. A conference may be held to determine the reason for biting and what additional actions can be taken to prevent reoccurrence. If all efforts fail to correct the biting behavior, it may be necessary to exclude the student from our program.

Bullying and Hazing

Christ Church School is committed to maintaining a safe, orderly, civil, and positive learning environment and does not tolerate bullying, hazing, or like behaviors. CCS expects all staff members, parents, volunteers, and students to model positive behavior, show respect for others, and promote a safe environment.

Bullying is defined as the use of superior strength or influence to intimidate someone. Hazing is defined as a process involving harassment. Any student who participates in bullying or hazing will be disciplined. The discipline plan will include strategies to correct the behavior, deter future incidences, protect the victim from further harm, and restore social harmony. Each situation will be examined on a case-by-case basis and discipline plans may vary based on a variety of factors, including age, the nature of the problem, past history, etc., and may include suspension or dismissal.

Child Abuse

As required by Arizona law (A.R.S. 13-3620), all suspected cases of child abuse or neglect are reported within 24 hours to Child Protective Services and the Arizona Department of Health Services. The School maintains documentation of any such cases.

Classroom Placement

Many factors are considered when placing students to insure a positive experience for all students.

Classroom Size

We believe that students have an opportunity to grow to their full potential in an educational environment with a low student-teacher ratio.

Classroom Visitors

Prior to inviting a guest to a classroom, the Head of School must approve all visitors (guest speakers, guests of enrolled students, parent visitors, parent participants). The teacher is responsible to submit such requests for approval. All campus visitors must sign in at the School Office and wear a visitor's badge during their stay on campus.

Community Expectations

Christ Church School is a community dedicated to the development of the whole child by providing challenging and creative academic, spiritual, and social experiences for children. The commitment of the entire CCS community is essential for achieving the objectives of the students.

CCS Student Expectations

Respect for Oneself

- Practice good grooming habits and adhere to uniform standards.
- Care for your own property.
- Prepare for classes and activities.
- Have pride in your own work and sharing your own ideas.
- Take an active role in your educational process.
- Appreciate and acknowledge your blessings.
- Work hard and do your best, but also make time for rest and play.
- Exhibit honesty in personal and academic actions.
- Use modesty in conduct and dress.
- Follow the reasonable requests of teachers, staff members, and other adults.
- Accept responsibility for one's own actions.

Respect for Others

- Treat others as you would like to be treated.
- Be courteous, helpful, and well-mannered.
- Use appropriate language.
- Demonstrate proper behavior at all times.
- Share and play fairly.
- Participate in service work for others.
- Treat the possessions and property of others with respect.
- Respect cultural, racial, socio-economic, and religious diversity.
- Respect the right of others to feel safe and be safe on campus.
- Engage in respectful communication to resolve issues.

Respect the School and the Church

- Maintain a clean and tidy campus
- Show school pride through attendance at activities and events.
- Care for the property and resources of the School and Church.
- Contribute to a positive learning environment.
- Respect the sanctity of the Church.

CCS Parent Expectations

We assume that parents have chosen to send their children to Christ Church School because they embrace this community's mission, vision, and values. Therefore, the School expects parents to support the letter and spirit of the contents of the CCS policy handbooks. Furthermore, we recommend that parents reinforce similar values within their own families so the children will receive a consistent message.

While differences of opinion are natural, on occasion, a parent or student may exhibit discordant behavior that conflicts with the School's expectations for parent and student conduct. In most cases, those situations are resolved through discussion with the Head of School and/or teachers. However, in the unlikely event that the School's leadership determines that an issue cannot be resolved, the School may require student withdrawal and/or prevent an adult from entering the premises.

Conflict Resolution

As a parent, if you have a concern about a teacher, please address it directly to the teacher. If reconciliation is not reached, you may address your concern to the

Head of School. Please refrain from addressing your concern with other parents, as it undermines the authority of the teacher in the classroom and in the community.

If you have a concern about a student other than your own child, please address this concern either directly to the other student's parents or to the classroom teacher. Outside of gentle and general adult leadership with children, it is not appropriate for adults to confront a child other than their own.

If you have a concern about another parent, please address this concern with the Head of School.

Discipline

In any environment where students care about each other and are encouraged to talk and work together, discipline is generally not a problem. All teachers work with the Head of School to handle discipline in a positive and preventative manner. We support positive reinforcement, active listening, parental involvement, and redirection of inappropriate behavior that might prove harmful to the student, his peers, or any adult in the classroom. We may also use time-out methods. If a student has excessive difficulty adjusting to the classroom situation or should a behavior problem arise anytime during the school year, the teachers, working with the Head of School, will request a special conference with the parents. Disciplinary action by the School can include dismissal from the program.

Financial

Christ Church School is an independent, non-profit Preschool and Elementary School. Our income is derived solely from tuition fees and fundraising efforts. Our budgetary constraints mean that every family has a responsibility to pay their tuition in full and on-time.

Application Fee

The application fee for the school year for returning students is \$150.00 and \$200.00 for new students. All application fees are non-refundable and non-transferable. The fee is payable when an application for enrollment is made.

FACTS Tuition Management

CCS has partnered with FACTS for tuition payments. FACTS is a national tuition management company. Each family is required to set up an account with FACTS. Families may choose the payment method and payment plan which works best for their needs. FACTS offers both automatic bank withdrawals and credit card payments.

Extended Day and Early Bird Payments

Reservations are required in order for the School to maintain adequate staffing. Standing reservations are billed in advance. If you have a standing reservation, we cannot refund money for periods that are missed, even if you are ill, as we have arranged to have staff coverage.

Enrichment Classes and Pizza Lunch Program Option Fees

Payments for Enrichment Classes and the Pizza Lunch Program option are due in full upon registration and are non-refundable after the 1st Friday of each session.

Late Charges

Tuition payments received more than five business days after the payment due date are deemed late and will incur a late charge of \$25.00. Any payment received will first be applied to any outstanding late fees, then to the outstanding tuition balance. Late pickup is \$5.00 for every 15 minute period after your student's dismissal time and payment will be due upon your arrival.

Non-Payment

If a family experiences a change in circumstances or is otherwise unable to meet their payment obligation, it is the responsibility of the family to contact the Head of School and/or the Board Treasurer to work out an acceptable arrangement. On the first of each month, the Director of Finance and Administration will notify the Head of School of any families delinquent from the previous month, and the Head of School will review the matter. If a family remains in arrears and a satisfactory arrangement cannot be reached, the Head of School may require that the student(s) be withdrawn from the School and a payment schedule will be made until the account is paid in full. If it is necessary for Christ Church School to initiate a legal action to collect money owed pursuant to this agreement, and judgment is awarded to Christ Church School, the parent agrees to pay all reasonable attorneys' fees and costs incurred in obtaining and collecting that judgment.

Service Fees

The School accepts VISA, MasterCard, American Express, and Discover Cards as a method of payment for all non-tuition charges. A 3% convenience fee is added to all credit card payments. A charge of \$25.00 will be assessed on any check returned by a bank.

Student Re-Enrollment

Returning preschool students may enroll for 2019-2020 between January 14, 2019 and January 24, 2019. Returning preschool families will participate in a Virtual Registration Line at 8:00 a.m. on Saturday, January 26 to receive a time stamp; all applications will be processed in time stamp order. Registration for returning students is available until January 29, 2019. After that date, all open class spaces will be available to any applicant, beginning with those on the Wait Lists.

Temporary Absences

No refunds will be made for temporary absences due to family vacations, illness, accidents, etc. In the event of special circumstances, a parent may apply in writing to the Head of School for special consideration.

Tuition Deposit

Upon placement in a class, a Tuition Deposit of 10% of the annual tuition for each student enrolled is due. The Tuition Deposit is non-refundable and non-transferable. Your student's class placement is secured when the Tuition Deposit has been received and processed

Tuition Payment Schedule

Tuition may be paid by choosing one of the following options:

Days/Week	Annual	Tuition Deposit	Semester	9 Installments
Payment Due:	8/15	Upon Placement	8/15 and 1/15	monthly 8/15 thru 4/15
2 days/week – Young Twos/Twos	\$3,050	\$305	\$1,373	\$305
3 days/week - Twos	\$3,975	\$398	\$1,789	\$398
3 days/week – YoungThrees/Threes	\$3,875	\$388	\$1,744	\$388
4 days/week - Threes	\$4,950	\$495	\$2,228	\$495
5 days/week - Threes	\$5,950	\$595	\$2,678	\$595
4 days/week - Pre-K	\$5,600	\$560	\$2,520	\$560
5 days/week - Pre-K	\$6,825	\$683	\$3,071	\$683
Jr. Kindergarten	\$7,200	\$720	\$3,240	\$720

Withdrawal

Should unforeseen circumstances arise, a parent must provide Head of School with 30 days prior written notice of withdrawal and shall be liable for tuition for a period of 30 days from the date notice is given to the School. Prepaid tuition, Extended Day, and Early Bird program fees will be refunded effective after the 30 day notification period. Enrichment Program and Lunch Program fees are non-refundable after the 1st Friday of each session.

Health

Health Records

A Blue Emergency Card with an updated immunization record, validated by a health care provider, must be on file in the School Office prior to a student’s admission to class. Immunizations need to be up-to-date before the first day of school.

Communicable And/Or Contagious Diseases

In any school environment, runny noses, colds, and childhood ailments are very common. Our responsibility is to prevent the spread of illness by teaching sanitary procedures, such as hand washing and tissues for noses. Parents are advised to keep a student at home during the highly infectious first stages of a cold or other communicable disease. A student must be free of fever, diarrhea, and vomiting for 24 hours after their symptoms are gone, before returning to class. The fever should be gone without the use of a fever-reducing medicine. If your student develops a contagious disease, please inform the School Office at once so the School can notify the parents of students who may have been exposed.

Students arriving with the following signs and symptoms, or who develop them while at school, cannot remain at school.

- Fever of 100°F (37.8°C) or higher
- Vomiting
- Diarrhea – that occurs two or more times per day for toddlers and preschool children that is not contained by diapers or toilet use. All diarrhea is a health concern in the classroom.

- Red eyes with discharge
- Head Lice

Parents are expected to pick up sick children within an hour of contact to prevent the spread of infection to other children and staff, and to allow the child time to rest, recover, and be treated for the illness.

In case of injury or illness during school hours, the student will be brought to the School Office. Parents will be notified by phone to promptly pick up a sick or injured student. Parents are expected to pick up sick children within an hour of contact, to prevent the spread of infection to other children and staff, and to allow the child time to rest, recover, and be treated for the illness. If a parent cannot be reached, the School Office will call the alternate contact names on the Blue Emergency Card. Please keep all emergency information current throughout the year by updating the School Office with any new contact information.

Medications

Except in a life-threatening emergency, the Christ Church School staff will not administer medication to any student. If a student has severe allergic reactions to various elements, emergency medications will be housed in the School Office along with signed Medication Consent forms and specific instructions for administration of the medications. A parent or guardian will be contacted should the administration of medication be necessary.

Emergency Procedures

In the event of a medical emergency, the Head of School is to be notified and the staff will follow the steps below. These steps may include, but are not limited to the following:

1. Administer First Aid or CPR and call 911.
2. Attempt to contact parents or guardian.
3. Attempt to contact parents or guardians through any Emergency Contacts on record.
4. Attempt to contact student's physician.

Facility

Christ Church School is committed to providing its students and employees with a safe and healthy atmosphere.

- Smoking is not permitted. The Christ Church School buildings and campus are a smoke-free environment.
- Dogs are not allowed within the School gates. Even if placed on a leash, dogs are not permitted on School grounds.
- For the safety of our students, we request there be no cell phone usage while in the School parking lot.

Late Pickups

Late pickup is \$5.00 for every 15 minute period after a student's dismissal time. This charge covers the expense of having the necessary personnel to supervise students who are not picked up at the designated time. Students will be brought to the School Office and the late pick up fees will be compiled and billed at the end of the month. Please call the Christ Church School Office if you are arriving late to pick

up your student. This simple call allays a student's fears and helps the staff know how best to proceed. If the parents cannot be reached, we will begin trying to contact the emergency numbers listed on the student's Blue Emergency Card. If all attempts are unsuccessful, state law requires that Child Protective Services be notified. Habitual late pickups may result in disenrollment from the School.

Parent Participation

Christ Church School encourages parents to participate in their student's classroom. Teachers appreciate your help and support. Volunteering in your student's class provides an opportunity for you and your student to share a special day. Talents and special interests of either parent can be incorporated in the classroom or at special events.

Parent/Teacher Conferences

Individual parent-teacher conferences are held in the fall and the spring. Parents make an appointment to meet with the teachers on conference days. Regular classes will not be held on scheduled Parent/Teacher Conference days. Conferences are not limited to scheduled conference days, and parents may request a meeting with the teacher throughout the school year. We ask that you make arrangements for childcare for non-CCS students during your scheduled conference time.

To reduce administrative burden in cases of divorce teachers are required to conduct only one conference for each child in the fall and the spring and to meet only with parents and legal guardians. However, a teacher may choose to make additional accommodations for a second parent conference and may allow step-parents or other caretakers to attend with the consent of the child's parents.

Pesticides

Notices will be posted on campus 48 hours prior to the application of a pesticide.

Release of Students from School Premises

Students will only be released to a contact person listed either on the blue emergency card or indicated to staff by prior parental notification. Individuals who are not recognized by the staff shall be asked for picture identification, which will be verified with information on the student's emergency form or from parental consent.

Arizona Department of Health Services requires the legible signature of a parent, guardian or a person authorized by the parent or guardian, each time a preschool student enters and leaves the School.

Requests for Advertising

All requests to advertise or promote clubs or instructional programs must be approved by the Head of School. The sale of any non-school sponsored items or activities is prohibited on the Christ Church School campus.

Siblings

Due to insurance guidelines and licensing requirements, siblings may not attend School-sponsored field trips, activities, class parties, and events held during School hours (including but not limited to Snow Day, Pajamas and Pancakes Day, Water

Day, and Vehicle Day). Christ Church School sponsors several family activities throughout the year to which siblings are invited.

Social Media Policy

Christ Church School Employees are prohibited from communicating through social networks with parents of existing students and also with existing and former students under the age of 18. Care should be taken when communicating electronically about Christ Church School students and families.

Solar Awareness Program

Christ Church School has adopted a Solar Awareness Program. This program will encourage our students to learn about the importance of daily sun safety to promote long-term healthy habits.

Education

Students will learn about sun safety in their classrooms throughout the year, participating in age-appropriate activities, stories and songs.

Hats

Students are encouraged to wear hats during all outdoor activities in order to protect their heads, faces and ears. Students must provide their own hats, labeled with their names, and should bring them to class each day.

Hydration

Our staff encourages adequate hydration on warmer days by reminding students to drink water during physical activities and by providing hydration stops between classes and activities.

Shade

Students are encouraged to play in the shade, especially on warmer days. Our playground has several large shade structures which provide shaded areas for playground equipment and activities.

Sunscreen

Parents are encouraged to put sunscreen on each child prior to the start of their school day.

Temporary Absence

If a class is leaving their classroom, the teacher must ensure that the daily roster accompanies the class.

When a student leaves a classroom on an individual basis, the teacher will note the absence by placing a red binder clip next to the student's name on the daily class roster. When the student returns, the red binder clip is removed.

Toilet Training

With the exception of the young-two and two-year-old classes, students in the preschool must be toilet trained and able to use the toilet independently; diapers and pull-ups are not acceptable. We realize that occasional accidents do occur. Repeated accidents may result in removing the student from the School until toilet training is successful. Students who are not toilet trained put our license with the Arizona Department of Health Services at risk.

Transitioning

Due to the wide range of developmental levels in young students, most students require a certain amount of time to adjust to preschool. Our Christ Church School staff makes every effort to assist each student with adjusting to our program. After an initial adjustment period, if a teacher has a concern about a student's developmental progress or a student is having adjustment difficulties, a special conference with the parents, the teachers, and the Head of School will be requested. During this conference, the needs of the student will be discussed and potential remedies will be recommended. If the problem persists, disenrollment may be necessary.

Transportation

Christ Church School does not provide transportation service.

Uniforms

Christ Church School desires to instill pride and a sense of community for our students. For this reason, a simple uniform has been chosen for all students. Additionally, the uniform requirement is designed to encourage students to interact without socioeconomic bias.

School Logo

The colors are a gold cross on a blue field with black letters. Following are generally accepted interpretations of the significance of colors as used by the Church:

- Gold: Innocence of soul, purity, holiness of life
- Blue: Heavenly love, unveiling of truth
- Black: The Benedictines, Augustinians, Jesuits

Our shield is based upon the Christ Church shield at the Benedictine Priory of Christ Church at Canterbury. In the early days of the Christian Church, Greek and Latin words were used as symbols of our lord Jesus Christ. XPICTOC meaning Christ. The "PX" on the School shield is called a Chi Rho and is composed of the first two letters of XPICTOC.

General Expectations

- Appearance should reflect common sense, neatness, and safety.
- Clothing should be clean and in good condition with no missing buttons. No torn or faded clothing is permitted.
- Uniforms must fit properly.
- Boys' hair must be cut short and may not touch the top of their shirt collars.
- No permanent hair accessories will be allowed.
- No visible tattoos (even those of a temporary nature) will be permitted.
- All shirts, except sweatshirts, must be tucked in at all times.
- Shoes must be tied at all times.

Uniform Expectations

- Shirts: **Shirts must have collars.** White tab-front knit long or short-sleeved polo shirt, with school logo. White turtleneck or mock turtleneck, with school logo. Girls may also wear a white round-collared shirt, with

school logo. Shirts must be purchased from Lands' End, the official uniform supplier for Christ Church School.

- Shorts, Slacks, Skirts and Skorts: Must be navy blue in color. The school recommends cotton/poly blend navy blue to avoid fading. Knit shorts, bike shorts, cargo or denim shorts are NOT permitted.
- Jumpers and Sweater Vests: Must be navy blue in color, with school logo. White shirts with collars must be worn underneath.
- Dresses: Polo style dress, with collar. Must be navy blue in color, with school logo.
- Socks: Socks that show above the shoe must be worn. Tights may be worn with skirts, dresses, or jumpers.
- Shoes: Closed-toed sneakers in good repair are preferred. Other dress shoes may be worn. For safety reasons, boots, Crocs, and sandals are not permitted.
- Sweatshirts, Sweaters, and Fleece Shirts: Solid navy or white sweatshirts, sweaters, and fleece shirts may be worn at any time. If desired, these items may be embroidered with the school logo. No other slogans or advertisements are permitted.
- Belts: Belts are optional.
- Jackets/Coats/Hats: Any jacket, coat, or hat in good repair may be worn. No other slogans or advertisements are permitted. Please label all outerwear with your child's name.

Use of Name and Image

Unless you request otherwise, CCS reserves the right to use information provided by parents on the Application Form in the Parent/ Student Directory, in the administrative database, and in fundraising efforts. The Directory is for the use of the CCS families, faculty, and staff ONLY. The school does not release any information about CCS families to the general public. It is customary for un-named student images to be used for newsletters and the CCS website. The school also generates external communications such as brochures, news releases, and public information which may use un-named images of CCS students. Please notify the School Office in writing if you would prefer that your student's name and/or image not be used in these types of communications.

Visitors

Visitors and volunteers to the campus are asked to sign-in at the School Office. All visitors are required to wear a visitor badge while on campus. Staff members should ask visitors without badges for identification and direct them to sign in at the School Office.

PROCEDURES

Absences

When a student is absent, a parent or guardian should call the school to advise the school as to the reason for the absence. Messages may be left on the answering machine 24 hours a day. No refunds will be made for temporary absences due to family vacations, illness, accidents, etc.

Parking Lot

Please drive slowly, follow all traffic markings, and park only at specified sites. **Do not leave a child or pet in your vehicle unattended.** Please hold your children's hands while walking in the parking lot. We recommend that you do not leave any valuables in your vehicle, and lock all windows and doors before escorting your student/students to the classroom buildings. For your safety, do not park in front of the church; please use the side and back parking lots. **When leaving the facility, please use the 40th Place exit. This is the ONLY exit from this facility.**

For the safety of our students, we request that there be no cell phone usage within the School parking lot area.

Safety and Security Drills

Christ Church School holds regular drills to ensure the safety of our students and staff. There are procedures in place for fire, shelter-in-place, and evacuation drills. Through the practice of these drills, students are trained to follow these procedures without panic or undue interruption to the learning environment. In a real emergency, parents will be contacted via the SchoolMessenger system.

Sign-In/Sign-Out

Arizona Department of Health Services requires the legible signature (first initial/last name) of a parent, guardian, or person authorized by the parent or guardian each time a student enters and leaves the School. Please provide written notification or complete the form supplied by the School if someone other than a parent or guardian will be picking up your student. We recommend that you arrive with ample time to allow for parental sign-in each morning before class. Sign-out is required at pick-up time.

Tardiness

Tardiness is a serious matter as it affects not only the tardy student, but also all other students whose learning may be interrupted by late arrivals. The parent/guardian is responsible for seeing that the student arrives on time at the start of class.

PRESCHOOL CURRICULUM

We believe that students have an opportunity to grow to their full potential in an educational environment with a low student-teacher ratio.

Young-Twos, Two-Year-Olds, and Young-Threes

Our toddler programs focus on learning to play and playing to learn. A variety of developmentally appropriate experiences provide opportunities for our young students to draw, paint, listen to stories, work with manipulative materials to understand basic number concepts, make music, and explore the world around them. The classrooms provide a climate of confidence that will help students develop self-help skills and independence. A typical day includes an art project, time to play in a child-selected center, recess time on the playground, circle time,

snack time, and either a music or physical education class. Chapel services for our young students is offered once a week.

Three-Year-Olds, Young-Fours, Pre-K, and Junior Kindergarten

Our preschool curriculum provides a stimulating environment for each student to develop social, motor, language, and cognitive abilities. Through hands-on activities and small group work, each student enjoys a busy and productive day. Students gain knowledge from their unit studies, explore social relationships, learn to express themselves clearly, and discover letters and numbers. The use of manipulatives, puzzles, art supplies, and writing tools build fine motor skills. On the playground, the students develop large motor skills as they build confidence and competence on the playground equipment. Our preschool day includes circle and calendar time, small-group teacher directed activities, snack time, daily story time, and center time. Preschool students enjoy Spanish (Pre-K & JK Only), music, Physical Education, and library classes once a week, and attend chapel services twice a week.

The curriculum, guided by both national and state learning standards, covers five content areas: literacy, math, social studies, science, and the arts.

Literacy

The students are introduced to rhyming words and play oral word games. All children are exposed to different genres of literature through their story and library times.

Threes and Young-Fours students study a letter a week using the *Handwriting Without Tears* curriculum.

Pre-Kindergarten students study a letter a week using the *Explode the Code* curriculum. Junior Kindergarten students are immersed in literature using beginning readers published by *Modern Curriculum Press*. These approaches help students to learn the connection between oral and written language.

Mathematics

All students are introduced to calendar terms, sequencing, sorting by attribute, and patterning. Shape recognition, measurement, and rote counting are also introduced.

Pre-Kindergarten and Junior Kindergarten students enhance these skills using the *Everyday Math* program, comprised of hands-on activities and games.

Social Studies

The concepts of understanding how people live, work, and interact with each other are the core of our preschool Social Studies curriculum. In order to help all students gain an understanding of their role in the community, three school-wide community service projects are conducted each year.

Science

Preschool students enjoy hands-on activities with plants and animals. Discussions about the earth including weather, space, and dinosaurs help all students to understand they are part of a broader environment.

The Arts

Our young students experience the joy of self-expression through activities involving drawing, painting, manipulating play dough, singing, dancing, and engaging in dramatic play with peers.

CURRICULUM ENHANCEMENTS

Chapel and Worship

Chapel is an integral part of our School program. Four-day and five-day students will attend a brief chapel service twice a week. Two-day and three-day students will attend chapel once a week. Parents are always welcome to attend our worship services. We celebrate together as a community of faithful people. This focus on Christian values provides the center around which all academic, social, and spiritual goals revolve. The School recognizes the religious diversity of its community and actively promotes respect and acceptance of all faiths.

Library (available to all students)

Weekly library classes enable students to develop the motivation and skills necessary to read and write. As they hear stories read aloud, look through books on their own, and retell familiar stories, students are given opportunities to grow in the areas of vocabulary, print awareness, and narrative skills.

Music (available to all students)

The music program at Christ Church School introduces students to rhythm, melody/pitch, expression, and movement. Through singing, playing simple percussion instruments, and other rhythm activities, students are introduced to the fundamentals of music and are encouraged to develop an appreciation for music. The students learn basic performance skills that are exhibited at school-wide performances.

Physical Education (available to all students)

Physical education plays an important role in a student's growth and development. The physical education program at Christ Church School is designed to be a foundation to promote lifelong fitness habits. Physical activity can stimulate brain development, enhance motor coordination, and increase energy levels. The program provides an opportunity for each student to develop skill competencies which will allow him/her to play successfully with peers and at the same time, develop their self-concept.

Spanish (available to Pre-K and JK students)

Christ Church School offers its students an opportunity to be exposed to a foreign language at an early age. Oral and written introductions to vocabulary are integrated with classroom themes using puppets, songs, and games. The program

promotes interest and appreciation for Spanish-speaking people and their cultures, contributing to an attitude of global understanding and awareness.

PROGRAM ENHANCEMENTS

Early Bird Program

The Early Bird Program is from 8:00 a.m. - 9:00 a.m. each day. The program is particularly designed for parents whose schedule requires extra childcare in the morning. Reservations are required for the Early Bird Program. Standing reservations are \$8.00 per hour. The drop-in rate is \$9.00 per day for any portion of the hour that your student is in our care. Please note that the School Office must be notified and payment is due on the day drop-in service is provided.

Enrichment Classes

Preschool Enrichment Classes are offered during three enrollment sessions (Fall, Winter, Spring). The classes vary by day and run from 12:30 p.m. to 1:10 p.m. (for Young-Threes and Threes students) or 1:20 p.m. to 2:00 p.m. (for Pre-K and JK students). These classes are staffed by Christ Church School staff members and contracted specialists. There is a fee charged for participation in these programs. The cost is based on the classes selected. Please check with the School Office for current Enrichment Class information, class times, and age requirements. Students should bring or order their lunches on scheduled Enrichment Class days (see **Lunches** section below). Please note that Enrichment Classes are not available on a drop-in basis.

Extended Day Program

As an added benefit to our parents, Christ Church School offers a supervised lunch and childcare program for students after regular classes end each day. Students should bring their own lunches on days they are participating in the Extended Day program, or they may register for either the Lunch Lady Delivers and/or Pizza Thursday Lunch Program options. (Lunch Program options are not available on a drop-in basis.)

Cost & Payment

Standing reservations are \$8.00 per hour. Standing reservations are made in advance for each session.

Drop-in rates are as follows:

- \$11.00 from noon through 1:10 p.m.
- \$18.00 from noon through 2:00 p.m.
- \$27.00 from noon through 3:00 p.m.
- \$36.00 from noon through 4:00 p.m.
- \$7.00 from 1:10 p.m. through 2:00 p.m.
- \$16.00 from 1:10 p.m. through 3:00 p.m.
- \$25.00 from 1:10 p.m. through 4:00 p.m.
- \$9.00 from 2:00 p.m. through 3:00 p.m.
- \$18.00 from 2:00 p.m. through 4:00 p.m.
- \$9.00 from 3:00 p.m. through 4:00 p.m.

These rates are in effect for any portion of the specified time that your student is in our care. The School Office must be notified and drop-in fees will be compiled and billed at the end of the month.

Dismissal

Extended Day is dismissed at 1:10 p.m., 2:00 p.m., 3:00 p.m. and 4:00 p.m. Please arrive promptly and be sure to sign out your student before leaving the facility. The sign-out book for Extended Day is located on the table outside the Extended Day room. If your student is attending an Enrichment Class, the sign-out sheets will be located outside the door where the Enrichment Class is held.

Extended Day Lunches

Students should bring or order their lunches on days they will be participating in Extended Day. (See **Lunches** section below.) **Please note that Lunch Lady and Pizza options are not available on a drop-in basis.**

Hours

Extended Day is held from 12:00 p.m. – 4:00 p.m. each school day.

Sign-Up

Parents must reserve a space for their student in advance. Reservations may be made two ways: by filling out a drop-in form in the School Office, or by making a standing reservation for Extended Day.

Standing Reservations

Reservations are required in order for the School to maintain adequate staffing. Students attending Enrichment Classes must be enrolled with a standing Extended Day reservation for the corresponding days. Also, we recommend that your student be enrolled with a standing Extended Day reservation if he/she will be attending Extended Day on the same day(s) each week for the session. Standing reservations are billed in advance. If you have a standing reservation, we cannot refund money for Extended Day periods that are missed, even if you are ill, as we have arranged to have staff coverage.

Lunches

Preschool students should arrange for lunches on days they are participating in Extended Day or Enrichment programs.

Packed Lunches

If your student is bringing a packed lunch to school, please drop it off in your student's classroom in the morning. Make sure your student's name is on the lunch box/lunch sack. Lunches will not be refrigerated so please plan accordingly; be sure the lunch includes an ice pack, if needed.

Lunch Lady Delivers

Students and staff members may sign up for the Lunch Lady Delivers lunch program options on Mondays, Tuesdays, Wednesdays and Fridays. Parents select and pay for lunches online and the orders are delivered to the classroom on the appropriate day. Orders must be placed by noon on the Saturday prior to the delivery week. Lunch Lady Delivers is not available on a drop-in basis.

Pizza Thursdays

Students and staff members may sign up to receive a Papa John's pizza lunch every Thursday. Reservations are required. Pizza lunch is signed up for on an annual basis, so please check with the School Office for current prices.

PLAY AND LEARN

The CCS Play and Learn class is designed as an introduction to preschool for children 16 months and older. This class provides parents with the opportunity to interact with their child in an informal environment formulated to meet a toddler's physical, social-emotional, language, cognitive, and creative developmental needs. Parents are able to observe their child's growth and development while participating in classroom and music and movement activities with their child. Each semester-long class meets for one hour and thirty minutes on Fridays. Reservations are required.

SCHOOL HOURS

- Classes for Young-Twos, Two-Year-Olds, Young-Threes, and Three-Year-Olds are held from 9:00 a.m. through 12:00 p.m.
- Young-Fours and Pre-Kindergarten classes are held from 9:00 a.m. through 1:15 p.m.
- Junior Kindergarten classes are held from 8:30 a.m. through 1:15 p.m.
- The Early Bird Program is held Monday – Friday from 8:00 a.m. through 9:00 a.m.
- The Extended Day program is held Monday - Friday from 12:00 p.m. through 4:00 p.m.
- Enrichment Classes are offered Monday - Friday from 12:30 p.m. through 2:00 p.m.
- Christ Church School will be open Monday through Friday with some holiday exceptions.

BOARD OF DIRECTORS

President:	Roxann Gallagher
Treasurer:	Eric Short
Members At Large:	Kristy Bidwill Thomas Rindahl Eric Montgomery Jason Pritchett Christy Pylman
Head of School:	Kim Westfall
Rector:	The Reverend Daniel P. Richards