



## **Parent and Family Handbook**

### **2022 – 2023**

6750 North 7<sup>th</sup> Avenue, Building B  
Phoenix, Arizona 85013  
602-562-0310  
Alene Bell, Director  
[hello@familycarekids.com](mailto:hello@familycarekids.com)

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# **Family Care KIDS Mission Statement**

*“Nurturing Kids to Grow and Strengthen Families to Thrive”*

The best early childhood practices, a safe and positive environment, and our dedicated team of professionals, will enhance and inspire each child's ability to develop and flourish. The interactions we have and the connections we make with one another will provide our families with an experience of being an integral part of a supportive, caring community where Jesus Christ is at the very core of what we do.

Family Care KIDS is a ministry of Christian Family Care Agency, Inc., an Arizona not-for-profit corporation, who is located at 2346 North Central Avenue, Phoenix, AZ 85004. (602) 234-1935  
<mailto:www.cfcare.org>

Family Care KIDS enrolls children of any race, color, religion, sex, creed or national origin. Children with special needs will be considered on an individual basis, so we may determine whether we are able to meet these child's needs.

Parents of enrolled children are welcome to visit the school. Please be aware that there may be some restrictions imposed on visitation by Maricopa County, State of Arizona, or Federal governments that we must comply with. For the safety of everyone on campus, we require all visitors to check into the school office before entering a classroom.

We are licensed by the Department of Health Services, Childcare Licensure, a state regulatory agency. Inspection reports are available in the school office. Department of Health Services is located at 150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, AZ or call (602) 364-2539. Family Care KIDS is insured through Brotherhood Mutual Insurance Company.



## **Welcomes Families! – Alene Bell, Director**

What a blessing and a privilege to have you and your child here with us! A parent's choice to have us come alongside you is an important first step not only in your child's early education but also to developing a warm, supportive relationship with you. You are your child's first teacher...we are here to support you in that role and offer our expertise in the field of the family and early childhood education.

All of us at Family Care KIDS are educated in early childhood education and have a commitment to what are considered, by our profession, the very best practices in ECE for every child. The uniqueness of your family, your culture, heritage, traditions, beliefs, concerns for your child all contribute to who your child is.

Communication between the home and school is important because as we get to know your family, we know more about the child, which has a positive influence on how we nurture and teach them. All the way around, everyone benefits!

We have developed this handbook as one resource to help you learn more about Family Care KIDS. It communicates policy, procedure, pricing, and provides more information about how we go about doing what we do so your child succeeds to their best ability. We teach to the whole child, and it is important for you to understand the "how" and "why" of what we do to develop their cognitive (brain power!), language and literacy, curiosity, muscle strength and coordination, problem solving, creative expression, social and emotional and excitement for learning!

We understand that building a trusting relationship is the first step to emotional ties so we the care, concern, time, and interest we give to every child helps them feel safe, secure, loved and valued...our most basic of needs! Learning follows once a child knows and feels a bond of trust. We are here for their very best outcomes.

Blessings in Christ,

Alene Bell, Director  
Family Care KIDS

Family Care KIDS is a ministry of Christian Family Care, a not-for profit 501(c)(3) corporation located at  
2346 North Central Avenue, Phoenix, AZ 85004.

Christian Family Care is fully accredited by the Council on Accreditation. For more information visit our website: [www.familycarekids.com](http://www.familycarekids.com)

## Staff

**Administrative Staff, Teachers, and Teacher Assistants** – Between our Director and Assistant Director there is a combined 40 years of dedication and expertise! Add all the classroom staff to those years and you will soon know that Family Care KIDS possess a combination of academic training, experience, and a heart for children, which makes this first exposure to new faces, new routines, and new experiences in the world outside of home positive and successful for you and your child.

## Building a Caring Community at Family Care KIDS

### Communicating Important Information

*Parent NEED TO KNOW!* boards are to be located inside each classroom and in the inner courtyard. Look for:

- a. daily classroom schedule with staff names, class name, time blocks with activity;
- b. parent sign-in and sign-out classroom roster;
- c. breakfast and snack menus for the month;
- d. weekly, detailed lesson plans;
- e. room capacity, teacher/child ratios, and emergency evacuation routes;
- f. fun facts and photos!

### Encouraging Families to be Actively Involved in Family Care KIDS

- We invite you to join us as a special visitor by sharing your hobbies, profession, and talents with the children. We believe this is a great way to enhance learning.
- Our open-door policy welcomes you as an extra set of hands. (**Our licensing has certain requirements for volunteers. Please talk to the Director to get all set up as a volunteer!**)
- We communicate upcoming classroom or school-wide events through our room moms/dads, parent software apps., school NEED TO KNOW! board, emails, newsletters, personal phone calls...and then there's always word of mouth!
- We host many events including coffees, special days for moms/dads/grandparents, parent trainings, special programs where the children get to entertain you and the entire family, and a Partnering with Parents group that assists the school with special projects or fundraising. These events bring the community together and help parents become more familiar with one another, our staff and just have a great time!

### Equipping and Educating Parents to Understand Their Child's Development/Education

- You want to know how your child's day went...what they did...and how they did! Every day we will communicate our day to you – the interactions, the fun learning activities, the why to what we planned and did, and how these are influencing your child's progress. Using the HighScope Curriculum through Kaymbu/COR Advantage equips us with the software to log all the awesome things your child discovers, explores, and engages in throughout the day. We are then able to assess how each child is developing. These Key Developmental Indicators (KDI) are nationally recognized markers that our teachers use for lesson planning – for the classroom as a whole and

- for every individual child! We will provide you with your own parent app, downloaded to your phone, to give you all the latest and greatest. The next best thing to being here.
- The school and home partnership is essential because it engages the teachers and parents in an open dialogue and decision-making process that addresses concerns and strategies, which will help meet your child where they are and help move them forward.
  - Our twice a year Parent/Teacher conferences, give a big picture of your child's progress. It is a good time for teachers and parents to be able to get together and share important indicators of growth and areas for focus...to challenge or to improve! Our daily observations become an overview of each area of growth and development and include a portfolio of great pieces of art, samples of drawing and writing, math, photos of science and building projects, and just cute photos of the children involved with their friends and teachers!

**What this means for the child is that they are individually receiving instruction based on their own development. What this means for you is you are being updated on the latest progress, fun, discoveries, and interactions with their friends.**

Another way we partner with you is through our parent resource library where you will find information in pamphlets, brochures, publications, newsletters, DVD's, seminars, contact information for parent support groups community resources, on-line Christian Family

Care webinars that offer trainings for what you are finding to be a need.

- Christian counseling connections are also available through our own Christian Family Care – Family Empowerment Center, which can be used for your own care or that of your family. We are there to support, encourage, guide, and pray with you. Our Family Empowerment Center is available to you for counseling, parenting, marriage, and respite care, and provides information for those interested in adoption or foster parenting. Please let us know how we can help!

### Confidentiality

We value confidentiality for our families and staff and will strive to maintain that as is possible. From time-to-time it could be necessary for school administration and teaching staff to discuss a particular child or group of children for the benefit of the group or an individual. We do this in a private setting with a strict understanding that it is private and privileged information and not to be shared with others without the express permission of the Director. All our enrolled children's files are kept locked in the school office. Child observations and assessments are transmitted only to the parent through the parent APP with Kaymbu.

When writing Incident/Accident Reports, names of children involved will not be given to any of the other families.

The State, County, or Federal agencies may have access to records without permission, as is required for licensing or under applicable law.

### Conflict Resolution

It is very important to all of us that any questions or misunderstandings be discussed and resolved in a Godly manner (please read Matthew 18). This means that the first step is to talk with your child's teacher. If you are unable to come to a satisfactory resolution,

the next step is a conference with the director. It is never appropriate to discuss these issues with other parties.

## Curriculum

We have chosen **HighScope Curriculum** as the gold standard for educating your children. It is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills through hands-on, age-appropriate exploration, engagement, and experimentation. Our teachers build on children's learning by planning and shaping activities and opportunities to support and challenge each child.

As children make new discoveries, we encourage them to expand and create plans to take the learning even further and talk through what they discovered. This **Plan-Do-Review** process is a trademark of the HighScope approach and actively develops fundamental skills for children to be successful now, ready for school, and then move on on into life in all areas...math, sciences, language, literacy, listening and attention, problem solving, critical thinking, physically, emotionally, socially, and spiritually. (Luke 2:40)

**We believe that education is most effective when children are interested, engaged, supported, and encouraged."**

- HighScope and Family Care KIDS

There are nearly endless opportunities for fun age-appropriate learning including, creative expression-art, music, singing, movement, dramatic play, development of physical skills, constructing and building, socializing, pretending, exploring, expressing, and outdoor play. These activities fill each day for your child.

## Admissions Requirements

**Admission requirements must be met by September 1.**

- **Infants:** Must be 6 weeks of age
- **Toddlers:** 12-24 months
- **Early Preschool:** 24 months – 36 months (2 years)
- **Preschool:** 36 months – 48 months (3 years)
- **Pre-K:** 48 months – 60+ months (4-5 years)

When a class has filled, all other applicants will be placed on a waitlist and called on a "first-come, first-served" basis as space becomes available. There is a \$50.00 fee for wait listing that is not refundable.

We comply with the Americans with Disabilities Act. If your child has special needs, please schedule a conference with the Director so we may best determine whether we are able to meet your child's needs.

## Family Care KIDS - August 2021- May 2022 Classes, Tuition & Fees\*

Year-Round Operating Hours

Monday – Friday 7:00 am – 5:30 pm

Weekly Tuition - Full Day Program    7:00 – 5:30 pm    10 ½ hours
Full Day HighScope Core Program 9:00 am -2:00 pm

Class & Age	T/ Th Full Day	MWF Full Day	M-F Full Day
Infants - 6 weeks - 12 months	\$140	\$200	\$280
Toddlers - 12 months - 24 months	\$125	\$172	\$260
Early Preschool - 24 months - 36 months	\$115	\$167	\$250
Early Preschool - 24 months - 36 months	\$115	\$167	\$250
Preschool - 36 months - 48 months	\$109	\$160	\$235
Preschool - 36 months - 48 months	\$109	\$160	\$235
Pre - Kindergarten - 48 months +	\$109	\$160	\$235
Pre - Kindergarten - 48 months +	\$109	\$160	\$235

Weekly Tuition – Half Day Program – 5 hours
Half Day HighScope Core Program    9:00 – 2:00 pm

Class & Age	T/Th Half Day	MWF Half Day	M-F Half Day
** Infants 6 weeks - 12 months	\$72	\$110	\$180
Toddlers - 12 months - 24 months	\$68	\$95	\$150
Early Preschool - 24 months - 36 months	\$65	\$92	\$138
Early Preschool - 24 months - 36 months	\$65	\$92	\$138
Preschool - 36 months - 48 months	\$62	\$90	\$130
Preschool - 36 months - 48 months	\$62	\$90	\$130
Pre - Kindergarten - 48 months +	\$62	\$90	\$130
Pre - Kindergarten - 48 months +	\$62	\$90	\$130

**\*\* Infants:** Half Day Hours 7 am – 12 pm OR 12:30 pm to 5:30 pm

*Late pick-up charge of \$5.00 for every five minutes late after 5:30 pm*

*Extended Day Program is before 9 am or after 2 pm at \$6.50/hr. providing space is available  
No proration of fees due to illness, vacation, school, holiday/closure or withdrawal*

**\*Family Care KIDS Summer Camp – June & July 2022 – Tuition Rates May Vary**

**New Family Registration Fee: \$125    2<sup>nd</sup> Child: 50% Discount**

**Returning Family Registration Fee: \$75    2<sup>nd</sup> Child: \$75**

**Registration Referral Discount: 50% Discount**

**Registration fee will be refunded if:**

- a classroom is full, and the parent chooses to not stay on waitlist
- the family relocates

**Drop-In Day: \$40/day (whole or half day) if space is available**

**Waitlist Fee: \$50 (non-refundable)**

## **Late Pick-up Fee, Proration of Fees, Withdrawal**

**Need to Know:** There will be **a late pickup** fee of \$5.00 for every 5 minutes you are late. Pick up time is determined when you scan your **SmartCare Parent "App"** at a kiosk located on the school campus.

### **Proration of Fees**

Monthly tuition and fees are charged at the first of each month for the previous month. There is no proration of fees due to holiday's, vacations, conferences, or child sick days. Exception might be made (depending on duration) in cases such as school campus loss of water, heating or cooling, flooding, or other damages or occurrence that would make the building or campus unusable or unsafe.

### **Withdrawal**

Should it become necessary during the year to withdraw your child, there is no proration of tuition for any scheduled days within that month. Thus, you will need to pay for the full month and any other outstanding tuition or other fees.

## **Tuition Payments**

TUITION IS DUE ON THE FIRST OF EACH MONTH and will be invoiced on or about the 20<sup>th</sup> of each month for the upcoming month. Also, any early care, extended day or special program charges for the previous month will be on your statement. If the first day of the month falls on a Saturday, Sunday or holiday, tuition is due the following school day.

**Late Payments:** Please understand that as a non-profit school, we rely on prompt payment to operate. Tuition is considered late if paid after the 5<sup>th</sup> of the month. Your account will be charged a late payment fee of \$25.00. If the 5<sup>th</sup> of the month falls on a Saturday, Sunday, or holiday, the period will be extended to the next regular school day. If the account is not paid in full within 30 days of the due date, the family will be notified that the child cannot attend school until the Director and family establish a payment plan as follows:

- a. Biweekly payments of the past due amount (dates to be determined) must be made with the balance being paid in full within 30 days. These payments ARE IN ADDITION TO the regular MONTHLY tuition due on the 1<sup>st</sup> of each month.
- b. If a payment is missed as outlined in #1 above, or if the check is returned NSF, the school will notify the family that the child will be disenrolled and the account will be sent to collections.

Checks should be made payable to **Christian Family Care**. Please leave your payments in the school office or mail them to arrive before the end of the period due. We cannot accept cash payments. Returned (NSF) checks will be charged \$35.00 processing fee. You may also set up an autopay account with your financial institution.

Please see the school Director if a financial difficulty occurs. If a child is withdrawn from school, no pro-ration of tuition or other fees will be made for the unattended portion of the month.

Credit card payments can be accepted. If you choose to use your credit card, please complete the form in your school packet or contact the school office. You will need to provide the school with the appropriate account numbers and your agreement for us to charge against that account. We will be using PayPal for these transactions. **Your account will be charged a convenience fee of 2.85 % of the total charge for each transaction.**

*If you will be paying by electronic payments through your financial institution, please make sure you have set it up so that we receive it on the 1<sup>st</sup> day of each month.*

## Napping and Rest Times

All children who are attending for a full day will have a time scheduled for them to sleep, read, or do individual quiet activities in their own classroom.

- **Infants** – Each baby is accustomed to their own schedule, and we will maintain that for you. If you want us to help you make some changes in this way, good communication will help ease the transition!
  - a. We can feed your child a bottle before napping, walk him or her, or hold and rock if that is required. (We do not use baby swings unless a baby is just fussy.) You might prefer we just put the baby down on schedule which we are happy to do, but we will not allow a child to “cry it out” for more than 2 minutes each nap time.
  - b. BABIES ARE ALWAYS PLACED TO SLEEP ON THEIR BACK, in an approved crib with only a fitted sheet. No toys, pads, pillows, comforters, stuffed toys, or any toy is ever placed in the crib with the baby.
  - c. If your infant requires his or her head to be elevated, we must have a health care provider written instructions to do so.
  - d. We do not allow an infant to sleep in a car seat, swing, bouncer or anything meant for sitting, or on the floor. If your infant is asleep when you arrive, we will tickle their foot to check for a response.
  - e. We will dress babies appropriately for the environment but will never allow clothing that could surround the neck or cover the face.
  - f. As soon as a child wakes, they are removed from the crib, the diaper is changed, and the rest of his or her schedule is continued. Our daily log will keep you informed on the entire day’s events!

Our staff love babies and quickly learn their cries and signals of their needs. They are experts in creating a warm, loving, happy environment while you are not able to be with them. We are here to support you also. If we can help you make this transition, we are here! We will contact the parent if the baby is inconsolable or if we have any concerns.

- **Toddlers, Twos, Threes** – Typically all children in these age groups will still need a nap time. Unless otherwise directed by the parent, naps will begin at 2:00 and finish at 3:00. We will be sensitive to children who have difficulty falling asleep. We will ask for recommendations from the parent to help the child make this transition. This brief nap time should give your child a boost to finish out the day. Each child will have a designated cot, sheet, and blanket. The bedding is washed by the school once a week or more frequently if necessary. For any child in this age group who do not nap,

the teachers will provide a quiet activity which might include the teachers reading a book or engaging the child in a quiet activity on their cot.

- **4-5 years** – Generally, once children turn 4 years, they may no longer nap every day. If the child continues to require a nap, we can accommodate them with their own sleeping mat. Otherwise, they will spend this time as quiet rest, in pairs spaced around the classroom with library books, coloring, or LEGO building.

## Diapering and Potty Training

We ask families to bring a supply of diapers/pull ups, wipes and creams based on your experience of their needs. We will change babies and children at least every 2 hours with hourly checks, unless we know they need a change earlier! All diapering will be kept on a log and sent to you on the PARENT APP at the end of their day. We will advise you when we need more supplies the same way! Each child's supplies will be kept in a separate labeled bin and not shared with any other child.

- Our diapering tables are safe and sanitary, and staff are well trained on the best practices for proper diapering procedures...keeping your child clean and fresh!
- Potty training typically starts somewhere around 2 years and up. Each classroom has bathrooms and staff will support your efforts during this stage. Good communication is essential, so school and home are like-minded in methods and do not confuse the child.
- Please supply pull ups and wipes while your child is at school until we both determine that accidents are at a minimum.
- Children get busy at school...and forget! We use an "It's your turn!" method around every 30 minutes to encourage them to make the trip into the bathroom. We even reassure them that their toy will be kept for them until they come back! We will accompany them to the bathroom. Staff will wear gloves but encourage independence.
- We always leave the bathroom door and toilet stall door open when we are with a child. We explain the steps. "First your pants (or dress) need to move...do you need help with that?" and so on with each step of the process.

If you ever have any concerns, we will make accommodations whenever possible. Potty training is a different process for every child and household. Let us work together on it!

We ask that ALL CHILDREN BRING IN A FULL SET OF CLOTHES (including shoes and socks) IN CASE OF ANY POTTY ACCIDENTS. A zip lock bag with their name and clothing inside is perfect. We will send soiled clothing home in a fresh zip lock bag at the end of your child's day. Please replace with fresh clothes by your child's next school day.

## Snacks

Snack time is important in so many ways. We will provide snacks for enrolled children between 9:00 – 9:30 am. and 3:00 – 3:30 pm. We help children learn to make healthy choices and it is a great time for socialization.

Arizona Department of Health Services (DHS) requires serving the following two out of the four food groups for a healthy snack:

- Dairy products
- Fruits & vegetables
- Bread, cereal, pasta (whole grain)
- Meats, poultry, fish, eggs
- Snacks are to be low in sugar and sodium
- Beverages will be 100% fruit juice, 1% milk, or water

The monthly snack calendar is posted on the parent board outside the school office and available on our website.

## Lunches, Bottles, Food

We ask that ALL lunches be provided by the family and brought to school each day.

**WE ARE A NUT FREE SCHOOL** - To keep our enrolled children with allergies safe, **PLEASE DO NOT PACK ANY FOOD THAT CONTAINS OR IS MADE WITH NUTS.**

If you forget, we will not be able to serve your child that food and will try to provide an alternative. Sunflower butter is a good substitute for nut butters.

### Infants and Babies (under 12 months)

- Bottles containing formula or breast milk need to be freshly prepared when brought to school each day. The school will put a label on each bottle and will keep them refrigerated (each child's bottles in a separate washable bin) and will heat in a bottle warmer to the temperature you have asked for and your baby's needs.
- The content of all bottles will be discarded if not finished in one feeding, and then rinsed.
- Babies under 6 months who cannot hold a bottle will be fed by staff. We will never prop a bottle or place it in the crib for feeding.
- All bottles, whether empty or full, will be returned home at the end of each day. We cannot store bottles overnight.
- Baby food, jarred or made at home, can be served by staff. We will refrigerate food until it is feeding time.
- The school will provide clean spoons, bowls/plates, and bibs each day.

## Safety Indoors and Outdoors

Your child's safety is our priority; therefore:

- All toys will be age appropriate and meet national safety standards. We are always on the watch for product recalls, broken or damaged toys or equipment, and we remove them immediately or restrict use until repaired.
- We inspect playgrounds before and during children play time to help prevent any stings or bites or areas that could cause harm. Children will be removed if we are aware of any threat of harm. Once safe, children will be returned to play.
- Security Gates are locked, and safety hardware provides exit in the event of an emergency evacuation.
- All visitors must use either a school provided code or be authorized by the director or assistant director to enter the campus.

- Fire drills are conducted once a month.
- Annual State of Arizona DHS Licensing inspections are conducted and include oversight to our processes, programing, record keeping, safety protocols and documentation, teacher/child ratios, feedings and snacks, sleeping, care and supervision, notices, facility, liability coverage, classroom management, curriculum, activities, parent provided emergency information, and child records.
- We have emergency lock-down protocols in place and all school staff are trained in the event of a threat.
- The school kitchen is licensed by Maricopa County – Sanitation Division – and receives annual inspections. This licensing includes a Kitchen Manager who provides oversight to all food storage, handling and preparation, and proper cleaning and sanitation of all dishes, utensils and surfaces.

## **Child Abuse and Neglect – Mandated Reporters**

All Family Care KIDS employees are required by the State of Arizona, Department of Child Safety (DCS) to identify, document, and report suspected child abuse and neglect. We follow Arizona State DCS provided training, which is required annually for all staff, so we understand our role as mandated reporters and when to report child abuse and neglect.

*If you suspect child abuse or neglect call:*

**Arizona Child Abuse Hotline 1-888-SOS-CHILD (1-888-767-2445)**

## **Child Guidance Policy**

Family Care KIDS is committed to have children see Christ in all we do. As we handle your children with love, we will work at training their heart and not just controlling their outward behavior (Proverbs 22:6 & Col. 3:12-15).

We try to avert problems by redirecting behavior, helping with transitions, setting guidelines and boundaries, and anticipating “trouble spots”. If a child does not respond, we will use short “thinking” times in a chair – not isolated from the group but just a bit away so they can still see and hear classroom activities. The teacher or assistant will then help the child think through the choice made and, if another child was hurt physically or emotionally, how that child felt.

Our staff work hard to create and encourage a classroom environment of expectations vs. rules, encouragement vs. praise and valuing who they are and what they can accomplish. We want all children to be related to equitably and fairly, and in turn learn to do the same toward others. The desired social climate is one of fairness in problem solving, developing and showing kindness toward others, valuing one another as God does, understanding our feelings and emotions and developing self-control, empathy and caring for others – all with the teacher’s guidance and support.

Some children’s behaviors may be the result of a trauma. For a child, traumatic events impact their emotional wellbeing. These can range from getting lost in a store or moving away from friends and family to the loss of a parent, physical or emotional abuse or other significant traumas. The resulting behaviors are different for every child and the best approach varies for the child and the situation.

We want to provide what support we can, so our team has received training, (and receives ongoing training and support from the director and assistant director) to help children. This type of unique support was intentionally planned into our early childhood classroom model.

Our parent company, Christian Family Care (read more about us at [www.CFCare.org](http://www.CFCare.org)) has provided us with its expertise in TBRI (Trust – Based Relational Intervention), a model that will be a part of our classroom to help all children feel safe, feel connected, and feel confident.

Our everyday interactions with the children include best practices of observing all the early childhood Key Developmental Indicators (KDI's)...one way to say that as professionals in early childhood, we pay attention to how your child is developing in all areas of their life. Intentional interactions provide the best supports academically, socially, physically, emotionally, and we include the spiritual.

TBRI proactive strategies integrate very easily and seamlessly into our daily routines. They are built on trusting relationships and designed to be preventative. We use verbal reminders, behavioral rehearsals, role play with others or with puppets, teaching life value terms, and demonstrations of socially appropriate behaviors. You can see that all children will benefit!

If serious behavioral problems occur or continue, despite our conversations and/or interventions, we will re-connect with you.

There may be situations that are beyond our ability to care for. Please know that to consider each child's need for safety and security we will take these steps.

- *2 day dismissal* – if another child or teacher is bitten, bullied, or intentionally injured. Meeting with parent to form a written behavioral plan and log (provided by the school for both school and parent's use) before returning to school.
- *3–5 day dismissal* – If after one week of returning to school the child is not responding to the behavioral plan or parents are not following through with this plan.
- *Transition to Another School* – We will assist you in finding another school if we determine other children or a teacher are being intentionally targeted to be harmed without provocation or are being adversely affected by the behaviors of the child.

## Arrival and Dismissal

**Operating hours:** *Monday – Friday, 7:00 am – 5:30 pm.* Our full day program extends through these hours and our half day program begins at 9:00 am and goes until 2:00 pm. Your child benefits from being brought to school on time. There are so many learning opportunities throughout the day that you will want your child to be here for all of them!

As your child enters the classroom, please wait for a staff member to do a quick health check. If the child does not appear well, we ask that you return home with him or her.

If you choose to arrive before school begins, we ask that you please observe the following:

- **No child is to be left anywhere on campus without parental/adult supervision.**
- We ask that children not be in the classrooms until school begins, as the staff is busy preparing for the day. If the restroom is needed, please use those located by the school office.

- All siblings must be closely supervised. **Never leave a child unattended in your vehicle. Ask another parent to watch your car or call the school office on your cell phone and we will assist you, if possible.**
- Please communicate any necessary information to the teacher when the class day begins.

**Children must be signed in and out every day (with your first and last name - NO INITIALS)** on the classroom supervision roster located on the tables outside each classroom, and/or on our PARENT APP through KAYMBU.

- **Only Family Care KIDS staff** can release a child to the parent/adult listed on the registration form. In the case where the adult is on the list but unknown to the staff, a valid Driver's License with a photograph will be mandatory before release.
- We understand that realistically there could be other people whom you will have pick up from time to time when you cannot make it, are out of town or...maybe family is in town and wants to be the one who gets that hug as your child runs to meet them! **We must still follow safety protocol** even if it is grandma and grandpa and your child recognizes them! We must ask that the parent or guardian call the school office when there will be an exception to those authorized on the Emergency Card we have on file. We will ask you for the child's birth date and place of birth to confirm your identity. **In this case, whomever is picking up, must come to the school office with a valid photo ID and we will show them to your child's classroom and introduce them to the teacher.**
- State of Arizona licensing prohibits us from releasing an enrolled child from school to anyone under 18 years of age. We will phone an authorized individual on your Emergency Card to come pick up your child.

### **Please Pick Up Children on Time**

Children become anxious and worried when they have not been picked up and they are the only child remaining in the classroom. In addition, this puts an added burden on our teachers as they have other responsibilities and duties.

### **Emergency Information**

If there is an emergency during school hours, it is imperative that we can contact you or one of your emergency contacts. We must have current home and work phone numbers, as well as cell numbers for everyone authorized to pick up. If or when any of this information changes, please notify us.

## **Absence and Illness**

- Please let us know when your child will be absent and the reason for the absence. If a communicable or contagious disease has been diagnosed, please notify the school office promptly so that a notice can be posted on the bulletin board (a requirement of state licensing).
- Please keep your child home should any of the following symptoms be present within 24 hours of a school day: diarrhea, vomiting, fever, rash, sore throat, colored nasal discharge, and/or chest congestion/coughing.
- The staff can usually discern when a child does not feel well, but we are not trained medical professionals! In many instances, it is very difficult to know whether a child

is suffering from allergies or is ill with something else. In this instance, we appreciate a note from your doctor stating that the child has allergies.

- If a child should become ill during school, he/she will be put in a quiet place to rest with staff supervision. The parents or person on the emergency card will be contacted. In an extreme emergency, we will dial 9-1-1.
- Head lice has a social stigma but it can happen to anyone. If your child or any other child 'contracts' it, try to keep this in mind...it does help!
  - Lice is very easily spread and can take over a classroom and school unless remedied quickly and effectively. Therefore, Family Care KIDS head lice policy is that a child cannot attend school until nit free, meaning no visible evidence of nits (dead or alive.) When returning to school after an outbreak, the child must be checked by the Director to confirm or deny attendance. We ask this in consideration of our entire school family! Our classroom prayers include children who are absent.

## Clothing, Shoes, Modesty Please

- **Clothing** – Children should come to school in clothing that they can play in. An extra set of clothes in a marked bag (including underwear) must be brought to school in case of an accident.
- **Shoes** – Why do we address shoes? Your child's safety and comfort are very important, we ask that all shoes be tie, Velcro, buckle or over the top of the foot strap style and be completely enclosed front and back. **NO CROC'S!** WE ENCOURAGE SOCKS IN ALL SHOES. *We want children to be safe and have fun!* The playground equipment (including chips and sand), plus running and playing games are best suited for this kind of footwear. Outdoor play cannot be allowed if other shoes are worn.
- **Modesty Please** – No clothing that exposes skin other than arms and legs. We ask that girls wear shorts under their dresses.

## Birthday Celebrations

A child's birthday is a special day, and they will enjoy sharing it with their friends at school. You may send a store-bought treat – in original wrapping (State licensing requires we serve only store/bakery made foods.). You may decide to do "goodie bags" instead. If your child is having a party off campus and you will not be inviting the entire class, please do not distribute invitations at school, as this can cause hurt feelings.

## Health Records

Arizona State Department of Health Services mandates that current health records, including all immunizations and their dates, with a doctor's signature or stamp from his office, be in the child's folder and part of the school records. **All children must have complete and current immunization records upon registration for your registration to be considered complete and for your child to be placed on a classroom roster.** The school office will notify you if your child is behind in immunizations. Please contact the school office if you require immunization exemption forms for medical or religious reasons and we will provide you with the AZ Department of Health Services forms that are required.

## **Medications**

- If your child is taking prescription medications that would require dosage during the school day, the Director or Assistant Director will administer it once.
- We have received a completed Medication Consent form from the parent along with the original prescription bottle or box with specific dosages and intervals. We will record on the same form, any and all medications we have administered during school hours.
- If the prescription is for a narcotic, the **above requirements are the same**. Additionally, pills will be counted when brought to school in the morning and again at pick up. The parent will confirm that the remaining pills at the end of school are correct based on what was brought and what was given to the child. These drugs must remain locked in the school office during business and sent home at the end of each day.
- If your child is taking over-the-counter medications that would require dosage during the school day, the Director or Assistant Director will administer it once we have received a completed Medication Consent form from the parent, a written authorization from the physician that includes original prescription bottle or box with specific dosages and intervals from the referring physician. We will record on the same form, any and all medications we've administered during school hours.
- Children who have severe reactions to bites, stings, or certain foods can have an EpiPen in the classroom. It will be kept out of reach and staff will know its location. The prescription must be current have the child's name on the original box and any staff may administer it once we have received a completed Medication Consent form from the parent along with the original prescription bottle or box with specific dosages and intervals.

## **School Calendars, Daily Lesson Plans & Important News**

- We want to keep you informed! Prior to the beginning of each month, a classroom calendar will be sent home reflecting snack menu, school-wide special events, chapel days, and fun events in the classroom.
- Daily lesson plans will be posted in the classroom, and they will reflect your child's schedule, activities, and learning objectives for the entire class. Through the teacher's observations of each child, specific activities are planned to meet their individual development.
- The annual school calendar is distributed in August and extra copies can be picked up from the office or found on our website.

## **Parent/Teacher Partnership (PTP)**

The PTF exists to promote unity and involvement in our school family through coordination of parent programs, fundraising, room mothers/fathers, fellowship, prayer, and encouragement of one another, our school, our children, and the staff of Family Care KIDS. Its members include all parents, teachers, teacher assistants, and administrative staff. A complete description of the PTF's function is available from the school office.

## Bible Curriculum

*But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Galatians 5:22*

### Our Bible Time Focus through the School Year

**August** – God Made Our World  
God Made You and Your Family  
**September** – Kindness  
**October** – Patience  
**November** – Self Control  
**December** – Joy  
**January** – Peace  
**February** – Love & Jesus  
**March** – Gentleness  
**April** – Faithfulness  
**May** – Goodness

### Our Bible Time Focus during Summer Camp

**June** – Creation in Science and Math  
**July** – Creation in Art and Expression

### Christian Family Care

Serve kids. Strengthen families.

## Statement of Faith

1. We believe the Bible alone (the 66 books of the Old and New Testament) to be the inspired, authoritative Word of God, without error in the original manuscripts.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that all human beings are lost and sinful by nature. For their salvation, regeneration by the Holy Spirit, and (for all who have the mental capacity) personal faith in Jesus Christ are absolutely essential. Justification is by faith alone, in Christ alone, and is not based on any human works or doctrine.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. The true Church is the body of Christ of which He is the head.
7. We believe in the resurrection of the saved unto eternal life and the lost unto eternal condemnation.

# **Understanding the NAE Statement of Faith**

(NAE=National Association of Evangelicals)

**Purpose:** To enable any reader, of any or no denominational background, to understand what we believe. Scripture references are provided as an aid to deeper understanding.

We believe God revealed Himself in the Bible, both Old and New Testaments. He inspired human beings to write His Words, and those Writings (the Bible, the 66 books of the Old and New Testament) are the only authority for what we believe (our faith) and for how we live (our morality).

We believe in one God, the creator of heaven and earth. We believe He always was and always will be. We believe He exists in three divine persons, the Father, the Son, and the Holy Spirit.

We believe the Son of God became a man and was born on earth of Mary, a virgin. He had no human father but was conceived through the power of the Holy Spirit. The Son of God, Jesus Christ, is fully God and fully man. He lived on earth and taught us about God's powerful love for us, and about the need for us to turn from our sins, to love God and one another.

We believe Jesus died on a cross for us, and that the only way to Heaven is through believing in Him. Because Jesus shed His Blood for us, we are justified before God and are able to spend eternity with Him in Heaven. In addition, His Word calls us to live this life as He taught us.

We believe that after being killed by men, He rose bodily from the dead to live again. After another brief period on earth, He ascended bodily to Heaven where He remains to this day with

His Father. We believe at an unknown time in the future, He will return to Earth. On this return, His power and glory will be recognized by everyone. He will judge all people who have ever lived, separating the good from the evil and rewarding them with Heaven or Hell, where they will stay forever.

II Timothy 3:16 John 1:1-3 John 3:34-35 John 14:26 Luke 1:26-38 Matthew 22:36-40  
Deuteronomy 6:4-9 John 15:12 John 3:16-18 John 19 Romans 5:8-11  
John 20:1-10 Mark 16:19

We believe that every human person must make Jesus the center, the standard, the reference point of his/her daily life. Each person must have his/her own awareness that his/her life is changed because of Jesus Christ, who is Lord and Savior, and not by any works or personal performance. By an act of our faith, we must turn our lives over to God—who forgives us, cares for us, and loves us more than we can understand. By the free gift of His grace, He enables us to come to Him through the power of the Holy Spirit, but we must ask Him.

Matthew 25:31-46 John 14:6 John 17:26 Ephesians 2:4-10 I John 4:9-12