



Carefree Christian Preschool Parent Handbook

Revision date 7-22-24

5025 E. Carefree Hwy.
Cave Creek, AZ 85331
480-492-9615

preschool@carefreechristianacademy.com
<https://carefreechristianacademy.com/>

Table of Contents

Mission Statement..... 4

Statement of Faith 4

Position on Critical Issues..... 5

Contact Information..... 7

School Hours..... 7

Parent Responsibility Agreement 7

Train up Your Child 8

Complaint Procedure 9

Academic and Christian Training 10

Curriculum 10

Assessment..... 10

Parent Conferences..... 11

Admissions Policy 11

Admissions Process..... 11

Tuition and Billing Procedures..... 12

Withdrawal Procedures 13

Staff..... 13

Class Size and Teacher/Student Ratios 13

Licensure 13

Fire Drills 14

Field Trips/Transportation 14

Pesticide Application 14

Sign In/Out of Students..... 14

Campus Visitor Policy..... 14

Absence Policy 15

Tardy Policy 15

Dress Code..... 15

Playground and Recess Information..... 15

Sun Safety..... 16

Lunches 16

Snacks.....	17
Birthdays	17
Celebration of Holidays.....	17
Photo/Video Policy	17
Electronic Equipment.....	18
Toys From Home.....	18
Lost and Found	18
Pets	18
Prohibited Items	18
Discipline	19
Health, Medication, and Hygiene	23
Emergency Medical Procedures	24
Medication	25
Head Lice and Nit Protocol.....	26
Hygiene	26
Terms for Body Parts.....	26
Empower Standards.....	26
Revision Policy.....	28
HANDBOOK RECEIPT AND AGREEMENT FORM.....	29

Mission Statement

Carefree Christian Preschool partners with families to provide excellence in Christ-centered academics by preparing students to live God-honoring lives.

Statement of Faith

1. ABOUT GOD

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. Genesis 1:1,26,27; Psalms 90:2; Matthew 28:19; 1 Peter 1:2; II Corinthians 3:14

2. ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended into Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords. Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15

3. ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of Salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. As Christians, we seek to live under His control daily. II Corinthians 3:17; John 16:7-13; 14:16-17; Acts 1:8; 2:4; I Corinthians 2:12; 3:16; 19:1-7; Ephesians 1:13; 5:18; Galatians 5:25

4. ABOUT THE BIBLE

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. II Timothy 3:16; 1:13; II Peter 1:2-21; Psalms 119:105,160; Proverbs 35

5. ABOUT HUMAN BEINGS

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's Creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life. Genesis 1:27; Psalms 8:3-6; Isaiah 53:6a; 59:1-2; Romans 3:23

6. ABOUT SALVATION

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-

ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26

7. ABOUT ETERNITY

People were created to exist forever. We will ever exist eternally separated from God by our sin or eternally with God through His forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. John 3:16; 5:11-13; Romans 6:23; Revelations 20:15; Matthew 1:8; 2:44

In essential beliefs..... We have unity. Ephesians 4:4-6

In non-essential beliefs..... We have liberty. Romans 14:1,4,12,22

In all beliefs..... We show love. I Corinthians 13:2

STATEMENT OF FINAL AUTHORITY ON MATTERS OF FAITH AND CONDUCT

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Carefree Christian Preschool's faith, doctrine, practice, policy, and discipline, our Senior Pastor at Carefree Church is the school's final interpretive authority on the Bible's meaning and application.

[Position on Critical Issues](#)

One of the strengths of Carefree Christian Preschool (CCP) is its place as an interdenominational institution. The joy of sharing the person of Christ and living in unity as a body of believers is, in part, the realization that we have differences in areas nonessential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Rom. 15:5). It is equally important to clearly articulate our position on certain critical issues that are foundational to the mission and values of the Preschool.

Foundational

The Board of CCP takes a clear position in opposition to each of the following: (1) drunkenness (Eph. 5:18); (2) abortion (Lev. 18:21); (3) premarital sex/extramarital sex (I Thes. 4:3); (4) homosexuality (Rom. 1:26, 27; Lev. 18:22); (5) pornography (Ps. 101:3a); (6) Marriage outside of one biological man and one biological woman (Gen. 2:18-25).

Qualified

The Board of Carefree Christian Academy takes a qualified position on the following issues: (1) legal vices; (2) euthanasia; (3) divorce; (4) creation; (5) gender.

Legal Vices:

There does not appear to be a clear Biblical directive regarding gambling or the use of tobacco and alcoholic beverages except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and personal economic problems related to addiction to these vices, we would discourage use of alcohol or tobacco or participation in gambling.

Euthanasia:

There is a wide variance of definition of the term euthanasia. The definition, which the Preschool would take a stand against, would be the willful act of inducing or speeding up the death process.

Divorce:

God's best for His children would have a man and a woman married only to each other for a lifetime. Inasmuch as there are different interpretations of the Biblical reasons for divorce and God's view of the same, the issue would be referred back to the individual, the home, or the church for a final decision.

Creation:

We teach that man was created by God and in His image (Gen. 1:27) and believe there is compelling evidence for Creation and the Flood (Gen. 6-8); all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3, and confirmed in Exodus 20:11. We believe that none of the Biblical account of Creation and the Flood needs compromising. What we teach in this regard is consistent with the Bible record.

Gender:

We embrace the Biblical teaching regarding gender identity and believe the biological gender we are born with was God's intention (Gen. 1:27; Psalm 1:39).

Statement on Marriage Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of God's sovereign plan for one's life. At Carefree Christian Preschool, any efforts to deny one's biological sex through, for example, modes of dress, chemical intervention, or surgical procedures are impermissible.

We believe that the term "marriage" has only one appropriate meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18- 25). We believe God's design for marriage is the union of one man and one woman (Genesis 2:18-25). Marriage between one biological man and one biological woman uniquely reflects Christ's relationship with His church (Ephesians 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We

believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Carefree Christian Preschool as part of the Body of Christ, and to provide a biblical role model to the Carefree Christian Preschool members and the community, it is imperative that all persons employed by Carefree Christian Preschool in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Carefree Christian Preschool.

Contact Information

Phone: 480-492-9615

Email: preschool@carefreechristianacademy.com

School Hours

Before Care: 7:00 - 8:00 am

Full Day: Monday - Friday, 8:00 am - 2:30 pm

Half Day: Monday - Friday, 8:00 - 11:30 am

After Care: Monday - Friday, 2:30 - 6:00 pm

Parent Responsibility Agreement

1. We understand the Bible teaches us that, as parents, we are responsible for the education of our children, and it is our desire that Carefree Christian Preschool assist us in this responsibility. We agree to support the school faculty and staff as they assist us in educating our child.

2. We invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24). We will also read the school discipline policy in this handbook.

3. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
4. We understand that the parents are the natural leaders of their families. Children will follow if parents give strong Christ-honoring leadership. We are committed to working hand in hand with CCP in order “to train up our child in the way he/she should go” (Proverbs 22:6).
5. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including commitment to and involvement with a local church.
6. We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
7. We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with our child or other people, following the Matthew 18 principle.
8. We understand that the school reserves the right to dismiss any student who does not: Respect and observe spiritual and/or behavioral standards. Cooperate with our educational goals. Conform to the dress code policy.
9. We understand that if at any time the school determines, in its sole discretion, that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of the student.
10. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in cohabitation or a same-sex relationship.
11. We understand that in the event our child damages school property, assessments will be made to cover these damages, including breakage of windows and abuse of other personal property.

Train up Your Child

From Focus on the Family
<https://www.focusonthefamily.com/>

CONCEPT 1: “Love the Lord your God with all your heart and with all your soul and with all your strength.” Mark 12:30, NIV 1. Is your child learning of the love of God through your love, tenderness and mercy? (most important) 2. Is he learning to talk about the

Lord, and to include Him in his thoughts and plans? 3. Is he learning to turn to Jesus for help whenever he is frightened or anxious or lonely? 4. Is he learning to read the Bible? 5. Is he learning to pray? 6. Is he learning the meaning of faith and trust? 7. Is he learning the joy of the Christian way of life? 8. Is he learning the beauty of Jesus' birth and death?

CONCEPT 2: "Love your neighbor as yourself." Mark 12:31, NIV 1. Is your child learning to understand and empathize with the feelings of others? 2. Is he learning not to be selfish and demanding? 3. Is he learning to share? 4. Is he learning not to gossip or criticize others? 5. Is he learning to accept himself?

CONCEPT 3: "Teach me to do your will; for you are my God." Psalm 143:10, NIV 1. Is he learning to obey you, his parents, as preparation for later obedience to God? (most important) 2. Is he learning to behave properly in church -- God's house? 3. Is he learning a healthy appreciation for both aspects of God's nature: love and justice? 4. Is he learning that there are many forms of benevolent authority outside himself to which he must submit? 5. Is he learning the meaning of sin and its inevitable consequences?

CONCEPT 4: "Fear God, and keep his commandments: for this is the whole duty of man." Ecclesiastes 12:13, 1. Is he learning to be truthful and honest? 2. Is he learning to keep the Sabbath day holy? 3. Is he learning the relative insignificance of materialism? 4. Is he learning the meaning of the Christian family? 5. Is he learning to follow the dictates of his own conscience?

CONCEPT 5: "But the fruit of the Spirit is . . . self-control." Galatians 5:22 - 23, NIV 1. Is he learning to give a portion of his allowance (and other money) to God? 2. Is he learning to control his impulses? 3. Is he learning to work and carry responsibility? 4. Is he learning the vast difference between self-worth and egotistical pride? 5. Is he learning to bow in reverence before the God of the universe?

Complaint Procedure

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school and thus to the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-2 and Colossians 3:12-13.

2. Express it promptly. Keeping it to yourself can cause ill feelings and friction that would decrease our effectiveness as Christians. Jesus said that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23- 24).

3. Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question and may need to be expressed to the administrator if you cannot work it out between yourselves or if you feel they should know about it.

4. Express it clearly. Make sure the person you are expressing your complaint to knows the details of the situation and exactly what you are complaining about and why. Misunderstandings of complaints could lead to further problems and needless hard feelings.

5. Help avoid gossip. Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.

Academic and Christian Training

Teacher directed activities are provided through a theme based curriculum. In the classroom your child will find a warm and loving environment.

The teacher will provide hands-on, play-based activities that teach across the domains and will help your child:

- Develop spiritually, cognitively, socially, emotionally, and physically
- Communicate and cooperate with other children
- Develop pre-writing and pre-reading skills
- Learn through experience in the areas of science, math, art, and language
- Develop their fine motor skills
- Learn through age-appropriate Bible stories, songs and prayer

Curriculum

Curriculum is a necessary part of any educational program. The teachers in the early education program have incorporated Early Learning Standards and Biblical integration through stated goals in a written curriculum map. This map encompasses the social, academic, physical, and spiritual domains for children. The outcomes listed in the section above provide a sense of what we hope to accomplish through the curriculum in the early education program. Lesson plans are posted in each classroom and in Brightwheel for the current week.

Assessment

Children are assessed based on the Arizona Learning Standards. Teachers take anecdotal notes, make informal and formal observations and compile the data to be used when they are recording their overall assessment checklists. A formal assessment checklist is completed twice per year, once in the fall and once in the spring, or as an on-going running record of progress. Parents will receive a copy of the assessments when they are complete.

Parent Conferences

Parent teacher conferences take place in the fall and spring. See school calendar for details.

Admissions Policy

Student Admissions Evaluation Criteria

Prospective students for Carefree Christian Preschool will be evaluated and considered for admission based on the following criteria:

Spiritual Considerations

1. Personal Christian commitment of parents and, when of age, the student.
2. Willingness of parents and student to be supportive of the school's Christian philosophy of education.
3. Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of the school.

Behavioral Considerations

1. History of acceptable behavior and citizenship in previous school and community/social experiences.
2. Agreement of parents and student to abide by the Christian behavior standards established by the school.

Personal Considerations

1. Student's special interests, talents, and skills.
2. Carefree Christian Preschool makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

Admissions Process

1. Prospective families, please carefully read this Carefree Christian Preschool Parent Handbook. Complete and return all pages of the Application for Enrollment plus pay the \$50 non-refundable application fee for each student.
2. Provide a church reference for your family. You may provide a pastor/church leader reference letter or give a copy of our Church Leadership Recommendation form to a pastor/church leader who can share input about your student(s) character and behavior and have them return it directly to us.
3. Provide transcripts, academic, and behavioral information from your student(s) prior school (if applicable).
4. Review tuition and financial payment options and complete a Financial Agreement.
5. Schedule a getting-to-know-you family meeting with our Preschool Director, Youth Pastor, you, and your student(s). Sign a copy of our Parent Handbook Receipt and Agreement Form.

Students who successfully pass all portions of our admissions process will be welcomed to our Carefree Christian Preschool student team!

Additional Admissions Information

Admission to the school is obtained by a written application submitted to the preschool office or electronically via Brightwheel. A Church Leadership Recommendation form will be used to help determine eligibility for admission. In order for a student to be considered for admission, at least one parent must offer testimony to a personal relationship with Jesus Christ and be actively attending a Bible-believing church with their student. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on behavioral challenges we are not properly equipped to support, or whose personal lifestyle is not in harmony with our statement of Christian faith or the stated mission statement and purpose of CCP. CCP is a community of learners and disciples of Christ. Attending CCP is a privilege that includes certain responsibilities. School policies include moral and Biblical requirements, as well as practical requirements needed for efficient functioning in a community.

Tuition and Billing Procedures

Parents are billed according to your child's schedule. You will be charged according to your fee schedule regardless if your child is in attendance . We do not prorate your tuition fee if your child is absent due to illness, staying with a relative or friend on a family trip, or for other reasons presented to our office. This policy ensures the child's place in our enrollment is retained and ensures that we are sufficiently staffed to provide consistent care givers . The preschool follows Carefree Christian Academy's calendar for days off.

Payment Options:

- Monthly Payment Plan (10, 11, or 12 month plans available)
- Pay in full
- We may be able to accommodate additional payment options upon request.

Payment of Account

Tuition is divided into equal monthly payments. Payments are due according to your selected payment plan. Any payment received seven days beyond its due date will be considered late and your account will be assessed a 10% late charge. If your payment has not been received by the end of the month, students may be restricted from school attendance until their tuition account is brought current, at the discretion of CCP's Administration.

Families are strongly encouraged to authorize a card or bank account on file for tuition and other payments. Please communicate with the school's Director if you need to make other arrangements for payment. Payments may be cash or check payable to Carefree Christian Preschool. Families that have an outstanding balance may be unenrolled until the tuition is brought current. No student may be enrolled for the next

school year until the balance of the account is brought current. Payments can be mailed to CCP or hand delivered by an adult to the preschool office. Payments may not be left in the classroom or handed to the teacher.

Fees

All new students must pay a non-refundable application fee of \$50.00. Monthly tuition rates are available on our current fee schedule. The year's tuition paid in full by the first day of school will earn a 3% discount. Tuition covers all expenses for your child with the exception of lunches purchased from local restaurants and optional activities or events.

Refund Policy

Because our expenses continue whether or not every child is present every day, no tuition refunds can be made in the case of absence for illness or any other reason. As long as we hold a place for your child, your tuition charges continue. When a child withdraws from school, a prorated refund for tuition paid in advance may be made.

Withdrawal Procedures

If the need to withdraw from our preschool arises, a withdrawal form must be submitted to the office. A one week notice will be required for withdrawals. When withdrawing your child, remember, children need closure and time to adjust. By giving us a week's notice, it gives the teacher time to talk to the child about a new place and say goodbye. Parents are welcome to bring a treat for the final day. Charges will continue until the child is officially withdrawn.

Staff

Our loving staff of dedicated Christian teachers are qualified to promote the best development of your child. Each member is motivated by his or her desire to serve God and to share His love with young children. All of our staff have training in Early Childhood Education. In addition, each staff member is fingerprinted and has been CPR/First Aid certified.

Class Size and Teacher/Student Ratios

Our average class size for the 3-year-old class consists of 1 teacher to 12 students or less, and our 4 and 5-year-old class consists of 1 teacher to 13 students or less.

Licensure

Carefree Christian Preschool is a fully licensed center by the State of Arizona and our inspection reports are available upon request.

Arizona Department of Health Services
Division of Licensing Services
150 N. 18th Ave., 4th Floor
Phoenix, AZ. 85007
(602) 364-2539

Fire Drills

By Arizona law, classes are required to practice fire drills, emergency shut down, and smoke detector checks periodically. CCP has established emergency procedures in conjunction with local law enforcement guidelines. Copies of these are available upon request in the preschool office. The preschool is inspected annually by the Phoenix Fire Department.

Field Trips/Transportation

Transportation to and from the preschool is the responsibility of the parent. At this time, Carefree Christian Preschool will not be transporting children or participating in field trips.

Pesticide Application

Parents will be notified 48 hours prior to pesticide application.

Sign In/Out of Students

The State of Arizona requires that all children be signed in and signed out each day. You will sign in and out at the preschool office using the Brightwheel system. If the system is down, we will provide a paper sign in and out process. Please wait in the office until your student is taken to their classroom by a staff member. Children must be accompanied by an adult to and from the parking lot and the school office each day.

Campus Visitor Policy

School Visitors

Any person other than current students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office upon arrival to check in between the hours of 7:00 AM and 6:00 PM. A visitor's pass will be issued from the office for each guest. Parents/guardians are welcome to visit our preschool classrooms but, due to state licensing and safety requirements, must be attended at all times by a Carefree Christian Preschool staff member. This visit will need to be scheduled by appointment with the Preschool Director or Assistant Director prior to the requested day of visit. Please keep in mind that a classroom teacher cannot facilitate a visit as their role is to teach and care for all students in their classroom.

Closed Campus

CCP is a “closed” campus. This means that no student may leave the campus during the school day without permission from the office. This also means that adult visitors to our campus must state their purpose for coming, and pick up a visitor pass at the office. Please check in at the office each time you plan to visit during the school day whether it be to drop off a lunch, stay for lunch or help in the classroom. It is not necessary to check into the office at the end of the school day if you happen to be on campus.

Absence Policy

While the minimum number of attended days are not state-mandated, calling out when your child will be absent is still necessary. Please use caution when sending your child back to school after they have been sick. The standard for return to class is fever-free without medication for 24 hours. In the case of vomiting episodes, the student must be vomit free for 24 hours. Tuition is not reduced when your child is gone as your spot is still held.

Tardy Policy

When your child is tardy, enter the preschool through the preschool office. Please check in following the standard check in process listed above.

Dress Code

Your child will participate in a variety of experiences designed to enhance his/her social, emotional, physical, and intellectual development. These experiences include activities such as painting, pasting, sensory tables, and outdoor play. Please keep this in mind when helping your child dress for the day.

- No one piece outfits or overalls. They are difficult for children to take off independently and often end with a bathroom accident.
- Shirts should be long enough to cover the tummy.
- Skirts or dresses must be worn with shorts underneath to allow freedom of movement while maintaining privacy.
- Closed-toe, athletic type shoes allow participation in the variety of indoor and outdoor activities. Children not wearing proper footwear may not be allowed on certain playground equipment. No flip flops allowed for safety reasons.

Playground and Recess Information

State and Federal guidelines require that students in an all day program get 60 minutes per day (half day students 30 minutes) of unstructured physical activity. Each child must participate in recess and lunch play time (if staying all day). Students may not bring toys, electronic devices, or things that will keep them sitting during their recess or

lunchtime. There are many opportunities for students to run, play games and develop social relationships with their peers on the playground.

Heat index outdoor guidelines for play and eating are as follows:

- Up to 100: Play outside and may eat outside (snacks and/or lunch), primarily in the shade
- 101 – 109: May eat outside and have a “cool room” available for children to play in during recess
- 110 and above: Stay inside to play and eat

Sun Safety

Hats and/or sunglasses are encouraged to be worn outdoors for sun protection, please put your child’s name on the items. Please put sunscreen on your child before they are brought to school. With parent permission, we can help students apply sunscreen as needed.

Lunches

We ask children to bring their lunch from home. If lunch is forgotten, the parent is contacted. If the parent cannot bring lunch, we will make an effort to provide food for the child, and appropriate charges will be applied to the child’s account. Keeping sugar to the bare minimum creates a better learning environment for the children.

Lunches from home:

- Label outside of lunch container with child’s name.
- Please do not send carbonated beverages, gum, or candy.
- All food must be cut into small pieces (no larger than ½ inch square) for toddlers to avoid choking.
- Any perishable items that are not eaten will be thrown away.
- We do not have microwaves to heat lunches.
- Refrigerators are not available to store lunches, so plan to include an ice pack when needed.
- Please limit 100% fruit juice with no added sugar to no more than two times per week. No sugary fruit juice, punch or Kool-Aid type drinks, please.
- Water should be used as the first choice for thirst and will be offered throughout the day. Please send your child to school with a refillable water bottle with his or her name on it.

We strive to minimize peanuts in our preschool facility due to allergies. If your child has specific allergies, please provide the teacher with a list of foods to be avoided. Allergies are posted in the food areas of each classroom. If your child’s allergy requires the possible use of an epi-pen you must leave an epi-pen at the school in a zip-lock bag containing a Food Allergy Action plan signed by your physician, along with the prescription and Health Care Plan. Please attach a recent photo of your child. These are kept in the child’s classroom per state recommendation.

CCP cannot guarantee that students will not be exposed to any particular food allergen. The school will endeavor to eliminate any snacks, if possible, in the classrooms that contain the allergen. Parents will be notified of food allergens affecting all students in their child's classroom group.

Snacks

Fruit, yogurt, cereal/protein bars, or crackers are recommended as a healthy snack. We ask that cookies and sugary snacks be kept to a minimum. Please do not send candy, soda, or gum to school.

- Full time students are required to bring 2 snacks per day.
- Part time students are required to bring 1 snack per day.

Birthdays

Birthdays will be recognized on the child's birthday or the school day closest to the actual day. Birthday treats are welcome and must be store bought. Birthday cupcakes or cookies need to be "mini sized." No full sized cupcakes or cookies will be served during school hours. Treats will be served at snack time or lunch time at the teacher's discretion. Please make arrangements with your child's teacher.

Celebration of Holidays

Since our curriculum is Christ-centered and our activities relate to God's Word, holidays will be observed as follows:

- Christmas: Our focus is on the birth of Jesus Christ and God's gift of salvation to the world.
- Halloween: Our focus is on fall and thanking God for seasons through Carefree Church's annual Harvest Festival.
- Thanksgiving: Our focus is thanking God for his provisions and blessings.
- Easter: Our focus is the death and resurrection of Jesus Christ.

Halloween costumes, Santa Claus, and the Easter Bunny are not part of our curriculum. Please understand we do not teach against these secular traditions, but that our emphasis at the preschool is scriptural.

Photo/Video Policy

It is the policy of Carefree Christian Preschool to allow photographs and video footage of students to be used in school produced materials including but not limited to our CCP website, brochures, slideshow presentations, posters, newsletters, and other promotional materials. Students may be identified to provide them with recognition opportunities when appropriate (awards, athletic achievement, etc). If requested a photo/video opt-out form may be obtained from the preschool office. However, this opt-

out form will not prohibit usage of photos and videos in materials such as yearbooks. Opt-out forms do not apply to the use of photos and videos that feature groups of students from community/school events such as chapel, festival and theatrical/musical productions, nor do they apply to the classroom sharing/displaying of photos as memorabilia. By signing this form, the parents and/or guardian of the student acknowledges that the school is not liable for any perceived misuse of photographs or video. Parents are asked to not post pictures of CCP students on their social media pages without the express permission of the parents of each student. Large group photos of events may be allowed, but specific photos of individual students are discouraged.

Electronic Equipment

All electronic equipment (cell phones, smart watches, tablets, video, audio, and/or games), scooters and skateboards are not permitted at school at any time. Students who choose to bring any such item to school will have it held at the front office and returned only to their parents. The school does not assume responsibility for lost or stolen electronic equipment.

Toys From Home

Toys from home are not permitted without permission from the teacher, or unless requested for a special event or for Show and Tell. Toy guns, knives, or weapons of any kind are not allowed; neither are violent action figures.

Lost and Found

Any “found” and/or unclaimed items from the preschool will be placed in the preschool office. Every quarter, unclaimed items will be donated to a charitable organization. Valuable items that are found will be held in the preschool office until claimed. Marking items with your child’s name allows us to return them to whom they belong.

Pets

CCP is a “pet free” campus. There are no animals allowed on the school campus, except service dogs, or unless pre authorized by school administrators. It is imperative for the safety of everyone that posted policies and rules are followed without exception. Even good-natured, well-mannered pets can become agitated by large groups of people and react with unexpected behaviors.

Prohibited Items

The use or possession of the following items is strictly prohibited on the CCP campus: any beverage containing alcohol, any controlled substance or dangerous drug, any firearm, all tobacco products.

Discipline

In any group of children discipline issues arise. These are opportunities for the child to develop the skills of self-discipline, self-control, and learn how to handle situations. Our method of discipline is the beginning of a lifelong training process that helps develop those skills. Our emphasis encourages children to learn more appropriate and effective ways to meet their needs. The word "discipline" is derived from the word "disciple." Our teachers teach children how to respond appropriately to situations. The acceptable methods of guidance include: logical and natural consequences, anticipation of potential problems, redirection, and problem-solving techniques. These methods are implemented in loving, nurturing ways.

Research in the field of early childhood education indicates that traditional forms of "time out" do not help children understand conflict resolution and self-control. Talking about the problem, their feelings, and choices available helps children internalize understanding.

If a child is continually having too hard of a time being in an area with others, teachers can require the child to choose another activity in a different area until they can return without disruption. The teachers may also choose to offer the child "Turtle Time" which is a time to slow down, relax, and think things through if other methods of resolution are not effective. Turtle Time may be taken somewhere in the classroom or in the preschool office if needed. Our progressive discipline procedure includes the following:

- Redirection: A child is reminded of the rules and, if necessary, directed to a different activity.
- Loss of Privilege: If a child is posing a danger to self or others, he or she may lose the privilege of usage of an item for an appropriate amount of time.
- Office Break: If a child needs to have time away from the environment or situation, they may be brought to the preschool office. Office staff talk to the child about his/her feelings and choices. If a child is causing physical harm to self or others, behaving disrespectfully, causing major disruption, or being blatantly disobedient, they will be sent to the Preschool Assistant Director for consultation. An incident report will be sent home to report the nature of the incident and must be signed and returned by the parent.
- Call to Parent: It may be necessary to call a parent to come to the preschool to assist their own child and resolve the situation. Discipline administered by the parent must be done off the preschool campus.
- Behavior Plan: If a child shows continual misbehavior or disrespect for the teacher's authority or school property or another student, the parent will be required to attend a conference with the teacher and/or the Assistant Director before the child will be allowed to continue in the classroom. The behavior plan will determine if the child can remain at Carefree Christian Preschool.
- Suspension: If a child is aggressive or has excessive accidents, the child may be withdrawn for a period of time in order to obtain further guidance at home.

- Making Other Arrangements: It may be that Carefree Christian Preschool is not the best place for the child. We do reserve the right to dismiss any student who is habitually harmful to self or others, disruptive, disrespectful, destructive to property, or is not fully toilet trained.

Discipline and “training the child in the way he should go”, as stated in Proverbs 22:6, is the primary responsibility of parents as charged by God. The Bible tells us: “...and these words, which I command you today, shall be in your heart. You shall teach them diligently to your children, and talk to them when you sit in your house, when you walk by the way, when you lie down and when you rise up” (Deuteronomy 6:6-7). As a Christian preschool, we are here to support parents and serve as an extension of your home.

Each of us is different, created uniquely for God’s purpose. God has given us the children in our lives as part of His purpose. He entrusts children to us so that we may disciple them and help them to be the very best that they can be. Proper discipline is inherent in the discipleship process. It takes time, patience, prayer, and the Word. There are no “cookie cutter” answers. What works for one child may not work for another. We must view discipline as a spiritual process, strive to be consistent with the Word, demonstrate the love of Christ, and be open to the guidance of the Holy Spirit.

We choose to use logical consequences for negative actions. We want children to learn through love and discipline that:

- God created all of us in a very special way. When He created us, He gave us the ability to make choices. Some choices honor God, help us get along with each other, and are best for us physically, mentally, emotionally, and spiritually. Other choices dishonor God, hurt others, and are harmful to us physically, mentally, emotionally, and spiritually. These harmful choices are called sin.
- God loves us and wants us to make the right choices. He tells us what these right choices are in His Word, the Bible.
- God wants us to know that there is no choice we could ever make that would cause Him to stop loving us. However, when we sin, we disobey and dishonor God, we hurt others, and we hurt ourselves.
- God makes a way for us so that when we sin we can receive His forgiveness through His Son, Jesus Christ.
- God doesn’t just forgive us. By His Holy Spirit, He also helps us to make the right choices.

Preschool-aged children are egocentric, or self-seeking, and most have a need for order, justice and fairness. We find that the use of logical consequences allows them to see the direct relationship between action and outcome. Children are more inclined not to repeat the behavior when the adult in charge is consistent.

Discipline through the use of logical consequences: 1) begins to instill inner controls within the child, from the inside out, instead of reliance upon the external control of the teacher and 2) the child assumes direct responsibility for his/her actions.

Since a child develops conscience gradually, we teach the child right behavior choices, and by his/her experience, s/he then builds upon what we have modeled as teachers and parents. To encourage this conscience development, discipline must occur within a loving, trusting, safe atmosphere where the good of the child is sought, not the venting of angry feelings by the adult in charge.

Researchers have indicated that this process of conscience development is directly associated with warm, nurturing parent-child or teacher-child relationships, along with mental and emotional growth in a child's ability to reason. Just as a child develops physically, emotionally, spiritually and intellectually at an individual rate, a child's consciousness of right and wrong and inner control (social maturity) develop at an individual pace as well. Therefore, we implement these techniques in classroom discipline:

1. We are careful to create an atmosphere of warmth, trust and respect for each child. We observe individual temperaments and frustration levels to seek the best for each child.
2. We implement positive reinforcement by sincere verbal praise of good behavior, a loving tone in our voices, and gentle, appropriate touching. These strategies have proved effective in supporting and encouraging the actions and character traits we desire the child to repeat.
3. We redirect a child's energies into positive behavior. Often a child's first reaction is to strike out or hit. We offer alternatives to release energies in a socially acceptable way before they strike. We may remove an article of contention between two children, or redirect a child to another area of the classroom or to an alternate activity away from the site of misbehavior.
4. Verbalization is stressed as the number one relational skill. As children develop verbal abilities, they can express themselves and let their needs be known. For the less verbal or shy child, the teacher serves as mediator and helps each child resolve conflict by asking questions and assisting the child in stating their feelings: "When people hit you, does it make you feel sad?" or "Your actions are telling me you are really angry." Reflective listening, repeating back what we heard the child say, assures the child's words are understood.
5. We strive to prepare the children for transitions. Preschoolers have a need to know what happens next. By giving them a warning such as "in five minutes, we'll park the trikes," they have time to finish what they are doing and plan for what happens next. This develops security and trust between teacher and child.
6. We set limits that are consistent with the developmental needs of the child. If the limits are too difficult to attain or too much to remember, the child can become confused.

7. We continue to challenge their abilities physically and mentally. Children tend to misbehave when bored.

The teacher makes sure the children know what is expected of them, why they can or cannot do something, as well as the importance of obedience. If redirection has not led to a change towards positive behavior, the child is asked in a respectful way to take a break. The teacher approaches the child to handle discipline privately if possible. The child will sit in a chair within the teacher's range of vision or in the front office. After a few moments, a logical consequence should be given and the steps to a positive conclusion may be applied. If an offense occurs during group time, the child may have to wait until the teacher is finished. Parents may not be notified about a solitary incident. However, if a child has to be asked to take multiple breaks within a short time, the teacher will contact the parent. If a child is causing physical harm to himself or other children, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the child will be taken immediately to the preschool office to take a break.

If the child is being brought to the office repeatedly, the school may request the parent to remove the child for the remainder of that day. Often this consequence is enough to deter the child from repeating the misbehavior. The teacher's primary responsibility is to the entire class. In fairness to other children, a teacher cannot continually be monopolized by one child.

If a child is brought to the office again, the school will arrange a meeting with the child's parents and the child's teacher. At the meeting, the parents and school will create a plan that will be followed in all cases or a plan of action individual to the needs of the child. Whatever plan is used, it will be communicated clearly so parents understand any time line and consequences for continued inappropriate behavior. Prayer by parents and concerned staff will be a part of any such plan. After a specified time, if there hasn't been a significant change in the child's behavior, the Assistant Director, teacher, and parents will meet again. It may be that at this time, a mutual agreement will be reached that the preschool is not the best place for the child. Though this is a rare occurrence, we do reserve the right to dismiss any student who is habitually disruptive, disrespectful, destructive to property, or harmful to self or others. On occasion, there may be a resolve by all parties to continue working with the child. If so, the Assistant Director, teacher, and parents must be in constant communication about the child's progress.

A Positive Conclusion

A positive conclusion is a patiently repeated, routine debriefing following a child's offense. This is intended to bring constructive closure to discipline. After the child has taken a break for no more than 1 minute per year of age, three questions are asked:

1) What did you do wrong? (encourages confession) If child can't or won't answer, make it a multiple choice of 3 basic rules: obedience; kindness; showing respect

2) Why is that wrong? (gets to real issues) This question appeals to conscience and may lead to sorrow for damage to relationship/s. Characteristics to consider: pride, selfishness, anger, disrespect, unkindness, broken trust, etc.

3) What would be a better choice next time? (This is the teaching time that gives hope by planning for next time.) Focus positively on the future. If they have no ideas, offer to brainstorm: “Would you like some ideas that other children have tried?”

When they’ve decided on a better choice next time, conclude with a statement ending with affirmation: “Okay! Go ahead and try again!” A short prayer for the LORD to help them remember what to do next time halts discouragement and gives hope. When more than one child is involved, the children are separated and dealt with individually using the above steps. Remember to ask God in prayer to help the child/ren learn wisdom through the use of this procedure. Only He can change a heart.

The Positive Conclusion serves as a model for training children to seek forgiveness from the offended as well as God:

- I was wrong to _____.
- I was wrong because _____.
- Next time, I will _____.
- Will you forgive me? Let’s go ahead and try again!

Students are encouraged to make amends by asking the offended child “Is there something I can do to make things right?” Adult intervention can help children to brainstorm appropriate ways to make amends:

- Get a wet paper towel for a friend to place on his bumped knee
- Bring the friend a bandage.
- Share a toy
- Give a hug
- Say a prayer
- Pick up the blocks that were knocked over
- Ask if the friend would like to sit at your table
- Draw a picture
- Make a homemade card
- Give them freedom to say whatever s/he chooses (for example, “be my friend”)
- Sit by friend until s/he feels better
- Say, “I’m sorry,” if it’s really sincere

These suggestions are by no means all-inclusive.

Health, Medication, and Hygiene Immunization Policy

Carefree Christian Preschool follows all state mandated immunization recommendations. Reports of compliance are submitted annually to the Department of Health Services. Students not in compliance with requirements will not be allowed to attend class until records are complete. If, for religious or medical reasons, your family chooses not to immunize, a state mandated form must be filled out and filed in the preschool office for inclusion with your child's permanent school records. Immunizations records are kept for each student and must be updated after every vaccination update. Please provide the preschool office with these immunization updates as soon as they are given.

Emergency Medical Procedures

Injuries

1. The teacher assesses the situation.
2. The teacher talks with the child.
3. The teacher does not move the child.
4. If the child wants to get up he/she must move independently without help.
5. Parents will be contacted via email or by phone.
6. When in doubt we sit the child out from play when there is an injury or perceived injury.
7. If, after medical evaluation, the staff in charge deems emergency hospital treatment necessary, the preschool office will contact 911 for all medical transportation needs and then contact the responsible party. A report will be filled out and filed in the preschool office.
8. If, after medical evaluation, emergency hospital treatment is deemed unnecessary, the school will administer appropriate first aid and then contact the responsible party. Documentation will be filled out, emailed and filed.
9. If, after medical evaluation, first aid treatment is deemed sufficient intervention for a minor injury, an "Ouch Report" will be filled out for parental information and a copy sent to the parent and filed in the preschool office. We report injuries if there is any visible mark.

Infectious Disease Policy

Arizona State Law requires that any communicable disease be reported immediately. The mission of Arizona Department of Health Services is "To promote, protect, and improve the health and wellness of individuals and communities in Arizona." We will use the "Communicable Disease Resource Guide" as a reference when consulting with a child that has a potential infectious disease. It is important to us that we inform all of our families of any exposure, as quickly as possible.

We send a child home if:

- There is a fever over 99.9.
- If we have seen the child vomit. We will differentiate between vomit and spitting/gagging.

- If the child evidences diarrhea (2 watery/loose stools) we will call parents for pick up.
- There is a suspicious skin condition or rash.

Children showing symptoms during the day of rash, sore throat, diarrhea, inflammation, vomiting, fever, etc., will be immediately isolated from other students. Parents/guardians will be notified at once and are required to make necessary arrangements for prompt pick-up of the child. We will ensure confidentiality of any personal health related information obtained in relation to the child and/or their family. All children will be monitored carefully to assure that immunizations are completed and up to date. Arizona Administrative Code requires that an administrator of a school report certain communicable diseases to the local health department.

Please keep your child home if they:

- have a fever (over 99.9) or have had one during the previous 24 hours.
- have a heavy opaque nasal discharge and have a constant cough (not an allergy cough).
- are fussy, cranky and generally not themselves.
- have fluid diarrhea or vomiting in the previous 24 hours
- are overly-tired. Rest at such times may prevent the development of an illness.
- have symptoms of a possible communicable disease. These are usually sniffles, sneezing, flushed skin, chills, earaches, reddened eyes, sore throat, abdominal pains, a fever, or skin eruptions. Please contact the preschool office so we may keep all of our parents informed of any communicable diseases. If your child will be absent for any reason, please call the office and we will inform the teacher.

Hand-Foot-Mouth Illness

A student is not permitted to be at school during the first full week of having hand-foot-mouth (HFM) illness (beginning the first day of fever and/or lesions) as this is the time they are most contagious. A student must not return until they have been fever free for 24 hours, do not have ANY mouth sores, all other lesions have scabbed over, and all other symptoms (ie runny nose, decreased appetite, fussiness, sore throat, low energy levels, etc.) have significantly improved. If a staff member deems the student unwell and unfit for class, the teacher or a member of the administrative team will assess the student to determine if the student needs to be sent home for further recovery.

Medication

No medication will be administered by preschool staff members except items such as inhalers, EPI-pens and Benadryl that may be kept on hand according to the child's doctor's orders (and in the case of severe allergies requiring emergency treatment). Soap and water will be used to clean skin wounds when needed.

Head Lice and Nit Protocol

Students with suspected cases of lice or nits will be referred to the office for assessment. Students found with live lice will be excluded from school until they have been treated. They will be readmitted after an assessment by the office or administrative team. Parents are encouraged to nit-pick/comb for 2 weeks following infestation. If nits are found with no live lice, parents will be notified and will be asked to pick up the student to treat and remove the nits. Information regarding treatment will be in the preschool for parents. Confidentiality of that student will be maintained if diagnosed with head lice.

Hygiene

Every child must wash his/her hands as they enter the classroom. This should be established as a routine from the beginning of the school year.

Children must be toilet trained before entering preschool. Your child is expected to use the toilet without assistance. Occasional accidents do happen. Each student must have a complete set of clothing in a large zip lock bag, labeled with the child's name, to be kept at the preschool for the full year.

If your child has a bowel movement accident you will be called to come to your child's aid; the child may return to class after bathing. For many children this is a sensitive situation and they are most comfortable with their parent taking care of it.

Terms for Body Parts

The words "private parts" and "bottom" are used at preschool. We do not use anatomical words or slang terms.

Empower Standards

The Empower Program is a public health program for state licensed and certified child care facilities in Arizona that focuses on 10 strategies to empower children to lead healthy lives.

Standard 1 – PHYSICAL ACTIVITY AND SCREEN TIME

- At least 60 minutes of activity per day for children one year and older (based on a full day program – 30 minutes for a half day program).
- We include free-play and teacher-led physical activities of both moderate and vigorous intensity, ensuring every child has an opportunity to participate.
- Screen time is limited to three hours or less per week.

Standard 2 – SUN SAFETY

- Protect children and staff from overexposure to harmful sun rays, taking age-specific sun precautions.

- We encourage families to apply sunscreen to children before they arrive. With parent permission, we can help students apply sunscreen as needed.

Standard 3 - BREASTFEEDING

- We can provide a spot for mothers and employees to breastfeed or express their milk.
- There is a refrigerator available for storage of expressed breast milk.

Standard 4 – CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

- We are currently not eligible to participate in the CACFP program. Families interested in assistance with food can have a confidential conversation with someone on the administration team, who can direct them to resources in our school, church, and community.

Standard 5 – FRUIT JUICE

- Limit fruit juice to no more than two times per week for children one year and older.
- We provide water throughout the day both inside and outside.
- We offer water as the first choice for thirst.

Standard 6 – FAMILY STYLE MEALS

- Serve meals family-style and do not use food as a reward.
- We do not have an onsite cafeteria, so we cannot provide family style meals. However, we sit and interact with children at mealtime.
- We help children practice prayer and good manners during mealtimes.

Standard 7 – ORAL HEALTH

- Do not allow children to carry a bottle or “sippy cup” during the day unless it contains water. Do not put a child to sleep with a bottle.
- We provide education materials to parents about cleaning teeth and oral hygiene at home.
- We limit serving of meals and snacks to scheduled times.

Standard 8 – STAFF TRAINING

- Three hours of training annually on Empower topics including physical activity, nutrition, oral health and tobacco education.
- We provide annual training on these topics and more to all child care providers at our center.

Standard 9 – ARIZONA SMOKER’S HELPLINE (ASHline)

- Make available information on the dangers of second and third-hand smoke.
- We provide training materials to families about these topics annually.

Standard 10 – SMOKE-FREE CAMPUS

- We are a smoke-free facility.

Revision Policy

Carefree Christian Preschool reserves the right to revise any policy or procedure in the Preschool Parent Handbook at any time when, at the discretion of the School Board and Administration, it deems the change to be in the best interest of the school.

HANDBOOK RECEIPT AND AGREEMENT FORM

THIS FORM MUST BE SIGNED AND SUBMITTED TO CCP DURING REGISTRATION

The names, signatures, and dates affixed below signify that we have received, understand, and agree to abide by the Carefree Christian Preschool Parent Handbook.

We recognize that this handbook is a collective statement of current information, philosophies, policies, and procedures that directly impact the lives of CCP students. We certify that we consent to and will submit to all governing policies of the school, including all applicable policies in the Parent Handbook.

We understand that this Handbook does not contractually bind CCP and is subject to change without notice by CCP.

We understand that admission to and enrollment in CCP is a privilege, not a right, and that any behavior, either on or off-campus, which is not consistent with the school's standards could result in the loss of that privilege.

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date