

Bridging Now to Then



Pre-K Parent Handbook
2023-2024

Phoenix Christian School PreK-8
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“You shall love the Lord your God with all your heart, with all your soul, and with all your might. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”
Deuteronomy 6:5-7

Mission Statement

The mission of Phoenix Christian School PreK-8 is to educate children from Christian families for lives of obedient service to God, His kingdom and all mankind.

The school is non-denominational. We focus on truth, comfort, and the assurance that Jesus loves us. As we educate your child, we help them see the reality of God's truth in their world.

PCS PreK-8 Early Childhood Education Staff

Our teachers and assistants not only possess the necessary academic training and experience, but they have a true love and heart for children and for our Lord. Their desire is to make each child's first real exposure to school and the world outside of home a positive and encouraging one by sharing the love of Christ with each of them.

We desire to meet each child where he or she is developmentally. With teaching, training, nurturing, and prayer, each will be guided to their fullest potential by year's end.

Philosophy and Curriculum

The early education environment should be an open book that invites children into a world of discovery and along the path of exploration.

Young children learn best through experience. Our hands-on, age-appropriate developmental curriculum, allows each child to learn as they explore and discover the world around them.

Each day, a rich variety of learning activities are planned to develop all areas of a child including his or her creative, verbal, cognitive, emotional, social, physical and spiritual growth.

The classroom environment is at times structured, which teaches important sitting, listening, and direction following skills, and at other times, unstructured, that allows the children the opportunity to choose and explore planned activities on their own with some guidance from the teacher.

Prior to the beginning of each month, a classroom calendar will be sent home reflecting snack schedules, special events happening school-wide, field trips, chapel days, and fun events in the classroom. The class will have daily lesson plans posted at the sign in counter. The annual school-wide calendar is printed in this handbook for easy reference.

We believe in the Scriptures of the Old and New Testament as being completely inerrant and inspired by God. We teach biblical truth in a variety of ways utilizing songs, Bible stories, illustrations, prayer, and activities that are centered on God's word. There is a strong emphasis on training the children to see God's truth, reality and relevancy in our classroom activities throughout the day, in their relationships with others and ultimately in their relationship with God himself.

Daily Schedules, Tuition and Fees

Arrival and Dismissal

Preschool hours are: 8:45-11:45 for Half Day and 8:45-3:20 for Full Day. Each child benefits from being in the classroom on time. Our schedule does offer before and after school options.

Before School Care

7:00 a.m. – 8:45 a.m. \$6.00/hour

Breakfast will be available for before school children

Preschool

8:45 a.m. – 11:45 a.m. (MWF \$270/ month)

8:45 a.m. – 11:45 a.m. (M-F \$370/ month)

Lunch Bunch

11:45 a.m. – 1:00 p.m. (\$5.00/day)

Lunch Bunch lunch will be provided by parents or may be purchased through the school on designated days.

Extended Day School

8:45 a.m. – 3:30 p.m. (MWF \$450/month)

8:45 a.m. – 3:30 p.m. (M-F \$630/month)

After School Care

3:20 p.m. – 4:30 p.m. (\$6.00/hour)

3:20 p.m. – 5:00 p.m.

Snack will be available for After School children.

New family application fee: \$100.00

Pre-K registration fee: \$85.00 per student due upon admittance.

All hourly rates are clocked by the ¼ hour.

Lunch Bunch, Before/After School and Extended Day

Parents may sign-up for any of these options on a daily basis. Please let the teacher know if your child will be participating in any of these additional program options.

Payment Policy

PCS PreK-8 offers several options for your tuition payments:

- Full payment prior to July 1st (3% discount)
- Quarterly payments
- 12-month plan (June-May)
- Prior to the end of each month, you will receive a tuition and fee statement for the next month's tuition and the current month's fees associated with before/after school, lunch bunch, or extended day.

Full payment is due on the 1st and late after the 10th. A late fee of \$20.00 will be assessed to all late payments.

Tuition may be paid with cash, check, or credit card. If a check is returned, your statement will reflect the amount charged us by the bank. Please refer to the PCS PreK-8 Parent/Student Handbook for full details.

Snack Program

We offer the opportunity for parent involvement through our snack program. Each child in the class will be assigned, on a rotational basis, a day per month to bring the morning class snack. Each parent will receive a calendar with the child's snack day on it. If there is a problem, please change with another classmate. Please note that if a snack is forgotten, the school will provide it at a \$10.00 charge to the parent assigned that day. The school will provide all of the cups, napkins, and utensils needed.

The following criteria are required by Arizona Department of Health Services for a healthy snack. The school will provide you with the snack menu. It will include the following components:

1. Meet 2 of the 4 food groups
 - *Dairy products
 - *Fruits and vegetables
 - *Bread, cereal, pasta
 - *Meats, poultry, fish, eggs
2. Plan a snack low in sugar and sodium
3. Beverages must be 100% fruit juice (if the juice is one of the required components), milk, or water.
4. Snacks must be sent to school in their original unopened packages.

All produce foods must be sent to school in a sealed Ziploc bag.

Please do not prepare the food prior to bringing it to school, do not peel and cut carrots, etc. Our staff will prepare all food in our kitchen.

PCS PreK-8 Parent Involvement

All parents and visitors are required to check in with the school office before entering the school premises.

We highly encourage our parents to become involved at the school. Many opportunities exist that serve to enrich our school and our children. The W.E.L.L. Program (Working Equally Lightens the Load) is one way you can use your gifts and talents. Pre-K families are not required to obtain W.E.L.L hours unless you have a student in another grade.

PCS PreK-8 Policies

Registration and Admissions

Pre-K children must turn 4 by December 1st, and must be toilet trained to attend classes.

We believe that the partnership of the home, church, and school is essential to provide a consistent perspective of biblical truth to children and to maintain a healthy school community. Therefore, applications are welcomed from families where at least one parent regularly participates in the life of a Bible believing church, and will agree to uphold the biblical instruction given at the school.

We comply with the Americans with Disabilities Act. If your child has special needs, a conference with the Director is required to determine whether or not we are able to meet those needs.

Discipline

Our Christian philosophy of education is committed to having the children see Christ in all we do. As we handle your children with love, we will work at training their heart not just controlling their outward behavior. When a discipline problem does arise, we will strive to explain why God would want them to behave in a different manner. Additionally, we will help them develop self-control, love of others, and respect for authority. We try to avert problems by redirecting behavior, setting guidelines and boundaries and anticipating "trouble spots". If a child does not respond, we will use short (3 minute) "thinking" times in a chair. Parents will be contacted if serious discipline problems occur. A child may be removed from a class or the school if a behavioral problem cannot be resolved or other children are endangered.

Sign In/Sign Out

Children must be signed into their classroom each day. The sign IN/OUT book is located on the table outside the Pre-K classroom. A first initial, last name, and time are needed when signing your child In/Out.

Children must be signed out in the same manner as they were signed in. Only the teacher or assistant can release the child to the parent or adult listed on the emergency card. In a case where the adult is unknown, picture identification will be necessary.

Please pick up your child on time. If you are more than 10 minutes late in picking up after the scheduled dismissal time, a late fee of \$5.00 per 15 minutes (or any portion of) will be charged to your monthly billing.

Parent Communication

Parents will be notified of school activities through monthly calendars as well as weekly newsletters from the teacher and school office.

A progress Report will come home in September. Report cards will come home in October, February and May. There is 1 required Parent/Teacher conference for Pre-K in October and an optional conference in February.

Absence and Illness

A child's preschool years are often the time when immunities are being built up. If a child is ill, she/he needs to remain at home. Should any of these symptoms be present 24 hours prior to the school day, please do **not** bring your child to school.

- * Diarrhea *Fever * Green nasal discharge * Uncontrollable
- * Vomiting *Rash * Communicable diseases cough

We appreciate knowing if your child won't be at school due to an illness so we can pray. **Please phone the school office** and leave the child's name, date, and reason for absence.

If a child should become ill during school, he or she will be put in a quiet spot to rest, away from the other children and the parents or person on the emergency card will be contacted. In an extreme emergency, we will also contact the child's physician or dial 9-1-1. For the well-being of others, we will post a notice of any communicable disease on the classroom door. A child may not return to school until fully well or until we receive a note from the attending physician saying that the child is not or is no longer contagious.

Accident/ Injury or Incident

Preschool is a busy place. Minor bumps, bruises and scrapes can be common. The school office and classroom are equipped with a first aid kit. We will email you concerning any incidents that may happen at school. We will notify you immediately if the injury or incident is serious.

All PCS PreK-8 staff has current first aid and CPR training. If there is an injury that requires professional help, we will call 911 and attempt to notify the parent immediately. If you cannot be reached, we will call another person from your list of emergency contacts. Please notify the school immediately if there are any changes to your personal information.

Health Records

- Arizona State Department of Health requires that prior to a child's first day of school, the AZ DHS Emergency Card showing current health records, including a copy of all immunizations and their dates with a doctor's signature or stamp from the doctor's office, must be in the child's folder and part of the school records. **Each child must have complete immunization records to attend school.**
- **Child care, Preschool and Head Start require** hepatitis B, diphtheria/tetanus/pertussis (DTaP), *Haemophiles influenzae* type b (Hib), polio, measles/mumps/rubella (MMR), and varicella immunizations for all children. Hepatitis A vaccine is required in Maricopa County.

A religious exemption form can be provided to parents if they have chosen not to immunize their child for religious reasons. This needs to be signed and kept on record by the school.

We post a current food, medication or insect allergy list in the classroom and in the school office. Please keep your child's health information current with the school office.

Medicine

It is our preference to not dispense medication except in cases of extreme necessity. If it is necessary, all prescription drugs must be in their original container and the parent must sign a permission form. Please discuss the matter with the Director.

Sun Protection

As our awareness of the dangers of overexposure to the sun increases, professionals highly recommend that children wear hats, sun-protective clothing and sunscreen while outdoors. Our outdoor play area does have a shade canopy but we ask that you please consider following the Center for Disease Control recommendations to help prevent skin cancer.

Child Abuse-Mandatory Reporter

If a staff member suspects child abuse or neglect, we are required to contact Child Protective Services or local law enforcement within 24 hours. Within 72 hours after the report, we must submit a written report to the same agency and the Department of Health Services, Child Care Licensing.

Parents and Visitors

The PCS PreK-8 is a safe, secure campus. All visitors must check in with the office before going to any classroom.

While on campus, we prohibit the use or possession of any alcohol or drugs. If you carry a prescription drug or any medication, we ask that you notify the teacher so that it can be stored in an area not accessible to the children.

Field Trips

All students, Pre-K-8 take field trips. Pre-K parents shall be notified at least two weeks prior to a scheduled field trip. When transporting a student on a field trip, a child passenger restraint system is required for those younger than 5, an adjustable lap belt or lap and shoulder belt, with a booster seat, for those 5 and older.

Clothing

Children should come to school in clothing that they can play in and is washable. Preschool does not have uniforms.

1. Shirts may have print and wording on it, but must be appropriate (no skeletons or skulls on shirts or shorts).
2. Leggings are appropriate as long as student's bottom is covered with shorts, a skirt, or a shirt.
3. Hats are welcomed for wear outside at recess.
4. Students are not to wear make up to school.
5. Shoes must be closed toes and be secure to the feet for safety. **Please do not send children to school in sandals or thong type shoes.**

***Please send an extra set of clothes including underwear in a labeled Ziploc bag in case there is an accident.**

Birthday Celebrations

A child's birthday is a special day, and they enjoy sharing it with their friends at school.

You may send a treat to school that your child may pass out to go home after class.

For ease of transporting, it home, please package the treat individually for each child. All edible treats must be store bought.

Please do not send in cupcakes or treats to be eaten in class.

Phoenix Christian School PreK-8 admits children of any race, color, or creed. Children with special needs will be considered for admission on an individual case by case basis.

Enrollment priority is given to children with siblings enrolled at PCS PreK-8. The school is licensed by the Arizona Bureau of Health Services Child Care Licensing. We are insured by Philadelphia Insurance.

Admission requires that one or both parents and the child be regularly attending and involved in a Bible believing church. The admission packet has full details and our statement of faith.

The preschool is licensed by the Arizona Bureau of Health Services Child Care Licensing. Inspection reports are available in the school office. The school is insured by Philadelphia Insurance.

PHOENIX CHRISTIAN SCHOOL PreK-8
Early Childhood Education and Extended Day and Before and After School Care
2023-2024
Statement of Services

- ◆ We provide child care to children, age 4 through 8th grade, limited to students enrolled at Phoenix Christian School PreK-8. (Children must be 4 by December)
 - ◆ Before and After School Care is open for all ages from 7:00am – 8:00am and 3:30pm – 5:00 pm @\$6/hour
 - Preschool operates from 8:45-11:45 am @ \$300/mo. for 3 days and \$399/mo. for 5 days
 - Preschool “Lunch Bunch” operates from 11:45-1:00 (\$5.00/day)
 - Preschool Extended Day operates from 1:00 – 3:30 @ \$498/mo. for 3 full days and \$698/mo. for 5 full days
- Please pick up your child on time. If you are more than 10 minutes late in picking up after the scheduled dismissal time, there is a late fee of \$5.00 per 15 minutes or any portion of. The day care charges are computed monthly on the tuition statement mailed to the home. There is no refund of tuition or fees.**

The school is open Monday through Friday except for holidays. We do not have a summer program.

- ◆ All children enrolled in the school are entitled to use the before and after school care.
- ◆ Enrollment in child care is discontinued when the child is withdrawn from the school.
- ◆ In the morning, each child is signed in by the parent or adult designee upon arrival. Children are not to sign themselves in or out. At the end of the session, the child is released to the school. In the afternoon, the child care supervisor signs in each child upon arrival. The child is released to the parent or designated adult when he/she signs the roster.
NOTE: An adult (18 yr. or older) MUST sign in or sign out the child or will jeopardize the daycare service.
- ◆ Discipline is administered in compliance with the student handbook which is updated annually and distributed to each enrolled family.
- ◆ All students PreK-8 take field trips. Pre-K parents shall be notified at least two weeks prior to a scheduled field trip. When transporting a student on a field trip, a child passenger restraint system is required for those younger than 5. An adjustable lap belt or lap and shoulder belt, with a booster seat, for those 5 and older.
- ◆ The school has breakfast available for students in Before School care and a snack is provided to those in After School Care. A menu is posted in the child care room. Preschool age children also have a mid-morning snack provided by either the parents or the school.
- ◆ Parents are not required to participate in facility activities.
- ◆ Before and After School children receive care and supervision of play and study activities. This includes the availability of outdoor playground activities; indoor games, books, and puzzles; area for homework. Preschool age children’s activities comply with State required curriculum. Lesson plans for both are posted in the child care room
- ◆ Liability insurance as required by the Arizona Department of Health Services is provided by Philadelphia Insurance Co. with the Certificate of Insurance on file with them, and in the school office.
- ◆ Medication (in original prescription container) will be administered only with receipt of signed medical consent form supplied by the school office.
- ◆ Parents will be notified, via email, 48 hours in advance of pesticide application to the school premises.
- ◆ If a child has an accident, injury, or emergency that requires medical treatment while in child care, the staff will notify the child’s parent immediately after the accident, injury or emergency. Staff may call 911 in emergencies. The date, time and location of the incident, the time and method of parental notification will be documented via a Student Injury Report Form. This documentation will be retained for 24 months from the time of the child’s exit from school.
- ◆ Inspection reports are available upon request.
- ◆ Parents have access to the Preschool/ Daycare facility when their enrolled child is there during school hours. All parents and visitors must check in with the school office before entering the school premises.
- ◆ This center is regulated by the Arizona Department of Health Services, 150 North 18th Ave., Suite 400, Phoenix, AZ 85007, phone number 602-364-2539.

Phoenix Christian School PreK-8
2425 North 26th Street, Phoenix, Arizona 85008
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Phoenix Christian School PreK-8 Early Childhood Education Program Curriculum Guide

We know and understand that children will enter PCS PreK-8 PreK program at a variety of levels, so we design our curriculum knowledge to move in a progression according to each student's ability, exposures and readiness. Every child will have the exposures; not every child will master the entire list, and that's perfectly normal. This scope of objectives shows where we will begin and where we will end. We know that each child was created to progress at his or her own rate so everything in between comes from knowing and understanding early childhood development. That's why it simply cannot be an exhaustive list of what we will be working to develop, because as we observe each child we will incorporate the right activities, materials, and guidance that will help each child grow and develop in awareness, knowledge and skill levels. Our weekly teacher observations will provide you and us with a 'progress chart' of development. We will conference once during the year, but regular communications will keep you up-to-date on the important markers. And of course, if either you or the teacher has concerns, those will be discussed immediately.

This list includes important foundational elements for a child to be able to progress into Kindergarten, either at age 5, or when developmentally ready. Everything is taught in a developmentally appropriate way. That means the children will be involved in doing, handling, manipulating, experimenting, creating, playing and having fun through the entire learning process.

Pre-reading, Pre-writing and Language Development

- Discriminate sounds and rhyming words→→Invent own rhymes
- Identify source of common sounds→→Verbalize what the source does or what it looks like
- Memorize and recite songs and nursery rhymes→→Invent a rhyme or insert a missing rhyming word
- Discriminate between numbers and letters→→Work toward learning letter names and sounds
- Engage in character/dramatic role playing→→Assign or invent dramatic roles
- Expand vocabulary→→Begin to define words
- Recall stories→→Tell stories and illustrate
- Answer questions about a story→→Invent a story or solve a problem when asked
- Follow two to three step directions→→Move spatially from directions
- Participate in conversations→→Explain an event from the past, present or future, or a simple process from start to finish
- Recognize own name when printed→→Identify print on classroom objects
- Identify and verbalize needs→→Express a personal opinion
- "Read" book from pictures or memory→→Understand that letters make words, that words make sentences, that sentences make story books
- Interpret events and their sequence from picture books or other media→→Predict outcomes
- Know left from right→→ "Read" in a left to right progression following words→→Know page positions: Upper L Upper R, Lower R Lower L
- Focus during circle/story up to 10 minutes

- Small motor proficiency with stenciling using pencil, advanced cutting, painting objects, handling small manipulatives → → Perform writing strokes with direction → → Engage in inventive writing
- Identify familiar words in their world → → Match spoken word to written word

Math, Reasoning, Time and Space

- Sort by color or shape (Ex: All reds or all squares) → → Sort by 2-3 attributes (Ex: Red squares, blue circles or red squares with one dot)
- Count numbers in sequence to 10 → → Recognize, name and match numbers to 10 with corresponding quantities
- Copy and continue a repeating pattern of two → → Create a repeating pattern of two attributes (Ex: Yellow square & green circle, yellow square and green circle)
- Name and locate 7 days of week on calendar → → Understand today, tomorrow, yesterday, month and major holidays
- Match pairs → → Match shapes, halves, pieces/parts, textures
- Understand concepts: next to, big/bigger/biggest, empty/full, around, bottom, over/under, small/big → → Understand concepts: more/less, same/equal/different, part of/whole/half, small/medium/large, and beginning/middle/end
- Place object or person in 1st and last position → → Understand and organize objects in ordinal positions of 1st-4th
- Name and trace shapes → → Draw: circle, square, triangle, rectangle, cross, X
- Sequence photos according to passage of time (Ex: baby, toddler, child, adult, elderly adult) → → Place four story cards in order of the event (Ex: She walked outside, she saw it was raining, she opened the umbrella, she went down the sidewalk)
- Understand the concept of what is “next” in the school day → → Be able to “read” a classroom chart of activities for the day and tell the group what is next
- Read a simple (2 line) bar graph (Ex: Which has more/which has less) → → Help create a simple bar graph with data from environment (Ex: There are more girls than boys or 10 children have dogs, 6 have cats, and 4 have both)
- Compare two objects (Ex: Soft/smooth) → → Compare and describe differences and similarities between two objects (Ex: Size, color, shape, use)
- Compare items by length and identify which is longer/shorter → → Use a nonstandard form of measurement to determine length or height (Ex: Pieces of string, stacked blocks, chalk line, children’s bodies!)
- Use concepts of put together and take away with several objects → → Distinguish the totals after adding or subtracting numbers of objects to a group

Motor Skills and Movement

- Join group in finger plays, clapping hands, moving to music
- Free hand paint using fingers or variety of objects → → Paint or draw a recognizable object
- Trace objects
- Cut shapes that are drawn → → Cut on the line with greater accuracy
- Jump on two feet, march → → Hop on one foot 3-4 times
- Walk forward heel-to-toe on a balance beam → → Walk backward on beam
- Navigate an obstacle course → → Navigate following directional arrows
- Walk up or down stairs alternating feet
- Throw a large ball to a person → → Throw a ball or bean bag through a large opening
- Catch a large ball → → Catch a small ball or bean bag

- Ride a tricycle
- Hit a ball off a tee
- Use a pencil/crayon/marker with proper grip
- Button/zip clothing→→Tie shoes
- Manipulate small objects (Ex: Thread beads, puzzle pieces, Legos)
- Build/construct an object or structure using play dough, blocks, boxes, and manipulatives
- Pantomime a song or rhyme

Social/Emotional Development and Creative Expression

- Play group games with teacher direction→→Verbalize rules to a game and play with minimal teacher direction
- Move into established group→→Assign roles during group play
- Seek adult help to solve a problem→→Solve most peer problems on own but know when to ask for help
- Play alongside others (parallel play) →→Join in sharing toys, roles, willing to take turns (cooperative play)
- Follow class routine/take turns→→Make plans for the day (Ex: First I am going to paint and then I want to build a city with the blocks)
- Show feelings→→Verbalize and/or display preferences, feelings, friendships, love
- Share answers in a group→→Stand in front of class to illustrate something for teacher, show and tell, or lead group conversation
- Show creative expression to music→→Follow a sequence of steps or choreographed movements, interpret tempo, rhythm
- Sing along with the group→→Identify and mimic musical moods and themes
- Accompany a piece of music using rhythm instruments
- Paint, draw and create various art forms using a variety of mediums and materials
- Identify primary colors→→Mix two colors to create a color (Ex: Red and yellow = orange)

God's World and Science

- Begin experimenting, observing and understanding elements of creation: land (mountains, deserts, soil), water (sink/float, ocean, river, lake), space (planets/heavens and dimension), animals (wild, habitat and pets), plants (beauty, food source, water and light to grow), day (sun), night (moon), people (growth, body parts, senses, feelings), weight (light/heavy), gravity (falling), air (breathing and floating), weather (seasons, hot/cold, rain, snow, clouds, how we dress)
- Use comparative language while observing/experimenting
- Join in construction of projects→→Construct project by self
- Observation and beginning understanding for use of basic tools and machines
- Begin to predict outcomes for simple experiments

Spiritual Development and Growth

- Begin understanding that God created everything, knows everything and controls everything
- Know of Jesus' love for him or her
- Fold hands and bow head to pray
- Ask for prayer for someone or something they love
- Pray for others
- Know favorite Bible stories and one or two important spiritual points of story

- Begin to understand and see sin
- Begin to comprehend that faith (by God's grace) in Jesus as our Savior and Lord cleanses our sin and gives us eternal life
- Respond to teacher giving Biblical guidance and direction
- Be willing to apologize for doing something wrong
- May express a faith of own

PCS PreK-8 accepts enrollment without discrimination as to race, color, sex, or national origin. All rights and privileges are afforded to all students. Students with special needs are considered on an individual basis. Full details on other admissions requirements are available from the school office. Children must be 4 years of age by December and fully potty trained.

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