

Parent Handbook



Chaparral Christian Preschool is a Ministry of Chaparral Christian Church

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Hours of Operation:

Monday through Friday 8AM to 4PM (Following the Scottsdale and Paradise Valley School Districts)

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1. Philosophy

Children love to play, and we believe God created them this way. We recognize play—both directed and undirected—as a critical component of learning. Through play, children naturally develop new concepts, strengthen problem-solving skills, and engage in meaningful, joyful learning experiences.

Preschool play nurtures and enhances cognitive development while also significantly supporting school readiness. We believe it is the responsibility of our teachers to provide the ideas, materials, environment, and guidance that allow children to explore, discover, and learn.

We also believe that children develop at individual paces. Therefore, it is our staff's responsibility to design activities and learning experiences that support each child's unique developmental needs.

2. What We Believe

We believe that God loves each child uniquely and completely, and that He has chosen each one to be His (1 John 4:7–8). This truth provides a strong spiritual foundation for children.

We believe that each child is created with individual value and can share that value with others as they recognize and appreciate the worth of both children and adults around them (Leviticus 19:18). This supports social and emotional growth in a caring learning environment.

We believe that when children understand they are loved and valued, they are empowered to grow responsibly and recognize their ability to do great things (Philippians 4:13). This creates a strong foundation for academic readiness.

We believe that children can understand truth through the Word of God in the Bible (2 Timothy 3:16). This truth helps guide their thoughts, choices, and actions as they grow and develop socially and spiritually.

We believe that all children have the opportunity to know God through His Son, Jesus Christ, and to establish a personal relationship with Him (Romans 10:9). Through this relationship, children receive the assurance of salvation and complete forgiveness of sin.

3. Mission, Vision, and Values

Mission

Chaparral Christian Preschool exists to provide a high-quality preschool program with developmentally appropriate learning experiences in a nurturing, Bible-centered Christian environment.

Vision

At Chaparral Christian Preschool, children are nurtured to develop a joy for learning, inspired to become children of character, and empowered to lead with confidence and grace.

We envision children who:

- **Gather** to explore, discover, question, dream, and play
- **Grow** in love, confidence, independence, and community
- **Go** forth as lifelong learners who encourage others

We believe that:

- Each child is a unique creation of God
- Children learn best through hands-on exploration and discovery
- Families are a child's first and most influential teachers

Everything we do is intended to:

- Honor God
- Nurture children
- Support families

Values

We use **B.E.S.T. practices** in all we do:

- **Believing** in one another
- **Encouraging** one another
- **Sharing** with one another
- **Trusting** one another

4. Intended Outcomes

At Chaparral Christian Preschool, our desire is that every child succeeds. We are intentional in our approach, ensuring that each activity your child engages in has a specific purpose. Our goal is to support and encourage growth in the following areas:

Social-Emotional

1. Regulates own emotions and behaviors
 - a. Manages feelings
 - b. Follows limits and expectations
 - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
 - a. Forms relationships with adults
 - b. Responds to emotional cues
 - c. Interacts with peers
 - d. Makes friends
3. Participates cooperatively and constructively in group situations
 - a. Balances needs and rights of self and others
 - b. Solves social problems

Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
 - a. Uses fingers and hands
 - b. Uses writing and drawing tools

Language

8. Listens to and understands increasingly complex language
 - a. Comprehends language
 - b. Follows directions
9. Uses language to express thoughts and needs
 - a. Uses an expanding expressive vocabulary
 - b. Speaks clearly
 - c. Uses conventional grammar
 - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
 - a. Engages in conversations

Spiritual Intended Outcomes Children will learn.....

1. God is a loving God, Jesus is His Son
2. The Bible is God's special book
3. Prayer as an expression of thoughts & needs to God
4. Share about God, Jesus & the Bible with others
5. Church is God's house, a place to meet & worship
6. God has a plan for life & supplies all of our needs

- b. Uses social rules of language

Cognitive

- 11. Demonstrates positive approaches to learning
 - a. Attends and engages
 - b. Persists
 - c. Solves problems
 - d. Shows curiosity and motivation
 - e. Shows flexibility and inventiveness in thinking
- 12. Remembers and connects experiences
 - a. Recognizes and recalls
 - b. Makes connections
- 13. Uses classification skills
- 14. Uses symbols and images to represent something not present
 - a. Thinks symbolically
 - b. Engages in socio-dramatic play

Literacy

- 15. Demonstrates phonological awareness
 - a. Notices and discriminates rhyme
 - b. Notices and discriminates alliteration
 - c. Notices and discriminates smaller and smaller units of sound
- 16. Demonstrates knowledge of the alphabet
 - a. Identifies and names letters
 - b. Uses letter-sound knowledge
- 17. Demonstrates knowledge of print and its uses
 - a. Uses and appreciates books
 - b. Uses print concepts
- 18. Comprehends and responds to books and other texts
 - a. Interacts during read-aloud and book conversations
 - b. Uses emergent reading skills
 - c. Retells stories
- 19. Demonstrates emergent writing skills
 - a. Writes name
 - b. Writes to convey meaning

Mathematics

- 20. Uses number concepts and operations
 - a. Counts
 - b. Quantifies
 - c. Connects numerals with their quantities
- 21. Explores and describes spatial relationships and shapes

- a. Understands spatial relationships
- b. Understands shapes

22. Compares and measures

23. Demonstrates knowledge of patterns

Science and Technology

24. Uses scientific inquiry skills

25. Demonstrates knowledge of the characteristics of living things

26. Demonstrates knowledge of the physical properties of objects and materials

27. Demonstrates knowledge of Earth's environment

28. Uses tools and other technology to perform tasks

Social Studies

29. Demonstrates knowledge about self

30. Shows basic understanding of people and how they live

31. Explores change related to familiar people or places

32. Demonstrates simple geographic knowledge

The Arts

33. Explores the visual arts

34. Explores musical concepts and expression

35. Explores dance and movement concepts

36. Explores drama through actions and language

These 36 intended outcomes were taken from Teaching Strategies Gold® which is an authentic, ongoing observational system for assessing children from birth through kindergarten, proven to be valid and reliable by extensive field testing. It helps teachers observe children in the context of everyday experiences, which is an effective way to get to know them well and find out what they know and can do.

5. Programs We Offer

Preschool Tuition Fees 2026/2027

<u>Two Day</u> 2s, 3s OR 4s Program	9:15-12:00pm	\$277 per month
Include club MED	9:15-1:30pm	\$370 per month (bring a lunch)
<u>Three Day</u> 2s, 3s OR 4s Program	9:15-12:00pm	\$383 per month
Include Club MED	9:15-1:30pm	\$528 per month (bring a lunch)
<u>Four Day</u> 2s, 3s,4s or Jr. K/K Program*	9:15-12:00pm	\$480 per month
Include Club MED	9:15-1:30pm	\$606 per month (bring a lunch)
<u>Five Day</u> 2s, 3s, 4s Or5's Program*	9:15-12:00pm	\$564 per month
Include Club MED	9:15-1:30pm	\$690 per month (bring a lunch)

*5s Pre-k Class Options: 4 or 5 day and Club Med only

Extended Care	8:00-9:15am	\$11.00 per day
	1:30-3:00pm	\$11.00 per session
	3:00-4:00 pm	\$11.00 per session
Regular Hours:	9:15-12:00	Mon-Fri
5s Pre-K Hours	9:15-1:30	Mon-Thurs/Fri
Club M.E.D. Program	12:00-1:30	Mon-Fri (Includes children bringing their own lunch.)
Extended Care Hours	8:00-9:15 & 1:30-4:00	Mon-Fri

A non-refundable registration fee must be paid at the time of enrollment

- **Play Pals Extended Care:** Play Pals is an extended care program for additional fees available for all students on the days they are enrolled from 8AM-9:15AM (\$11.00) and/or 1:30PM - 3:00pm(\$11.00) or until 4:00PM (\$11.00)
- **Discounts:** Each additional child in a family receives a \$15 per month tuition discount.
- Tuition is due on the 5th of each month and considered late after the 15th of the month.
- If the month's tuition is not paid by the end of the month, the child will not be allowed in school the following month.
- A \$25 fee is charged for late tuition or returned checks.
- We accept auto payor check for payment, if paying by check there is a additional \$25.00 fee per month
- 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 we hold a place for your child, your tuition charges continue.

6. Tuition and Registration

Tuition is paid on a monthly basis and is due on the 5th of each month. Except for August which is due with Septembers tuition, monthly tuition rates remain consistent regardless of the number of school days in a given month, as tuition is calculated as a yearly average.

Tuition is considered late after the 12th of the month, at which time a \$25 late fee will be applied. If tuition is not paid by the 15th of the month, the child will not be permitted to attend school the following month.

A \$15 monthly discount is applied for each additional sibling enrolled in the program.

Payments are made through AutoPay via our 1Core online family portal. Returned checks due to insufficient funds will incur a \$25 fee.

There are no discounts for absences due to illness, weather closures, or vacations. Tuition is non-refundable and will not be refunded if a child is absent or if a family chooses to withdraw from the program at any time during the school year. Tuition reserves your child's place in the program.

In cases of special circumstances, families are encouraged to contact the Preschool Director.

Registration

Registration for the fall school year begins in February for currently enrolled families and church members at a discounted registration fee. Open enrollment for all families begins February 15.

Students may enroll at any time during the school year if space is available. A non-refundable registration fee is due at the time of registration. Admission is based on space availability, completion of required paperwork, and payment of the registration fee. Preference is given to currently enrolled students and their siblings.

We reserve the right to cancel any class due to insufficient enrollment. If a class is canceled, registration fees will be refunded in full.

Prior to enrollment, we must have current health records on file, including up-to-date immunizations and dates administered, along with a signed medical form verifying this information. The American Academy of Pediatrics recommends that children ages 2–6 receive annual physical examinations.

7. Calendar Year

Our school calendar generally follows a combination of the Scottsdale and Paradise Valley Unified School District schedules, with occasional minor adjustments.

The school year begins in August and ends in May. We do not offer regular school programming during the summer months; however, a summer camp may be available depending on enrollment interest.

8. Staff

Our loving staff of dedicated Christian child educators are qualified to support the best development of your child. Each staff member is motivated by a desire to serve God and share His love with young children.

Our team includes individuals with a range of educational backgrounds and professional training in Early Childhood Education, including Child Development Associate (CDA) credentials, Early Childhood Education certificates, and associate, bachelor's, or master's degrees.

9. Classrooms and Curriculum

All of our classrooms foster learning and creativity through hands-on projects, exploration, and active engagement in a variety of learning experiences. Children participate in activities such as building, open-ended art, dramatic play with props, reading picture books, games, puzzles, math manipulatives, and hands-on science materials.

Academic concepts are introduced through meaningful daily experiences rather than isolated instruction. Children are encouraged to explore and be challenged at appropriate developmental levels, without being pushed into activities for which they are not yet ready.

Our primary curriculum program is **"Scripture Bites,"** developed by Standard Publishing. This highly interactive and engaging program integrates Bible learning across multiple developmental areas, including math, science, language, cooking, art, guided play, listening, music, writing, drama, gross motor development, tactile experiences, and more.

The curriculum includes three levels of learning, allowing children of different abilities to be appropriately challenged and supported within the same program.

TWOS – Sprouts Room

Children must be 2 years old by August 1st. Potty training is not required.

- 2-day, 3-day, 4-day, or 5-day programs available
- Maximum enrollment: 14 children
- Staff: 2 teachers

Curriculum

We incorporate the **Scripture Bites** monthly thematic curriculum, along with opportunities for children to explore creativity and independence through art, music, and dramatic play while learning about the world around them. Arizona Early Childhood Learning Standards are also used as a foundation. Sign language is included in the two-year-old program.

Learning is supported through child-initiated project work.

Daily Schedule Includes:

- Gathering Time
- Circle Time
- Learning and Play Centers
- Diapering
- Outdoor Time
- Music and Movement (including Bible themes)
- Lunch (optional)
- Rest Time (optional)

Most students transition from this class into the Threes Class.

Threes – Sunshine Room

Children must be 3 years old by October 1st and fully potty trained.

- 2-day, 3-day, 4-day, or 5-day programs available
- Maximum enrollment: 18 children
- Staff: 2 teachers

Curriculum

We use the **Scripture Bites** curriculum as the foundation for monthly thematic, center-based learning that integrates all subject areas. Arizona Early Childhood Learning Standards are also incorporated.

Daily Schedule Includes:

- Gathering Time
- Circle Time
- Learning Centers
- Playground Time
- Music and Movement
- Weekly P.E.
- Bible Lesson
- Lunch Bunch (optional)
- Club MED (optional enrichment program)

Most students transition from this class into either the Fours or Five Pre-K class.

Fours Pre-K – Rainbow Room

Children must be 4 years old by October 1st or have successfully completed the Threes Class at CCPK.

- 2-day, 3-day, 4-day, or 5-day programs available
- Maximum enrollment: 18 children
- Staff: 2 teachers

Curriculum

Learning builds upon the Threes program using the **Scripture Bites** curriculum as the foundation for monthly thematic, center-based instruction across all subject areas. Arizona Early Childhood Learning Standards are also followed.

Daily Schedule Includes:

- Gathering Time
- Circle Time
- Learning Centers
- Playground Time
- Music and Movement
- Weekly P.E.
- Bible Lesson
- Lunch Bunch (optional)
- Club MED (optional enrichment program)

Lesson plans align with our philosophy of hands-on, interactive learning designed to foster a love of learning and a positive attitude toward school.

Most students transition from this class into the Five Pre-K class or Kindergarten.

Fives Pre-K – Apple Room

Children must be 4 years old by April 1st or be recommended by their previous teacher.

- Four-day and five-day programs available (including Club MED option)
- Maximum enrollment: 20 children
- Staff: 2 teachers

Curriculum

We use the **Scripture Bites** curriculum as the foundation for monthly thematic, center-based learning across all subject areas. Arizona Early Childhood Learning Standards are also incorporated.

Daily Schedule Includes:

- Bible
- Language & Literature
- Math/Number Concepts
- Art
- Science
- Social Studies
- Outdoor Play (often integrated throughout the day)
- Weekly P.E.

Lesson plans remain aligned with our philosophy of hands-on, interactive learning that fosters a sincere love of learning and supports a positive transition to kindergarten.

This class is designed to prepare students for a more structured school day while maintaining a nurturing environment that builds leadership skills, independence, and emotional maturity.

Most students transition from this class into Kindergarten.

10. Typical Preschool Day Schedule

- **Gathering Time:** Opening centers and parent communication time
- **Circle Time:** Story introduction, large group activities
- **Learning Centers:** Child-directed and teacher-supported, developmentally appropriate activities
- **Playground Time:** Large motor development and creative expression
- **Music and Movement**
- **Weekly P.E.**
- **Scripture Bites:** Bible lesson, music, and drama
- **Monthly Chapel Time**

11. Typical 5's Pre-K Day Schedule

- **Welcome and Table Activities:** Opening centers and parent communication time
- **Circle Time:** Songs and movement, Fruit of the Spirit, daily schedule, Bible verse, prayer
- **Small Group Rotations:** Language/reading, math, science, and social studies
- **Snack**
- **Centers:** Art, math/manipulatives, science, sensory table, drama, and blocks
- **Club MED:** Monthly enrichment activities (e.g., gymnastics, gardening, team sports, etc.)
- **Weekly P.E.**
- **Monthly Chapel Time**

12. Policies and Procedures

12A. Arrival and Dismissal

School begins promptly at 9:15 a.m. for all classes.

- Preschool 2's, 3's, and 4's dismiss at 12:00 p.m. or 1:30 p.m.
- Preschool 5's dismiss at 1:30 p.m.
- Extended care is available from 8:00 a.m. to 4:00 p.m.

Dismissal times vary based on class enrollment and selected programs.

All children must be checked in and signed out daily by a parent or guardian, including full name and time of arrival/departure. Children will only be released to individuals listed on the emergency card unless prior written or phone authorization is provided. Staff will verify identification for any unfamiliar authorized pickup persons.

12B. Open Door Policy

Parents of currently enrolled children are welcome to visit unannounced at any time during the day and will have immediate access to their child at all times.

12C. Prompt Pick-Up Policy

Timely pickup is very important for your child's well-being and for our staff. Children may become distressed when pickups are late, and it also impacts classroom routines.

Each family is allowed one grace late pickup day per year, provided the preschool is notified. After the grace period has been used, a fee of \$5 per minute, per child, will be charged for late pickups.

We strongly enforce this policy and encourage families to connect with other parents for emergency backup pickup arrangements if needed.

Please note that drop-in Lunch Bunch or Club MED care is not available. These programs must be scheduled in advance on a monthly basis. In the case of a true emergency, please contact the preschool to make arrangements.

12D. Clothing

Preschool learning can sometimes be messy. Children should be dressed in comfortable, easy-to-wash clothing that they can manage independently.

Closed-toe shoes are required for safety. Shorts or pants are recommended on P.E. days. Flip-flops are not permitted for safety reasons.

Parents should send a labeled change of clothes in a bag to be kept at school in case of accidents. Emergency clothing may be updated mid-year to reflect seasonal changes.

12E. Communication

We strive to maintain an open-door policy in all classrooms and welcome parent involvement and input.

We encourage families to first discuss any questions, concerns, or updates regarding their child's progress with the child's teacher. If further support is needed, families may then

contact the Director. If additional review is required, parents may reach out to the Associate Minister of Chaparral Christian Church, who oversees the Preschool program.

If a conference is needed with a teacher, the Director, or church leadership, families may schedule a meeting before or after school hours or arrange a phone conference at a mutually convenient time.

12F. Guidance and Discipline

Preschool-aged children are in the process of developing self-regulation and appropriate behavior. Our teachers strive to model Christian love and respond to children in a caring and respectful manner. Whenever possible, we use positive guidance strategies rather than punishment to teach appropriate behavior.

Guidance practices used in our classrooms include:

- Redirecting behavior with understanding and support
- Preparing the environment to reduce opportunities for problem behaviors
- Building positive teacher-child relationships
- Using solution-focused intervention strategies
- Partnering with parents for consistency and support
- Collaborating with staff and outside professionals when needed

Parents will be contacted if a serious discipline issue occurs (such as biting, abusive language, or physical harm toward others), and the child may be sent home immediately.

If unsafe or disruptive behavior becomes a pattern (more than twice), the following steps will be taken:

- a. Parents will be notified of the concern and asked for input
- b. A parent conference will be scheduled if the behavior continues
- c. Parents may be asked to seek outside support by a specified date, with results shared with staff
- d. A behavior support plan will be developed collaboratively between the school and parents
- e. The plan will be reviewed within two weeks

If sufficient progress is not made, or if the school determines it cannot meet the child's needs, the child may be withdrawn from the program.

Our guidance approach is based on teamwork between teachers, parents, and children. When implemented consistently, it supports a positive classroom community that fosters both learning and healthy relationships.

12G. Dis-enrollment Policy

A family may be asked to withdraw from CCPK for the following reasons:

1. The child's needs cannot be met within the program
2. Persistent behavioral concerns despite documented intervention plans and accommodations
3. Non-cooperation with administration or staff by parent/guardian/child
4. Unresolved tuition payment issues
5. Refusal to grant consent for emergency medical transportation

Any unused tuition may be refunded at the time of dis-enrollment.

12H. Withdrawal Policy

A minimum of 30 days' written notice is required prior to withdrawal. If proper notice is not provided, one month's tuition will be charged and remains the responsibility of the family.

If a child will be absent for one month or longer, the family must officially withdraw the child. Re-enrollment is subject to space availability and requires completion of registration again.

To retain a child's placement during an extended absence, tuition must continue to be paid monthly, even while the child is not attending.

12I. Health and Minor Injury

Preschool is often a child's first exposure to a large group of children, and it is normal for children to need time to build up immunities. To help protect all students and staff, we ask that families keep children at home if they exhibit signs of illness, including fever, diarrhea, vomiting, unknown rash, nasal discharge, or any communicable disease.

Children must be symptom-free and off all medication for at least 24 hours before returning to school.

In the case of absence, please call the school office at (480) 991-6440 and leave the child's name, date, and reason for the absence. A detailed health information form will be provided at the beginning of the school year for parent reference.

If a child develops any of the above symptoms during the school day, they will be separated from the group, and a parent or emergency contact will be notified for immediate pickup. In the case of a serious emergency, we will contact the child's physician listed on the emergency form or call 9-1-1 if necessary.

If a child is diagnosed with a contagious illness (such as chicken pox, RSV, or COVID-19), families are required to notify the school office so that appropriate exposure notifications can be made.

Tuition is non-refundable and will not be reimbursed for absences due to illness.

If a child sustains a minor injury at school, staff will administer first aid immediately. An Incident Report will be completed and provided to the parent for review and signature.

12J. Pesticides

Notice of any scheduled pesticide applications will be posted at least 48 hours in advance on the Rainbow Room door near the sign-in/sign-out area.

12K. Medications

Due to the nature and length of our program, medication administration is rarely required. If a child needs emergency medication to be kept on site, please contact the Director to make appropriate arrangements.

Parents must complete a written authorization form before any medication can be administered by staff.

12L. Emergency Procedures for Severe Illness or Injury

In the event of a serious illness or injury, emergency services (9-1-1) will be contacted if deemed necessary. In less severe situations, a parent or designated emergency contact will be called to transport the child.

Families are required to complete an Emergency Information Form, including physician details and preferred hospital information, to ensure proper care in the event of an emergency.

12M. Disaster Plan

Upon request, parents may obtain a copy of the preschool's Disaster Plan, which outlines procedures for various emergency situations. The plan is reviewed bi-annually to ensure readiness and compliance with safety standards.

12N. Parent Information

Parent participation in the classroom is a valuable support for both children and teachers. We welcome family involvement at any time. Our goal is to partner with parents as the primary educators of their child.

We do ask that younger siblings not attend classroom visits unless previously approved by the teacher or Director.

Parent-Teacher conferences are held twice a year, in the fall and spring. These conferences provide an opportunity to discuss your child's progress confidentially and to share information that supports early childhood development.

Ongoing communication is provided through email updates, school-wide and classroom newsletters, and/or a daily "What We Did Today" summary sent electronically. Each child also has a classroom cubby used for newsletters, notices, book orders, receipts, artwork, and other school materials.

Parents are expected to regularly check and read all school communications.

12O. Snack

A nutritious snack is provided through our parent participation program. A monthly snack calendar will be posted on the classroom door and sent home with each child. A reminder will also be sent prior to the scheduled snack date with specific details.

Snack time is designed to provide good nutrition as well as introduce children to new food experiences. Snacks are served family-style, so individually packaged items are discouraged. Children are encouraged, but never forced, to try new foods.

Daily snacks are planned to include at least two of the four food groups and are designed to be low in sugar and sodium.

If your child has food allergies, please note this on the Blue Emergency Form. Families may be asked to provide appropriate snack alternatives when needed.

All snacks should be sent in original, unopened packaging.

12P. Birthdays

Birthdays may be celebrated in the classroom by sending a packaged treat to share with classmates. We encourage healthy options such as muffins, granola bars, or fruit-based treats.

All birthday celebrations should be arranged in advance with your child's teacher.

12Q. Parent Involvement

Chaparral Christian Preschool encourages active parent involvement and maintains an open-door policy. Families are welcome to participate in their child's preschool experience in a variety of ways.

At the beginning of each school year, parents may sign up for the following volunteer opportunities:

- **Room Parent:** Assist the teacher by coordinating classroom activities, parties, and parent volunteers. Time commitment is flexible.
- **Storyteller:** Visit the classroom to share a favorite book during a scheduled story time.
- **Special Interest Presenter:** Share a hobby, talent, or area of expertise with the class during a planned lesson.
- **Helping Hands:** Support classroom needs from home (copying, cutting, sorting, preparing materials, etc.).
- **Prayer Partners:** Commit to praying daily for the preschool, staff, and families.
- **Book Study Group:** Join meetings on the first and third Friday of each month at 9:30 AM to read and discuss parenting books. Childcare may be arranged with the Director if needed.

Additional volunteer committees may include:

- Teacher Appreciation Week planning (e.g., luncheon or special events)
- End-of-Year Celebration/Sprinkler Party support (setup, supervision, food assistance)

Teachers may also request occasional assistance for special classroom events. All volunteer opportunities are optional.

12R. Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year, in November and April. Sign-ups are available online through SignUpGenius. The school is closed to students on conference days to allow for uninterrupted meetings.

12S. Transportation and Field Trips

Field trips are not a regular part of our preschool program, as transportation is not provided. Occasionally, special guests, speakers, or in-house enrichment activities are brought to the school.

12T. Absences and Make-Up Days

There are no discounts or make-up days for absences due to illness, weather closures, or vacations. Tuition is non-refundable, and missed days cannot be rescheduled or attended on alternate days.

13. Services Available to Parents / Referral Services

Chaparral Preschool follows established procedures for referring families to appropriate social, mental health, educational, and medical services when it is determined that an assessment may benefit a child.

When a staff member or parent has concerns regarding a child's development or behavior, the following process will be followed:

The teacher will first consult with teaching partners and then review observations with the Director. If the Director concurs that further evaluation may be beneficial, the classroom teacher will complete an anecdotal observation documenting specific concerns and behaviors.

This information is used to support appropriate next steps and ensure the child receives the assistance needed for continued growth and development.

Referral Meeting with Parent(s)

Parents will be notified of concerns by either the teacher or the director and kept informed of any ongoing developments. A parent conference will be scheduled as soon as possible to discuss observations and concerns in detail.

Parents will be provided in writing with:

1. The reason(s) for recommending additional services
2. A summary of the preschool's observations related to the referral
3. A description of any interventions or accommodations the preschool has already implemented to support the child

The director or classroom teacher will also provide families with appropriate referrals for evaluation, diagnostic, and therapeutic services.

When appropriate and with parent permission, the child may be referred to services such as Smart Support, Parent Coaching and Support Services through Southwest Human Development, Total Care Therapy, the PANDA Program through Scottsdale Unified School District, SUN Kids through Paradise Valley Unified School District, The Clubhouse Therapy Centers, and local speech-language pathologists or other therapists.

We will work collaboratively with outside support services to develop and implement a plan that supports the child's developmental needs both at school and at home. This may include consultation, coaching, and additional training for staff and families as needed.

Follow-Up Referral

With parental permission, the director or classroom teacher will contact the agency or service provider that evaluated the child to coordinate support and assist in meeting the child's needs within the preschool setting.

If it is determined that the child does not require services or is not eligible for services, the preschool will continue to monitor the child's progress and review development every three months to determine whether a new referral may be necessary.

Record of Referrals

The director and/or teacher will maintain written documentation of all referrals, including parent conferences and outcomes. A referral checklist will also be maintained in the child's file for record-keeping purposes.

14. Play Pals Extended Care Program

Play Pals is an extended care program available for children enrolled in preschool. Care is offered from 8:00 AM–9:15 AM and/or 1:30 PM–4:00 PM for an additional fee, depending on the times selected.

Morning and afternoon sessions include supervised free play led by regular staff members. Morning care consists primarily of free play. Afternoon care includes a snack (provided by the school), outdoor play (weather permitting), and free play.

Children must be signed into Play Pals by their regular teacher and signed out by a parent, guardian, or approved caregiver.

Children may attend Play Pals only on days they are enrolled in their regular preschool program.

Reservations

- **Standing Reservation:** Your child attends regularly each week at a reserved time.
- **Daily Reservation:** Families may call the day before to check availability for drop-in care.

Fees

- Morning Care (8:00 AM–9:15 AM): \$11.00
- Afternoon Care (until 3:00 PM): \$11.00
- Late Afternoon Care (until 4:00 PM): \$11.00

Late pickups after 4:00 PM will incur a fee of \$5 per minute, per child.

Play Pals fees are billed monthly in arrears and reflected on the following month's statement. A \$25 late payment fee applies after the 15th of the month.

15. State Compliance and Affiliations

15A. Liability and Non-Discrimination

In accordance with Arizona Department of Health Services Rule R9-5-308, Chaparral Christian Preschool maintains general liability insurance. Documentation is available for review upon request from the Director.

All staff members are fingerprinted prior to employment in compliance with state requirements. Teachers are required to hold or be working toward credentials in Early Childhood Education, including a community college certificate, associate's degree, or bachelor's degree. Prior experience in early childhood education is highly valued.

Chaparral Christian Preschool maintains a strict non-discrimination policy. We do not discriminate on the basis of gender, race, color, national, ethnic, or religious origin in admissions, employment, or the administration of any policies or programs.

15B. Arizona Department of Health Services

Chaparral Christian Preschool is licensed and regulated by the Arizona Department of Health Services as a part-time child care facility for children ages 2 to 6. The facility is licensed to serve up to 110 children per preschool session.

Transportation to and from preschool is not provided.

Liability insurance is maintained as required by child care licensing regulations. Facility inspection reports are available for review in the Director's office at any time upon request.

Arizona Department of Health Services, Office of Child Care Licensing:
150 N. 18th Avenue, Suite 400
Phoenix, AZ 85007
(602) 364-2539
Fax: (602) 364-4768

ACKNOWLEDGEMENT

Please sign and return this page to the Director within one week of receipt. Your signature confirms that you have received, read, and reviewed the Chaparral Christian Preschool Parent Handbook.

By signing, you indicate that you understand and agree with the policies and procedures outlined in this handbook. If you have any questions, please contact the Director. Your comments, suggestions, questions, and impressions are always welcome and appreciated.

Printed Name_____

Signature_____

Child's Name:_____ Date:_____

Comments:_____

Chaparral Christian Preschool

6451 E. Shea Blvd.
Scottsdale, AZ 85254

Director- Sara Perrine

Assistant Director/Office Manager-Sari Shanks

(480) 991-6440

ccpk@chaparral.org

Monday - Friday, 8:00 a.m. - 4:00 p.m.