



Preschool

PARENT HANDBOOK

2022/2023

**“With God at our center and parents as our partners,
Our goal is to nurture the total child
spiritually, socially, emotionally, intellectually and physically.”**

21000 North 75th Avenue • Glendale, Arizona • 85308-9622
623.561.2000 • Fax: 623.362-3202 • dreamcityschools.org

Welcome to the Dream City Christian Preschool Family!

We are honored to partner with you and your little one(s), as we embark on this preschool journey together. Everything at DCCPS, from our infant care to Kinderbridge classroom is rooted in God's Word and excellence in early childhood development.

Our teachers are committed to providing a safe, fun and engaging learning environment for every child God entrusts to our care and are focused on stewarding each child to establish a strong biblical and moral foundation. From memory verses to embedded Bible stories in the curriculum to weekly and monthly Chapels as well as daily devotions and prayer, DCCPS is dedicated to your child(ren)'s spiritual well-being and care.

There is always something exciting going on within our walls from the DCCPS hall dance parties' tradition and on-campus field trips to fun water days and nature exploration walks. Your child(ren)'s imaginations will soar and take flight as they learn through interactive play and other engaging experiences that our curriculum and the creativity of our amazing teachers brings to life in the classroom.

We want each child who walks through our doors to know how deeply, fully and profoundly loved there are, and that they belong here. Our dedicated teachers have truly answered God's calling to early childhood educational ministry and carry that sense of purpose into the classrooms. Your child(ren) will be provided a foundational, educational experience that will ground them in God's truth and love and help them grow to be more and do more like Jesus.

Thank you for choosing Dream City Christian for your child(ren)'s preschool journey and beyond. It is our joy and honor to have you a part of the DCCPS family, welcome aboard!

Go Eaglets!

In Christ's Joy,
Amber Beiser
Preschool Director

“Train up a child in the way he should go, and when he is old he will not depart from it”- Proverbs 22:6 (NKJV)

Table of Contents

ABOUT DREAM CITY CHRISTIAN PRESCHOOL	3
PURPOSE	3
PHILOSOPHY	3
HISTORY.....	3
MISSION STATEMENT	3
CAMPUS VISION	3
STAFF.....	3
PARENTS.....	4
PROGRAMS.....	5
FULL TIME, MONDAY-FRIDAY 7:00am-5:30pm	5
PART-TIME PROGRAM.....	5
RATIOS AND GROUP SIZES	6
CURRICULUM	6
POLICIES AND PROCEDURES	8
ARRIVAL AND DISMISSAL PROCEDURES.....	8
LATE PICK-UP	8
TUITION AND WITHDRAWAL POLICY	8
PHOTO/VIDEO USAGE POLICY	9
STUDENT RECORDS	9
ILLNESS POLICY	9
IMMUNIZATION REQUIREMENTS	11
MEDICAL EMERGENCY.....	12
MEDICATION	12
CHILD ABUSE/NEGLECT	13
DISCIPLINE	13
BITING POLICY	13
MEALS	14
PEANUT/TREE NUT POLICY	15
SNACKS.....	15
DRESS CODE	15

BIRTHDAYS & CELEBRATIONS	16
PARKING & SECURITY	16
EMERGENCY PLANNING NOTIFICATION	17
PESTICIDE APPLICATION NOTIFICATIONS.....	17
TRANSPORTATION.....	17
VIOLENCE AWARENESS/PREVENTION	17
VISITORS.....	18
STATE EMPOWERMENT POLICY.....	18
SUN SAFETY	18
PHYSICAL ACTIVITIES	18
BREASTFEEDING	19
FRUIT JUICES.....	20
FAMILY-STYLE MEALS	20
ORAL HEALTH.....	20
STAFF TRAINING	20
ARIZONA’S SMOKERS HELPLINE	21
SMOKE-FREE ENVIORMENT.....	21

This handbook is subject to change without notice.

ABOUT DREAM CITY CHRISTIAN PRESCHOOL

PURPOSE

- To offer the good news of God's love in a caring community.
- To help the child develop a healthy personality, form Christian values, and develop the conscience, feelings and attitudes which form the foundation for a positive self-image and good relationships.
- To encourage the child's self-confidence, concern for others, co-operation in work and play and enjoyment of sharing.
- To increase the child's listening skills, self-expression, independent work and play habits as well as decision-making abilities.
- To provide a healthy environment where a child can grow in God's world through experience, interaction and exploration with the guidance of Christian teachers.

PHILOSOPHY

Our goal is to build Christian leaders by empowering your children to do more and be more like Jesus through a wide variety of practical and meaningful learning experiences. At Dream City Christian Preschool (DCCPS), children learn much more than numbers, letters, shapes, and colors. Children learn how *to* learn. They are encouraged to use their developing language, thinking and motor skills to question, to discover alternative answers, and to get along with others.

We offer a balance of activities ranging from vigorous outdoor play to quiet indoor play and a combination of teacher-directed and child-initiated learning experiences within a developmentally appropriate curriculum.

Because we believe that each of us develops to our fullest as we are in relationship with God, we introduce children to Jesus, the Bible and Biblical principles.

HISTORY

MISSION STATEMENT

Building Christian leaders prepared to live and thrive in a rapidly changing world.

CAMPUS VISION

To make a positive difference in our community.

STAFF

Within each classroom, our teaching team works together to plan and carry out the daily activities of the preschool. Our teachers meet the requirements for preschool teaching as mandated by the State of Arizona. They have experience working with and teaching children, as well as being in harmony with the purpose and teaching philosophy of our preschool at Dream City Christian. Lead teachers have professional certificates and/or degrees in Early Childhood Education or a closely related field.

All teachers attend planning and educational workshops and regularly scheduled staff meetings during the school year. Our staff are required annually by state to obtain 18 hours of professional development.

PARENTS

DCCPS admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate based on race, color, nationality, and ethnic origin in the administration of its educational policies, tuition assistance programs and other school-administered programs.

Volunteer Opportunities

As an active participant in our school, we encourage you to participate in various school-related activities. You can join the DCCS Parent Teacher Student Organization (PTSO). To find out more information on various ways that you and your family can be involved, you can contact the organization at: ptso@dreamcityschools.org. Parents who assist in the classroom must hold a current fingerprint card or have a current Background Screening Form on file. The background screening is good for one year. Background Screening forms are available in the school office. There is a processing fee.

If you sign-up to assist and find yourself unavailable, please contact your teacher as soon as you are aware of the impending schedule change. To maintain security, all parent volunteers are required to sign in at the school office and to wear a volunteer badge.

Communication Concerns/Conflict Resolution

Partnering with parents is central to DCCPS' mission. Successful school experiences occur when parents and teachers work together as a team. If the parent has a question regarding curriculum, or a concern about some action or lack of action on the part of a teacher, the following steps should be followed:

- **STEP 1:** The parent should try to discuss and resolve the issue(s) directly with the classroom lead teacher. *(Teachers are encouraged to seek the counsel of their administration as needed.)*
- **STEP 2:** If unresolved, the parent should, again, try to discuss and resolve the issue(s) directly with the classroom lead teacher and communicate with the preschool director.
- **STEP 3:** If necessary, a meeting between the parent, the preschool director and teachers involved should be scheduled to attempt resolution.

DCCPS Staff/Parent Relationship

A positive and constructive working relationship between DCCPS and a student's parent(s)/guardian(s) is essential to the fulfillment of our educational purpose. Thus, DCCPS reserves the right not to extend the privilege of enrollment or re-enrollment to a student if DCCPS concludes that the actions of the parent(s)/guardian(s) make a positive and constructive relationship impossible or otherwise seriously interfere with DCCPS's accomplishment of its educational purpose.

DCCPS reserves the right not to extend the privilege of enrollment or re-enrollment if any information on the application is not truthful.

Any conduct by a student/parent who is in violation of the handbook and which DCCPS's administration considers detrimental to the student or to other students or staff of DCCPS, may be deemed adequate for appropriate disciplinary action which may include disenrollment.

PROGRAMS

DCCPS offers a comprehensive developmental program for young children which includes four (4) distinct sub-programs that serve children and their families. Our programs are:

FULL TIME, MONDAY-FRIDAY 7:00am-5:30pm

Infants (If breast-fed, child will need to be bottle trained)	12 months, full-time
Toddlers (1 & 2-year-olds need to be walking)	12 months, full-time
3-year-olds & Pre-K (4-year-olds)	12 months, full-time
Kinderbridge (5 years old between Sept.1 st -Dec. 31 st)	12 months, full-time
Part-Time (3's & Pre-K 4's)	August – May, part-time

Children will be moved to the next developmentally appropriate classroom upon the director's assessment, approval and upon availability. Child-to-teacher ratios follow standards set forth by the State of Arizona. Please see the following page for child-staff ratios.

Kinderbridge

The Kinderbridge Program is designed for children who turn 5 years old between September 1st and December 31st. Kinderbridge is a transitional class between Pre-K and Kindergarten that meets the needs of the children who would benefit from the gift of time to develop social and academic skills that help prepare for success in kindergarten. Bible and academic curriculum are aligned with DCCS' Kindergarten classes. The hours for this class are 8am-3pm, Monday-Friday. Before and after care for this program are included in tuition and are available 7am-8am and 3pm-5:30pm.

PART-TIME PROGRAM

Our part-time program is for children ages 3 or 4 by August 31 prior to the Fall session. This program is available from August through May. The hours are:

3-hour class: 8:30am-11:30am

6-hour class: 8:30am-2:30pm

Observed holidays are posted on our school calendar. All children enrolling in the part-time preschool program must be completely potty trained. No pull-ups please.

RATIOS AND GROUP SIZES

Dream City Christian Preschool (DCCPS) adheres to ratio and group size recommendations set forth by the State of Arizona.

STAFF-CHILD RATIOS	
Infants	1:5 or 2:11
1-year-olds	1:6 or 2:13
2-year-olds	1:8
3-year-olds	1:13
4-year-olds	1:15
5-year-olds	1:20

Dream City Christian Preschool is licensed by the:

**Arizona Department of Health Services
Division of Licensing Services
Office of Child Care Licensing**

CURRICULUM

The curriculum at DCCPS may look like children’s play and it is! Play is the avenue to learning and has been carefully structured so that in a Christian setting, children can grow and develop spiritually, socially, physically, emotionally, and intellectually in a loving, relaxed, affirming atmosphere.

At this stage of life, developing or broadening a sense of wonder and appreciation for learning about God’s world, along with an awareness of what it takes to form positive and cooperative relationships with others, is just as important as the mastery of skills.

Each day includes sharing our love for the Lord through Bible stories, devotions, and encouraging loving kindness towards one another. The children also enjoy several special events and other opportunities to learn more about God’s wonderful world around them.

Academically, your child is challenged to do his/her best as they work with many age-appropriate activities. Our curriculum integrates learning activities with several dramatic theme ideas. The curriculum has programs specifically written for preschoolers, toddlers and infants. Our focus is to prepare your child to succeed in their next year.

Kinderbridge

- Purposeful Design Bible curriculum
- Bob Jones University “Focus 5” academic curriculum
- Specials classes
- Weekly Chapels

Pre-K (4’s turning 5) Program

- Purposeful Design Bible curriculum
- Bob Jones University “Footstep for 4’s” academic curriculum
- Specials classes
- Weekly Chapels

3’s turning 4 Program

- Purposeful Design Bible curriculum
- Bob Jones University “Pathways for Preschool” academic curriculum

2’s turning 3 Program

- “Little Blessings” Bible curriculum
- “Innovations” academic curriculum
- Monthly Chapels

Infants and Toddlers

Caring for infants and toddlers is about building relationships and making the most of everyday experiences and routines. During the rapid growth of these first critical years, the brain is being stimulated into patterns for physical, social/emotional, cognitive and spiritual development. Classroom activities and routines are planned to nurture the whole child along with the following:

- Forming positive, trusting relationships with loving, compassionate caregivers.
- Experiencing a warm, welcoming environment that supports children’s growth and development.
- The use of consistent routines as opportunities for growth, learning and a sense of security.
- Guidance of children’s behavior in a positive way.
- A safe and healthy environment that provides a wide variety of activities that will facilitate children’s development.

Lesson plans are developed following Arizona Early Childhood Education Standards. You are invited to view a copy of weekly lesson plans on the parent information board outside your child’s classroom.

POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL PROCEDURES

Always let your child and his/her teacher know (*in writing*) if someone other than the regular adult is picking up the child at the end of the day. The person picking up must be listed on the blue *State of AZ Emergency and Immunization Record Card*. Picture identification will be required from anyone unknown to the releasing teacher. Please explain this to your family and friends.

Licensing regulations require that you sign both your first and last name on the sign-in sheet.

In the event of parental separation or divorce resulting in joint custody rights, each parent has the right to designate alternate pick-up persons on the days that the parent has custody of the student. If both parents cannot come to an agreement, DCCPS staff will only release the child(ren) to the custodial parents. If issues continue in this matter, DCCPS reserves the right to withdraw the child(ren).

LATE PICK-UP

DCCPS charges **\$5.00 for the first minute and \$1.00 for each minute** beyond the end of the class in our *Part-time Preschool* program, or beyond our closing time of 5:30pm in our *Full-Time* program. If you are late, you will be asked to sign the late fee log. Late pick-up charges are assessed at the time when you pick up your child. If you are going to be late, please call us so that your child will not worry. Please note that phoning will not prevent late fee charges.

TUITION AND WITHDRAWAL POLICY

Tuition

- All tuition and other school-related payments are made directly to FACTS Mgmt. There is a \$50 annual management fee for the FACTS online payment program. All continuing students must be re-enrolled annually.
- Full-time preschool tuition is divided into 12**equal payments from July – June.
- Part-time preschool tuition is divided into 10**equal monthly payments from August – May.

**Monthly tuition payments are the same regardless of holidays, long months, vacations, or absences. As long as we hold a place for your child, your tuition charges continue.

All tuition and financial obligations must be satisfied for the current school year, to re-enroll for the following school year.

Tuition for new & returning full-time preschool students will be charged as follows:

- If your student enrolls on any day from the 1st to the 15th, you will be billed for a full month's tuition.
- If your student enrolls on any date after the 15th of the current month, you will be bill for ½ month's tuition.

Withdrawals

Should you need to withdraw your child, a two-week notice is required and a signed withdrawal form must be submitted.

Tuition refunds for full-time preschool students withdrawing will be processed as follows:

- If your student is withdrawn on any day from the 1^s to the 15th, you will be refunded ½ month’s tuition.
- If your student is withdrawn any day after the 15th of the current month, you will not be issued a refund for that month.
- Classroom closures: Tuition will not be refunded due to class-wide illness or unforeseen emergency closure.

Part-time preschool tuition will not be pro-rated.

Please note: Allow up to 4 weeks for processing refunds. Refunds will be mailed to the address on file with the school.

Temporary Summer Withdrawals

In order to be considered for a temporary summer withdrawal, your student must be re-enrolled and all paperwork submitted for the following school year.

PHOTO/VIDEO USAGE POLICY

Photos and video footage of students add significantly to the communication value of school publications, promotional materials, media presentations, social media, and our DCCS website. It is the school’s desire to share the achievements, awards and recognitions earned by students with the broader community. This effort can be aided by using photos or video footage showing students involved in the classroom and school-related activities.

Unless notified in writing of an objection by a parent, legal guardian, or student of age 18, photographs and video footage of students and/or names may be posted in school-produced materials including printed publications, television, media productions, and the DCCS website.

STUDENT RECORDS

Parents who wish to review their child’s record must submit the written request to the preschool director 24 hours in advance.

This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In addition, the mere payment of tuition or child support payment does not, in and of itself, allow access to education information concerning the child. The school requests divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

ILLNESS POLICY

State laws mandate that we are unable to care for children who are ill. Below are general state guidelines for helping to keep a healthy school environment. For further information regarding our site-specific guidelines, please refer to school website. Please have a back-up care plan in place.

DCCPS follows the guidelines of the Center for Disease Control and Prevention for removal of a child from the childcare setting as listed on the following page. The child must be picked up within one hour of notification.

- *Fever — temporal thermometer reading of 100.4 degrees or higher
- *Diarrhea — one uncontained runny, watery, or bloody stool
- *Vomiting — one time in a 24-hour period
- Body rash with fever
- Sore throat with fever and swollen glands. May be indicated by refusing food and drink.
- Severe coughing — child gets red or blue in the face or makes high-pitched whooping sound after coughing
- Eye discharge — thick mucus or pus draining from the eye, or pink eye
- Yellowish skin or eyes
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health and safety of other children in our care

When a child exhibits one (or more) of the above symptoms, he/she may not be brought to school.

*A child's temperature must be normal, 98.6 degrees (temporal thermometer reading), for 24 hours, without the use of fever reduction drugs, before he/she returns to school.

*A child must be free of vomiting and diarrhea for 24 hours before returning to school. To minimize the spread of illness, at DCCPS's discretion, some children may be requested to extend their absence from school up to 48 hours. This will be a case-by-case basis.

*When medication has been prescribed for an ill child, the child must have completed 24 hours of doctor prescribed medication prior to returning to school. Preschool may request a doctor's written authorization for return to preschool.

If the child is already at DCCPS:

1. He/she will be isolated from the classroom, brought to the school nurse and placed in the care of office or teaching staff until picked up
2. Office staff will attempt to contact parent(s) or emergency contact(s) listed on the blue *Emergency Information form*. The child must be picked up within one hour from the time the first contact is made.
3. In the event of an emergency and we cannot contact the parents or other emergency contacts on your Blue Emergency Card, we will then call 911.
4. The child needs to be signed out by the parent or your emergency contact person in the classroom or the school office.

➤ **Please notify your teacher if your child will not be in attendance.**

➤ **If it has been determined that your child has a communicable disease or has been exposed to one listed below, please contact the school nurse.**

Communicable Diseases

Chicken Pox
Fifths Disease

Common Cold
German Measles

Measles
Scarlet Fever

Strep
Mumps

Infectious Hepatitis
Tuberculosis
COVID

Diphtheria
Pink Eye
Hand, Foot & Mouth Disease

Meningitis
Whooping Cough

RSV
Polio Myelitis

Communicable Skin Diseases

Impetigo Ringworm Scabies Poison Oak Head Lice Athletes Foot

IMMUNIZATION REQUIREMENTS

Arizona state law requires that all children be immunized against the following diseases: Hemophilus Influenza Type B (Hib), measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, Hepatitis A, Hepatitis B, and Varicella (Chicken pox). In the event of an outbreak of a vaccine-preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend preschool until the risk period ends. **Immunization exemptions occur only if immunization would seriously endanger the health of the child, or they are being raised in a religion that is in opposition to immunizations.** In these cases, there must be a signed affidavit in your child’s file. **An original, current immunization record, indicating the dates of immunizations, must be presented before a child may enter a licensed childcare facility.**

The following page lists the current immunization requirements as mandated by the Arizona Department of Health. Each time your child receives an immunization, please bring the updated immunization card to the office.

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY

Child Care, Preschool, or Head Start (School year 2020-2021)

- Requirements are shown below as stated in [Arizona Administrative Code, R9-6-702, Table 7.1 \(B\)](#) and Table 7.2
- Please review the [Arizona Immunization Handbook for Schools and Child Care Programs](#) along with the [Vaccine Flowchart Resource](#) for further information and details about school immunization requirements and exemptions.
- Vaccines must follow minimum intervals and ages to be valid. See page 2 for minimum interval and catch-up schedule information.
- A vaccine-administration 4-day grace period applies in most situations.



Vaccine	2-3 months	4-5 months	6-11 months	12-14 months	15-17 months	18 months – 59 months
HepB Hepatitis B	1 dose (May get dose 1 at birth and dose 2 as early as 1 month of age)	2 doses	2 doses (May receive dose 3 as early as 6 months)	3 doses (Final dose must be given at 24 weeks of age or older)	3 doses	3 documented doses (Final dose must be given at 24 weeks of age or older)
DTaP Diphtheria, Tetanus, and Pertussis	1 dose	2 doses	3 doses	3 doses	4 doses	4 documented doses
Hib <i>Haemophilus influenzae</i> type b	1 dose	2 doses	2-3 doses	2-3 doses (A Hib dose at/after 12 months is required for all children under 5 years)	3-4 doses (or 1 dose at or after 15 months of age)	3-4 documented doses OR 1 dose at or after 15 months of age
Polio IPV	1 dose	2 doses	2 doses	3 doses	3 doses	3 documented doses
MMR Measles, Mumps and Rubella	Not given before 12 months of age			1 dose	1 dose	1 documented dose
VAR Varicella (chickenpox)	Not given before 12 months of age			1 dose	1 dose	1 documented dose
HepA Hepatitis A	Not given before 12 months of age The Hepatitis A vaccine series (2 doses) is REQUIRED in Maricopa County for children 1-5 years of age, but is recommended in all other counties.			1 dose	1 dose	2 documented doses

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY – Minimum Interval/Catch-up Guidance

Child Care, Preschool, or Head Start (School year 2020-2021)

➤ A child who is missing vaccines required for their age must get a dose of needed vaccines within 15 days of enrollment; after 15 days the child may not attend without documentation that the child has received the required vaccinations or started the series.

Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
HepB Hepatitis B	Dose 1	Birth	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> Final dose of HepB vaccine must be given at 24 weeks of age or older. If HepB dose 3 was given before 24 weeks of age, a 4th dose is required. Some children may receive a birth dose and then a combination vaccine resulting in a total of 4 (or more) doses. At long as the minimum intervals between doses and receipt of final dose at 24 weeks of age or older are met, 4+ doses meet requirement.
	Dose 2	4 weeks	At least 8 weeks between dose 2 & 3 (or final)	
	Dose 3	24 weeks	At least 16 weeks between dose 1 & 3 (or final) AND at/after 24 weeks of age	
DTaP Tetanus, Diphtheria, and Pertussis	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> A child may receive a dose of DTaP at or after 4 years of age; although not required for attendance in child care/preschool, this dose is usually given in preparation for attendance in kindergarten. Minimum age for final dose (# 4 or #5) is 4 years of age and at least 6 months since previous dose.
	Dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	Dose 3	14 weeks	At least 6 months between dose 3 & 4	
	Dose 4	12 months	-	
Hib <i>Haemophilus Influenzae</i> type b	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> If all 3 doses given are PedvaxHib, only need 3 total doses; dose 3 must be at or after 12 months of age. A Hib dose at or after 12 months is required for all children under 5 years of age. Only one dose is required if the first/only dose is given at or after 15 months of age. Hib is not given after 5 years of age unless child has a medical condition.
	Dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	Dose 3	14 weeks	At least 8 weeks between dose 3 & 4	
	Dose 4	12 months	-	
Polio IPV or OPV	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> Only 3 doses are required for kindergarten entry if the 3rd dose was received at or after the child's 4th birthday and at least six months after the 2nd dose. OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of country of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. (The U.S. currently does not give anything other than IPV (inactivated polio vaccine) whereas some foreign countries still give the OPV (oral polio vaccine).
	Dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	Dose 3	14 weeks	At least 6 months between dose 3 & 4	
	Dose 4	4 years	-	
MMR Measles, Mumps and Rubella	Dose 1	12 months	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> If MMR dose 1 was given more than 4 days before the 1st birthday, another dose is required. Must get the same day as varicella OR at least 28 days apart (this rule also applies to live nasal influenza doses).
	Dose 2	13 months	-	
VAR Varicella (chickenpox)	Dose 1	12 months	-	<ul style="list-style-type: none"> If varicella dose 1 was given more than 4 days before the 1st birthday, another dose is required. Must get the same day as MMR OR at least 28 days apart (this rule also applies to live nasal influenza doses).
HepA Hepatitis A	Dose 1	12 months	At least 6 months between dose 1 & 2	<ul style="list-style-type: none"> If HepA dose 1 was given more than 4 days before the 1st birthday, another dose is required. Children 1 – 5 years of age are required to obtain dose 1 within 15 days of enrollment in child care, preschool or Head Start. Dose 2 is due 6 months after dose 1.
	Dose 2	18 months	-	

Arizona Immunization Program Office • 150 North 18th Avenue, Suite 120
Phoenix, AZ 85007 • 602-364-3630
Last revision: May 2020

MEDICAL EMERGENCY

In the event of a medical emergency, 911 will be called. The child's parent/guardian will be contacted.

MEDICATION

All Medication

- Must be accompanied by a Medication Consent form obtained from the school office. The *Over-the-counter forms* only apply to creams, lotions and teething gels.
- Must be given directly to school office staff or administration and not left in the child's bag, backpack or cubby. Parents are responsible for requesting medication at the end of the day if so desired.
- Must be brought to DCCPS in its original container.

Prescription Medication

- Parents must complete a Medication Consent form (obtained from the school office) before any medication can be administered.
- The prescription number on the bottle must match the prescription number written on the consent form.
- DCCPS does not administer prescription medication unless the medication is in its original container and accompanied by a doctor's prescription.
- Most medications can be prescribed for twice a day. Please ask your doctor if this is possible to eliminate the need for medicine at school.

When medication is administered for chronic illnesses, such as asthma, a Medication Consent form must be filled out monthly and kept on file.

Non-prescription medication

DCCPS does not administer over-the-counter medication without a doctor's written authorization stating the child's name, the name of the medication, the amount of medication to be given, the specific reason for the medication (as needed is not accepted), how often and for how long and the date of authorization.

Topical – *If desired*, over-the-counter topical medication (i.e. teething gel, diaper ointment and sunscreen) are provided by the parent. The parent must fill out the *Over-the-Counter Permission Form* for these medications to be applied.

CHILD ABUSE/NEGLECT

Every child has the right to be free of the threat of, or actual, physical or emotional. Dream City Christian Preschool is committed to protecting every child and student entrusted to our care.

Reporting Suspected Child Abuse

Arizona statutes require that any person having responsibility for the care or treatment of children, whose observation or examination of any minor discloses reasonable grounds to believe that a minor has been the victim of child abuse. The school must report the suspected abuse immediately and make a written report within 72 hours.

DISCIPLINE

Part of the daily preschool experience includes opportunities for the children to grow in areas of self-control, co-operation and sharing. Discipline is approached in a loving, God-like manner. Children will be encouraged to redirect their actions in a constructive manner throughout their daily activities. If the child needs time away from the group, he/she will be given the opportunity to recompose him/herself. A cool-off period (not to exceed one minute per year of his/her age) will be followed by a review with a teacher of appropriate behavioral expectations.

At DCCPS, our goal is to model good moral values and appropriate behavior by empowering young children to become self-confident and successful in any social setting.

BITING POLICY

At DCCPS, we want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between 13 and 24 months of age. This means that this is a particular concern for the staff in the toddler/young 2-year-old's room.

For safety and health concerns, we take biting seriously. When it happens, it is very scary, frustrating, and stressful for children, parents and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of the mindset of a child of this age, so the cause-effect relationship is not internalized. Our teachers plan activities and supervise carefully for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled, and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is talked to on a level that he/she can understand, and then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not revealed because it serves no useful purpose and can make an already difficult situation more difficult.
- To prevent further biting behavior, we look intensively at the context of each biting incident for a pattern.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We make efforts to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.
- If a child bites 3 times in the same day, the biter is sent home for the day.
- If skin is broken, the biter is sent home for the day.

We make every effort to stop the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel that we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

MEALS

Breakfast (Full-time preschool only)

Our policy is that no child begins his or her day hungry. We ask that you feed your child breakfast at home. If you are unable to do so, the staff will assist your child with breakfast you have provided. The cut-off time for eating breakfast in the classroom is 8:00am.

Lunch

All children in attendance for lunch must bring their own lunch and snacks. This includes milk.

Guidelines for Lunches Packed at Home

- Pack a variety of nutritional foods
- Parents are encouraged not to pack peanut items
- Encourage your child to use all their senses to explore different foods by exposing them to a variety of food packaging and textures, such as yogurt in a tube or trail mix
- Refrain from packing primarily sugar-filled foods
- Heating and/or refrigeration is not available for packed lunches
- Use blue-ice with temperature-sensitive foods
- No soda please

PEANUT/TREE NUT POLICY

Nut allergies can be life threatening. It is our moral responsibility to ensure a safe environment for these students to the best of our ability.

We cannot guarantee a nut-free environment. If your child has a severe nut allergy, she/he must continue to be vigilant about what she/he eats and from whom she/he accepts food. Nonetheless, a peanut/tree nut policy will provide an extra buffer against accidental ingestion of nut products by children who may be deathly allergic.

Parents are encouraged not to pack peanut products such as peanut butter and jelly sandwiches, nuts, granola bars, Reese's candies, peanut butter cookies and the like.

SNACKS

All students are required to bring their own daily snacks. To ensure the safety of our students with food allergies, please choose "safe" healthy snacks. Please remember, we encourage no nuts or peanut butter.

Listed below are some examples of healthy snacks:

- Fresh fruit (must be ready for the child to eat)
- Fresh vegetables (must be ready for the child to eat)
- Cheese, raisins
- Crackers (saltines, Ritz, Wheat Thins, Goldfish, pretzels. etc.)
- NUTRI GRAIN cereal bars
- Bagels or English muffins
- Vanilla Wafers, graham crackers, animal crackers
- Popcorn, applesauce

DRESS CODE

Busy, creative learning play can be messy play regardless of the age of your child. We use smocks or shirts to cover clothing during art projects and we use washable paints, but we cannot guarantee that spills or stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy Dream City Christian activities without fear of soiling an outfit. If a child comes home with tempera paint on their clothes, it can be removed very efficiently by applying hand soap directly to the soiled area and rinsing with cold water before it is placed in the wash. Repeat this more than once if the paint is still visible.

Unfortunately, much of the merchandise available for young children promotes values that are in direct conflict with those of DCCPS. Clothing, backpacks and lunch boxes depicting violent figures, skulls, weapons and frightening creatures are not allowed in our school.

Experience has shown us that children's behavior is negatively affected by character logos that promote violent conflict resolution. Children who arrive in inappropriate clothing will be asked to change and to return borrowed clothing the next day. Parents are requested to keep inappropriate lunch boxes and backpacks away from the school.

Change of Clothing

A change of clothing should be sent with children and kept at school at all times for all children enrolled in our full-time preschool program. Please mark all clothing with your child's first and last name. If the Preschool lends a change of clothing, please launder, and return it to the school promptly.

Tote Bags/Backpacks

A tote bag or backpack is an easy way for your child to keep track of and carry his/her belongings each day. Please mark your child's first and last name on the inside and make it one that is easy to open and close.

Shoes

For the safety of your child:

- Tennis shoes are best (closed toe)
- Sandals must have a back strap, no flip flops

BIRTHDAYS & CELEBRATIONS

Birthdays are special occasions for preschoolers. We celebrate each child's birthday as a gift from God. Birthdays are celebrated in the classroom on the school day closest to your child's special day. Summer birthdays of children enrolled in our part-time preschool programs are celebrated before the end of the school year. Teachers will communicate with parents in planning each child's special day.

Note: Latex balloons are not permitted due to latex allergies and choking hazard. Should you wish to share something in recognition of your child's birthday, you may donate a book to the classroom, a puzzle or piece of equipment for the classroom, or a monetary contribution for playground equipment. Ask your child's teacher for suggestions.

PARKING & SECURITY

Parking: Please remember to only park in parking spaces. Please do not park designated handicap spaces, fire lanes (red curbs) block another vehicle or areas painted with white stripes (these are walkways and not a parking space).

5-mile per hour speed limit in the parking lot: For the safety of our children, please be careful when entering and exiting our parking lot. Please observe a **5-MILE PER HOUR SPEED LIMIT** and respect the handicap spaces.

Theft: Please do not leave purses or valuables in your car. We have had cars broken into and purses taken. Please be cautious with your valuables.

Please do not leave children in your car while dropping off or picking up your children. Leaving children unattended by an adult is unacceptable on the premises of the Dream City Christian School Campus and will not be tolerated. This is a safety issue, and you may be asked to disenroll.

Security: Please note that campus security is on campus throughout the whole year (12 months).

EMERGENCY PLANNING NOTIFICATION

The safety and security of our students is our highest priority. DCCS regularly plans and practices to ensure we are prepared for emergencies. DCCPS is committed to ensuring that all our children and staff are in a safe environment at all times. The school conducts monthly fire-drills, in addition to routine lockdown training.

What happens during an emergency? During an emergency, school administrators will secure the campus in what is called a lockdown. Classroom doors are locked, gates to the campus are closed and locked, and no one is permitted to enter or exit the campus until school administrators give the all-clear signal. If there is immediate danger, teachers will stop lessons, close window blinds, turn off lights, and direct students to the most secure area of the classroom or building. School personnel work closely with public safety officials during emergencies.

Students may be kept on campus. In the event of immediate danger to health and safety on or in proximity to campus, public safety officials may direct the school to keep students on campus, even after school hours, until the all-clear signal is given.

If such an emergency occurs, students will be released only to an adult who has been identified as a parent, guardian or emergency contact on your student's emergency paperwork. It is important that you complete this card at the beginning of every school year and update it as needed.

Students may be relocated off campus. An emergency may require students to be relocated to a different location. Updated information by telephone dialer, email, and text messaging will apprise parents of the relocation site.

What to do if your child is kept on campus during an emergency.

- To keep phone lines free for emergency use, **do not call the school**. Information will be provided on the school website, by telephone dialers, by email and/or text message, and possibly through the news media. This will include information on when and where to pick up your student.

We strongly encourage you to check and update your student's emergency paperwork and school year medication record with a list of authorized contacts, health conditions, and medications needed.

PESTICIDE APPLICATION NOTIFICATIONS

DCCPS posts Pesticide Application Notifications on its main bulletin board in the preschool lobby.

TRANSPORTATION

Transportation arrangements to and from the school are the responsibility of the parents. In the event of a medical emergency, and/or if we cannot contact you, we reserve the right to arrange emergency transport at the expense of the child's family.

VIOLENCE AWARENESS/PREVENTION

DCCPS recognizes a responsibility for providing and nurturing a nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take very seriously the responsibility of modeling and teaching appropriate behavior and helping children change inappropriate behavior.

Physical aggression in early childhood is a developmentally expected behavior based on a variety of factors. DCCPS staff is trained to use both redirection and conflict resolution to help children learn appropriate ways to deal with situations that sometimes bring out physical aggression.

- War toys and items with character logos that promote violent conflict resolution are prohibited at DCCPS.
- Any threats of violence toward another person are never accepted and will result in the following actions:
 1. Child is informed of the inappropriate behavior and the reason why the behavior is inappropriate.
 2. Parents are informed and asked to partner with the school in reinforcing appropriate behavior and reducing inappropriate behavior.
 3. Staff will address these issues in daily curricular activities as the need arises.
 4. If a child continues to threaten others, a conference between parent, teacher, and preschool director is scheduled and an action plan is developed.

As partners in promoting a nonviolent society, we ask that you join our efforts by carefully monitoring media exposure and reinforcing nonviolent conflict resolution in your homes. Please communicate with your child's teacher when your child is exposed to situations which could lead to changes in behavior.

VISITORS

- All visitors to our campus are asked to sign in and out and obtain a visitor or volunteer badge with the school office receptionist. You will be asked to leave your keys or driver's license.
- No dogs, including service dogs are not permitted in the classrooms.
- Dream City Christian School is a non-smoking/non-vaping facility.

STATE EMPOWERMENT POLICY

Early Care and Education (ECE) Providers are in a special position to empower young children to learn habits that can keep them healthy for life. ADHS developed the Empower Program in 2010 as a voluntary program to support licensed ECE facilities' efforts to empower young children to grow up healthy.

Today, the Empower Program reaches more than 200,000 children in state licensed and certified early care and education facilities throughout Arizona. Empower has won numerous awards for being a best practice; most recently, the program received the Association of Maternal and Child Health Programs (AMCHP) National Best Practice Award. The following are state-empowered policies that are implemented into our program:

SUN SAFETY

DCCPS requests that you apply the first application of sunscreen to your child enrolled before arriving at school each day. State requires that we have an *Over-the-counter Permission form* on file to reapply sunscreen you have provided during the day. This form is available in the school office. "Sun Wise" recommends the use of a wide-brimmed hat and sunglasses for outdoor playtimes.

PHYSICAL ACTIVITIES

Dream City School is committed to our children's health and understands the unique needs of each child. We value our staff members and childcare providers as positive role models who help children begin healthy habits

at a young age. We promote both indoor and outdoor physical activity by following the guidelines below. This policy is for an 8-hour per day facility and is specific to each age group.

For children birth through 11 months

Daily physical activity is planned and initiated:

- Staff members and childcare providers will engage infants in short periods of tummy time (3 to 5 minutes) and increase the amount of time as infants show enjoyment, or as appropriate for children with special health care needs (CSHCN).
- Staff members and childcare providers will include activities that safely support infants' developmental milestones.
- Sedentary time will be limited to less than 60 minutes at a time, except when sleeping.
- Screen time is not permitted except as appropriate for CSHCN.

For children 12 months to 23 months:

Daily physical activity is planned and initiated:

- Staff members and childcare providers will include at least 60 minutes per day in curriculum for physical activity and as appropriate for CSHCN.
- At least 30 minutes will be adult-led and 30 minutes will be free- play as appropriate for CSHCN.
- Staff members and childcare providers will encourage both moderate and vigorous levels of physical activity.
- Sedentary time is limited to less than 60 minutes at a time, except when sleeping.
- Screen time is not permitted except as appropriate for CSHCN.

For children two years and older:

Daily physical activity is planned and initiated:

- Staff members and childcare providers will include at least 60 minutes per day in curriculum for physical activity and as appropriate for CSHCN.
- At least 30 minutes will be adult-led and 30 minutes will be free- play as appropriate for CSHCN.
- Staff members and childcare providers will encourage both moderate and vigorous levels of physical activity.
- Sedentary time is limited to less than 60 minutes at a time, except when sleeping.
- Screen time is limited to three hours or less per week.
- Exceptions to screen time limits include children needing assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes

Physical activity will never be used or withheld as a punishment.

BREASTFEEDING

DCCPS is committed to providing ongoing support to breastfeeding mothers including mothers with CSHCN or disabilities. Research has documented a multitude of health benefits to both the mother and infant when the infant is breastfed.

The DCCPS adheres to the following guidelines:

- Breastfeeding mothers and mothers with disabilities or CSHCN are provided a place to breastfeed or express their milk.
- Breastfeeding mothers, including staff members and childcare providers are offered a private and sanitary place to breastfeed their babies or express milk. This area has an electrical outlet, comfortable chair and nearby access to running water. (A bathroom is not acceptable.)

A refrigerator or designated space within a refrigerator and/or freezer is made available for the storage of expressed breast milk.

- Breastfeeding mothers, staff members and childcare providers may store their expressed breast milk in the childcare facility’s refrigerator and/or freezer. Mothers should provide their own container(s), clearly labeled with their baby’s first and last name and the date it was brought to the facility.

Reassure nursing mothers that they are welcome by displaying breastfeeding promotion information.

- The “Welcome to our breastfeeding-friendly Child Care Facility” sign, included in the Empower Pack, is on our doors or windows so that it is visible to our parents. Our goal is to encourage mothers to continue breastfeeding after returning to work or school.

FRUIT JUICES

Fruit juice will not be served by the preschool to children. Water will be used as the first choice for thirst and will be offered throughout the day.

FAMILY-STYLE MEALS

Staff members will: Sit, participate and interact with children at lunch and snack time. Teachers will let children learn by opening their own packed lunches and snacks. When there is serving opportunity, the teachers assist the children in serving themselves using utensils and containers.

ORAL HEALTH

- Staff members never put a child to sleep with a bottle. Sleeping with a bottle at night or at nap time promotes tooth decay.
- Staff members are encouraged to educate or inform parents to clean their children’s teeth at home.
- Children are not allowed to carry a bottle or sippy cup around during the day unless it is water.
- Children are not allowed to snack constantly throughout the day. Snack times are scheduled, and healthy choices recommended.
- Staff members are encouraged to educate parents on the importance of a dental visit by their child’s first birthday.

STAFF TRAINING

- Staff members will receive three hours of training annually on Empower standards.
- Staff members will participate in training on age and developmentally appropriate topics on some or all of the Empower standards.
- All trainings attended will be documented. Records will be readily available for review. Program Directors will regularly inform all staff members of available Empower related training.
- Program Directors will regularly visit theempowerpack.org to identify new training opportunities.
- Program Directors will inform staff members and childcare providers of all available Empower related training opportunities posted on theempowerpack.org

ARIZONA'S SMOKERS HELPLINE

DCCPS are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff members, and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their parents, staff members, our facility promotes the ASHLine information on the dangers of second and third-hand smoke. We will also refer parents, when possible, to ASHLine.

SMOKE-FREE ENVIRONMENT

DCCPS maintains a smoke-free environment. Smoking and the use of tobacco products are prohibited in all buildings, and on school grounds. This applies to all staff members, parents, visitors, contractors, subcontractors, volunteers and other guests in the childcare building and grounds. All applicants for employment will be informed of the smoke-free policy prior to the applicant accepting an offer of employment. This policy will be reviewed at New Hire Orientation and through internal communications. Staff members, parents, and visitors will be notified of the policy. Appropriate smoke-free signage will be posted.

*DCCPS is licensed by the Office of Child Care Licensing, Division of Licensing Services, Arizona Department of Health Services (150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007-3244, 602-364-2539) and in compliance with its liability insurance laws. Our license is posted in the Front Office.
Our state inspection report is in the school office.*

Revised 6.23.22 ab