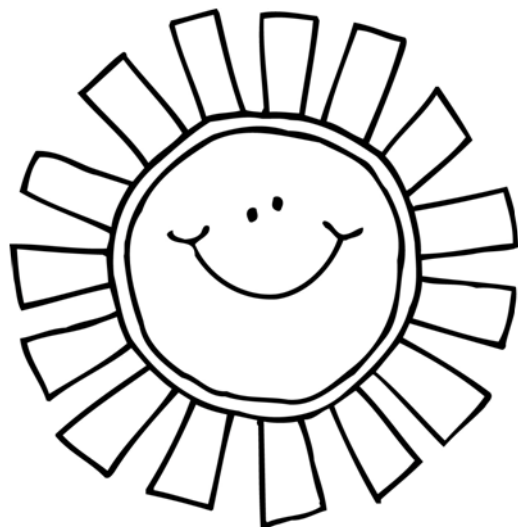


Welcome to our circle of friends . . .



You have joined an extraordinary school made up of children, parents, teachers, and support staff. We are excited about the opportunity of getting to know your family. We know how special your child is . . . all children are important to us. We have created a caring, nurturing environment where providing the best education available is just the beginning. We are committed to the total well-being of each and every child and family who pass through our gates. Our mission is to promote a partnership among children, parents and staff. This handbook of suggestions and explanations is simply a way of beginning the dialogue.



*“Let children be children.
A skilled five year old grows
from a busy four year old, a
curious three year old, a
cuddled two year old, an
adventurous one year old
and a communicative baby.”*

-Jennie Lindon



1365 E. Elliot Road
Tempe, AZ 85284-1608

I have read the Dayspring Preschool & Kindergarten Parent Handbook. I agree to support the philosophy of Dayspring with regard to the children, parents, and staff members. I agree to follow the guidelines, policies, and schedules provided. I also agree to pay any additional fees incurred upon notification.

Signature

Date

Child/Children's Name - Please Print

(Please detach and return to a Director
no later than September 1st)



WELCOME TO DAYSPRING PRESCHOOL & KINDERGARTEN!



WE'RE SO HAPPY
YOU'RE HERE!

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PROGRAM



BACKGROUND

Dayspring Preschool & Kindergarten is a non-profit school located in the Dayspring United Methodist Church since 1981. We have created a caring, nurturing environment where providing the best possible education is just the beginning. We are committed to the total well-being of each and every child and family who pass through our gates. Our mission is to promote a partnership among children, parents and staff.

PHILOSOPHY

Our School reflects the philosophy that early childhood years are for fun and for a great deal of learning and discovery through play. It recognizes that growth is a sequential and orderly process through predictable stages of development. Our responsibility is to understand these developmental stages and to offer a program that will nurture and facilitate the growth of each child to his/her highest potential. Childhood is a journey, not a race.

Our developmental approach promotes academic skills within the context of the child's everyday activities and experiences. We encourage active exploration and inquiry. We value creativity and diversity. We nurture and expand the skills your child will need to face the future.

Dayspring Preschool & Kindergarten is NAEYC principle aligned and closely follows the Arizona Early Learning Standards.

In Kindergarten we believe children learn best when they actively explore, question, and discover. Our kindergarten program uses themes to integrate the various areas of the curriculum, including language and literacy, math, science, social studies, art, music, and Spanish. The personal experiences each child brings to the classroom are valued and welcomed.

We have a wonderful library that has books on everything from potty training to sibling rivalry.

We also have resources in the community such as child development specialists, psychologists, and others who are considered experts in their field.

We may offer parenting classes, from time to time, here at our school or by collaborating with another school.

HOLIDAY BOUTIQUE

This wonderful event is our major fundraiser and is held in November. The proceeds from the Boutique allow us to offer financial aid, provide supplemental funds for staff development, and enrich the total curriculum above and beyond the annual budget. The Boutique's success depends upon the enthusiastic support of parent volunteers, vendors, and shoppers! You will receive notices asking for your help. Your involvement in any area and at any level is sincerely appreciated. Further information can be obtained on our website:

www.dayspringpreschool.com



Directors after appropriate meetings with a Director/teacher have taken place and this order of procedure has been followed.

PARENT INVOLVEMENT

Dayspring Preschool & Kindergarten has many wonderful, active parent volunteers. We encourage you to participate and really appreciate your commitment. The children benefit when you demonstrate your support for their school.



A PARENT'S SPOT

A lending library of parent/teacher resource material is available by request to the office. We recognize parents as valuable resources and welcome your contributions of books and articles to this area.

BOARD OF DIRECTORS

Dayspring Preschool & Kindergarten is governed by a volunteer parent Board of Directors which meets regularly, sets policy, oversees the functioning of the school, and works toward implementing school objectives.

Additionally, the Board is responsible for the annual Holiday Boutique, school T-shirt sale, Ice Cream Social, and Vehicle Day, as well as other special events. Much of the Board's work is done by committee. Anyone interested in participating should contact a Director.

PARENT SUPPORT

The entire Dayspring staff is a wealth of knowledge when it comes to parenting issues. Please feel free to talk to any one of us with concerns that you may have.

The curriculum will lay a foundation for the child's feeling of self-confidence, for satisfying activities, and for learning through doing. The experiences provided will work to develop the child as a whole, contributing to his/her maximum physical, mental, emotional, creative, and social development.

Our Preschool and Pre-K Programs are designed with the individual child's development in mind. There is a balance of individual, small group, and large group activities. Quiet listening, problem solving, music, and vigorous body stretching choices are provided. Children are offered a wide range of activities suited to their own abilities and interests. Our activities are planned to promote the joy of learning through first-hand experiences in a warm, accepting, and stimulating environment.



Our daily activities include:

Circle and Story Time, which provide time for:

- ☺ Expression of ideas in a group setting
- ☺ Developing listening skills and taking turns
- ☺ Increasing vocabulary
- ☺ Developing an interest in and respect for good children's literature
- ☺ Developing skills for using books
- ☺ Gaining information
- ☺ Developing language and pre-reading skills

Activity time, which is designed to:

- ☺ Encourage the child to interact with peers
- ☺ Provide the child with problem-solving situations appropriate to his/her developmental stage
- ☺ Teach the child cooperation
- ☺ Teach the child responsibility
- ☺ Allow the child the opportunity to express his/her

Creativity

- ☺ Build self-esteem through the satisfaction of achievement
- ☺ Provide activities that meet the learning needs of children in all areas (social, emotional, intellectual and physical)
- ☺ Provide play-oriented, hands-on activities that help children grow and learn in areas of initiative, problem solving, language, literacy, social relationships, large and small motor skills, logic and mathematics

Outside Play, which provides an opportunity for the child to:

- ☺ Develop and improve his/her coordination, balance and physical fitness
- ☺ Release energy
- ☺ Enjoy being outdoors
- ☺ Encourage social interaction and play



Quiet Activities, which provide an opportunity for the child to:

- ☺ Focus and gain a feeling of self control
- ☺ Gain an appreciation/understanding for specific activities

Snack Time, which provides an opportunity for the child to:

- ☺ Develop the ability to eat independently
- ☺ Practice informal conversation
- ☺ Associate eating with positive experiences
- ☺ Experience pouring a drink and opening wrappers

Music Time, which provides an opportunity for the child to:

- ☺ Experience the joy of singing
- ☺ Learn diverse songs
- ☺ Express feelings, moods and thoughts through song
- ☺ Develop a feeling of rhythm and movement

your child, and the teacher. Parents may request a conference any time during the school year; however, conferences are scheduled twice each school year. The first, in September, is an informal "let's get acquainted" meeting. In January, teachers and parents meet on a more formal basis. A final written report and/or an art portfolio will be sent home in May.

Kindergarten

Your child's progress is continually assessed, and our teachers are available for discussion at any time throughout the year. Parent conferences are scheduled during September and January. Your child's final report and portfolio will be sent home in May. The reports are based on the "Work Sampling System," which is a comprehensive approach for evaluating and keeping track of your child's learning and progress in school. Work Sampling, compatible with AIMS (Arizona's Instrument to Measure Standards), replaces traditional report cards and standardized tests with a system that helps our teachers observe your child, assess work, and document achievements.



GRIEVANCE PROCEDURE

To share a concern or grievance, please follow these guidelines to ensure clear communication:

- Speak to the person your concern is with **FIRST** (parent, teacher, Director, etc.)
- Avoid grouping together to discuss situations with others on campus
- Seek the teacher or the Directors, if appropriate for the concern if the initial contact has not improved the situation
- A meeting of all parties concerned may be called
- Parents may present requests to the Dayspring Board of

It is important that you read this newsletter as soon as it is received. This way, both you and your child will be prepared for the many wonderful activities each month brings.



YOUR CHILD'S TOTE BAG

All Dayspring Preschool & Kindergarten children will be given a special tote bag to carry their belongings to and from school. Please check your child's bag for art projects, teacher and parent newsletters, as well as any other special messages. You won't want to miss a thing!

DAY-TO-DAY COMMUNICATION

It is important to advise the teacher when something has happened that may affect your child's performance or behavior at school. We encourage you to write a note or telephone/e-mail the teacher rather than trying to discuss it when you bring your child to class. Teachers are responsible for welcoming all the children and supervising those already involved in activities. It is difficult for the teacher to give the necessary attention at this time. If you wish to discuss a problem, ask for a conference. Teachers are more than happy to schedule a time to visit with you.

Teachers will communicate daily happenings on the white board posted outside the room. You may also contact the teacher directly using her phone number given on the monthly newsletter.

ASSESSING YOUR CHILD'S LEARNING

Preschool

The parent-teacher conference is a time for you to ask questions and it is a chance for you to provide information that will help the teacher better understand your child's needs. Everyone should benefit from the conference . . . you,

Creative Movement, which provides an opportunity for the child to:

- ☺ Develop coordination skills
- ☺ Follow directions
- ☺ Think and move Creatively
- ☺ Work cooperatively with others

Small Group Experiences, which provide:

- ☺ Active learning in a small group setting with a balance of projects initiated by teachers and students that teach various skills, interaction, Creativity and imagination

Enrichment Classes are offered each semester. These include Lunch Bunch, Spanish and Music classes, as well as extended day classes that include Early Bird, Junior Einsteins Science Club, Junior Chef Club, Little Brushes Art Club, Books & Beyond, and Learning & Games.

STAFF

We believe that the most important asset of our school is our teachers. They have been chosen for their training, experience, character, and ability to relate well with young children. All master teachers have college degrees and are actively involved in continuing education to explore the latest ideas and techniques in early childhood education.

Dayspring Preschool & Kindergarten has adopted EmpowerPack policies through the Arizona Department of Health Services (ADHS). These policies are available to view in the preschool & kindergarten office.



Our Student/Teacher Ratios Are:

- ☺ 6:1 for Pee Wees
- ☺ 8:1 for three year-old Classes
- ☺ 10:1 for four year old and Pre-K Classes
- ☺ 12:1 for the kindergarten Class



The Director reserves the right to adjust the class size as necessary for various circumstances.

GUIDELINES FOR DISCIPLINE

In guiding children, our goals are to help them feel good about themselves, to help them develop self-discipline, and to learn to consider the needs and desires of other people when necessary. In order to do this, we use the following guidelines in working with the children:

- ☺ We prepare the environment by providing enough choices of activities and materials for all to participate in without an unreasonable wait.
- ☺ We include the children in creating classroom rules and expectations for behavior. Rules are stated as clearly as possible in a positive way. If a child misbehaves, we discuss the behavior with the child encouraging verbalization of feelings. We ask 'open ended' questions which allows the child to process the situation and problem solve to a solution. When necessary, we suggest possible solutions. Clear reasons and explanations are given as to why the child is to do something in a "safer" way. Clear consequences are stated and followed through based on actions chosen by the child.
- ☺ We will redirect a child to a different area or activity if repeated measures taken to talk through the situation have been unsuccessful. If necessary, we will separate a child from the difficult situation allowing the child to have time to think through his/her actions. This process is handled in an understanding way.

sturdy rubber-soled shoes. Children will be running and climbing outside and also doing fun and messy things inside!

Dayspring provides replacement clothes for dirty or soiled clothing. We ask that you wash and return the borrowed items.

PARENT-SCHOOL COMMUNICATION

Parents and school must work together to foster optimum development of the child. Parents are invited to visit the classroom, to observe, help, or share a hobby, job or cultural tradition with us. We appreciate help with field trips and party days. Your participation in the classroom is welcome on any day. We encourage you to share concerns or problems as they arise so that we can better understand and help your child.

PARENT ORIENTATION

This event is held at the beginning of each school year. This special evening gives you a chance to see your child's learning environment and meet your child's teachers. The evening is designed with adults in mind and we encourage all parents to attend. Child care is not available.



PARENT'S NEWSLETTER

This newsletter, called the Dayspring 411, will be issued periodically. It highlights important announcements of upcoming school events, policy and procedure changes, program changes, parenting classes, and other school activities. The newsletter is distributed by e-mail and is also available in the school office.

CLASS NEWSLETTER & MONTHLY CALENDAR

Teachers prepare a monthly news brief to let you know about class projects and activities. They may ask you to participate by helping your child with part of the project at home or by contributing something to the class. The teachers may also ask you to volunteer your time in the classroom.

Snacks must be nutritious and contain two of the four food groups. Juice needs to be 100% juice, and milk should be fat-free or 1%. Snacks are assigned by individual teachers or from a school snack calendar. All food must be store bought and come to school in its original packaging. This is a County Health Department requirement.

Please—no chocolate items or candy. There might be some exceptions at our holiday parties in October, December, February, and April.



BIRTHDAYS

We like to celebrate your child's birthday at school and encourage you to bring a nutritious "treat" to mark the occasion and share with classmates. We suggest you bring your child's **FAVORITE HEALTHY FOOD**. Remember, chocolate and candy items are not allowed. Be sure to coordinate your plans with your child's teacher.

We ask that invitations for parties **NOT** be distributed at school. Also, please make arrangements for the invited group to meet at the celebration site. Do not collect children at school where it can be painfully clear who was not invited. This will help eliminate the pain of exclusion.

CELEBRATION BOOK CLUB

Another way to celebrate your child's birthday or any other special occasion is to consider donating a storybook to our library in your child's honor. This may be brought in on or near the special occasion and shared with your child's classmates. Your child's name will be inscribed on the book's cover page. This is a wonderful way to make a lasting contribution to the Dayspring Library. If you need help selecting a book, please stop by the school office where a "Wish List" is maintained.

SCHOOL CLOTHING

Please send your child to school in comfortable play clothes and

- ☺ We will instruct and model proper usage of any item in question and, as a last option, remove it from the problem situation.
- ☺ We feel it is important for children to know that it is normal to have both negative and positive feelings.
- ☺ We help the child label and deal constructively with feelings.
- ☺ We strive to be consistent and feel that this is extremely important.
- ☺ We concentrate on setting good examples; modeling proper use of language and actions.

If repetitive intervention and redirection of a child requires consistent one-on-one monitoring by the teacher, a meeting will be required of the parents to review documentation and to plan positive behavior strategies. If one-on-one monitoring continues to prevail, due to a child's consistent inappropriate behavior, the teacher will make an evaluation and a director will make follow-up observations. A meeting will be set with the parents to discuss subsequent outcomes such as:

1. A required evaluation by a behavioral specialist
2. Temporary dismissal of a student until documented proof of improvement

If all attempts fail to modify consistent inappropriate behavior, dismissal of enrollment will be required.

At no time will deliberate, physical acts of aggression and/or intimidation in any form, emotional, physical, or verbal against any child or adult on the Dayspring Preschool and Kindergarten campus be tolerated. Every child deserves a class/playground environment that is happy and safe.



PROGRAM POLICIES

ADMISSIONS

Children ages 2-6 are eligible to attend Dayspring. Pee Wees turn 3 between September 1st and April 30th and must be potty trained. For the 3's class, your child must turn 3 before September 1st and be potty trained. To enroll in a four year old class, he or she must be 4 before September 1st, and to enroll in a Pre-K class, your child must be 4 before April 1st. Kindergarten children must be 5 before September 1st.

CHILDREN WITH SPECIAL NEEDS

Upon evaluation between school and parent we will consider accepting children with special needs. All children must be able to participate in a group of 16-24 without one-on-one help from a teacher.

We participate in the "Child Find" programs of neighboring school districts. Preschool services are provided by all districts for three-to-five-year old children who qualify for special education in the areas of speech/language delays, vision handicaps, hearing handicaps, and mental or physical handicaps. Districts provide screening to assist in identifying children for special services.



FINANCIAL AID

Dayspring Preschool and Kindergarten is a ministry of Dayspring United Methodist Church. We are committed to providing an enriching and loving environment for the children of the church and the community. We endeavor to make our classes available to as many children as possible, but we are aware that the tuition cost may not be within everyone's reach.

We also know that a family's financial circumstances can change. With this in mind, the Dayspring Preschool and Kindergarten Board created a Financial Aid Fund designed to help families pay a portion of tuition costs for their children. We will consider all requests for financial aid. Our funds are limited, so to help as

CARPOOLS

Dayspring does not provide bus service. Parents must assume responsibility for transporting children to and from school. We encourage carpooling. When your child is enrolled, you will receive a class list. It includes student and parent names, as well as e-mail addresses and telephone numbers to help you arrange a car pool. If you would like additional suggestions, please see a Director.



FIELD TRIPS

Field trips are not taken by our 3-year-old classes. However, our older classes enjoy them occasionally. Field trips are valuable as they offer youngsters many "first-hand" experiences. Children will wear an identifying tag showing the school's name, address, and phone number on the front. Their first and last name will be written on the reverse side of the tag.

Transportation is provided by our parents, so please volunteer to drive when you can. You will be required to use proper child safety restraints in accordance with current state law. Drivers also will be asked to provide a copy of the driver's license and insurance card. The school will provide a First Aid kit to each driver.

Parents are needed to directly assist the teachers and help insure safety of students assigned to them on the trip. We ask that siblings not be brought along as the care of the students assigned to the accompanying parent can be compromised.

PRESCHOOL SNACKS

Young children need to refuel their bodies frequently. Nutritious snacks are served midway through the preschool day. Parents provide the majority of our snacks. This accomplishes two positive goals: First, it strengthens the home/school connection. Children feel a great sense of pride when they are in charge of the daily snack! Second, parent support in this area enables us to maintain affordable tuition rates.

PLAYGROUND SECURITY

For the safety of your child and in accordance with state law, both the main gate and the preschool gate must remain closed and latched at all times. All parents are welcome. They have gate access to the facility.

Each day, one of our many classes begins its day on the playground and another class ends its day there. For this reason, we appreciate your promptness when signing your child in at 8:30. When picking up your child, please wait until 11:25 to enter the playground. Please make sure the last class has left the playground before entering the gates.

The kindergarten class will be using the playground for their lunch recess everyday. Parents and children must exit the playground by 12:00pm. If you want to enjoy visiting, please come early! The playground is available before school.

Please note that before and after school hours, the playground is not monitored by staff. The children are the responsibility of their parents during these hours and must ensure that the children follow the playground rules as posted. Please play safely and at your own risk!

To ease congestion and guarantee your child's safety at dismissal time, please wait outside the door until it is your child's turn to leave. If you would like to visit with the teachers or just look around the room, please wait a few moments until all children have been released.

Thanks for your cooperation!



many families as possible, we must limit the total amount of aid given to any one family.

Requests for aid are reviewed by the Finance Committee of the Preschool and Kindergarten Board, then submitted to the Board for action. Financial aid may be given to applicants demonstrating financial need on a first-come basis. If you have any questions or wish to discuss this further, please contact the office.

REGISTRATION

Registration materials will be available at the preschool office in late January. A non-refundable registration fee must accompany all registrations. Pre-registration will be open in late January to the following groups in this order of priority:

- 1 - All church members currently enrolled
- 2 - Currently enrolled non-church families
- 3 - All church members new to the program
- 4 - Formerly enrolled families
- 5 - Families new to the program



The Director and teacher have final input in class placement decisions.

CLASSES OFFERED

- ☺ 2 day Pee Wees program (turn 3 between Sept. 1 and April 30) 9:00 - 11:30 am
- ☺ 2 & 3 day programs for 3 year olds (3 by Sept. 1) 8:30 - 11:30 am
- ☺ 3 & 4 day programs for 4 year olds (4 by Sept. 1) 8:30 - 11:30 am
- ☺ 5 day program for pre-kindergarteners 8:30 - 11:30 (4 by April 1)
- ☺ 5 day program for kindergarteners 8:30 - 2:00 (5 by Sept. 1)

TUITION

Tuition is to be paid by the 7th of the month. Checks or money orders should be made payable to "Dayspring Preschool and Kindergarten." If paying by cash, please bring it into the office where we can give you a receipt. Credit cards are also accepted, and a small fee applies to those payments. Families paying after the 7th will be charged a \$25 late fee. A \$25 fee will be charged for returned checks. There will be no monthly billing by the school. Please understand that our yearly budget is based on an anticipated monthly income. You are expected to pay the total annual tuition, which for your convenience is broken into 10 monthly payments. We are financially unable to refund monies for days missed. If you have questions regarding our financial policy, please contact a Director. A \$35 per student materials fee is due to the office at the time of registration.

Please do not ask teachers to handle tuition payments. Payments may be placed in the small tan box near the office door, turned in to the office, or mailed to:



Dayspring Preschool & Kindergarten
1365 E. Elliot Road
Tempe, AZ 85284

HOURS

- ☺ Pee-Wees hours are 9:00 a.m. - 11:30 a.m.
- ☺ Preschool hours are 8:30 a.m. - 11:30 a.m.
- ☺ Kindergarten hours are 8:30 a.m. - 2:00 p.m.

ARRIVAL AND DISMISSAL

Each child that you transport must be walked to the classroom and delivered into the care of the teacher. Please do not bring children to the rooms prior to class time. Teachers are preparing for the day and are not free to supervise the children until school actually begins. We also ask that you do not linger after saying goodbye to your child.

Upon enrollment, all parents will be asked to complete a blue emergency card. This card must be in the school office before the first day of school. Your child will not be admitted without this card. It should be reviewed and updated each year.

REGULATIONS

Our facility is regulated by the Arizona Department of Health Services located at 150 N. 18th Avenue, Phoenix, AZ 85007. Their phone number is 602-364-2536.

The church and preschool campuses have monthly pest control service and parents will be notified a minimum of 48 hours in advance of pest control application.

Our facility health and safety inspection reports are available for public viewing upon request. They are located in the school office.

INSURANCE

In accordance with Arizona law (A.A.C. R9-5-302) Dayspring Preschool & Kindergarten maintains general liability insurance. The insurance certificate is available in the preschool office.

SIGNING IN AND OUT

Please sign your child in and out each day on the list provided beside the classroom door. Use your **first initial and full last name** as required by state law.

PARKING LOT SECURITY

Please enter our parking lot through the **Middle** entrance, park only in designated parking spaces, and exit through the **North** and **South** entrance. Please do not park in the fire lane. The curb is not a drop-off point.

Please do not leave children or other valuables in your car for any reason! It takes only a moment for a mishap to occur.

documented immunization record which includes dates of all required immunizations. By law, a child can NOT attend if his or her record does not show the month and year (month, day, and year for MMR) of each required dose.

Children without records or with inadequate records must be referred to a physician or health department for immunizations before entry. Inadequately immunized children must have at least one current dose of each vaccine to be admitted. Additional vaccine doses must be received when they are due for the child to continue attendance. If there is a medical contradiction (temporary or permanent) both the parent and physician must sign the ADHS exemption form provided by the school or health department.

For information on immunizations, school and child care requirements, and location of immunization clinics, call:

602-542-1010 (within Maricopa County)
1-800-239-7568 (outside Maricopa County)

IMMUNIZATIONS FOR CHILDREN HEALTH RECORDS

<u>Recommended Age</u>	<u>Routine schedule of childhood immunizations</u> <u>Arizona School Immunization Law for Childcare in AZ-2000</u>
Birth	Hep B #1
2 months	DTaP #1; Polio #1, Hib #1
4 months	DTaP #2; Polio #2, Hib #2, Hep B #2
6 months	DTaP #3, Hib #3
12 months	Polio #3, Hep B #3, MMR #1, Varicella #1, Hep A#1
15 months	DTaP #4, Hib #4
18 months	Hep A #2
2 to 5 years	Children are required to have 4 DTaP, 3 Polio, 1 MMR, 1 Varicella, 3 Hep B, 2 Hep A and 3-4 Hib (with 1 dose on/after 1st birthday) or 1 Hib dose given at/after 15 months.
5 years and older	At kindergarten entry, children are required to have 5 DTaP, 4 Polio, 2 MMR, 1 Varicella & 3 Hep B.

Parents are expected to pick up their children on time. If you are unable to do so, please notify the school immediately so we can reassure your child. It is important that your child knows who is picking him/her up.

If you wish your child to be picked up by anyone other than yourself or the authorized carpool driver, you must provide written or phone permission. We reserve the right to request a picture I.D. in the event we do not recognize the individual.

For the safety of all children **WE WILL NOT RELEASE A CHILD TO ANYONE NOT AUTHORIZED.**

Pets are not to accompany students during arrival or dismissal. Leashed or carried is not an option. Pets are welcome only on a pre-planned basis by teacher request and parent notification.

RELIGION

Children of all faiths are welcome at Dayspring. For that reason, religious instruction is not a part of our curriculum. We recognize that each family has its own heritage, values, culture, and traditions and we support these. It is this diversity that helps create a rich learning environment. We encourage you to share any of your family's traditions or special celebrations with your child's class.

It has been our custom to offer a short blessing before snack each day. In addition, we celebrate all traditional Christian holidays throughout the year, including Christmas and Easter. Our ultimate goal is to encourage children to be open-minded and tolerant.



ATTENDANCE

Please contact the school office if you know your child will be absent for more than two consecutive school days. Please be aware that there are no make-up days due to illness or any other reasons.

CANCELLATION OF ENROLLMENT



In the event that you need to withdraw your child, the school requires a 30 day written notice to the Directors. This enables the school to fill the vacancy with a child from the waiting list. Prepaid tuition will be refunded with a 30 day written notice.

We also reserve the right to cancel enrollment based on the following conditions:

- Consistent failure to pay tuition on the posted schedule, including disregard of billed late fees.
- An individual demanding excessive amounts of staff or administration energy and time at the expense of other children (such as frequently occurring potty accidents, excessive tardiness picking up children from school, etc.), or in placing another child at risk from inappropriate or uncontrolled behavior.
- Refusal to seek a professional evaluation or follow through on behavioral instruction when recommended by the teacher or a Director.
- Failure to comply with AZ State Immunization requirements in the time-frame stated.

Parents will be initially informed of the situation by the teacher or a Director through a phone call. Documentation of concerns will be presented at a subsequent conference. Additional meetings will be set with a Director regarding any cancellation of enrollment prior to cancellation. Parents may present requests to the Dayspring Board of Directors after appropriate meetings with a Director and teachers have taken place and the order of procedure has been followed (Please see section: *Grievance Procedure*).

HEALTH

We take precautions to provide a safe and healthy environment for your child. This includes refusing to admit sick children into class. We also provide isolation for children who become ill while at school. You will be notified immediately if your child becomes ill. Please help us by keeping your child at home if your child has had the following conditions:

- a fever in the last 24 hours
- diarrhea / vomiting in the last 24 hours
- on an antibiotic less than 24 hours
- has a cold less than 4 days
- heavy nasal discharge
- constant cough
- irritable, or generally not him/herself - has symptoms of a possible communicable disease
- pink eye - child must have been on medication for at least 24 hours and be symptom-free before returning



Please inform the office immediately if your child has been exposed to a contagious disease so that we can alert the teachers to the first signs of illness. If your child has already contracted a contagious disease, please notify the office and consult your physician if you question when your child should return to school.

MEDICATIONS

Medication to be given must be prescribed by a physician and have the original prescription label on the container or be prepackaged and labeled for use by the manufacturer. The parent must complete a Medication Consent Form when bringing medication to the school. Medication will be administered by a Director or master teacher in the absence of a Director.

IMMUNIZATIONS

Arizona School Immunization Law:

As of January 1, 1992, all school and child care centers must require children in attendance to be adequately immunized. The law requires parents or guardians of new entrants to present a