



# Enrollment Packet

1751 E. Maryland Avenue

Phoenix, AZ 85016

Phone: 602-266-5059

Fax: 602-266-2671

Web address: [www.parkwayschool.com](http://www.parkwayschool.com)

Email: [director@parkwayschool.com](mailto:director@parkwayschool.com)

Monday – Friday 6:30am-6:00pm

**Infant Program**

## NEW ENROLLMENT CHECKLIST:

ALL FORMS MUST BE FULLY COMPLETED AND SIGNED

**Please initial beside each item after completing and signing the appropriate forms.**

- \_\_\_\_\_ Getting to Know You Form
- \_\_\_\_\_ Infant Feeding Instructions
- \_\_\_\_\_ Emergency, Information, and Immunization Record
- \_\_\_\_\_ Permission Page/Policy Agreement
- \_\_\_\_\_ Enrollment Agreement
- \_\_\_\_\_ Inclusion Parent Consent

**Please initial beside each item after providing copies:**

- \_\_\_\_\_ State issued Photo ID (mother and father or legal guardians)
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ Custody Papers (if applicable)

Tear here

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**What to bring on your child's first day:**

- \_\_\_\_\_ Pre-made bottles with lids **Please label items with first and last name**
- \_\_\_\_\_ Prepared food for the day **Please label items with first and last name**
- \_\_\_\_\_ Diapers **Please label items with first and last initial**
- \_\_\_\_\_ Wipes **Please label items with first and last name**
- \_\_\_\_\_ 1 box of gallon baggies **Please label items with first and last name**
- \_\_\_\_\_ Pacifier (if needed) **Please label items with first and last name**
- \_\_\_\_\_ Diaper rash ointment **Please label items with first and last name**
- \_\_\_\_\_ Extra clothes **Please label items with first and last name**
- \_\_\_\_\_ Family picture for the crib



Child's Name: \_\_\_\_\_

## Getting to Know Your Infant

Nickname(s) \_\_\_\_\_

Birth Date \_\_\_\_\_

Name you would like your child to learn to recognize and spell: \_\_\_\_\_

**Living Situation:** Who does the child live with:

\_\_\_\_ Mother Name: \_\_\_\_\_

\_\_\_\_ Father Name: \_\_\_\_\_

\_\_\_\_ Siblings Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_ Others Name: \_\_\_\_\_

Does your child have any other childcare experience? \_\_\_\_ yes \_\_\_\_ no

If yes (please circle): Was your child in a **home setting** or **group setting**?

Please let us know how your child's childcare experience was: \_\_\_\_\_

\_\_\_\_\_

Describe how your family disciplines and rewards \_\_\_\_\_

\_\_\_\_\_

Security Items/Favorite Stuffed Animal/Blanket: \_\_\_\_\_

**Other factors the teacher should be aware of:**

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INFANT FEEDING INSTRUCTIONS

Child's name:		Date of birth:	
<b>Feeding</b>			
Type of Milk or Formula:			Bottle: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Allergies</b>			
<input type="checkbox"/> No	<input type="checkbox"/> Yes – Explain:		
<b>Foods</b>			
Introduced: See Attached List on page 2.			
<b>Consistency:</b> <input type="checkbox"/> Puree <input type="checkbox"/> Junior <input type="checkbox"/> Table			
Food Likes:	Food Dislikes:		
<b>Method of Feeding:</b>			
<b>Utensils used:</b> <input type="checkbox"/> Cup <input type="checkbox"/> Fork <input type="checkbox"/> Spoon <input type="checkbox"/> Other:			
Explain:			

**Feeding Schedules and Updates:**

Date	Time	Foods	Amount	Time	Foods	Amount

Comments:	
Date:	Parent's signature:

**Update as new foods are introduced or changes occur.  
Post in kitchen and activity area.  
All feeding instructions must be retained for 12 months (centers).**

Child's Name: \_\_\_\_\_

### FOODS LIST

Child's Name: \_\_\_\_\_

**Foods and dates introduced at home:**

VEGETABLES					
FOOD	DATE	FOOD	DATE	FOOD	DATE
Carrots		Squash			
Creamed Corn		Potatoes			
Creamed Spinach		Sweet Potatoes			
Green Beans					
Peas					
FRUITS					
FOOD	DATE	FOOD	DATE	FOOD	DATE
Apple Sauce		Prunes			
Bananas		Plums			
Peaches		Apple Strawberry			
Pears		Banana Strawberry			
Bananas w/Apples		Apricots			
Prunes w/Apples					
MEATS					
FOOD	DATE	FOOD	DATE	FOOD	DATE
Beef		Lamb			
Chicken		Ham			
Turkey		Veal			
MIXED FOODS					
FOOD	DATE	FOOD	DATE	FOOD	DATE
Veg/Ham		Mixed Turkey			
Veg/Bacon		Chicken Noodle			
Veg/Turkey		Lasagna			
Apples/Turkey		Spaghetti			
Apples/Chicken		Veg/Pasta			
Pears/Chicken					
CEREALS					
FOOD	DATE	FOOD	DATE	FOOD	DATE
Rice					
Oatmeal					
Mixed					

**COMMENTS and Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: _____	SIGNATURE: _____
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**All feeding instructions must be retained for 12 months (centers).**



CDC/SGH# or name: \_\_\_\_\_

**Arizona Department of Health Services  
Bureau of Child Care Licensing  
Emergency, Information and Immunization Record Card**

<b>Child's Name:</b>	<b>Date Enrolled:</b>	Updated:
<b>Home Address (#, Street, City, State, Zip Code):</b>		<b>Date Disenrolled:</b>
<b>Home Phone:</b>	<b>Date of Birth:</b>	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
Cell Phone (optional):	<b>Contact Telephone Number:</b>

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
Cell Phone (optional):	<b>Contact Telephone Number:</b>

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:  
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>

If Medical care is necessary, call:

<b>Health Care Provider*</b>	<b>Name:</b>	<b>Contact Telephone Number:</b>
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\*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>	
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The following individual(s) may NOT remove my child from the facility:

Name(s):
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Custody papers have been provided and are on file at the facility.  yes  no

Telephone Authorization Code (optional): \_\_\_\_\_

**Immunization Information**

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

[www.azdhs.gov/phs/immun/index.htm](http://www.azdhs.gov/phs/immun/index.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

**Medical Information**

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:



**PERMISSION PAGE**

**INITIAL EACH AREA YOU AUTHORIZE**

\_\_\_\_\_ **Parent Handbook** I have received and read the Parent Handbook. I accept and agree with the policies in Parkway Children's Parent Handbook

\_\_\_\_\_ **Medical Treatment:** I hereby authorize Parkway Children's School to take my child to our designated physician or facility for medical treatment if there is an emergency in which neither parent can be reached. In addition, I authorize any licensed physical or medical treatment center to treat my child in case of an emergency in which our designated physician cannot respond.

\_\_\_\_\_ **Field Trips:** I hereby authorize Parkway Children's School to transport my child to and from the classroom on educational or recreational excursions and on other centered sponsored activities located within the property boundaries of Parkway Church of God.

\_\_\_\_\_ **Transportation:** I hereby authorize Parkway Children's School to transport my child via vehicle or walking to and from campus on educational or recreational excursions and on other centered sponsored activities located outside the property boundaries of Parkway Church of God. (Kindergarten and School Age only)

\_\_\_\_\_ **Water Activities:** I hereby authorize Parkway Children's School to include my child in supervised water activities (water tables, bike washes, & water days)

\_\_\_\_\_ **Photography:** With intent to be legally bound, I give permission to Parkway Children's School to photograph my son or daughter (name) \_\_\_\_\_, and to use the resulting photographs for any purpose Parkway Children's School deems proper and I relinquish all rights, title, and interest in the finished photographs and negatives.

\_\_\_\_\_ **Internet:** With intent to be legally bound, I give permission to Parkway Children's School to use resulting photographs of my son or daughter (name) \_\_\_\_\_ for use on Parkway Children's School Web site and I relinquish all rights, title, and interest in the finished photographs and negatives.

\_\_\_\_\_ **Email:** I give permission for Parkway Children's School to communicate to me via Email.

**Child's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Child's Name: \_\_\_\_\_

### ENROLLMENT AGREEMENT

Birth Date \_\_\_\_\_

Age \_\_\_\_\_

#### Attendance Schedule – Check program

Infant Program: Full Time \_\_\_\_\_

Toddler & Preschool Program: Extended Day \_\_\_\_\_ School Day (8-3) \_\_\_\_\_

5 Days \_\_\_\_\_

4 Days \_\_\_\_\_

3 Days \_\_\_\_\_

Siblings also in attendance \_\_\_\_\_

<u>Day</u>	<u>Approx. Time In</u>	<u>Approx. Time Out</u>
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

First Day of Enrollment: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Welcome to the Infant Room at Parkway Children's School.**

We hope your time here will be enjoyable. Please talk to the teachers about any concerns or questions you may have. Below are a few notes that you need to be aware of.

1. Blankets and toys are not allowed in cribs without a doctor's note. Please leave them at home. If you have a sleep sack, that is welcomed.
2. Bottles need to be pre-made. Teachers are not allowed to prepare bottles, other than warming.
3. Items you need to provide: diapers, wipes, creams (if needed), food, gallon Zip locks, and extra clothes. The teachers will notify you when you are low or out of items.
4. All medication must be brought to the office. A Consent Form must be on file and office staff will give medication to the child.
5. Your child will be sent home if they have a fever of 100.3, has diarrhea, vomits, possible pink eye, or an undiagnosed rash. Please keep your child home until they are symptom free without the use of medication. Exceptions are made if you provide a doctor's note that your child is not contagious.
6. Children are not allowed to be propped up in their crib with a pillow unless you provide a doctor's note.
7. If your child changes their eating or sleeping schedule please change it on their Infant Feeding Instruction sheet.
8. Once your child is eating solids, food can be provided from the kitchen. Please let the teachers know when your child is ready.
9. Children are moved to the one year old program once they are walking and have turned 12 months. The oldest a child can remain in the infant room is 18 months.
10. Once your child moves to the One Year Old program you have the option of enrolling for part time or less hours. See the office for schedule options and rates.



# ***PARENT HANDBOOK***

*Dear Families,*

*Welcome to Parkway Children's School of Excellence. We are so honored that you have chosen to entrust us with your child's early education and spiritual experiences. Our children are on a journey of learning through FAITH, LOVE AND HOPE. We are excited to be with your child on their journey this year and the years to come. Along with the Preschool staff, the church staff and church family we will honor the trust you have shown for us by doing all in our power to provide a safe, nurturing, and loving environment. We believe that you are your child's first teacher, and we're here to help along the way. Working together as a team ensures the best outcome for your child's development. Please feel free to stop by the office anytime, or call with any questions or concerns.*

*If you already have a church home we pray for God's blessings upon you and your church family. If you are not part of a church community, we invite you to come and worship with us. Please know that you will always be welcome to participate in all activities here at Parkway Church.*

*We thank you for sharing your child with us. We shall try to send him/her home to you each day a little stronger, a little freer, a little nearer to his/her goal.*

*May God bless you and keep you,*

*Karen Jackson and Tiffany Kambic  
School Directors  
Tax ID 86-0372254*

## **Our Philosophy of Christian Early Childhood Education**

Every child is a child of God and unique with their own their own individual gifts. Each child should have an opportunity to develop these gifts while being accepted in her or his uniqueness. These gifts can best be developed through freedom to explore a rich environment, using all of her or his senses, while providing the boundaries and guidance she or he needs for security. This rich environment should not only include stimulation for physical, mental, social, and emotional development, but also those adults that can lead a child to know the character of God through their Christ-like actions. The Preschool Mission, Core Values and Philosophy are not just words, they are played out in everyday activities with the children. Within this process our children will live by Faith, be known by Love, and be a voice of Hope to this world.

## **Curriculum**

Our main focus to learning at Parkway is active learning through play. Our infant, toddlers, and preschool curriculums are based on state standards with a Christian Core. We use Sonlight Homeschool Curriculum for our kindergarten program. A child's growth and development is viewed as a process, not an event it begins when the child is conceived and continues throughout life. Spiritual, physical, mental, emotional, and social development are all equally important areas of growth.

- Be Biblically Based - Each week includes a Bible story, Bible verses, and concepts to be touched on throughout the week. The entire content is devised to show the hand of Christ throughout the old and new testaments.
- Activity Based - Preschoolers are active learners and must be involved in activities that do not force all the children to do the same thing at the same time. Learning center activities allow children to learn through experience rather than simply listening.
- Provide Choices - Preschoolers need to be able to choose which centers to work in, what to build with the blocks, or where to put the paint on their paper. Teachers provide an environment filled with theme-related choices and a child chooses what interests them.
- Allow Physical Activity - Because muscles are growing and developing, preschoolers need to be able to move about freely. Learning activities allow children to move about as they choose a center, work a puzzle, draw a picture, play in the home living center, or enjoy a book.
- Encourage Creative Expression - As a teacher develops activities related to a theme, creative expression in art, writing, puzzles, music, and other activities belong to the child. Every child is creative and should be allowed to express themselves and experiment with their own design rather than a teacher providing a "pattern" or assisting with an art activity. The experience, rather than the finished product, is the goal. Children become confident as they use their own ideas.
- Provide Balance - Since curriculum provides a guide for the day, it should provide a balance of activities: quiet/active, indoor/outdoor, working alone/interacting with a group, rest/physical activity.
- Include Beginning Group Experiences - While younger preschoolers will only be aware of themselves and their own activity (solitary play), they will eventually move to parallel play, and finally to group participation. Plans for group-time should always consider the age of the preschooler and their short attention span.
- Make Learning Fun - When preschoolers are allowed to move around, express their own creativity, and choose what interests them, they will be successful, relate positively, and enjoy learning.
- Invite Conversation - Preschoolers learn through simple conversations about God, the world He made, and how to treat each other.
- Provide a Flexible Schedule within a Familiar Routine - Flexibility allows a teacher to meet the needs of the children while helping them feel secure in a familiar routine.

All the curriculum is Developmentally Appropriate, DA, in early childhood education language. That means that the things we teach and the way we teach them are just right for children of these ages. All of this is based on educational and brain research, and frankly, some common sense. That is why your child will come home telling you of the experiences she had through play, because supported play is the way young children learn best.

### **ASQ Assessments**

During the course of your child's enrollment we will occasionally do ASQ developmental screening. This assessment will help us to meet your child's needs in communication, gross motor, fine motor, problem solving, and personal-social. The parent may also be given the assessment to take home to complete and return. If there is an area of concern please speak with the director and or lead teacher. If we have a concern with your child's development we will ask you to attend a parent conference. If there is a delay, we will turn over the results to you and our inclusion coach who will come out assess your child to see if any further action is necessary.

### **Our Goals as Early Childhood Educators**

Parkway Children's School provides the opportunity for a child to develop as an individual and a member of a group in a Christian learning environment. Two of the primary goals of the program are to build self-esteem and to create a nurturing atmosphere where the children can learn to socialize with their peers and grow at their own pace emotionally, physically, and spiritually. We believe that a high quality early childhood program provides a safe and nurturing environment that promotes the physical, social, emotional and cognitive development of young children while responding to the needs of families.

Parkway follows the National Association for the Education of Young Children Position Statement on Developmentally Appropriate Practice in Early Childhood Programs. It is, "In recent years, a trend toward increased emphasis on formal instruction in academic skills has emerged in early childhood programs. This trend toward formal academic instruction for younger children is based on misconceptions about early learning" (Elkind, 1986). Despite the trend among some educators to formalize instruction, there has been no comparable evidence of change in what young children need for optimal development or how they learn. In fact, a growing body of research has emerged recently affirming that children learn most effectively through a concrete, play-oriented approach to early childhood education. Our teaching philosophy & purpose is to provide an environment that encourages social, emotional, spiritual, physical and intellectual growth and development of the child as a whole. Our curriculum follows developmentally appropriate practices. We believe that children learn through play.

### **Our School**

We will provide a safe healthy, learning environment where the children will grow through experiences and faith.

- To view each child as a gift from God and celebrate individual interests, abilities and diversity.
- To encourage children's social skills like cooperation, sharing, caring and communicating.
- To build on a child's feelings of self-worth.
- To offer curriculum and classroom atmospheres which spark each child's interests and curiosity about learning.
- For children to interact with nature by using all of their senses.

- To encourage a love of books and storytelling.
- To establish close ties between families and Parkway, providing many opportunities for active parent involvement.
- To provide parenting information and community resources for our Parkway family.

We have an open door policy at Parkway. Feel free to drop in and join us ANYTIME. Parents and grandparents are always a fun addition to lunchtime, too!

## Admission

Enrollment is open to all children ages 6 weeks to 12 years. Parkway Children's School admits students of any race, color, national/ethnic origin, or religion. Children entering the preschool class must be toilet trained and able to tend to their bathroom needs. We reserve the right to terminate any child's attendance if it is determined by administration that the child is not benefiting from our curriculum or program. We also have the right to terminate if a parent/guardian is excessively rude, belligerent, or has unacceptable behavior to staff members or other families while on campus. Registration must be paid in full at time of registration and are non-refundable at any time. Registration is due annually and charged on the First day of the school year (generally the first Monday in August). Summer activity fees are charged on the first day of summer programming and are required for any child in attendance for the summer. Infants are excluded from this fee as they do not attend said activities. Any families dropping for the summer, must have their registration paid, a holding fee and zero balance in order to return in the fall. If you leave with a balance, your child may not return until balance is paid in full. If the child is withdrawn by the parent for any reason, Parkway must be notified in writing two weeks in advance. Tuition is required and due even if your child has been absent due to an illness. The legal parent or guardian must fill out all enrollment forms and emergency information completely and accurately and sign each signature line. The parent or guardian is required to notify the office immediately of any changes in emergency information, especially addresses and phone numbers.

## Dis-enrollment Withdraw

We require a two week notice in writing of your intent to withdraw your child from our school. Because your child's space is reserved and tuition is based on the reservation and not actual attendance, tuition payment will be required for the two weeks after you notify us in writing of your intent to withdraw your child. Prepaid tuition will not be refunded without a two week notice. The Withdraw Notice is available in the school office.

## Registration Fees

<u>\$120.00 (family \$180)</u>	Upon enrolling and every fall
<u>\$200.00</u>	Private Kindergarten

A registration fee is due when child's application is submitted. A registration fee and holding will be charged for anyone who withdraws and then reenrolls. Registration fees are nonrefundable.

## Summer Program Activity Fee (not applicable to infants)

There may be a \$50.00 activity fee charged in the beginning summer for scheduled activities or field trips.

## Tuition

Payment is due for services in advance. Weekly tuition is due on Mondays. Monthly tuition is due the first Monday of each month.

## **Non-Sufficient Funds**

A \$20.00 charge will be assessed for each returned check.

## **Late Payments**

Weekly tuition is due on the Monday of the week that care is being provided and is considered late thereafter. If payment has not been applied by the close of business on Tuesday of the week that care is being provided a **5% late fee will be charged per child. If payment falls more than 2 weeks behind, your child will not be admitted to the school until the balance is paid.** Your child's place will be held for 2 weeks, after that, they would have to register as a new student.

Monthly tuition is due on the 1st of each month and is considered late thereafter. If payment is not made by the 10th of each month, a 5% late charge will be applied. If payment is not made by the end of the month, your child will not be admitted to the school until the balance is paid. Your child's place will be held for 2 weeks, after that, they would have to register as a new student.

## **Late Pick Up**

Your child must be picked up by the close of the school day. Late pick-ups will be charged \$10.00 per child plus \$1.00 per minute until the child is picked up. After one hour (if the parent or emergency contacts cannot be reached) we are required by law to call the police department and/or Child Protective Services. Please be sure to always inform us by phone if you know you will be late.

## **Reserved Space Payment Policy**

There are many costs associated with every child enrolled, some of which are: liability insurance, student accident coverage, staff salaries, utilities and a variety of other fixed and variable costs. These costs are incurred each day regardless of whether a child is actually in attendance or not. For this reason, all tuition is based on reserved space and not actual attendance. Upon enrolling at Parkway Children's School you will be required to provide the days and approximate hours that your child will attend. Your requested days and hours are then reserved for your child and payment is required. Please do not attend on days not reserved for your child without prior approval from the office staff.

## **Vacation/Sick Days**

We offer a credit for sick days. When you have paid for one week of care, where your child has not been in attendance, you will be able to use a week of care at no cost. With a maximum of two weeks of free care in a year. In addition, if your child will be out for two consecutive weeks at a time you will be given 20% off your tuition. You must make a request in the office prior to being out to receive this discount. Credits will only be given on complete weeks no partial weeks accepted. Students can only get credit for two weeks worth of care. (i.e. If you attend 3 days per week you can only make-up 6 days per year.) **Your child must be in attendance for 90 days prior to receiving any form of credit. If a request is not placed prior to the anniversary of attendance, the accrued time will not be available for credit. Credits may not carry over from year to year and return to zero on their anniversary.**

## **Holidays/Closures**

In order to allow our staff to enjoy the holidays with families and friends Parkway will be closed on the following holidays: New Year's Eve (close at 4), New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day (sometimes), 2 days for Thanksgiving, and 2-3 days for Christmas. We will also close at 4:00 pm one Friday a month for teacher development or school activities. Full tuition is charged for the weeks in which these holidays/closures fall.



## **Absence Policy**

Please call in all absences or late starts by 10:00 am. Absences that are longer than 5 days without parent notification will result in the child's reserved space being suspended and given to the next child on the wait list.

## **Child Admission and Release Requirements**

Please have your child in attendance by 10:00 am daily; if you will be arriving later, please inform the office as soon as possible. Children are required by law to be signed in and out by the parent, legal guardian, or authorized person each day. Using a first initial is permitted, but the last name must be signed in full according to state law. Each child must be accompanied safely by their parent, legal guardian, or authorized person to their classroom. Do not for any reason pull up and let your child out in the parking lot. If the director or teacher does not recognize an adult picking up, the adult will be required to present proper picture identification. Any person attempting to pick up a child must be listed in the child's record as authorized to pick up.

## **Discipline Guidelines and Methods**

Because each child is different, discipline is handled on an individual basis. We will re-direct children and if the need should occur, we will separate the child from others. This is a time to allow the child to think about their actions and to reflect on the consequence. The teacher will follow up with a one-on-one conversation with the child and you will be notified if there is consistent behavior issues. We believe discipline should be an extension of the home and consistency is necessary. Part of the learning process is teaching children to take responsibility for their own behavior. Every effort will be made to care for any behavior problems through redirection or loss of privileges. Once a child is brought to the office you may be called and asked to pick up your child. If poor behavior is an issue with your child the director will meet with you and together a behavior plan will be developed. We reserve the right to suspend and/or dis-enroll a child based on the frequency of discipline problems.

## **Field Trips**

If there is a school sponsored field trip, a parent must sign the FIELD TRIP PERMISSION FORM which will be located in the classroom prior to the event. This authorizes Parkway Children's School to take your child or children on the field trip and authorizes a billing to your account for the cost (if any) for the event. The cost will be clearly posted and/or available to you.

Chapel is considered a field trip and will have a special form to be filled out once by the parent and completed by the teachers all year. All children ages one and up will attend chapel once a week on Thursday mornings.

## **Sick Children**

Sick children will not be permitted into school. If a child becomes sick while at school we will notify a parent or guardian and request that the child be picked up within the hour. The child cannot return to school until they have been symptom free (without the use of medications) for 24-36 hours.

A child will be sent home if they have a fever of 100.3 or higher, has diarrhea, has vomited, undiagnosed skin rash, or any symptoms of a contagious illness. If the child is diagnosed with a contagious illness such as pink eye, chicken pox, hand-foot-mouth, strep throat, etc., we will need a written release from the doctor to return them to school.

Please call the office if your child has any contagious illness so we may notify other parents.

Remember, if you wouldn't want your child exposed to whatever ailment your child has please don't send them to school out of consideration for your fellow parents.

## Medication Policy

While our policy is not to permit sick children to attend school, we understand that circumstances exist that could require a well child to need medication. Our desire is for parents to administer medication before or after school so we do not have to assume this liability. Parents are required to fill out a MEDICATION CONSENT FORM (available in the office). Any medication must have the child's name on it and must be in the original prescription or store bought container. All medication must be given to the Director or office staff. Never leave any medication in a backpack or with personal belongings. Never give medicine to a classroom teacher. Medication must not be expired and unclaimed or abandoned medications will be disposed of.

## Emergency and Accident Procedure

If your child sustains a minor injury such as a scrape or abrasion, he or she will be treated accordingly and a written report will be given to the parent. If the injury includes a head injury such as might leave a bruise or swelling, the parent will be notified with an FYI phone call. In the unlikely event that a child should require emergency care we will notify the parent or guardian immediately and seek appropriate medical attention.

## Meals

Parkway provides lunch and three snacks. We also serve breakfast daily from 7:00 AM to 7:50 AM. Children must be signed up prior to 7:50 in order to receive breakfast. There is a charge of \$1.00 per day and will be added to your bill on the last Wednesday of each month. There is a breakfast sign-up sheet in the big room every morning. We will feed any child that is hungry unless otherwise notified.

## Severe Allergies

Please inform the office if your child has any allergy that requires special attention or modifications. We need a Food Allergy and Anaphylaxis Emergency Care Plan for all children that have an epi-pen on site. We will do our best to separate children any time an allergen may be present. **We are *not* a peanut free school.** If an item on our menu is a known allergen to your child, it is your responsibility to substitute the item with one of similar type.

## Items from Home

Please bring a water cup/bottle, an extra set of clothes, a standard fitted crib sheet, a small blanket for rest time and diapers and wipes or pull ups for those in training. Please mark all your child's belongings. Children are not allowed to bring toys from home unless it is a special Show and Share day. Please help us enforce this policy.

## Photo/Video Release

We may use of your child's photos for materials in the classrooms, portfolios, proof of learning, and in-house productions at Parkway Children's School and, Parkway Church posting such as a craft and art type projects and/or audio-visual productions for school use, including our website, LC Facebook page, and in house pamphlets. On occasions we do post on Facebook under Community of Faith Learning Center, we only post pictures no names are used. No photos are used for profit.

## Parental Involvement

Parents are encouraged to be involved in their child's class. The school has an open door policy which allows parents to enter the classroom at any time to volunteer or observe their child. Due to state regulations and ratios, children who are not registered with the school cannot enter the classroom unless during dropping off or picking up students. Please work with your child's teacher to

arrange a time that is suitable to meet both the classroom needs and your needs. Due to state regulations those who wish to volunteer can only do so if they are accompanied by a certified teacher. At no time can you be left alone with the other students. This not only helps your child's preschool but gives your child pride that their family is involved in their education.

### **Special Notices**

Insurance: Parkway Children's School is fully insured in the amount that is required by the state of Arizona.

State Inspection Reports: Parkway Children's School is licensed and regulated by the Department of Health Services. We are regularly monitored and inspected by the Office of Child Care Licensure and the results of those visits are available upon request. DHS is located at 150 N. 18<sup>th</sup> Ave, Phoenix, AZ 85007 and they can be reached by phone at (602) 364-2539.

Parent Participation: Parents are invited and encouraged to participate in any facility activities as parent involvement enhances the child care experience. Parents are allowed access to areas where their child is enrolled and receiving child care services.

Special Education: Each child requiring special education will be considered by the Director on an individual basis and will take into consideration our ability to meet the specific needs of the child.

Pest Control: Parkway will make written pesticide information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises.

### **Special Services**

Quality First: Assesses the school and rates us on a 1-5 star basis. Depending on our rating they provide us with funding for things that correlate to our current goals, trainings on items relating to our goals and provide scholarships for students to attend.

Inclusion: Provides support to teachers, directors, students, and families on developmental milestones and how to identify and provide support to overcome delays. Provides trainings to our teachers and directors.

Smart Support: Observes students who may be in need of additional social/emotional support and provides coaching, training, emotional support to those students, their families, and our staff.

Healthcare Consultant: Ensures best practice with all things health and safety related. Our consultant answers questions about illnesses, teaches trainings on everything from hand washing and diaper changing to healthy eating and food preparation, and provides training to improve the safety of our campus.

If you wish to have contact information for any of the above services, you can ask in the office and we will provide it to you.