

“In the same way, *let your light shine* before men, that they may see your good deeds and praise your Father in Heaven.”

Matthew 5:16



Chandler Christian School Preschool Handbook 2009-2010

Administrator: Mrs. Ruth M. Zappe
Preschool Director: Mrs. Marylou Godinez
www.chandlerchristianschool.org

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Dear Parents:

Welcome to the Chandler Christian School preschool program. Our program is state licensed and accredited by the Association of Christian School International, so you can be confident your child will benefit from superior educators and opportunities. We look with great excitement and anticipation towards a year with all the new little ones beginning preschool. We are here to encourage a lifelong love of learning by providing the best possible spiritual, social and educational experience for children and their families within a caring Christian community.

We hope that you find this handbook a useful tool and that you will retain it for the entirety of your preschooler's year. If you have any questions about the material enclosed please feel free to contact the school office.

We thank God that you have selected Chandler Christian Preschool for your child. It is an extremely important decision. We consider it a privilege to partner with you in training and raising your child to their full potential. Thank you for the blessing.

For His Kids,
Marylou Godínez
Preschool Director
Chandler Christian School

Chandler Christian School
Preschool Handbook

Mission Statement

Welcome to Chandler Christian School! We provide a quality Christian education in a Christian environment for three year olds through fifth grade. In this environment each student's individual potential is unlocked and nurtured to achieve future success. We believe that your children are Christian heroes in the making and that you, as parents, are working to raise them to be Christ-like in their attitudes and behaviors. It is our desire to work and to cooperate with you in order to provide the best possible educational experience for the children you have entrusted to our care.

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Chandler Christian School reserves the right to revise policies, procedures and the contents of any of its handbooks at any time, as deemed necessary.

STATEMENT OF PURPOSE

Chandler Christian School is an interdenominational ministry of Chandler Church of the Nazarene in Chandler, Arizona. We exist to provide a quality Christian and academic education for children.

We strive to meet the needs of all students by providing a teaching and learning environment that is totally Christian, and by providing those required subjects that are taught at the appropriate grade level. Our students are presented with an integrated view of life with all its possibilities and challenges, thus enabling them to wisely use their acquired knowledge as they meet the perplexities of modern life. A child's training in early years is essential to the establishment of good habits of study, conduct, attitudes, ideals, honesty, loyalty, self-satisfaction, self-worth, discipline of character, obedience to and reverence for God and established authority.

A Christian school does not take the place of the home, but rather it is an extension of the training program begun in the home. Parents are accountable to God for the spiritual, intellectual and moral growth of their children.

The purpose for Chandler Christian School is to provide spiritual and academic excellence in an environment that will fully equip each child in knowledge, attitude and action in order to live a fruitful Christian life. Within the structures of such a challenging task, our students are taught academic standards in content areas such as reading, writing and math. Learning begins in preschool with the introduction of developmentally age appropriate activities and continues as children are prepared for the next step in their learning. The emphasis is placed on learning by doing. Students are also taught discipline, belief in God and a love for people and country.

Parents choosing to enroll their children in Chandler Christian School must be in total agreement with *and supportive of* this Statement of Purpose.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe that the basic foundation for a Christian education is in the Word of God and that the Scriptures are the source of all knowledge. John 14:6 reads, "I am the Way, the Truth and the Life." The true aim is to give glory to God. We also believe that all scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction and for instruction in righteousness (II Timothy 3:16).

We believe that it is a God-given privilege for parents and teachers to be able to "train up a child in the way he should go," to instruct him in righteousness, to provide an education that will include and reflect the important Christian principles we believe and hold in common with others of like faith.

This philosophy affects the curriculum, the methods of teaching, the teacher, disciplinary procedures and personal interrelationships of all persons involved with the school, thus setting the atmosphere for the entire school environment.

This philosophy is designed to develop the individual child spiritually, mentally, socially, physically, and culturally just as Christ grew in stature, wisdom, knowledge and favor with God and man. Our students are taught to develop according to these principles as preparation for leading well-balanced lives.



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

CHANDLER CHRISTIAN SCHOOL PRESCHOOL PHILOSOPHY

Chandler Christian School believes in a preschool program that is "age-appropriate." This means that our program is well balanced. We believe that preschool children learn by exploration and discovery, and that hands-on activities are a must. We also firmly believe that preschoolers benefit from a time of structured learning. This includes written work as they are taught self-control and listening skills. We believe that the teacher establishes the boundaries and the children have freedom within those boundaries. We are proud that our preschool students leave us well prepared for kindergarten, socially, academically, physically and spiritually.

- We believe the young learner is more than just a brain but is a whole child with mental, social, emotional, spiritual and physical elements.
- Therefore, we focus not only on the mental/academic component of a child but try to understand and engage the whole child in the process of learning.
- We believe that learning is most successful when it involves hands-on activities that use as many senses as possible because young children learn through their senses.
- Therefore, the children are encouraged to be active learners as they touch, see, hear, taste and smell in fun, playful activities that promote serious learning. Research shows that the paper and pencil method is the least effective way to help young children really understand. Early childhood educators do have success when they use music, games, play, art, creative imagination, experiments, pictures, books, and other sensory methods to help children experience and enjoy learning!
- We believe a young child learns best in developmentally appropriate steps that build a strong foundation for future learning.
- Therefore, we begin teaching by assessing where the child is in his or her understanding and development. We begin there, adding knowledge in developmentally appropriate steps, being careful not to skip important steps along the way.
- We believe that each child is unique and special, with his or her own God-given timetable for development.
- Therefore, we nurture each child as an individual. We try to understand what motivates each one, how each one learns best and how to help each child experience success. In a classroom with children naturally at different stages and levels of development, each child needs to feel valued and able to find success at their level of development.
- We believe individual children learn in different ways.
- Therefore, we purposely use a wide variety of teaching methods and styles to try to help all the students be successful learners.
- We believe the attitude of the teacher and staff greatly affects the atmosphere in the class.
- Therefore, the teachers and staff strive to be positive, patient and fair. The teachers and staff endeavor to model respect, kindness and sensitivity and encourage these characteristics in each student.
- We believe that helping a young child learn self-control will be an important key to the child's success in school, in relationships with others and in life in general.
- Therefore, we teach the children to listen and follow directions. We teach the children to show respect for the staff, school property and others.
- We believe education should work in partnership with the child's family.
- Therefore, we respectfully and sincerely encourage family participation and effective communication between home and school.

STATEMENT OF FAITH

- We believe the Bible to be directly inspired by God. It is the only infallible, free from all error, authoritative Word of God. (I Timothy 3:16, II Peter 1:20-21, I Corinthians 2:10-13)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19-20, John 14:16, Psalms 2:6-9, I Corinthians 12:4-6, Matthew 3:16-17, Genesis 1:26)
- We believe man was created by a direct act of God. (Genesis 1:26-27, Genesis 2:18)
- We believe in the Deity of the Lord Jesus Christ. (John 1:1-5, 14 & 34, John 6:69, Matthew 1:20-23, Luke 1:31-33, Romans 1:3-4, Ephesians 1:2-23)
- We believe in the virgin birth. (Matthew 1:23, Isaiah 7:14)
- We believe in His sinless life. (Hebrews 1:9, 7:14)
- We believe in His death on the cross to save from sin all who will believe. (Matthew 26, 27 & 28, Galatians 3:13, I Corinthians 5:7, I Peter 1:18)
- We believe in His miracles. (Luke 4:18, Acts 2:22)
- We believe in His ascension to the Father's right hand. (Luke 24:51, Acts 1:9)
- We believe in His personal return in power and glory. (John 14:1-6, I Thessalonians 1:7-10, Matthew 25:31, Titus 2:13, I John 3:2, Acts 1:11)
- We believe all have sinned and sin leads to condemnation. (Romans 3:23, Romans 6:23, Galatians 3:22)
- We believe Jesus Christ died for all mankind, but that only those who repent and believe are saved. (James 3:14-17, Romans 8:32, I Timothy 2:6)
- We believe that for a person to have his sins forgiven, he must believe and trust in the Lord Jesus Christ as his personal Savior. (Romans 6:23, Galatians 3:22)
- We believe that salvation is by the grace of God, not by any works or good deeds of men. (Ephesians 2:8-9, Galatians 2:16, Romans 4:4-5)
- We believe in the present ministry of the Holy Spirit who lives in the born-again Christian and enables him to lead a godly life. (John 16:7-15, Ephesians 1:13-14)
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are not saved unto the resurrection of eternal separation from God. (Romans 6:6, John 11:25, I Peter 1:3, Luke 15:19-31, I Corinthians 6:14)
- We believe that biblical marriage is limited to a covenant relationship between a man and a woman. (Romans 1:21-27, 1 Corinthians 6:9-20)

At CCS we encourage families and teachers use the Matthew 18 policy which requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in orderly fashion, moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

PRESCHOOL ADMISSION POLICIES

REQUIREMENTS FOR ADMISSION:

1. Birth date requirement met
2. Application packet completed
3. Registration fee paid
4. Birth certificate provided
5. Immunization record up-to-date
6. Statement of understanding & support for the purpose, philosophy and policies of Chandler Christian School signed
7. Child must be completely toilet trained

Enrollment is open to all preschool age children in the community. An attitude of Christian humility and cooperation by students and parents in support of policies, principles and their enforcement is required. Administration shall make the determination as to what constitutes adherence to and violation of school policies and principles. As a private school, CCS reserves the right to refuse admittance, suspend or expel any student who violates policies of Chandler Christian School as stated in the Handbook or in any other document.

Children who are physically handicapped or emotionally disturbed shall not be accepted, unless it is determined that:

- a) There will be no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.
- b) The preschool is able to meet the needs of the child.

Chandler Christian School does not discriminate on the basis of race, color, nationality or ethnic origin in administration of admission policies, tuition assistance programs, athletic and other school administered programs, nor in the hiring of faculty or administrative staff.

BIRTHDATE REQUIREMENT FOR ENROLLMENT:

In order to comply with Arizona State Law:

- **A child must be three years old by September 1st to enter the Beginners Class.**
- **A child must be four years old by September 1st to enter the Pre-K4 Class.**
- **A child must be 5 years old by December 31st to enter the KinderBridge Class.**

ARIZONA IMMUNIZATIONS LAW:

Arizona state law requires that **VERIFIABLE DOCUMENTATION OF IMMUNIZATION** be provided before a student is registered and admitted to Chandler Christian School. This documentation must show the date and type of each dose administered OR laboratory evidence of immunity for Polio, DPT, HIB, Mumps, Measles and Rubella. Parental recall of dates and types of immunizations received will not be accepted.

Any student not complying with this Arizona law, or any student failing to comply with the established schedule of immunizations, will not be admitted or will face possible suspension until compliance is reached.

"ACCIDENT" POLICY:

CCS is not licensed for children who are not toilet trained. Therefore, **every child must be completely toilet-trained in order to be enrolled and remain enrolled at C.C.S.**

One of the very first things we talk about in preschool is where the restrooms are located. We provide regular opportunities in our daily schedule for all the children to go to the restroom and the children are assured that they may use the restroom whenever they need to. Our restroom facilities are small, "child-sized" and easy to use. In such a child friendly environment, each child is expected to be able to tell the teacher when he or she needs to use the restroom. Each child is also expected to handle the process of using the restroom independently.

In order to be prepared for an unexpected "accident," each preschool child will need to keep a "just-in-case" change of clothes (socks, underwear, shirt, shorts/pants, in a large resealable bag with the child's name on the bag) at school. Most children never need their change of clothes and they will be returned at the end of the year.

PRESCHOOL HOURS

MORNING PRESCHOOL HOURS:

Classes begin..... 8:45 a.m.
Dismissal..... 11:30 a.m.

EXTENDED CARE HOURS

Extended Care is available before and after preschool hours from 7:00 a.m. – 6:00 p.m. Preschool students who arrive before 8:30 a.m. will be under the care and supervision of Extended Care personnel and will be charged an Extended Care fee.

OFFICE HOURS

Our office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. The west doors will be locked at 5:00pm each day. Please enter on the North side after 5:00pm for Extended Care pick-up.

TIME FOR STAFF DEVOTIONS

Each day from 8:00-8:15 a.m. teachers and staff meet for a time of devotions and prayer. Please make arrangements to meet with a teacher other than this time of day so they can keep their commitment to this important time with the Lord.

PRESCHOOL CURRICULUM

Our Preschool curriculum goals are integrated into the curriculum through weekly themes. It is planned carefully to encourage the children to be active learners as they use their five senses in fun, playful activities that promote serious learning.

The curriculum includes the use of manipulatives, movement, music, art, games, play, pretend, experiments, pictures and other fun sensory methods to experience and enjoy learning! Because children learn differently, the teachers use a wide variety of methods and activities. Preschool uses Abeka curriculum for each preschool class.

Each day includes a balance of group and individual activities, inside and outside activities, teacher and child directed activities and active and quiet times.

The children learn a Bible story each week and also learn Bible verses throughout the year. The Bible is an integrated and important part of the curriculum.

PRESCHOOL CURRICULUM GOALS

Spiritual:

1. To provide a loving, Christian example for the children to follow.
2. To encourage a love for God and for the Bible.
3. To help the children learn that God loves them and will always hear their prayers.

Social:

1. To help children learn to work and play cooperatively.
2. To encourage feelings of mutual respect and tolerance of individual differences among people.
3. To help children communicate constructively with other children and adults.

PRESCHOOL CURRICULUM GOALS (continued)

Emotional:

1. To help each child develop confidence and good self-esteem.
2. To make the children's first school experiences positive and successful.
3. To encourage self-control and self-discipline.

Physical:

1. To encourage the development of large and fine muscle control.
2. To encourage eye-hand coordination.
3. To promote healthy habits (exercise, eating healthy foods, hand washing, regular visits to the doctor/dentist, etc.).

Mental:

1. To help children learn about themselves and their world.
 2. To encourage the development of memory, concentration, problem solving and questioning.
 3. To encourage listening skills and hearing discrimination.
1. The Beginners Class promotes readiness skills such as:
 - a. The recognition of eleven basic colors.
 - b. The recognition of six common shapes.
 - c. The ability to count to thirty.
 - d. The recognition of numbers one through ten.
 - e. The recognition of the child's own first name in print.
 - f. Introduction of letters A-Z.
 2. The Pre-K4 Class promotes readiness skills such as:
 - a. The review of eleven basic colors.
 - b. The review of six common shapes.
 - c. The introduction of counting to 100 by ones and tens.
 - d. The recognition of numbers one through twenty.
 - e. The recognition of capital and lower case letters.
 - f. The introduction of printing the child's first and last names.
 - g. An introduction to printing the letters of the alphabet.
 - h. The introduction of the common sounds of each letter.
 3. The KinderBridge Class promotes readiness skills such as:
 - a. The review of eleven basic colors (identification).
 - b. The review of six common shapes (identification).
 - c. The ability to count to 100 by ones and tens.
 - d. The recognition of numbers 1-20
 - e. Number concepts 1-20
 - f. The recognition of capital and lower case letters.
 - g. Beginning phonics rules and special sounds.
 - h. The introduction of blends, words, and sentences.
 - i. The ability to print first and last name (manuscript).
 - j. The ability to print the letters of the alphabet.

CHAPEL

Preschool students go to chapel once a month, on Friday mornings, at 9:30 to worship the Lord together. They can bring their offering that will be collected and given to support various mission projects. Parents and guests are invited to attend.

PRESCHOOL PROGRESS REPORTS

Written progress reports will be sent home quarterly. We believe that communication between home and school ensures success. Parents are encouraged to communicate with their child's Preschool teacher at any time during the year about their child's progress.

PRESCHOOL REPORT CARDS

Age-appropriate Preschool report cards are issued 1st and 3rd quarter during the school year. At the end of the first quarter a **Parent/Teacher Conference with at least one parent is required** so that the Preschool teacher may personally present the report card and discuss the student's progress.

BEHAVIOR MANAGEMENT/DISCIPLINE

We use positive behavior modification to teach children acceptable behavior and inner control. We take into consideration the child's age, intellectual development, emotional makeup and past experiences when managing behavior. Behavior management is always handled in a positive, caring and calm manner.

Children will be encouraged to redirect their actions in a constructive manner throughout their daily activities. If the child is in need of time away from the group, he/she will be given the opportunity to "take a break" and recompose him/herself. This cooling off period (not to exceed one minute per year of his/her age) will be followed by a review with a teacher of appropriate behavioral expectations.

SCHOOL-WIDE RULES

1. Be kind. Don't hurt anyone.
2. Play and work safely.
3. Respect the teacher, assistants and other staff.
4. Follow the classroom and playground rules.
5. Stay on sidewalks and WALK to and from classes.
6. Chewing gum is not permitted on campus.
7. The courtyard is not a play area.

CAUSES FOR IMMEDIATE SUSPENSION

- Verbal or physical abuse of staff or other children.
- Leaving campus without permission.
- Any violent or threatening action or behavior.
- Any action deemed inappropriate by the administrator.

ABOUT TOYS

We ask that all Chandler Christian School children please leave their toys at home. Each child will have opportunities to share his/her treasures at Show and Tell. The Show and Tell schedule will be determined by the teacher. If brought to school, the toy will be placed in the preschool director's office until the end of the day.

PETS AND ANIMALS

Please do not bring your pets on campus when you come to sign in or sign out your child. Even good natured, well-mannered pets can become agitated by so many people, and react with unexpected hurtful behavior. Safety is our primary concern.

Some teachers may allow pets to be brought to the classroom for Show & Tell when arrangements have been made in advance. This assures a smaller number of students who can be prepared to deal with pets safely. You will have to show proof of current immunization for rabies for each cat or dog.

PRESCHOOL CLOTHING

IN GENERAL all clothing should be comfortable, modest, age-appropriate and durable. Suitable clothing for play is important.

ATHLETIC SHOES that fully enclose the foot and are worn with socks are strongly recommended because they help keep the wood chips out of the shoes during playground play, are easy to run in, are safe for playing on the playground equipment and protect little toes. Velcro fasteners are preferred. SANDALS must have a back strap to keep the sandals safely on the feet and help children walk and run safely without tripping, especially in an emergency. SHOES with high heels are not allowed.

SUNGLASSES AND HATS may be worn outdoor only.

SHORTS must be worn under girls' dresses and skirts.

USING THE RESTROOM can be very difficult in some clothing (body-suits/leotards, overalls, belts, etc.). Clothing should be easy enough for young children to manage by themselves when using the restroom.

CHILDREN'S NAMES should be on the inside of all clothing that might be removed at school, such as jackets, sweaters, hats, etc.

HAIRSTYLES must be neat and clean. If a student comes to school dressed inappropriately, parents will be notified.

SIGNING IN AND OUT

Licensing regulations require that you sign both first and last name on the sign –in sheet. **If a time is not recorded on the Sign In and Out sheet, the account will be charged for the entire day.**

PICKING UP YOUR CHILD

A child will only be released to the people on the Permission-to-Pick-Up Form or with written permission given to the staff from a parent. **If a parent wishes to make a change to the Permission-to-Pick-Up Form, it is necessary to do so in person, in the office.**

If the staff does not recognize the person who arrives to pick up a child, the staff will check the Permission-to-Pick-Up Form and require picture identification, such as a driver's license.

TRANSITION FROM PRESCHOOL TO EXTENDED CARE

The preschool teachers open their doors to parents a few minutes early as part of the end of the class routine. The teacher's assistant may continue to read or sing with the children while the teacher greets parents and releases children. **When preschool is over, the teacher then takes the remaining children to Extended Care.** The child's account will be charged an Extended Care fee, \$4.00 per hour, charged in one-hour increments, beginning at the end of preschool.

TRAFFIC FLOW

PLEASE DO NOT PARK IN THE FRONT CIRCULAR DRIVE FROM 8:00-8:25 a.m.

The front circular drive is a drop off point for the Kindergarten through 5th grade students from 8:00-8:25 a.m. Parents of Preschool children or children arriving for the Extended Care Program must always park and walk their child in to sign them into Preschool or Extended Care.

PLEASE DO NOT DRIVE OR PARK IN THE NORTH FENCED PARKING LOT until after 3:15 p.m. The fenced parking lot is reserved only for staff parking. If you park on Detroit Street, please park only on the north side of the street.

The front glass doors are locked after 5:00 p.m. Extended Care children will be in room 2B which may be accessed from the north side of the school.

Please drive slowly and be alert for children and other vehicles.



PARENTS ON CAMPUS

CCS has an open door policy. This is your school, you are welcome here. For security reasons we ask all non-staff to check in-and-out at the office before observing in a classroom. You will receive a visitors' badge to wear while you are on campus. Thank you in advance for your cooperation.

When dropping off or picking your child up please refrain from using your cell phone. This allows the teacher to discuss with you any needs your child has and fosters a much better home/school relationship.

CCS parents are expected to dress as appropriate role models by wearing modest and appropriate clothing when on campus or when attending school functions.

PARENT-TEACHER FELLOWSHIP (P.T.F.)

This fellowship consists of all faculty, staff, and parents of CCS. The PTF is very involved in assisting the ministry of CCS through fundraising, outreach to the community, and building fellowship.

PARENT PARTICIPATION REQUIREMENT/FEE

Chandler Christian School families are required to participate in school activities. This requirement helps to keep tuition costs down and helps to foster involvement among families. The yearly requirement is twelve (12) hours per family. If the participation hours are not met, the family will be charged the participation fee of \$10 per hour not completed.

Examples include, but are not limited to:

School Activities:

Help in classroom
Health Safari
Building Repair
Christmas Concert set up
Auction Committee
Library

PTF Activities:

Room Parent
Events Committee
Sales Fundraising Committee
Passive Fundraising Committee
Teacher Appreciation Committee
Child Care during PTF Meetings
Restaurant Fundraising Committee
Art Masterpiece
Christian T-shirt Sales

The hours need to be RECORDED in the parent participation book in the school office when they are completed.

MEDICATION

Because of insurance, liability mandates, and state law, students may not bring medication of any kind to school and administer it to themselves. **ALL MEDICATION MUST BE BROUGHT TO THE SCHOOL OFFICE** in the original container. A medication form must be filled out and signed before medication can be administered.

MEDICAL & EMERGENCY INFORMATION

Parents will be notified when a child has a temperature over 99.0 degrees and will be asked to remove the child from school. In order to keep the spread of disease and absences to a minimum, do not send children to school with "low grade" fevers. Children must be "fever free" for 24 hours before they will be admitted to class. If a child should become ill or injured at school, a member of the staff will notify the parents. For this reason, it is imperative that we have accurate up-to-date phone numbers and addresses on file in the office. Even though we do have a school nurse and staff who are certified in CPR and First Aid, in the event of a medical problem or injury that is severe or life-threatening, 911 will be called.

INSURANCE

Students are included for coverage under a Student Accident Policy issued to Chandler Christian School by Brotherhood Insurance Company. In the event of an on campus accident, the student's health insurance is primary coverage and the above accident policy is secondary.

GENERAL PRESCHOOL INFORMATION

ATTENDANCE / TARDINESS

Regular and prompt attendance creates a stable environment for your child to learn, make friends, get used to classroom expectations and to feel positive about school. State regulations require that CCS keep records of attendance. **If your child is unable to attend, please call the school to leave a message for your child's teacher.** Tardiness to class is to be avoided as it causes disruption to the class and to the student's composure, thus getting the day off to a bad start. Promptness sets the tone for the entire day.

TRANSPORTATION

Chandler Christian School does not provide transportation services to its students. Parents are responsible to provide transportation to and from school for their child.

PRESCHOOL CHILD TO ADULT RATIO

Arizona State Requirement:

<i>Age Group</i>	<i>Staff: Children</i>
3 year old children-	1:13
4 year old children-	1:15
5 year old children-	1:20

Chandler Christian School ratios are many times better than the state requirement.

NEWSLETTERS and COMMUNICATION

Each Preschool teacher will send home a monthly newsletter to inform their students' families about school activities and special days. There will be other letters and memos from the teacher or the school office as needed. Please check your child's cubby or backpack every day for important information.

PRESCHOOL PROGRAMS

Under the direction of the Preschool teachers, the Preschool children present an evening Christmas Program and an evening Spring Program. These are highlights of our year!

PRESCHOOL FIELD TRIPS

Chandler Christian School 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. Although Chandler Christian School no longer conducts off campus field trips, we strive to bring a variety of events to our students.

On Campus field trips will be:

- Relevant and age appropriate for children
- Extended within the classroom curriculum
- Approved by the Administration

PRESCHOOL SNACKS

Chandler Christian Preschool provides nutritious, age-appropriate snacks with milk or 100% juice for each Preschool child's class. Monthly snack menus are posted in the classrooms.

BIRTHDAY/CELEBRATIONS

Birthdays are special occasions for preschoolers. We celebrate each child's birthday as a gift from God. Rather than send a "sweet treat" you may send a goody bag to be sent home.

DAILY SCHEDULE AND LESSON PLANS

Daily schedules and lesson plans are posted in every classroom. Children find security and comfort in following a schedule and knowing what to expect next. The daily schedule is planned very carefully, taking into account attention spans, the need for variety, the need for one activity to prepare for the next and the need to coordinate classroom schedules. Daily schedules include time to learn in small groups called learning centers, time to learn in a larger group as a whole class, time to be inside as well as outside, time for a special project, time to sing, time for books, time to play and time for a snack.

Lesson plans are age-appropriate, keeping in mind that young children learn best through activities that engage as many of the child's five senses as possible.

SCHOOL BOARD

Chandler Christian School is governed by a body of members of the Chandler Church of the Nazarene who are elected to the School Board by the church membership, which also includes the CCS Administrator and the PTF President. Board meetings are open to interested parents the first 15 minutes of each meeting for citizen's comments. To address the Board, the speaker must present his/her topic in writing to either the Administrator or the Board Chairman one week prior to the Board meeting. The opinions and concerns expressed must reflect only those of the speaker.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (A.C.S.I.)

A.C.S.I. is a strong national and international organization of Christian Schools with headquarters in Colorado Springs, CO. The purpose of A.C.S.I. is to give guidance to its membership schools.

ACCREDITATION

Chandler Christian School Preschool earned its accreditation through the Association of Christian Schools International (A.C.S.I.) in 2001. Accreditation is a stamp of approval that recognizes institutions that meet high standards. It validates our integrity and quality and helps us to maintain our high standards.

ARIZONA DEPARTMENT OF HEALTH SERVICES

Chandler Christian Preschool and Extended Care is licensed and regulated by the Arizona Department of Health Services, Office of Childcare Licensure (150 North 18th Ave., Phoenix, AZ 85007, 602-364-2539). Inspection reports are available upon request.

EXTENDED CARE INFORMATION

Chandler Christian School is proud to offer a quality Extended Care program for the students of CCS who need care before school, after school, on many no-school days, and for much of the summer. We believe that Extended Care is an accurate description of what is provided by our **dedicated, caring, trained and experienced staff**. The Extended Care program offers a variety of age-appropriate activities that serve to **continue or extend what has begun in school**. Special emphasis is placed on the opportunity to have fun together and build friendships. **The C.C.S. Extended Care Program promotes spiritual, social, emotional, mental and physical development in a loving Christian environment.**

At the beginning of the day and at the close of the day, when we have few children, we may have a multi-age group of children. But usually, throughout the day, the children are separated according to age, in their own areas, with their own Extended Care staff and a program designed for their ages.

BREAKFAST

Breakfast bars are available from 7:00-7:30 a.m. for Extended Care children who have not already had breakfast at home.

LUNCH

Extended Care children may purchase a hot lunch **in advance** or bring a lunch from home with a freezer pack included. Parents are asked to send a healthy lunch with NO SODA. Each child will be offered a free serving of milk.

If you have not picked up your child by 12:15 a sack lunch and a serving of milk will be given to him/her and the child's account will be charged \$5.00. No microwavable foods allowed.

SNACK

Children who are in Extended Care at mid-morning or mid-afternoon are served a nutritious, age-appropriate snack with milk or 100% juice. Monthly snack menus are posted. Please note food allergies on the blue card in the registration packet.

PERSONAL BELONGINGS

All children who attend the Extended Care program need a backpack/book bag with their name on it. Parents should double check to make sure their child takes this backpack/book bag home and brings it back every day.

NAPTIME

The Beginner students will take a nap between 1:00 p.m. and 2:45 p.m. Children can bring a stuffed toy or "cuddly" from home to sleep with. It must remain in their backpack until nap time. Hard plastic toys, trucks, and action figures are not considered appropriate sleep toys. Before naptime, each child is asked to use the restroom. As the children lay down, the Extended Care teacher will play soft, restful music. If you must pick up your child during naptime, please do so very quietly so you don't disturb the sleeping children! If a Beginner is brought to Extended Care during naptime he/she will need to lie down quietly.

EXTENDED CARE BULLETIN BOARD

Please check the Extended Care bulletin board regularly for information. It is located outside of Room 1A.

FALL, SPRING AND SUMMER ENRICHMENT INFORMATION

Parents will be required to pre-register for the Fall, Spring, and Summer programs. Information will be sent home.

BEHAVIOR MANAGEMENT

The children who stay for Extended Care are expected to follow the C.C.S. School-Wide Rules (page 12).

CONSEQUENCES FOR NOT FOLLOWING THE RULES

Sometimes talking with a child is all that is needed to get their cooperation. Other times a child will benefit from some "break time". Often a behavior will call for a logical consequence. For instance, if a child is pushing other children to be first in line, the child may be sent to the end of the line instead. Any repetitive behavioral issues will be discussed with the parent and Extended Care Director.

REWARDS FOR FOLLOWING THE RULES

The children will be rewarded regularly, throughout the day, with words of praise and encouragement, hugs, smiles, pats on the back, stickers, stamps, special privileges or other positive attention.

FINANCIAL INFORMATION

INITIAL TUITION FEE:

The initial tuition fee must be paid when application forms are received in the office. It is non-refundable and non-transferable. The fee covers: accident insurance, books, administrative costs, and membership in the Association of Christian Schools International.

TUITION/EXTENDED CARE PAYMENTS:

All monthly tuition and Extended Care payments are due on the first of the month and are late after the tenth of the month. A 10% late charge will be added to all unpaid balances on the eleventh of each month. Students may be dismissed from Chandler Christian School for lack of payment after the account is one month in arrears. According to current government regulations, tuition payments are not tax deductible. Please save your statements as this is the only Extended Care tax information you will receive. There will be a \$15.00 charge for year-end Extended Care statement requests, with a two-week processing time.

DONATIONS:

Any financial gifts or non-cash donations to the school will be gratefully received and receipts will be given. All checks should be made payable to Chandler Christian School. All gifts are tax deductible. **FEDERAL I.D. NUMBER: 86-0228518**

SIGNING IN AND OUT

All Extended Care children must be admitted and released with a legible signature, first and last name, of an authorized adult and the time of arrival and/or departure. **If a time is not recorded on the Sign In and Out sheet the account will be charged for the entire day.** Extended Care fees will be charged for times before 8:30am and after 11:30am for all preschool. **PARENTS: PLEASE BE ADVISED THERE IS A LATE CHARGE OF \$1.00 PER MINUTE PER CHILD FOR CHILDREN PICKED UP AFTER THE 6:00 P.M. CLOSING TIME.** Consistent abuse of after 6:00 p.m. pick-up may result in being permanently expelled from Extended Care.

2009–2010 TUITION & REGISTRATION

TUITION	NON-Refundable Initial Tuition Fee***	YEARLY TUITION	10 MONTHLY PAYMENTS
Beginners:			
2 day (Tu/Th)	\$300.00	\$1,900.00	\$190.00
3 day (M/W/F)	\$300.00	\$2,300.00	\$230.00
5 day PK 4 & KinderBridge**	\$300.00	\$3,400.00	\$340.00
3 Day (M/W/F)	\$300.00	\$2,300.00	\$230.00
5 Day	\$300.00	\$3,400.00	\$340.00
Extended Care Fee: \$4.00 per hour, per child.			

*Age Requirement – Must turn 5 years old before December 31st.

Tuition Payment Options

- A. Payment in Full-Due by August 1st.
- B. Payment by semester-Due by August 1st and January 1st.
- C. Payments monthly-Due the first of each month beginning August 1st and ending May 1st.
Any discrepancies regarding your account must be addressed within 30 days of the date of billing. After that time the account is considered correct. (EFT forms are available in the front office)

Chandler Christian School gives a 25% discount on the tuition fees for the brothers and sisters of the oldest child enrolled.

WITHDRAWAL PROCEDURES:

If a student is withdrawn from school for any reason, a **TWO-WEEK written advance notice** must be given to the School Office. If this notice is not given, accounts will be charged in full for the month in question. If a student is withdrawn for any reason, no refund of the initial tuition fee will be made.

REFUND POLICY:

No refund will be made in case of absence from school due to illness or other reason. The school expenses continue whether a student is present or absent. Tuition refunds will be made for withdrawals when the school has received two weeks advanced notice.

EXTENDED CARE PROGRAM FEES

Morning preschool students who arrive before 8:30 a.m. will be under the care and supervision of Extended Care personnel and will be charged an Extended Care fee. If a student is not picked up promptly at the end of preschool, the child will again be under the care and supervision of Extended Care personnel and will be charged an Extended Care fee. **The Extended Care Program fee is \$4.00 per hour, per child. The fee will be charged in one-hour increments.** Extended Care statements are sent home on the 23rd of each month and payment is due by the 1st of the following month.

ENRICHMENT FEE INFORMATION

Parents will be given an opportunity to sign up for Enrichment Programs. At which times parents will be given specific information about the weekly themes, daily schedules, and fees related to the Enrichment Programs. Enrichment weeks occur in the fall, spring, and summer.

301 N. Hartford Street
Chandler, AZ 85225
P. (480) 963-0748
F. (480) 963-4322