

Wickenburg Christian Academy Preschool/Childcare Center
260 W. Yavapai St.
Wickenburg, AZ 85390
(928) 684-9046

Parent Handbook/Statement of Childcare Services
2022-2023

Welcome to the Wickenburg Christian Academy Preschool/Childcare Center. We are glad that you are a part of our educational family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by WCA Preschool/Childcare Center and the state of Arizona. This handbook is designed as a handy reference for you. We suggest you print a copy and keep it in a convenient place for easy referral throughout the school year.

Philosophy:

Our staff is committed to providing a safe, nurturing, Christ-centered classroom, where the children have an opportunity to develop a love for Jesus and a respect for others and their environment. Children are inspired, instructed and encouraged to grow spiritually and academically, through age-appropriate discovery and hands-on experiences, while providing the foundation for our expected student outcomes: GRASP--Gratitude / Respect / Academics / Servanthood / Personal Responsibility.

- I. **CHILD CARE SERVICES/CLASSES:** WCA Preschool/Childcare offers an outstanding preschool program accompanied with morning before school childcare and afternoon childcare. Our program has flexible scheduling on a space available basis.

<u>Preschool (Aug – May)</u>	<u>Full time Childcare (Aug – July)</u>
8:00am thru 12:00pm	Full day 7:30 am – 5:00pm

Due to the need to meet State requirements, Child Care services at an hourly rate are not available to children who have not been pre-registered.

Per Arizona State regulations, the WCA Preschool/Childcare Center will meet the following adult - child ratios:

5yrs: 1-20	4yrs: 1-15	3yrs: 1-13
All Staff meet the DHS requirements for teaching and are CPR & First aid Certified		

ALL VISITORS TO WCA CAMPUS ARE WECOMED & REQUIRED TO SIGN IN/OUT IN THE MAIN OFFICE.

REGULATIONS: In compliance with the State of Arizona Dept. of Human Services, WCA Preschool/Childcare Center is required to have the following information in your child's file. This information must be updated on an annual basis.

Immunization Form: Information regarding all immunizations the child has received, including month & year each immunization was administered. We will make a copy of your certified form to keep on file.

Parent/Child Emergency Informational Form: Information including parents' home and work emergency contact information, known allergies to foods, bees, etc., release for emergency medical treatment, and a release for field trips shall be obtained at the time of admission.

Authorization for Pickup: Two alternate names must be provided on the Emergency Authorization Form (Blue Form) as designated individuals who may pick up the child from school. We recognize that from time to time emergency situations arise and it is necessary to have people who have not been designated pick up your child from school. In such an event WCA will expect either a written note or a phone call granting verbal permission to pick up your child. Photo Identification will be required for anyone not known by the Teacher.

Photo/Video release: This signed document serves as your authorization for your child's picture to be taken to be used in the yearbook, advertising, promotions & newspaper articles and to view pre-approved videos.

- II. **HOURS OF OPERATION:** Our hours of operation are 7:30 am -5:00 pm, Monday – Thursday.
- A. **Preschool:**(8:00 am – 12:00 am) Children enrolled in the preschool are expected to arrive no later than 8:00 am. Children who arrive late may feel they have missed out on the continuity of the learning activities.
 - B. **Childcare:** Please recognize that nap/rest time is 12:00 pm-2:00 pm. In the best interest of your child and all children in the class, we ask that you do not drop off or pick up your child during nap/rest time.

III. **Enrollment/Withdrawal Procedures:**

Enrollment:

1. WCA Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs & activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national & ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs. In order that each child may receive individual attention, the enrollment of each class is limited.
2. Enrollment requires the following:
 - a. Children must be 3 years of age at time of enrollment & fully “Toilet trained”.
 - b. A completed Enrollment form
 - c. A completed “State of AZ Emergency Information card (blue form)” & Immunization Record.
These must remain current at all times.
 - d. A completed “Med/Allergy Alert Form” when applicable.
 - e. If a non-custodial parent is NOT allowed to pick up your child, copies of the Court ordered documents must be kept in the child’s file.

Withdrawal:

Families must give a two week written notice prior to withdrawal from our center. This helps our center in planning to meet the needs of families on our waiting list.

SIGN IN/OUT PROCEDURES: Our current method of sign in and out is through Brightwheel. Each classroom has a tablet for signing children in & out. An adult using a full signature or first initial and last name this is a state requirement, and school police must do this.

ADJUSTMENT PERIOD: At times, starting preschool/childcare causes anxiety for some children. We recommend that you visit the preschool with your child before the first day of preschool. This allows him/her to meet some of the staff and see other children at play. We will work with you and your child to make this adjustment period a positive experience. **We recommend that you give your child at least one month to adjust to the preschool experience.**

CLOTHING: Comfortable playwear recommended and **closed toed shoes are required. All Preschoolers are required to bring an extra set of labeled clothing that can be stored at the school in the event of spills or accidents.** We recommend that you put sunscreen on your child each day.

IV. **CHARGES, FEES, PAYMENT REQUIREMENTS:**

Full time 7:30-5:00pm

4 days	Preschool/childcare	\$467.00/month
3 days	Preschool/childcare	\$366.00/month

Preschool Only 8:00- 12:00am

4 days	Preschool only	\$284.00/month
3 days	Preschool only	\$232.00/month

Hourly charges \$ 10.00/hr

LATE PICK-UP FEES: \$7.50 fee for the first five minutes and \$7.50 per 15 minutes beyond the 5:00 pm closing time. Late pick up fees will be assessed at the time when you pick up your child. If you are going to be late, please call us so that your child will not worry. Ongoing late pick-ups may result in expulsion from Child Care Program.

TUITION-LATE PAYMENTS: Monthly tuition is due on the 1st of every month. Tuition and fees are payable on the due dates. Accounts become delinquent 10 days after the due date & a service charge of \$25.00 will be added to these past due accounts. If an account becomes more than one month past due, the child may be excluded from school until the balance is paid in full or arrangements are made to do so with the administrator. In case of hardship, the school will be kept informed, and an agreed on payment plan made. We would love to pray with you for your situation and will trust that God will provide a solution to the problem.

REFUND POLICY: Because our expenses continue whether or not every child is present every day, no tuition refunds will be made in the case of absence for illness or any other reason. As long as we hold a place for your child, your tuition charges continue. When a child withdraws from school, a refund for a partial month will not be given. Refunds for positive credit balances will be given for students who graduate or do not return the following year in June.

DISCOUNTS: A 10% discount will be given to Preschool/ASP students with multiple children attending our school system (includes siblings K-12th grades).

METHODS OF PAYMENT: Checks, cash, credit cards, or money orders are accepted. A receipt will be immediately issued. Please make all checks & money orders out to WCA. Payments will be accepted at the Main office during the hours of 8:00 am – 4:00 pm.

A \$25.00 fee will be charged on checks returned from the bank without payment. If tuition checks are returned a second time, personal checks will no longer be accepted.

V. CHILD ADMISSION (Drop Off) & RELEASE (Pick Up) REQUIREMENTS:

Only adults listed on your child's Blue Card may pick up your child.

A. Licensing regulations require that the identified adult must sign their first and last name & times both at drop off & pick up.

* You may add an "approved pick up" individual through Bright Wheel account. Photo ID will be required at the first pick up.

B. If an adult is **not** listed on the Blue Card the child will only be released to that adult with a note or phone call from the child's parent. Picture ID will be required at the first pick up, or if a teacher request it.

C. If you need to phone in a person not listed on the Blue Card:

Picture identification will be requested from anyone unknown to the releasing teacher. Without picture identification the child will not be released to an adult the teacher does not know.

In the event of parental separation or divorce resulting in joint custody rights, parents need to agree (in writing) on authorized alternate pick up persons. In the absence of such agreement, WCA Preschool staff will release children only to custodial parents.

VI. DISCIPLINE GUIDELINES & METHODS: Part of the daily preschool experience includes opportunities for the children to grow in areas of self-control, cooperation, and sharing. Discipline is approached in a positive, understanding, consistent, and firm manner consistent with Biblical principles. If a child breaks established classroom rules, represents a danger to him/herself or others, or interferes with the ability of classmates to learn or participate appropriate measures will be taken by his /her teacher. Children will be encouraged to re-direct their actions in constructive play and work activities, or will be given a short time away from the group (not to exceed one minute per year of his/her age), followed up with a review with the teacher of appropriate behavior expectations. If a child is involved in a situation that is potentially dangerous, the child will be removed from that situation, parents will be informed of situations that required discipline via the "Note to the Parent"

form. A meeting with the Director will be required if there are repeated offenses.

- VII. VIOLENCE AWARENESS/PREVENTION:** WCA recognizes the need to provide a nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take very seriously the responsibility of modeling and teaching appropriate behavior and helping children change inappropriate behavior and solve problems using Biblical principles. Preschool staff are trained to use both redirection and conflict resolution to help children learn appropriate ways to deal with situations that sometimes bring out physical aggression. Toward that end WCA takes the following steps:
- A. War toys and items with character logos promoting violent conflict are prohibited at WCA Preschool.
 - B. Threats of harming or “killing” another person are unacceptable and will result in the following actions: 1) Child is informed of the inappropriate behavior and the reason why the behavior is inappropriate. 2) Parents are informed and asked to partner with the school in reinforcing appropriate behavior and reducing inappropriate behavior. 3) Staff will address these issues on daily activities as the need arises. 4) If a child continues to threaten others, a conference between parent, teacher, and the Director is scheduled and action plans are developed.
 - C. Acts of Physical Aggression such as hitting, biting, or pushing will also receive immediate attention.
 - 1. As mentioned above the child will receive redirection.
 - 2. Depending on the circumstances, the child’s parents may be immediately notified to come and remove their child for the day (possibly longer) to eliminate a potential re-occurrence as well as providing an opportunity for the child to understand the severity of the situation.
 - 3. Written material related to the physical aggression will be provided to the parents.
 - 4. A plan of action for eliminating future occurrences will be developed with the parents.
 - 5. The child, will also be closely monitored to prevent re-occurrence.
 - 6. Identified attempts to resolve the behaviors fail, the child will not be permitted to return to the preschool or childcare.
 - D. As partners in promoting a nonviolent environment, we ask that you carefully monitor media exposure and reinforce nonviolent conflict resolution in your homes. Please communicate with your child’s teacher when your child is exposed to situations that could lead to changes in behavior.
 - E. **Child Abuse, Neglect, and Required Reporting:** Every child has the right to be free of the threat of or actual physical, emotional, or spiritual harm. WCA Preschool is committed to protecting every child and student entrusted to our care and nurture. Arizona statutes require that any person having responsibility for the care or treatment of children, whose observation or examination of any minor discloses reasonable grounds to believe that a minor has been the victim of child abuse must report the suspected abuse immediately and make a written report within 72 hours.
 - F. We participate in Empower through the State of AZ (ADHS)
<https://www.azdhs.gov/prevention/nutrition-physical-activity/empower/index.php#standards-resources-home>

VIII. TRANSPORTATION PROCEDURES: Transportation to and from the school is the sole responsibility of the parents. In the advent of a medical emergency and/or if we cannot contact you, we reserve the right to arrange emergency transport at the expense of child’s family.

IX. FIELD TRIP REQUIREMENTS AND PROCEDURES: Our Preschool is committed to providing children with a variety of developmentally appropriate activities. We recognize that the field trip experience can be very effective in exposing children to a variety of places and people. The decision to utilize field trips in the curriculum is made by teachers and administrators. **We do not provide transportation on any Field Trips.** We will notify parents/guardians of any pending Field Trips and will take only children with a parent, grandparent, or designated adult that can accompany them.

X. PARENT RESPONSIBILITIES: Partnering with parents is central to WCA Preschool's mission. Successful school experiences occur when parents and teachers work together as a team.

Daily Attendance: It is very important that your child attend daily, well rested, in order to receive the maximum benefit from Preschool.

Room Parents: We encourage teachers to form partnerships with parents. Each classroom is encouraged to identify a room parent(s) who will provide support to the teacher. Some of the responsibilities of room parents include: 1) Assisting teachers with special classroom events. 2) Calling parents with special school related messages.

Lunch: Please provide your child with a healthy lunch each day. Milk or water only are allowed for those staying for nap time. (No juices please) If juice is packed it will be saved for afternoon snack.

NOTE: Foods that have a choking risk will be cut into small pieces no larger than 1/2 an inch.

Example: Grapes / Strawberries / Hotdogs

Conflict Resolution: Parents with questions or concerns should apply the following steps toward resolution:

Step 1: **Matthew 18 principle:** Set up a time to talk directly with the classroom lead teacher. Setting an appointment is critical so that the meeting is not interrupted and so that the teacher can provide you with his/her full attention.

Step 2: If the issue is unresolved, the parent should request the teacher set up a meeting that includes the parent, the teacher, and the Director.

Step 3: If the issue is still unresolved the parent should request the Director set up a meeting with the above mentioned parties and the WCA Administrator.

Step 4: If the issue remains unresolved the parent should write a letter to the President of the WCA Board of Directors outlining the concern the steps taken, experiences in the conflict resolution thus far and the parent's desired outcome. The WCA Board President will respond with a plan of action.

XI. DESCRIPTIONS OF ACTIVITIES & PROGRAMS: Our goal is to provide a safe and loving environment where each child can learn Godly values, good manners, and develop a social and educational foundation in an effort to become all God created him/her to be.

Curriculum: Both classrooms will be teaching My Father's World curriculum. We want children to know that God is a part of everything in their lives, including learning at school.

Screen Time: is limited to 30 minutes per day for instructional use. DVD/TV/IPAD

Parties & Celebrations: Celebrations are found throughout the Bible and we believe God delights in celebrations!

Throughout the year, teachers offer many different ways of celebrating in their classrooms. Teachers work closely with parents in planning celebrations to respect and protect the young children in our school.

XII. SAFETY & SECURITY: In addition to issues already addressed, we are committed to ensuring that all our children and staff are in a safe environment at all times. The school conducts monthly fire drills & provides safe routes to take in case of an actual fire and/or emergency evacuation.

XIII. A.11 & A.14 LIABILITY INSURANCE & LICENSING:

WCA Preschool is in compliance with its Liability Insurance requirements. Our License and all Inspection Reports are posted and/or filed in the Main School Office and in Room #1 in Bldg. #1.

XIV. A.12 & A.13 MEDICAL ADMINISTRATION PROCEDURES:

First Aid and CPR: There will always be one staff members on-site who is certified in First Aid & CPR. If required, this person may administer medical attention to the level of their training. If further emergency care is needed 911 will be called and a parent will be notified by phone.

Medications: Medications are only administered for life threatening conditions such as allergies or severe asthma.

All medications for life-threatening conditions must be brought to the school by the parent/guardian & be in the original container with a prescription label stating: Child's name, Doctor's name, Medication name, Required dosage, Expiration date, & directions for administering.

A Medication Authorization form must be completed & signed by parent/guardian.

Medications such as antibiotic, over the counter medications and routine breathing treatments are not administered. If necessary, parents should administer necessary medications before/after preschool or childcare or arrange a time to come in and administer treatments or medications.)

If necessary, **sunscreen** should be applied prior to bringing your child to the school. **Our staff does not provide this service.**

XV. ILLNESS POLICIES: If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home.

Fever

Diarrhea

Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.

Sore throat with fever or throat spots

Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting, or nausea

Eye drainage of any type should be checked by a doctor to rule out infection

Unusual rashes should be checked by a doctor to rule out bacterial infection

Child not feeling well, such as lethargic behavior and/or crying.

The child may return to the preschool/childcare center after illness ONLY when:

Fever has been broken for 24 hours

Nausea, vomiting, or diarrhea has subsided for 24 hours

At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection

Child is feeling well again and normal behavior has returned.

COVID – Please see policy addendum in attachment and hard copy

ALLERGIES: All allergies must be stated on the Emergency Form (Blue Form) and medical form. Information about children with allergies will be posted in all classrooms.

SNACKS: Parents provide our preschool snack and drink on a rotating basis. Please sign up on the "Snack signup sheet." We will provide a list of suitable snacks & drinks. When it is your child's week to bring snacks they will be our "helper" & will get to help pass out snacks, set the table, etc.... Thank you in advance for helping us and your child share with others.

NOTE: Foods that have a choking risk will be cut into small pieces no larger than one half an inch.

PARENT COMMUNICATION:

We want to do our very best to keep all our families informed about what is happening here at the WCA Preschool/Childcare Center. We will communicate using the following....

Bright Wheel classroom management. Please send updates and questions about your child to your teacher using your account. If you need to reach your teacher during school hours, please call 928-684-9046. Please do not call, text, or FB message your child's teacher using their personal number or account. Teachers will also follow the same protocol when communicating with you.

1. **Daily Report:** Teachers will speak to parents/guardians when they pick up their child. If the child was disciplined, or hurt during school time these will also be sent through your Bright Wheel account, along with nap updates.

2. **Weekly & Monthly newsletters/Lesson Plans:** Each week a classroom newsletter & lesson plan will be sent home on Mondays. We also provide a Monthly newsletter with all upcoming events posted.

3. **Message boards:** Upcoming events are posted on the board in each classroom.

4. **Student Evaluations:** Students have a formal assessment in November and April.

(Each student has a best works portfolio: samples of work are added through the school year.)

If there are additional concerns that we feel may need intervention a recommendation may be given to follow up with your child's pediatrician, and or other screening options that are available depending on the concern. This will be noted in your student's evaluation, and a time will be set for discussion.

5. **Parent/Teacher Conferences:** Parent/Teacher conferences will be held at the parent's request. At this time, the teachers will give parents information about the child and recommendations in areas where any improvement is needed. The teachers and the director are available throughout the year for individual conferences with parents.

(Addressing academic or social delays)

SCHOOL VISITORS: Parents are encouraged to visit the school at any time. When visiting the preschool for any reason, please sign in at the Main School Office first.

TOYS/GUM/CANDY: Please do not allow your child to bring toys, gum or candy to school.

PESTICIDES: WCA provides a monthly spraying for pest. Times and dates will be posted at least 48 hours in advance of the spraying. Ingredients of spray will be listed on the posting.

We are excited about the new school year and look forward to working with you and your child. Please feel free to call, stop by, or make an appointment to voice any compliments, concerns or suggestions. May God richly bless you and your family as we begin an exciting adventure in Christian education.

"Train up a child in the way he should go and when he is old he will not depart from it."
Proverbs 22:6

FACILITLY REGULATED BY DHS; DEPTS. ADDRESS & PHONE NUMBER:

W.C.A. Preschool/Childcare Center
regulated by: Arizona Department of Health Services
Office of Childcare Licensing
150 N. 18th Ave.
Suite #400
Phoenix, Arizona 85007
(602) 364-2539

Inspection Reports are available upon request in Rooms #1 / Building # 1 and in the main office.

Updated: 6/22 SVJ