

# FREEDOM CHRISTIAN PRESCHOOL

## Parent & Student Handbook (Ages 3–5)

---

### Welcome

Welcome to Freedom Christian Preschool! We are honored to partner with your family in providing a safe, nurturing, and Christ-centered environment for your child.

Our mission is to:

- Provide a safe and healthy environment
- Support social, emotional, and academic development
- Encourage strong family involvement
- Foster a love for learning
- Teach Biblical values and Christ-like character

### Licensing & Compliance

Freedom Christian Preschool is licensed and regulated by the Arizona Department of Health Services (ADHS).

Our preschool meets all required health and safety standards and is subject to regular inspections.

### Ages Served

We serve children ages 3–5 years old who are potty trained.

### Hours of Operation

Office Hours: 7:30-3:30. The preschool office is located in Building 2 accessible by the entry door facing the parking lot. Ring the doorbell and someone will come to the door.

### Enrollment Requirements

Before a child may attend, the following must be on file:

- Enrollment Form
- Emergency Contact Information
- Immunization Record
- Medical Information
- Tuition Parent Agreement
- Emergency Medical Authorization
- Pick-Up Authorization List

## Tuition Rates

Half Day Program (7:00 AM – 12:00 PM)

- \$525 per month – 5 days per week

Full Day Program (6:30 AM – 5:30 PM)

- \$740 per month – 5 days per week

## Payment Method

All tuition payments are processed through a secure parent portal called Brightwheel. Parents will receive an invitation to join Brightwheel once enrollment is completed. Payments may be made securely through the app using the available payment options.

## Payment Policy

By enrolling my child in Freedom Christian Preschool, I understand and agree to the following:

- Tuition is due on the 1st of each month. A grace period of five (5) days is provided.
- A late fee of \$25 will be applied to accounts not paid by the 6th of the month.
- If payment is not received within ten (10) days of the due date, a second late notice will be issued.
- If tuition remains unpaid after fifteen (15) days, the child may not attend preschool until the account balance is paid.
- Accounts that remain unpaid after thirty (30) days may result in termination of enrollment.
- I understand that failure to keep my account current may result in **suspension or termination of enrollment**.
- A **two-week written notice** is required for withdrawal. Tuition is still due during this notice period.
- **No refunds or credits** will be issued once a payment period has begun.

## Sign In / Sign Out Policy

In accordance with requirements set by the Arizona Department of Health Services (ADHS), all children must be signed in and out daily by a parent or an authorized adult.

- Each child must be signed in and out using Brightwheel
- Only individuals listed on the child's Emergency/Authorization Form will be permitted to pick up a child
- A valid government-issued photo ID is required upon request
- Children will only be released directly to authorized individuals
- Staff are required to verify identity if the individual is not recognized

For the safety of all children:

- Children will not be released to anyone who appears impaired or unable to safely care for the child
- Staff may deny release and contact another authorized individual if necessary
- Law enforcement may be contacted if a situation poses a safety risk

## Late Pick-Up Policy

We understand that unexpected situations may occasionally arise. However, in order to maintain proper staffing and ensure the safety of all children, we ask that all children be picked up on time.

Program end times are as follows:

- Full Day: 5:30 PM
- Half Day: 12:00 PM

A **5-minute grace period** will be provided. After this time, you will be charged \$5 plus an additional \$1 for every minute thereafter e.g. 8 minutes late equals \$8 fee.

Additional guidelines:

- Late fees will be added to your account and must be paid promptly
- Staff members are scheduled based on operating hours, and late pick-ups require additional staffing accommodations
- If you anticipate being late, please notify the preschool as soon as possible

Repeated late pick-ups may result in:

- Additional fees
- A conference with administration
- Possible termination of enrollment if the issue continues

## Alternate Pick-Up Procedures

- If someone not listed will pick up your child, written authorization must be provided in advance.
  - The authorized individual must present a valid photo ID
  - Verbal or phone requests may require additional verification and may not be accepted in all cases

## Absence Policy

Tuition is based on enrollment and the reservation of your child's space in the program, not on daily attendance. Therefore, no tuition reductions, credits, or refunds will be given for absences due to illness, vacations, holidays, or any other reason. This policy ensures consistent staffing, classroom readiness, and the quality of care provided to all students.

## Custody & Legal Documentation

- The preschool must have copies of any court orders or custody agreements on file
- Without legal documentation, both parents/guardians will be considered authorized for pick-up

## Health & Illness Policy

To protect the health and safety of all children and staff, Freedom Christian Preschool follows guidelines established by the Arizona Department of Health Services.

We ask that parents carefully follow the illness policy below.

### When to Keep Your Child Home

Please do NOT bring your child to preschool if they exhibit any of the following symptoms:

- Fever of **100°F or higher**
- Vomiting (one or more episodes within 24 hours)
- Diarrhea (two or more loose stools in a day)
- Severe cough or difficulty breathing
- Sore throat with fever
- Rash of unknown origin
- Eye discharge or pink/red eyes (possible pink eye)
- Head lice, scabies, or other contagious conditions
- Any illness that prevents participation in normal activities

Children must also stay home if they have been diagnosed with a contagious illness such as:

- Strep throat
- Pink eye (conjunctivitis)
- Influenza (flu)
- COVID-19 (if applicable guidance is in place)
- Hand, Foot, and Mouth Disease
- Chickenpox or other communicable diseases

### When Your Child May Return

Your child may return to preschool when:

- They have been **fever-free for at least 24 hours without medication**
- They have not vomited or had diarrhea for **24 hours**
- Symptoms have improved and the child can participate in normal activities
- Any contagious condition has been treated and is no longer considered contagious
- A **doctor's release** is provided if required by the preschool

### If Your Child Becomes Ill at School

If a child becomes ill during the school day:

- The child will be separated from the group and supervised
- Parents/guardians will be contacted immediately
- The child must be picked up within a reasonable time (typically within 1 hour)

For the safety of your child and others, prompt pick-up is required.

### Medication Guidelines

- Medication will only be administered with written parent authorization
- All medication must be in its original container with proper labeling
- Prescription medication must include the child's name and dosage instructions
- Staff will document all medication given

## Communicable Disease Reporting

- Parents must notify the preschool if their child is diagnosed with a contagious illness
- The preschool may notify other families of exposure while maintaining confidentiality
- Reporting may be required to state health authorities when applicable

## General Health Expectations

Children must be well enough to participate in all daily activities, including:

- Outdoor play
- Group learning
- Normal classroom routines

If a child is too ill to participate fully, they should remain at home.

## Nutrition & Meals

Children will receive a self serve breakfast (cereal, yogurt, etc) and a PM snack for the full day program and a self serve breakfast for the half day program. They will need to bring a lunch from home for both the full day and half day program.

Guidelines:

- Please send nutritious meals
- No sharing food
- Inform us of allergies
- Water will always be available

If bringing food from home:

- Please include an **ice pack** in your child's lunchbox to keep food fresh.
- Since we are unable to heat food, send items that are ready to eat or kept warm in a **thermos**.
- Clearly label all lunch boxes, containers, and drink bottles with your child's name.

## Hygiene & Safety

To maintain a healthy environment, we follow strict procedures:

- Frequent handwashing (arrival, meals, restroom, outdoor play)
- Daily cleaning and sanitizing of surfaces and materials
- Proper food handling and storage
- Monitoring children for signs of illness

## Emergency Procedures

The safety and well-being of every child is our highest priority. Staff are trained to respond quickly and appropriately to a variety of emergency situations. Regular drills are conducted to ensure children and staff are prepared.

### Fire Emergency / Evacuation

Fire evacuation routes are posted in every classroom.

In the event of a fire alarm:

- Staff will calmly and quickly escort children out of the building.
- Children will line up and exit using the nearest safe exit.
- Attendance will be taken immediately at the designated safe location.

Staff will bring emergency contact information and attendance rosters.

Children will remain with their class until it is safe to return or be released.

### Lockdown (Intruder or Threat)

Initiated if there is a potential threat on or near campus.

- All doors will be locked immediately.
- Lights will be turned off and blinds closed.
- Children will move to a safe, designated area away from doors and windows.
- Staff will maintain silence and reassure children until the “all clear” is given.

### Medical Emergency

- Staff trained in **First Aid and CPR** will respond immediately.
- Minor injuries will be treated on-site and documented.
- In serious situations:
  - Emergency services (911) will be called.
  - Parents/guardians will be notified immediately.
- Emergency contact information will always be accessible.

### Communication During Emergencies

Parents will be notified as soon as it is safe to do so.

Communication methods may include:

- Brightwheel notifications
- Phone calls or text messages
- Email updates

Please ensure your contact information is always current.

### Emergency Preparedness

- Monthly drills are conducted (fire, lockdown, etc.).
- Emergency supplies are maintained on-site.
- Staff receive ongoing safety training.

### Reassurance for Children

- Staff will remain calm and provide comfort.
- Procedures are practiced in a **non-frightening, age-appropriate way**.
- Our goal is to ensure children feel safe, secure, and cared for at all times.

## Curriculum & Learning

Freedom Christian Preschool uses the Abeka curriculum, a Christ-centered program that builds early academic skills while teaching biblical values.

### 3 Year Old Program

The Preschool 3 program focuses on learning through guided play and simple structure. Children are gently introduced to early concepts while developing independence and confidence.

#### Students will learn:

- Letter recognition and basic phonics
- Counting and simple math concepts
- Colors, shapes, and patterns
- Fine motor skills (cutting, tracing, coloring)
- Social skills such as sharing and following directions

**Bible is integrated daily** through stories, songs, and character-building lessons.

### 4-5 Year Old Program

The Pre-K program prepares children for kindergarten with a stronger academic focus while keeping learning engaging and fun.

#### Students will learn:

- Letter sounds, blending, and early reading skills
- Writing letters and their name
- Counting, number recognition, and basic math concepts
- Listening, comprehension, and vocabulary development

**Bible instruction continues daily**, helping children grow in character, respect, and understanding of God's Word.

## Daily Schedule (Ages 3-5)

A consistent daily routine is an important part of your child's development. It provides structure, security, and helps children know what to expect each day. While times may vary slightly based on classroom needs, the following schedule reflects a typical day at Freedom Christian Preschool.

### Full Day Program Schedule

#### 6:30 – 8:30 AM | Arrival, Breakfast & Free Play

Children are welcomed into the classroom and engage in quiet activities such as puzzles, books, and learning centers.

#### 8:30 – 9:00 AM | Circle Time

Group time including Bible lesson, prayer, songs, calendar, and introduction of the day's learning.

**9:00 – 10:15 AM | Learning Centers & Instruction**

Teacher-led small group instruction using the Abeka curriculum, along with hands-on centers (fine motor, math, reading, and creative play).

**10:15 – 10:30 AM | Snack & Restroom Break**

Children enjoy a snack and practice independence with hygiene routines.

**10:30 – 11:00 AM | Outdoor Play**

Supervised outdoor play to develop gross motor skills and social interaction.

**11:00 – 11:30 AM | Lunch**

Children eat lunch brought from home.

**11:30 AM – 1:30 PM | Rest / Quiet Time**

Children rest or participate in quiet activities to recharge for the afternoon.

**1:30 – 3:00 PM | Afternoon Learning & Centers**

Continued instruction, enrichment activities, and center-based learning.

**3:00 PM | Afternoon Snack**

Children enjoy a snack and brief break.

**3:00 – 5:30 PM | Free Play & Pickup**

Structured play, quiet activities, and dismissal as children are picked up.

**Half Day Program Schedule (Approximate)**

Half Day students participate in all morning activities listed above and are dismissed at **12:00 PM**.

**Dress Code**

Students are required to wear the navy blue FCP t-shirt with khaki shorts, pants, or skirts that are at or near the knee. Comfortable, closed-toe shoes appropriate for active play are required. Outerwear should be a gray zip-up hoodie with the embroidered school logo. FCP t-shirts and approved jackets may be purchased at ZTrendz. On Fridays, students may wear an FCP t-shirt with blue jeans.

**Toileting & Potty Training Policy**

Freedom Christian Preschool is a fully potty-trained program. Children must be **independently potty trained prior to enrollment**.

A child is considered potty trained when he or she can:

- Communicate the need to use the restroom
- Use the toilet independently (clothing, wiping, flushing)
- Remain mostly dry throughout the day

Children must wear **underwear only** (no diapers or pull-ups). Staff may provide minimal verbal assistance but are not able to provide full toileting support.

Occasional accidents are expected. Parents must provide a change of clothes. If accidents become frequent, we will partner with parents to determine readiness.

If a child is not yet potty trained, enrollment may be delayed until the child is ready.

## Guidance & Discipline Policy

Freedom Christian Preschool provides a loving, structured, and Christ-centered environment where children are guided to make positive choices.

We use positive guidance strategies, including:

- Clear expectations and consistent routines
- Redirection and positive reinforcement
- Teaching respect, self-control, and problem-solving

If guidance is needed, staff will redirect behavior, give reminders, and provide a brief, supervised **quiet area** within the classroom to help a child calm down. This is used for short periods of time, is always supervised, and is intended to support self-control—not as punishment.

If behaviors become ongoing or disruptive, parents will be notified and we will work together to support the child.

Freedom Christian Preschool does not permit corporal punishment, harsh discipline, or withholding of basic needs.

## Parent Communication

Freedom Christian Preschool values open and consistent communication with families. We use Brightwheel as our primary communication tool for messages, updates, and important reminders. Teachers and staff are available to discuss your child's progress, and we encourage parents to reach out with any questions or concerns. Our goal is to partner with families to support each child's growth and success.

## Mandatory Reporting

Freedom Christian Preschool staff are required by law to report any suspected child abuse or neglect in accordance with Arizona Department of Child Safety and state regulations. If there is reasonable cause to believe a child may be a victim of abuse or neglect, staff are legally obligated to make a report. This responsibility is taken seriously and is intended to ensure the safety and well-being of all children.

## Parent Access

Freedom Christian Preschool recognizes the importance of parent involvement and maintains an open-door policy. Parents and legal guardians have the right to access the facility and their child's classroom during hours of operation, provided it does not disrupt the daily program.

For the safety of all children:

- All visitors must check in through the school office
- Identification may be required
- Access may be limited during emergencies or for safety reasons

Parents are encouraged to communicate with teachers and staff and may schedule conferences as needed. Our goal is to partner with families while maintaining a safe, structured learning environment for all students.

## **Media & Permissions**

Freedom Christian Preschool may photograph or video students during school activities for educational, promotional, and communication purposes, including use in newsletters, social media, school websites, and printed materials. Student names will not be published without parent permission. Additionally, children may participate in supervised activities outside the immediate classroom or gated play area (such as walks on school property or special events) with prior parent authorization. A signed Media and Permission Form is required at enrollment, and parents may update their preferences at any time in writing.

## **Toys from Home & Personal Belongings**

To maintain a focused and organized classroom environment, toys from home should not be brought to school unless requested for a special activity or approved as a comfort item for rest time. Freedom Christian Preschool is not responsible for lost, damaged, or misplaced personal items.

## **Lost & Found**

A lost and found area is located in the hallway of the preschool building. Items that are found will be placed there and held for a limited time. Unclaimed items may be donated or discarded periodically.

## **Nap/Rest Time**

All full-day students will participate in a daily rest/quiet time. Children will rest on their assigned mat, and a quiet, calm environment will be maintained. Students who do not sleep will be expected to rest quietly.

## **Outdoor Play & Heat Safety Policy**

Outdoor activities are carefully monitored to ensure student safety during Arizona's high temperatures. Outdoor play will take place primarily during morning hours. When temperatures reach 90–95°F, outdoor time will be shortened and include access to shaded areas and water breaks. At 95–100°F, outdoor activity will be minimal and limited to brief transitions only. Outdoor play will not occur when temperatures exceed 100°F or when conditions are unsafe. Indoor gross motor activities will be provided as an alternative. Staff are trained to monitor children for signs of heat stress and will respond immediately if concerns arise.

## Parent Acknowledgment

I have read and understand the Freedom Christian Preschool Parent Handbook. I agree to follow the policies and procedures outlined and understand that they are designed to ensure the safety and success of all students.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_