



CHILD'S PLAY PRESCHOOL PARENT HANDBOOK

.....Beyond any question, when you work closely with parents you pay a price. You adjust to the other fellow's ideas, sometimes going faster and sometimes going at a slower pace than you desire, But there are rewards in working together that isolation can never bring. Teachers do gain. Parents gain. And children are the real winners.....

Jimmy Hymes



National Accreditation Commission for Early Care and Education Programs

Thank you for choosing our preschool program. **Desert Willow Elementary School, Horseshoe Trails Elementary School, ECS/Learning Center/Main Office and Black Mountain Elementary School are accredited with National Accreditation Commission for Early Care and Education Programs. (NAC)**

This booklet was prepared for you and other parents of children who attend Child's Play Learning Centers, for the purpose of helping you understand the philosophy, history, and operation of the preschool. Please read this guide in its entirety. If you have any further questions, please call the Community Education office, 480-575-2440. The information in this handbook is subject to change without prior notification. www.cavecreekpreschool.com



Child's Play Preschool Mission/Vision Statement

Child's Play Preschool believes children should be given an opportunity to create their own knowledge by actively exploring the inside and outside environments. We provide a safe, special place for children, families and staff to grow physically, socially and cognitively through their daily experiences at our center.

CHILD'S PLAY PRESCHOOL PHILOSOPHY STATEMENT

This program is designed to meet the needs of the whole child: i.e. the child's emotional, social, physical, and cognitive growth. A variety of developmentally appropriate activities and materials are designed to emphasize concrete experiential learning. Children can participate in their own unique styles and at their own rate of speed.

Parents are a valued part of this program. Together we hope to achieve the following goals for the children:

- * To develop self-esteem and self-confidence;
- * To become a competent problem-solver;
- * To facilitate natural curiosity and the ability to question;
- * To develop the creativity of each child in all aspects of the program;
- * To develop successful social skills for interacting with peers, adults, and the group;
- * To enhance physical development in both large and small motor skills;
- * To develop cognitive skills through direct, concrete experiences with materials that form the foundations of learning in math, reading, and science; and
- * To develop good health habits and practices.

The staff of Child's Play Preschool and Cave Creek Unified School District work together to form complimentary curriculums.

For you as parents, Child's Play Preschool Center hopes:

- * to provide you with an opportunity to learn about children and to observe your child through participation in the classroom;
- * to help you develop positive skills and techniques for child rearing; and
- to serve as a support group for information, encouragement, and contact with other families of young children.

The Board is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy prevails in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the Board does business.

PROGRAM DESCRIPTION

Child's Play Preschool is a program of Education and Community Services. Our programs are located at various locations within the Cave Creek School District. Child's Play main office is located at 33016 N. 60th Street Scottsdale Arizona, 85266. The telephone number is 480-575-2440. **Our mailing address is Education and Community Services P.O. Box 426 Cave Creek, Arizona 85327.**

Our primary purpose is to provide a quality early childhood setting that meets the needs of young children and their families.

Admission Procedure/Enrollment

Parents are offered a tour and overview of our curriculum at each Child's Play Preschool Campus. Registration is complete with Tuition, registration packet, immunization record and a birth certificate and/or passport. Parents are invited to an orientation in the classroom with their child prior to beginning class. Parents receive and sign a receipt indicating they participated in the orientation and can access the website to view our preschool and curriculum handbooks.

At Child's Play we provide a positive, nurturing atmosphere. Our professional staff has varying levels of early childhood education and experience. We offer the unique experience of child-parent-teacher partnership.

Classes and Child Care are offered on the following schedule:

Black Mountain, Desert Willow, and Horseshoes Trails location offers AM/PM Care and Preschool with the Kid's Club Program. The ECS program does not offer before and after childcare at this time.

AM Care	6:30 AM until school begins
All Day Class	Hours vary depending on campus.
PM Care	When school ends until 6:00 PM

Please see Child's Play Preschool Calendar for a complete list of no school days including holidays at www.cavecreekpreschool.com

Staff-Child Ratios and Group Sizes

The ratio is 1 adult per 10 children. Our average class size is 20 with 2 adults.

Tuition

Tuition is based upon total number of days of school offered in a school year. This amount is then divided into 10 equal payments. Therefore tuition payments are the same for each month of the school year. Tuition is due on the first of the month. A late fee of \$25.00 will be assessed if payment is later than the 5th school day of the month. If arrangements for payment are not made by the beginning of the next month, the child will be dropped from the program. Cash is not accepted checks, credit cards or money orders only. (American Express is not accepted) There is a \$25.00 service charge for all returned checks. After 1 returned check, only cashier's checks will be accepted. Parents will sign contracts with the amount due agreed upon. Bills will not be

sent unless a payment is late. The tuition sheet is located at the end of the parent handbook before the CCUSD Policies. **Our mailing address is Education and Community Services P.O. Box 426 Cave Creek, Arizona 85327. See Registration information on page 19.**

DES/Scholarships

We are contracted with the Department of Economic Security. Our office requires all parents seeking financial assistance to contact the DES office to see if they qualify for assistance at 602 569-4719. Their office is located at 3150 East Union Hills Drive, Phoenix, Arizona. If you do not qualify with DES a limited number of scholarships are available. If you wish to apply for assistance, you must complete the scholarship form and provide proof of income via payroll receipts and last year's income tax return.

Child Abuse

According to State Law (Section 13-3620), school employees **must report** non-accidental injury, suspected sexual molestation, abuse and neglect to the Maricopa County Sheriff's Department, the area Police Department or Child Protective Services. Please note this pertains to incidents at home or at school.

Custody

If you have a court order that limits the rights of one parent in matters of custody or visitation, please bring a copy to the Office. Unless your court order has been served and is on file with us, we must provide equal right to both parents. You can help to create the optimal educational environment for your child.

Note: please update the office annually with current court orders.

Illness/Vacation Credit

Our school relies on tuition for salaries and supplies. **It is not possible for us to give credit, a refund or tuition cuts for absences due to illness or vacations or any other reason.** Consider your tuition to be a 10-month amount that is divided into 10 equal payments. If you choose to withdraw your child for the duration of the absence, we cannot guarantee that a space will be available when you return.

Withdrawal/Disenrollment

We require that you give a 30 day notice to the Preschool Director in writing if it is necessary to withdraw your child. This will help us meet the needs of the families on our waiting list. **There are no refunds made for withdrawals.**

Ages

Children need to be 3 years of age by August 31 and be fully potty trained in order to attend the program. If a child turns 5 by August 31, he/she is eligible for the District's Kindergarten program.

Forms

All enrollment forms must be on file on the first day of school. Proof of immunization and blue emergency form must be on file before the first day of attendance. During Parent Orientation, Parent-Teacher Conferences, and other times when necessary, parents are given an opportunity to update medical/immunization forms. Parents are responsible for keeping their child's forms up-to-date.

PEST CONTROL

The support services division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include school office, front door postings, school newsletters and public address announcements.

Class Time

Our program places special emphasis on the development of self-esteem, problem solving skills, social skills and creativity. Educators know that young children learn differently than adults. They learn best through experiencing with their bodies and senses, or a hands-on approach. That is why our school is set up with learning centers. Large blocks of time are allocated to self-directed learning in centers and outside play. Teachers operate as facilitators to each child's individual way of learning.

Through the use of centers and self-directed play (learning), children not only are learning concepts they will need later in formal learning situations, but also how to share, to listen, to solve problems, to form friendships, to be sensitive and accepting of others' needs, feelings and differences, and to be responsible for their actions.

Some of the centers you may see in our classroom are:

Creative Art	Library	Music
Science	Blocks	Manipulatives
Writing	Sensory	Dramatic Play
Math	Cooking	Woodworking
Easels	Games	Listening

A typical day at school will include the following:

Group Time: The lengths of group time will vary with group size, age, and needs at the moment. It might include songs, stories, fingerplays, drama, sharing time, discussion, or any spontaneous activity that might occur.

Center Time: Children choose from a variety of activities and move freely about the room spending as much or as little time on an activity as they choose.

Outdoor Play: More than play, this is time for physical challenges, practicing new skills, perfecting old skills. Our teachers plan activities for the outdoor area to include sensory experiences, dramatic play, social play as well as physical play.

Clean Up: Clean up time is important for learning responsibility, care of equipment, and has many opportunities for developing math skills such as sorting, matching, and classifying.

Snack Time: In large or small groups, snack provides a social setting in which children can converse. It also provides opportunities for self-help skill building such as pouring, passing, spreading, and clean up.

Our teachers try to remain flexible in following a schedule in order to take advantage of spontaneous learning situations.

Parent-Teacher Conferences

- Formal conferences are offered twice a year
- The child's progress and development are discussed
- Information from teacher observations and written assessments are shared
- The perspective of the parent is encouraged and invited.
- The coordinator participates as needed.
- Documentation of the conference is made, dated, and signed by teacher/parent and a copy kept in child's file.

:

Calendar

Our school year follows the Cave Creek Unified School District calendar, with the exception of our entry into school and parent-teacher conferences which are held twice a year. School is not in session during Parent-Teacher Conference Days. We are open on most Early Release days. Holidays we are closed: Labor Day, Fall Break, Parent-Teacher Conference Days, Veteran's Day, Thanksgiving, Winter Break, Martin Luther King Jr. Day, President's Day, Staff Development Days, Spring Break, and April Break Day. A calendar will be provided with specific dates. (Black Mountain is open half days during P-T conference days). All dates are subject to change. Notifications will be sent out.

Health

It is a requirement that the blue medical emergency form issued by the State Health Department and immunization record/waiver be completed and on file for your child, **before the first day of school**, for your child to attend Child's Play Learning Center.

In consideration of both the children and staff members, please keep your child home if he/she is showing any of the following signs of illness:

- * Diarrhea
- * Vomiting
- * Fever of 100 degrees or more during the previous 24 hours
- * Unexplained rashes
- * Severe coughing

Please notify the school by phone if your child is not attending school that day. You may leave a message on voice mail if no one answers at 480-575-2440.

If your child becomes ill during the day, we will notify you by phone and expect you to make arrangements to pick up your child immediately. **Sick children are cared for in an area apart from other children until parents arrive.** If you know that your child has a communicable disease, please notify the school as soon as possible so that we can let other parents know that their child has been exposed.

To return to school, your child must:

- * Be fever free for 24 hours
- * Be symptom free for 24 hours
- * Have chicken pox scabs crusted over or 7 days from onset of breakout
- * Wait 24 hours after first administration of antibiotics

In the event of a medical emergency, we will call 911, the school nurse, and the parent (s) in that order. First Aid and/or CPR will be administered until help arrives.

Medications

Medication can only be given at school if you have a signed and dated form on file from the health department and physician in our office/classroom. The program will not administer the initial dosage of a medication and only given by designated trained staff. Parental instructions must be consistent with labeling on the medication or doctor's note and must bear the full name of the child to whom it is given. All medicines must be current and not expired and in the original container. A new form must be obtained each time your child needs to take medication during school hours. Forms are available from the teachers or the school office. Medication is kept locked and refrigerated if necessary, and is inaccessible to children. It is the parent's responsibility to take the medication home. Original containers of the medicine must be used with the Doctor's name clearly displayed. Documentation is made that shows the name of the medication, the amount, time given, and the name of the person giving the medicine. Medication is only given by the designated staff trained in administration of medicine. Parents or a health care professional provide written instructions on indications for use that include signs and symptoms that the medication is needed, demonstration of the device or any special care needed. Training on use and care of the device is provided annually or as needed.

Clothing

Your child's clothing should be comfortable and practical "play wear." We get involved in messy activities, and there will be accidents, so save the "special" clothes for other places. If you are going somewhere after school and want your child to be clean and nicely dressed, you may want to bring a change of clothes with you when you pick up your child. Your child should not miss out on an activity because "Mommy told me not to get dirty today."

Snacks

Each family is asked to provide snack on a rotating basis for each child's class. You may also be asked to provide materials for a cooking project occasionally. The preschool years are a good time to model good health and nutrition habits. Snacks should be low in salt and have low or no sugar content. It is necessary for each snack to include two food groups. It is not necessary to provide a beverage. Cool water is a healthy, refreshing drink to go with any snack. If juice is provided, it must be 100% fruit juice. Department of Health Services requires that all menus be posted at least 1 week in advance. We are choosing to post menus 1 month at a time. We

request that you review the posted menus and choose the snack that you would prefer to provide for the class, and then sign your name to the menu indicating that you will provide the designated snack for that day. If a certain day is special to your child (i.e. Birthday) and you would like to provide a snack other than the prescribed menu, please discuss with your teacher the substitution you would like to provide so that it may be noted on the menu. Alternate provisions are made for children with allergies and/or other special nutritional needs on an as needed basis. Menus periodically include foods representative of a variety of cultures. **Due to the Department of Health Department Guidelines, all snacks must be purchased from a grocery store or bakery. We are not allowed to accept homemade items.**

Lunch

If your child is here during the lunch hour, you will need to provide a cold lunch. Due to a shortage of refrigerator space, we ask that you provide an insulated lunch box or some acceptable method for keeping the food cold. A frozen drink box works well for the few hours until lunch.

Arrival and Dismissal

Before class time, the staff will be busy getting materials ready for the day and setting up the classroom. This includes getting ready for the afternoon session after the morning classes are over. Therefore, it is important that you do not expect to leave your child a few minutes early even if others are there. It also means you need to be prompt in picking up your child at dismissal time. Please remember that even though staff members are still here, they are responsible for the ongoing classes. Your prompt pick up of your child allows the school to maintain its low student/teacher ratio and allows the staff to get its work done on schedule.

The school wants to make it very clear that our responsibility for supervising your child ends when you pick up your child at the door. If you remain on school grounds while you visit with friends, you are responsible for supervising your child. Please take your child out of the classroom while you visit. **Please sign your children in and out each day!** You must sign the date, time, and full signature for each time your child is dropped-off and picked-up for class. Sign in/out sheets are displayed on the small table on the playground or in the classroom.

If for some reason you find yourself delayed or unable to pick up your child on time, please call the school as soon as possible. If someone else is picking up your child, that person must be listed on the **Blue Emergency form** or on the **Authorized Pick Up form**. We will ask for identification so please explain to your friends or family that this is for your child's safety. A temporary authorization form is available from the teacher, or you may authorize over the phone in an emergency. **We will not release your child to anyone who is not listed on the Blue Emergency without a parent or guardian's permission.**

Late Pick Up

The object of our late pick up policy is not to collect money. We hope that we do not collect any late fees, but we must discourage late pick-ups. A parent must pick up his/her child promptly at time of dismissal.

There will be no late fee charged the first time a child is picked up late. The following schedule is in effect after 5 minutes and any time thereafter:

0 - 5 minutes no charge
6 minutes and after a \$2.00 a minute.

Please help us avoid using this fee system. Be on time. Be courteous.

Transportation

Parents are responsible for the transportation of their child/children to and from school.

Field Trips

Off Campus field trip transportation is provided by the school district's bus system. Permission slips are to be signed by each parent or guardian prior to the field trip and given to the classroom teacher. Parents are only allowed to transport their own child on field trips.

Emergency Procedures

Emergency cards will be on file for every Child's Play Preschool student. It is vital that telephone numbers be kept up to date. In the event of inclement weather, students will remain in the school classroom until the parent arrives. In the event of any other emergency or disaster situation (i.e., toxic spill on nearby highways, natural gas, etc.), we will follow the directions of the emergency officials advising the District.

District Crisis Plan:

Cave Creek Unified School District and its eight schools are committed to creating a safe and secure environment for learning. To this end, each school within the District, as well as the District Office, has crisis management guidelines and a comprehensive plan designed to inform staff and students of what to do in the event of a crisis. The plans are based on the State of Arizona's School Safety Program. The District's Crisis Manual contains vital information necessary to assist in any emergency situation. In addition to the manual, each school has Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to the students, staff, families and community. Fire and lockdown drills are practiced regularly at each site to ensure that routines and safety procedures are well established and familiar to all.

Evacuation sites have also been identified for each site. Parents/guardians can expect effective and efficient information communicated in a timely manner regarding school-related situations that may occur on campus. Copies of the school's crisis plans are available for review in the Administration Office at each site. In the event of a school or district emergency, parents will be notified in the following ways:

- With a message sent home in the school newsletter
- With a special parent advisory sent home from the school; and/or
- With a call and message from our US Netcom emergency messaging system.

Special Needs Children

The Cave Creek Unified School District provides a Developmental Preschool for children living in the district limits who are 3-5 years of age. Children in the program are identified as having disabilities and determined to need special education and related services. For those children, Individualized Education Programs are developed with the family to address each child's individual needs. An integrated therapy model is utilized to incorporate teaching techniques that address the child's skill needs. The teaching staff and parents are seen as primary interventionists who utilize the therapist's knowledge and skills to assist in addressing the child's needs within the classroom and home routines. The therapist works in a facilitative rather than supervisory role, as observer, modeler, consultant, and assistant. To the maximum extent appropriate, children with disabilities will be placed into the least restrictive environment possible. This includes, but is not limited to, integration into Child's Play Preschool as appropriate.

The Developmental Preschool program located at The Learning Center Campus at 480-575-2158 also utilizes non-disabled peers that provide additional models to assist in building the child's skills in naturally occurring activities and interactions. Registration for peers is handled through the Child's Play Preschool/ECS.

Birthdays

Birthdays are special days for preschoolers. If you choose to provide the snack that day, you may want to think about something more nutritious than the typical birthday cake. Muffins, frozen yogurt or even carrot cake may be fun alternatives.

Separation

It may be difficult for your child to separate from you at first. Children have to have time to adjust to new people and new places. Each child is different and will adjust in his own way and at his own speed. You may want to arrange to have some time to spend at school the first few days. Even children who have attended school before may have to have a re-adjustment time when returning after a vacation. Be patient and calm. Reassure your child that you will be there to pick him up. The staff will help your child adjust and get interested in activities while you are gone. Please speak with the staff if you are concerned about your child's adjustment. Please remember also that there are times when a day spent with mom, dad, or a grandparent may have more value for your child than a morning at preschool. We cannot replace the experience of a loving family. **We have an open door policy. Parents may visit their children at any time during the school day.**

Parent Orientation

Upon enrollment, each family will be invited to tour the facility, introduced to the teaching staff, visit with the classroom teachers, given an overview of the parent handbook/policies/procedures, have a discussion of the family and needs of the child, introduced to the center resources, translate information into Spanish if needed, and offer the opportunity to spend time in the classroom with their child to become familiar with their new surroundings. This will be done formally in the fall before classes begin or anytime during the school year. Parents will be given the preschool website www.cavecreekpreschool.com to view the Parent and Curriculum Handbook upon enrollment, and further information will be dispensed via the Early Childhood Coordinator and teachers' monthly newsletters. Parents sign and date a statement of receipt of

policies and procedures that is kept in the child's file.

Liability Coverage

Child's Play Learning Center and Kid's Club fall under the Cave Creek Unified School District #93 umbrella for liability coverage. Information/Inspection records for insurance, fire and gas will be furnished, upon request.

Legislation on Possession of Tobacco Products

Please be advised that A.R.S. 36-798 and 36-798.03 went into effect on August 6, 1999. Beginning on that date tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles, or at off-campus school sponsored events.

Regulatory Agency

Child's Play Preschool is regulated by the Arizona Department of Health Services; 150 N. 18th Ave Phoenix, Arizona 85007 602 364-2539 Inspection reports are available upon request and at the individual site.

PARENT PARTICIPATION

Our program is based on parent participation. This gives you a unique opportunity to observe your child and other children of the same age in the preschool setting. Parent participation can be very rewarding for both the parent and the child. The child's own importance is emphasized by the parent's willingness to put aside special time for him. If possible, keep siblings at home, but we would rather see you in the classroom than not, so bring them if you must.

Your commitment to participate is a serious one. The teachers count on your assistance, thus allowing the ratio of children to adults to be kept to a minimum. If circumstances make it necessary for you to be absent, you are encouraged to participate in some other way, such as washing clothes from the Housekeeping/Dramatic Play Area. The teacher will give you many other options to choose from. A sign up calendar is posted in your child's classroom. You are asked to give at least one class time per month to the school. Volunteers are always under direct supervision of the teacher, not counted in the staff-child ratio, oriented on policies/procedures and screened for criminal history background. **Please sign in/out at the front desk of your child's school and wear the badge or sticker that is provided for you. This is required for safety of the entire school so all visitors are accounted for.**

Guidelines for Being a Good Assistant

1. Wear comfortable clothing and shoes that you are not afraid of getting dirty. Some of your day will be spent on the floor, and paint and other messy activities are a part of our program.
2. Please arrive ten minutes early to assist in supervision of children during arrival time.

3. Refrain from engaging in long conversations with other adults; this is your opportunity to be with your child and his friends.
4. While this is a special time to interact with your child, remember the teacher needs you to interact and supervise other children as well as perform certain tasks.
5. Don't feel that you must be doing something with children every minute, but join in their activities if you feel comfortable. Remember to sit down on the floor with them.
6. Encourage children to use language to express their feelings and to talk about what they are doing.
7. Encourage children to be creative and to problem-solve by refraining from making things for them with creative materials.
8. The teachers will have instructions for you. Some days will be busier than others. It is a tremendous help to the teachers when you take over some of these tasks.
9. During departure time, help find children's clothing, artwork, and notes before parents arrive. Remember this is not a time for conversations with your friends. You are needed to help with the transition from class to class.

Snack

1. Supervise hand washing with soap before snack.
2. If it is your snack day, you and your child should set up the tables for snack.
3. Snack time is a social occasion. Encourage the children to talk with each other, and try to have one adult at each table if space allows.

Confidentiality

In a participation school, parents must conduct themselves in a professional manner toward children, parents and staff members. No gossip should take place. The teacher is in the classroom and will be the one to communicate with parents. The Director is always available, also. **We have an open door policy, so if there are any concerns please talk to the teacher first. See Grievance Procedure on page 15.**

Positive Guidance

Many guidance problems are avoided by providing a program that is appropriate for the ages and needs of the children. This includes room arrangement, appropriateness of activities and materials, and appropriate scheduling of activities. Positive guidance techniques are an important part of the climate. Some of the positive techniques used at Child's Play Preschool are:

Positive Suggestions: “Keep the sand down low, this way. It will hurt if it gets into someone’s eye.”

Encouragement: “I like the way you gave Sarah a turn on the swing,” or “You did a great job of working that out yourself.”

Statement of Rules: “We don’t hurt people. When you kick it hurts John. I can’t let you do that. I won’t let anyone hurt you either.” or “That is too rough for inside. When we go outside, you may play that game.”

Discussion of Feelings: “How does it make Joe feel when you call him stupid? Sad. He is playing in his own way, and you do it differently. It’s okay to do things differently.”

Redirection: “Amy doesn’t like it when you grab things. Ask for it first. Did she say no? Okay, let’s find another doll.” or “Bill; you may not paint on Jeff’s paper. Here is your own paper.”

Our school is notable for its lack of punishment and scolding. The philosophy of the school supports an atmosphere in which children are encouraged to learn to control themselves and their feelings by taking an active part in solving problems.

While it is inevitable that some problems arise between children, our professional staff is trained to handle them in positive ways. The staff models these techniques for parents who in turn increase their own positive guidance techniques.

In general, while participating:

1. Always use a positive approach to guidance, allowing children to verbalize their anger or frustrations.
2. Reinforce behaviors, which should be repeated. Encourage by praising specific behavior observed. i.e. “I like the way you are sharing the ball.”
3. Situations, which demand your immediate attention, are: a child is in danger of hurting himself, a child is hurting another child physically or verbally, and a child is destroying property. In other situations, it is a good idea to let children work out their own problems and make their own plans as much as possible.
4. Let children explore and experience on their own as you supervise, giving them a sense of freedom. Help when asked, but let children do as many things alone as they can. “I did it myself,” is an important statement in the preschool years.
5. Clean-up time is meant for the children. Encourage them with directions and questions such as “Pam, you may help at the puzzle table,” or “John, please pick up all the square shaped blocks,” or “Where do the shoes belong?”
6. Corporal punishment is never used.

Parent Communication

ECS has an open-door policy for parents to discuss their child's program with the teaching/office staff. ECS uses NAEYC'S Code of Ethical Commitment and our parent handbook to assess each situation individually.

Below are steps that the staff implements to improve parent-teacher communication:

1. The teachers/staff are always available for each family to discuss the classroom and preschool policies.
2. Any time a parent/child enrolls in our program, they will receive a link to access the parent and curriculum handbook.
3. The staff writes a monthly newsletter to keep the parents informed of current events and new policies/procedures.
4. There is a parent suggestion box located near the sign in/out book for parents to voice their opinions.
5. There is a monthly advisory council and parent meeting that the parents are invited to attend to become a part of the program's decision-making process.
6. Information will be sent out in a variety of ways: e-mail, newsletters, U. S. mail, and hardcopies in your child's mailbox.
7. Parents also have annual opportunities to influence the program and provide feedback for suggestions and recommendations to help further our program.

ECS's Grievance Procedures

1. The parent will communicate their particular situation to the teaching staff. The teacher will assess the situation and problem solve with the parent.
2. If a resolution cannot be found, the teaching staff communicates the situation to the Early Childhood Coordinator. The coordinator and teacher will consult with one another and work towards a solution. The teaching staff will communicate the solution to the parents involved.
3. If the parents still have concerns, the next step is to have a meeting with the Parent, Teacher, Coordinator and/or Director of ECS to resolve the issue.

Child's Play Preschool Disciplinary Guidelines

1. Discuss with student about the inappropriate behavior.
 - Make sure the rules are understood. Discuss with student and reinforce the program's expectations and consequences. The staff will document the information in a confidential log/journal.
 - Use a variety of discipline techniques not limited to the following: Positive Guidance, Redirection, Give Choices and/or Time Out.
2. If the behavior continues: The Head Teacher speaks to the parent, either in person or by telephone, explaining the behavior and the steps that have been taken to correct it.
 - Inform Early Childhood Coordinator of the parent/child discussion. Document the information in a confidential log/journal.
 - **The following behaviors are an automatic Step 2: Physical/Verbal Abuse to peers, staff, and/or the program environment, and leaving the premises without permission.**
3. If the behavior continues: Set up a meeting with the child, the parent(s), the Head Teacher, Early Childhood Coordinator and/or Director of ECS:
 - The child will have an opportunity to explain his/her behavior and then be excused. A dialogue will follow with suggestions made by all to improve behavior. A behavior contract will be created for all parties to sign.
4. If the behavior continues: Expulsion from the program.

Child's Play Preschool Rules

1. We help each other clean up.
2. We use gentle hands with our friends and toys.
3. We use our listening ears and keep our hands to ourselves when others are talking.
4. Children need to keep their hands and feet to themselves at all times.
5. For the safety of the children, walking feet need to be used at all times.
6. Be courteous and kind to one another and including staff at all times.

All rules/policies that appear in the Cave Creek School District handbook also apply to Child's Play Preschool.

CHILD'S PLAY PLAYGROUND RULES

- 1. Two or more staff members need to be on the playground supervising the children at all times. A parent/family and/or volunteer may substitute for one of the staff members. Please keep sitting to a minimum and walk around the entire playground so all children can be seen.**
2. The gates on the playground are to remain closed at all times.
3. Shoes need to be worn outside at all times.
4. Children need to keep their hands and feet to themselves.
5. Go down slide, feet first on your bottom. One person on the slide at one time. No toys on the climbing structure.
6. Swing on your bottom only. No jumping out of swings.
7. The sidewalks need to be cleared of sand, toys, and other debris. Please sweep the sidewalks and make sure all toys and materials are cleaned up and put away, so it is safe and clean for the next class.
8. Wagons are for pulling only. No pushing wagons/bikes from behind. Bikes/cars need to stay on the sidewalk, away from other bikes/cars, and away from other children.

History

Child's Play Preschool opened its doors on January 4, 1988. It was the result of a group of concerned parents who approached Desert Foothills Community Education for help in providing a quality learning program for the area, where the availability of early learning programs was limited.

After assessing the needs of the area, Desert Foothills Community Education, a division of Cave Creek Unified School District#93, agreed to work with the parents in the community and open this program.

Child's Play Preschool continues to grow with the support of the community and the dedicated parents who are an integral part of this early learning program and its operation.

Registration Information

Registration Fee \$75 per Family – Can be combined with Kid's Club Registration

Licensing Fee is \$13.00 per child per year.

■ Non-refundable \$75.00 registration fee, \$13.00 Licensing Fee, and first month's tuition for August 2015 will be required at the time of registration. No tuition/licensing fee refunds after July 11, 2015.

■ Registration packet must include a copy of your child's birth certificate, a copy of the blue emergency form with every line filled out front and back including 2 emergency contacts. The law requires name, complete address, phone number, and a copy of your child's immunization record.

*Tuition Payments should be mailed to: **ECS, PO Box 426. Cave Creek, AZ 85327**

*DFCE reserves the right to drop students if tuition is not received in our office by the 5th of each month.

*30 day withdrawal notice is required. *Tuition is on a ten month cycle. Times, locations, prices are subject to change due to District priorities

Child's Play Preschool

Tuition Schedule 2015-2016

School	Class	Time	Price
Black Mountain Elementary	T / Th Full Day	9:10-3:10	\$296.00
Black Mountain Elementary	M / W / F Full Day	9:10-3:10	\$407.00
Black Mountain Elementary	M-F Full Day	9:10-3:10	\$575.00
Desert Willow Elementary	T / TH Full Day	9:10-2:30	\$296.00
Desert Willow Elementary	M / W / F Full Day	9:10-2:30	\$407.00
Desert Willow Elementary	M-F Full Day	9:10-2:30	\$575.00
ECS Campus	T / TH Full Day	8:30-2:30	\$296.00
ECS Campus	M / W / F Full Day	8:30-2:30	\$407.00
ECS Campus	M-F Full Day	8:30-2:30	\$575.00
ECS Campus	T / TH AM	8:30-11:30	\$185.00
ECS Campus	M / W / F AM	8:30-11:30	\$250.00
ECS Campus	M-F AM	8:30-11:30	\$395.00
ECS Campus	Lunch 11:30-12:00 (Must be combined with a class)		\$ 97.00
Horseshoe Trails Elementary	T / TH Full Day	8:30-2:30	\$296.00
Horseshoe Trails Elementary	M / W / F Full Day	8:30-2:30	\$407.00
Horseshoe Trails Elementary	M-F Full Day	8:30-2:30	\$575.00

Kid's Club Before & After Care Option

<u>Before School – 6:30 AM to Start of class</u>	(For All Locations except ECS Learning Center)	\$ 90.00
<u>After School to 6:00 PM</u>	(For All Locations except ECS Learning Center)	
	2 Days per Week	\$ 88.00
	3 Days per Week	\$110.00
	4 Days per Week	\$139.00
	5 Days per Week	\$167.00
<u>Before & After School</u>	(For All Locations except ECS Learning Center)	
	2 Days per Week	\$178.00
	3 Days per Week	\$200.00
	4 Days per Week	\$229.00
	5 Days per Week	\$257.00

Registration Fee \$75 per Family – **Can be combined with Kid's Club Registration**

Licensing Fee is \$13.00 per child per year.

- **Non-refundable \$75.00 registration fee, \$13.00 Licensing Fee, and first month's tuition for August 2015 will be required at the time of registration. No tuition/licensing fee refunds after July 11, 2015.**
- **Registration packet must include a copy of your child's birth certificate, a copy of the blue emergency form with every line filled out front and back including 2 emergency contacts. The law requires name, complete address, phone number, and a copy of your child's immunization record.**

**ECS reserves the right to drop students if tuition is not received in our office by the 5th of each month.*

**\$25 late fee if paid after the 5th of the month.*

**30 day withdrawal notice is required. *Tuition is on a 10 month cycle. Times, locations, prices are subject to change due to District priorities*