

Parent Handbook & Statement of Services



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Provider Information

CalvaryPHX Early Learning Center

12612 N. Black Canyon Hwy.

Phoenix, AZ 85029

Hours of Operation

Monday- Friday 7:00am-6:00pm

Excluding School Holidays

Vision Statement

A development focused and safe child-care solution where families find stability and are supported to establish strong communities.

Mission Statement

At CalvaryPHX Early Learning Center, we believe that community transformation starts at home, where strong families build strong communities. Therefore, we will provide an environment in which parents entrust the developmental needs of their children to forge relationships that can last a lifetime. We are committed to providing researched, faith-based curriculum that aligns with the Arizona Early Learning Standards (ELS).

Our Program

CalvaryPHX Early Learning Center (ELC) offers a unique opportunity to children that allows them to explore and discover the world around them through play. We provide full day or half day care for children infant through 5 years of age. They will learn through faith-based curriculum and through the staff who God is and of His never ending, unconditional love. CalvaryPHX ELC focuses on fine motor and gross motor skills, social-emotional health, music, play, art, language, math, science, and literacy. CalvaryPHX ELC is committed to children in all areas necessary to support healthy growth and to nurture a lifelong love of learning.

Non-discrimination Policy

CalvaryPHX, ELC does not screen applicants (participants or staff) based on any creed or color requirements. CalvaryPHX, ELC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Enrollment/Disenrollment

Each child needs to have paperwork completed, immunization records submitted, and fees paid at the time of enrollment. CalvaryPHX ELC requires a two-week notice, minimum, prior to disenrollment. If two weeks are not given, it is assumed that we are still holding your child's spot and tuition must be paid.

Payments

We accept credit/debit cards or bank ACH draft. For safety purposes, we will not accept cash. Payments should be made payable to Calvary PHX Early Learning Center. Tuition payments are due on or before the first school day of each week. Any payment received on or after

Wednesday will be considered late and your account will be assessed a \$25 late fee. If your payment has not been received by 6p on Wednesday, your child will not be allowed to attend class until payment arrangements have been made. Because our expenses continue whether every child is present every day or not, no tuition refunds can be made in the case of absence or illness. As long as we hold a place for your child, your tuition charges continue.

Discounts

We provide a sibling discount of 10 % after the first enrolled child.

Drop Off and Pick Up

Drop off and pick up entrance is on the east side of the building at CalvaryPHX, entering in the double doors between the chapel and the atrium. Each caregiver will have their own code to get in and out of the facility during business hours. Only provide this code to those listed in your child's file as approved for drop off and pick up. Pick up is by 6:00pm and late pick up will incur late pick up fees.

Late Pick Up Fees

If your child is not picked up by the end of their scheduled pick-up time, late fees will apply. If a student is left 15 minutes past 6:00pm, one of the staff will begin calling all the emergency contacts listed on your child's emergency card. If by 6:30pm no one is available to pick up the student and the student has been left, the student is considered abandoned, and the proper authorities will be called. *After 6pm is \$1.00 for every minute until child is electronically signed out.

School Closures

CalvaryPHX Early Learning Center will be closed for the following:

- All Federal Holidays
- Thanksgiving (Wednesday-Friday)
- Christmas Eve through New Year's Day (December 24th- January 1st)
- Good Friday
- The week of July 4th for Summer Break
- Teacher in-service will be two days in August

These dates will also be included in a monthly calendar that will be included in enrollment packet and posted in Procure.

Curriculum

At CalvaryPHX ELC we utilize Learning Beyond Paper. Learning Beyond's Lesson Plans and Daily Activities are carefully crafted to meet the development needs of each child. Learning activities are presented in a meaningful way, and every activity is linked to early childhood Standards for each age group. Each activity can be adjusted to meet the individual child's learning level and goals.

As a faith-based facility, we teach each child about the love that God has for us and that He values each child's uniqueness. We incorporate our Bible curriculum, Frolic, into daily lesson plans and environments. Our curriculum provides children with a foundation to guide them in understanding that God made them, God loves them, and that Jesus, the son of God, also loves them and wants a relationship with them.

Food Service

CalvaryPHX Early Learning Center participates in the Child and Adult Care Food Program (CACFP). As a proud participant in this food program, we provide all meals to enrolled students once they can independently eat food. This includes breakfast for students who are signed in before 8 AM, AM snack, lunch, and PM snack. Students are asked not to bring food from home unless they are in the infant room.

If there is a medical diagnosis and a doctor's note stating that the student has dietary allergies, reasonable accommodations will be provided, or students must bring all meals with them from home. If a student is lactose intolerant, then parents must consistently provide milk substitutes, as CalvaryPHX ELC is required by the state to provide milk at every meal whether we have the substitute or not.

Toilet Training

Children must be independently toileting both at home and in the classroom upon enrollment in the three-year-old class. Children not independently potty trained by 3 ½ are subject to disenrollment, with the exception of a diagnosed disability or delay and corresponding documentation. Once a child is 2 ½ years old they must come wearing pull ups or underwear in order to practice toilet training.

A child is considered fully toilet trained when they can do each of the following steps independently:

- Recognizing bodily cues and letting an adult know
- Pulling bottoms down and back up
- Wiping themselves with toilet paper

- Flushing the toilet and washing their hands

Behavior Policy

Guiding children's behavior is something done throughout the day, not just when a child acts in a way that is unsafe or unacceptable. Children are more likely to develop self-discipline and control when they are treated with dignity and given clear, consistent, and fair limits for classroom behavior. Our staff work with children to help them set their own limits, understand the consequences of the actions and the rationale behind the rules and behavior expectations.

Our staff uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Specifically, they will:

1. Use encouragement of acceptable behavior rather than focus only upon unacceptable behavior
2. Remind a child of behavior expectations by using clear, positive statements
3. Redirect behavior using positive statements

The following types of discipline and guidance will NEVER be used:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet learning
- Humiliating, ridiculing, or rejecting a child
- Subjecting a child to harsh, abusive, or profane language
- Requiring a child to remain silent or inactive for inappropriate periods of time for the child's age

Progressive Guidance Policy

The Progressive Guidance Policy is designed to provide a systematic approach for teachers, administrators, and families to assist children who exhibit inappropriate behavior ***over an extended period of time and with whom positive guidance techniques appear to be ineffective***. The progressive guidance techniques are:

1. **Overlooking:** *At times a child may exhibit negative behavior to gain attention. A proactive stance is to generously give positive attention while overlooking the inappropriate behavior.*
2. **Redirection/Distraction:** *Teachers may offer alternatives to children engaged in undesirable behavior.*
3. **Verbal Intervention:** *When it is developmentally appropriate staff may explain to the child why a behavior is inappropriate and suggest to him or her the appropriate way to handle the situation.*
4. **Logical Consequences:** *Logical consequences are related, respectful, and reasonable consequences of specific misbehavior. For example, if a child uses a block to hit other children, then a logical consequence would be that the child loses blocks until he or she can demonstrate*

how to use them properly. The teacher will monitor the child's subsequent behavior and follow through if required.

If your child *continues* to exhibit inappropriate behavior over a period of time, you will be asked to participate in a family/teacher conversation with the director and/or other support members such as behavior coach or developmental specialist.

A Behavioral Intervention Plan will be introduced at this conference to address the behavior(s). This action plan will outline:

- Child's inappropriate behavior with focus goal(s)
- Strategies used (within school **and** home environments) to support the child
- Appropriate incentives and/or consequences for specific behavior
- A method of tracking behaviors

The goal of the behavioral intervention plan is to help the child develop the skills necessary to successfully participate in the classroom environment. The Early Learning Center will make reasonable efforts to implement and evaluate appropriate interventions before considering removal from the program.

If, after reasonable interventions and implementation of a behavior support plan, the child's behavior continues to present a significant safety concern, substantially disrupts the learning environment, or the child is unable to successfully participate in the program, CalvaryPHX Early Learning Center reserves the right to terminate the child's enrollment. The decision to terminate enrollment will be made by ELC administration in consideration of the child's individual circumstances, the effectiveness of interventions attempted, and the safety and well-being of the child, other children, and staff.

Parents/guardians will be informed throughout the process and will receive appropriate communication regarding concerns, interventions, and next steps.

Emergency and Immunization Records

The State of Arizona requires that the entire Emergency Information and Immunization Record Card be filled out. You will need to list at least two local emergency contacts (contacts must be at different addresses from each other and from the address of the parents/guardians). 911 does not count as an emergency contact. *Only persons listed on your child's Emergency Information Card are permitted to remove your child from school. Photo identification will be required. A copy of your child's current, age-appropriate immunization record is also required. Please update your child's Emergency Information Card if any new vaccines have been administered or if any of your home, business, or emergency contacts change.

Transportation

CalvaryPHX Early Learning Center does not provide transportation for enrolled children to or from school, a school bus stop, or other locations.

Field Trips

There will only be on campus field trips for students of CalvaryPHX, Early Learning Center. There will be no off-campus field trips.

Parent/ Guardian Involvement and Access

Parents/Guardians have access to the areas on the facility premises where his/her child is enrolled and receiving childcare services. There will be opportunities for parents to volunteer. We will let parents know as those opportunities arise. Please stop by the front desk to sign-in/ sign-out and receive a volunteer name badge. All volunteers/visitors are required to wear their volunteer's name badge.

Our Staff

Our staff comes with many years of experience, a love of teaching, and a love for children. All staff are background checked, have fingerprint clearance, and are CPR and First Aid certified. All staff are required to have 24 hours of training and continued education each year.

Incident Protocols

If any first aid is given to your child for injuries occurring on campus, an accident report will be filled out by the school, and you will be notified that day. If your child is injured and needs medical treatment beyond basic first aid, the teacher will determine whether there is time to consult a parent by phone or if emergency services are immediately needed. When a child needs to be transported, a staff member will accompany the child to the hospital. The parents will be notified to meet at the hospital.

Dress Code

Clothing needs to be items that your child can easily move and play in and that you don't mind getting messy. Please no outfits with snaps or buttons that make independent toileting difficult. We ask that all dresses and skirts have shorts or leggings underneath. Close toed shoes are preferable for general and playground safety. Flip flops are not permitted.

Accident and Emergency

In the event of an accident, fire, evacuation or any other emergency, CalvaryPHX ELC will follow appropriate procedures required for the specific event and authorities will be called for assistance. Every month a fire drill will be conducted during normal operating hours. The staff

will practice proper procedure for infant and toddler classrooms as to how to evacuate children in a safe and timely manner. The staff and walking children will practice proper procedure for lining up, where to evacuate away from the building, the importance of following instructions, remaining quiet and calm, and to remain with their class.

Health Policy

Precautions will be taken at CalvaryPHX, ELC to keep everyone healthy. Hands will be washed when children arrive at school, before and after meals, and after toileting and playing outside. Highchair trays, tables, infant toys, and counter surfaces will be sanitized throughout the day. Restrooms will be sanitized daily. Non infant toys will be on a sanitization schedule and will also be cleaned with any illness outbreak.

To keep our children, teachers, and staff healthy we ask that you keep your child home if they have any of the following: extreme cough, yellow or green discharge from eyes or nose, undiagnosed rash, fever, vomiting, diarrhea, lice, or any other contagious disease or illness. All children must be fever, vomit, and diarrhea free for 24 HOURS and WITHOUT the assistance of medication that reduces symptoms. If a child comes down with any serious illnesses or if lice is discovered while at school, they will be removed from the classroom and parents will be called.

Allergies

Teachers are required to post student's allergies in their respective classrooms along with the necessary procedures if contact with an allergen occurs. Assistants, volunteers, substitutes, etc. are required to review the posted allergy information in the class in which they are working prior to any involvement.

Medications

For those who may require lifesaving, prescription, and nonprescription medication, a Medical Consent form must be filled out. Lifesaving medication must be provided prior to the student's first day of school. Medication must be in its original manufacturer's container. Medication is administered by the facility Director or the Director Designee. All medications are kept out of reach from children and are stored in a locked cabinet.

Hazardous Materials

All hazardous materials are locked away and out of the reach of students.

Pesticides and Herbicides

Pesticides and herbicide are routinely sprayed on our premises. A notice will be posted on our Parent Board at least 48 hours prior to any pesticide application. All records of pest/weed control application done on the premises are maintained and are available for viewing on site.

Insurance

CalvaryPHX Early Learning Center holds a certificate of Liability Insurance through Brotherhood Mutual Insurance Company. Our certificate of Liability Insurance is available on site for review.

Licensing and Inspection Reports

CalvaryPHX Early Learning Center is regulated by the Arizona Department of Health Services, Bureau of Child Care Licensing. Inspection reports are available on site. Bureau of Child Care Licensing 150 North 18th Avenue, Suite 400, Phoenix, AZ 85007 Phone: (602) 364-2539