**Hidden Treasures Christian Preschool and Childcare**

4426 North 31st Avenue ● Phoenix, AZ 85017 ● Tel 602-246-4197 ● Fax 602-246-4196

info@hiddentreasurespre.com

Our Christian Preschool and Child Care is a church-sponsored, non-profit organization that operates on a non-discriminatory basis.

**LICENSE**

Hidden Treasures Christian Preschool and Child Care are licensed by the State of Arizona for children regardless of race, religion, or national origin.

**Initial: \_\_\_\_\_**

**INSURANCE**

Hidden Treasures Christian Preschool and Child Care are covered for the required minimum liability.

**Initial: \_\_\_\_\_**

**ENROLLMENT**

Hidden Treasures Christian Preschool & Child Care has four programs available. Each parent will choose one for each child:

**Full time** – Over 25 hours per week;

**Part Time**-25 hours or less per week.

**School Age Daily Rate** – Daily rate up to 6 hrs. Available only for school age children during the school year. On the days there is no school the daily rate will be $33.33.

**DES Approved** – DES Clients must choose one of programs above and are responsible for days absent. Des pays for only two absent days. Co-pay is mandatory and any absences over the two days a month will be charged to you.

**Full time and DES clients**-there is a ten-hour daily limit. Overtime charges of $5.00 per child

per hour will be charged over ten hours.

Classes will be filled in the order of the applications received.

A completed registration packet must be on file when your child is enrolled (A complete list is including in your registration folder.) The office must be notified of any changes that occur during the year such as:

1. Address, telephone numbers, and job/employment etc.
2. Updated immunizations

Failure to keep your personal information updated can result in withdrawal of your child.

**Initial: \_\_\_\_\_**

**TUITION**

*As of January 1st, 2020 enrollment fees are as follows:*

**Infant**: Regular Rate: $215.82; Part time rate: $160.07(5 hours daily)

**Toddler one’s and two’s**: Regular rate: $190.09; Part time rate: $142.93(5 hours daily).

**Preschool:** Full time regular rate: $ 170.09; Part time rate: $121.49(5 hours daily).

**School Age**: Summer/Breaks regular rate: $166.68, Part Time $114.35(5 hours daily).

**School Age**: School year: $14.81 for up to 4 hours or $17.28 over 4 hours (6 hours max per day)

No School days $33.33 flat rate

**Initial: \_\_\_\_\_\_**

**HOURS AND HOLIDAYS**

Hidden Treasures Christian Preschool and Child Care are open year-round from 6:00am to 6:00pm Monday through Friday. Hidden Treasures Preschool and Child Care have an OPEN-DOOR POLICY. Parents and families of all children are encouraged to visit any day at any time and become actively involved in their child’s education.

We will observe all legal holidays and therefore be closed on the following holidays. If the holiday falls on a weekend, then we will be observing the holiday either the Friday before or the Monday following the holiday:

1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

The following will be based on the center’s discretion:

New Year’s Eve

Christmas Eve

Friday after Thanksgiving

**Initial: \_\_\_\_\_**

**ABSENCES / FLEX DAYS (Vacations/Sick)**

***Absences***

You are responsible to pay for contracted days whether your child is present or absent. Holidays are not credited but you will receive 5 floating flex days for the year to use at your discretion. Please see the Director regarding any special circumstances or requests regarding absences.

***Flex Days (Vacation/Sick)***

Each child enrolled will be allotted flex days as follows:

1. Regular Rate and DES- one week from anniversary start date
2. School Age Summer – one week only during summer break
3. Part time rate – only floating days above

**Initial: \_\_\_\_\_**

**LATE PICKUP FEE**

When a child is left after 6:00pm, an additional charge of $3.00 per minute per child will be charged**.** As of 6:30pm if no responsible party can be reached, the child will be considered abandoned, and will be turned over to the proper authorities.

**Initial: \_\_\_\_\_**

**FINANCIAL REQUIREMENTS**

***Registration Fees***

A registration fee of $50.00 a Family or $25.00 a Child, is charged upon enrollment and is non-refundable.

***Acceptable types of Payment***

We currently accept payments in the form of Cash, personal Check, M.O./Cashier’s check, Debit or credit Card (Visa,Mastercard,).

***Returned Checks***

There will be a $30.00 charge for all returned checks. The returned check must be redeemed within one week timely. Once you have had one return check, you will be on a cash only basis for at least 3 months.

***Delinquent Accounts / Collections***

Delinquent accounts (current week of services) will occur with a weekly late fee of $25.00 per child that the account remains delinquent. Accounts that are 2 weeks late will receive notice of collections and the account will be frozen. If payment is not made by the 3rd week your account will be handled through a collection agency or small claims. In which you, the client, are responsible for all cost accrued through small claims or a collection agency.

**Initial: \_\_\_\_\_**

**DISCOUNTS**

Hidden Treasures may offer a 10% tuition discount on the oldest child in a multi-child family. The family discount **may not**be combined with any other discount or promotion.

Tuition will be billed on Wednesdays for the following week. The regular rate will be given for all those who pay one week in advance. All private pay families must pay by Friday before 6 pm of the week before service. Please see the above for delinquent accounts. DES parents and school-age hourly must pay Monday by 6 pm of the week post their services. Please see the delinquent accounts for further information.

**Initial: \_\_\_\_\_**

**Withdrawal**

Your account must be paid in full at the time of withdrawal. If you plan to withdraw your child, please notify the Director in writing at least two weeks in advance. **Failure to do so may result in a penalty fee equivalent to two weeks tuition**. Flexible days cannot be used as final payment. If your child will only be out a week or two you may not withdraw your child to avoid your contracted weekly payment. For all other circumstances you may return 30 days without a penalty. After 30 days a re-registration fee of $25.00 a child or $50.00 a family will be charged. A hold fee may be paid to guarantee a space if your child exceeds 30 days. The hold fee is $50 for one child and $75 for a family. This cost can be applied to the re-registration fee upon return.

**Initial: \_\_\_\_\_**

**DAILY SIGNING ARRIVAL / PICKUP**

Parents or the authorized by representative will be responsible for delivering the child on to the school property and directly into the care of an authorized school staff member no later than 9:30am. The child must be signed in and out on the computer and the sign in/out sheets, including **complete** signatures, example: **H.Treasures**, on a daily basis by the parent/guardian This is a state regulation and failure to do so will result in a daily fee of $1.00. Each family will be given a personal identification number to sign on to the computer. Children may leave the premises only when accompanied by an authorized person who has informed the teacher and has signed the child out. PROPER PHOTO IDENTIFICATION WILL BE REQUIRED.

**Initial: \_\_\_\_\_**

**DISMISSAL FROM HTCP**

The Dismissal of a client and/or child from the program for any reason is left to the discretion of the director. We reserve the right to refuse services to anyone.

If behavior problems of a child still persist after all discipline procedures have been exhausted, a child will not be allowed to remain at our center. This includes but is not limited to:

Children who exhibit continued disorder or outbursts toward other children or staff

Children who refuse to take direction from the staff or director

Children who habitually bites or hits other children or staff

Children who continually use inappropriate language

Children who a safety risk to themselves or others to include Director, staff, or fellow classmates

**Initial: \_\_\_\_\_\_**

**TRANSPORTATION**

We service Granada Primary and Granada East – each day our teachers will walk the children over from Granada Primary.

The school district will bus the following to and from Hidden Treasures: Alhambra Traditional School. The other children will walk from the surrounding bus stops with a staff member to Hidden Treasures. The preschool must be notified in advance if your child is not to be picked up from the Granada Schools or the bus stop. **Failure to do so will result in a $5 per child per day charge to your account.**

**Initial: \_\_\_\_\_**

**NUTRITION**

Nutrition is an important part of our program. Breakfast, lunch, and two snacks will be provided daily. **If your child has a special nutritional or allergy need, a doctor’s note must be on file with the preschool. Arrangements will be made for such cases.** Please do not bring food or snacks from home but encourage your children to eat well at preschool. Dietary exceptions may apply but will need the permission from the director.

Once a year you will be asked to fill out a “CACFP Food Affidavit.” Please fill this out completely in a timely fashion. We receive federal support for each meal served.

**Initial: \_\_\_\_\_**

**SPECIAL NEEDS CHILDREN**

At this time Hidden Treasures Christian Preschool and Child Care is licensed for special needs children. We will provide the best care we can but know that our ratios must maintain the same. We will be unable to provide individual care to your child in the classroom on a regular basis. We will try to meet your needs and identify if our center is right for your child based on observations of both the staff and Director. The director will make the final decision about whether the center is right for the child.

**Initial: \_\_\_\_\_**

**REDIRECTION / DISCIPLINE**

At Hidden Treasures Christian Preschool and Child Care we approach discipline with a positive attitude seeing discipline as a means of helping children learn “acceptable behavior” according to their emotional, intellectual, physical, and spiritual development.

***Positive Behavior***

We reinforce the behaviors we encourage. We model, guide, redirect, suggest and invite children to participate.

***Redirection***

Often, arousing a child’s interest in another activity can eliminate a potential difficulty. We might ask a child to help us or work with them in a different interest center.

***Positive Reminder***

We give each child an explanation as to why its behavior was not allowed and always follow with teaching the child, “acceptable behavior.”

***Renewal Time***

Occasionally, a child needs to be removed from a situation for a very brief time, allowing them to consider alternate behavior and to compose themselves.

**Initial: \_\_\_\_\_**

**CHRONIC DISRUPTIVE BEHAVIOR**

We will make every effort to work with the parents of children having difficulties in our school. We are here to serve, protect and minister to all of the children. Children displaying chronic behavior, which has been determined to be upsetting to the physical or emotional well being of another child, may require the following actions:

1. ***Initial Consultation*** – Incident report will be sent home giving the parents an opportunity to meet with the director to define the problem and to establish goals.

2. ***Second Consultation –*** If the initial plan fails, the parents will meet with the director to discuss new approaches to the problem. If behavior is severe, a day suspension may be necessary.

3. ***Suspension/Expulsion –*** When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the school indefinitely. The Director may immediately suspend a child at anytime. A parent may be called from work any time the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately. Suspensions from the program may vary from a few hours to an indefinite period of time. Expulsion is given upon inability to have the child safely in the classroom.

**Initial: \_\_\_\_\_\_\_**

**MANDATED REPORTING**

The state of Arizona requires that all members of child care institutions report to Protective Services (CPS) any cases of suspected abuse or obvious child abuse/neglect. All such matters will be held in the strictest confidence.

**Initial: \_\_\_\_\_\_**

**HEALTH**

You are the best judge of your child’s health, and **we trust you will not bring your sick child to the center**. However, if in the opinion of the teaching staff/director your child is sick, we will call you to come and pick-up you child **within 1 hour.** Your child will be isolated from the other children until you arrive. The following criteria will be considered in determining if your child must go home:

1. Fever of 101 degrees or more
2. Inflammation of the eyes (excessive redness, glassy or discharge)
3. Vomiting
4. More than one incident of diarrhea or loose stool which is not contained within clothing
5. Communicable disease as defined by the Department of Health Services/Center for Disease Control
6. Unknown Rash
7. Lice/Nits
8. Excessive nasal discharge, especially if yellow or greenish.
9. Pain
10. Trouble breathing after required breathing treatment has been given.

\*If your child is sent home due to illness, he/she cannot return to preschool until he/she has been **free** **from symptoms for 24 hours** without the use of a fever reducer. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

It is your responsibility to notify the center if your child has a communicable disease such as: measles, mumps, chicken pox, head lice, etc. The health department will be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure of a communicable illness in the center.

A medical log will be maintained to record any communicable illnesses.

Any school age child unable to attend school due to illness may not attend Hidden Treasures until well.

Hand Washing is required of all students before entering the classroom. It is your responsibility to ensure the cleanliness of your child’s classroom. Children wash their hands before/after eating, blowing their nose, coughing, and/or using the restroom.

**Initial: \_\_\_\_\_**

**MEDICATION**

In accordance with the state law, medication of any kind can be administered only with written authorization from the prescribing physician or parent. This policy applies for prescription drugs only. A medication sheet, per child, will be maintained in the medication log to record the child’s name, type of medicine (Prescription number), dose to be administered, how often, and the parent’s signature of permission. All medication will be administered by the Director or one of the Assistant Directors and recorded in the medication log. Signed medication forms will also be kept for administering diaper rash creams, Vaseline and sun screen lotions with the Infant/Toddler teacher or at the front desk, in which case the Infant/Toddler teacher may administer diaper rash cream, and sun screen when needed and will record it on the medication log. Oral Gel is accepted without a doctor’s note.

**Initial: \_\_\_\_\_**

**ILLNESS/ACCIDENT**

In case of an accident or illness while the child is at school, the following procedure(s) will be followed:

1. Allow child to rest on a cot, isolated from other children, until the parent(s) can be reached.
2. Contact person listed under *the parent to call in an emergency*.
3. Call paramedics.

Take child to: Phoenix Children’s Hospital

1919 E. Thomas Rd●602-546-1000

\*\*\*Unless another Hospital has been chosen.

We must have in our records a signed authorization to treat a minor. Parents or their legal guardians will be responsible for all expenses that may occur. In the event of a medical emergency, a Teacher/Director with CPR/First-Aid training will give initial attention to the child. They will call the parent immediately and the paramedics if necessary. Hidden Treasures staff is required to be CPR and First Aid Certified. We will have at least two Teachers and or the Director with CPR & First Aid on premises at all times.

**Initial: \_\_\_\_\_**

**TOILETING**

Hidden Treasures is licensed for diapering children. Please send a supply of wipes, diapers, pull-ups, and/or training pants. It is not necessary for a two-year-old child to be potty trained. We are here to assist you in potty training your child. Any child 3 and over must be potty trained. If diapers are provided by the center a $1.00 per diaper or for wipes a $3.00 charge will be added to parents account.

**Initial: \_\_\_\_\_**

**CLOTHING**

Please send your child in nonrestrictive play clothes that can get “dirty.” We also request that you send an extra set of clothing including socks and underpants in case of an accident. Shoes must be worn at all times. **To avoid injury please do not send your child with open toed shoes**. It is very important that all items of clothing, backpacks, etc., are labeled. We are not responsible for lost or stolen items.

**Initial: \_\_\_\_\_\_**

**Relaxation Time**

If your child is at the center for rest time, we ask that you bring a small lightweight blanket. Blankets should only be large enough to cover the child up. We will fold the blanket and store it with your child’s sheet, which is provided by the center. We wash your child’s sheet but please take your blanket home weekly to be washed. Rest time each day is from 12:00pm to approximately 2:15pm.

**Infants** can only be placed on their backs to sleep on a firm surface manufactured for infants. This equipment is standard of US Consumer Product Safety Commission.

**Initial: \_\_\_\_\_\_**

**TOYS**

Children are **not permitted to bring toys** from home to share except when instructed by the teacher. We are not responsible for broken, lost, or stolen toys. Please mark the child’s name clearly on each item.

**Initial: \_\_\_\_\_**

**BIRTHDAYS / PARTIES / PROGRAMS**

***Birthdays***

Parents are welcome to provide refreshments, such as cupcakes or cookies, the day of their child’s birthday. Refreshments brought by parents must be store purchased and packaged. Please make arrangements with your child’s teacher as to the best time and how many children are in the class.

***Parties***

Hidden Treasures has planned parties for holidays like Valentines, Easter and so on. We ask that parents participate by sending store bought treats for their child’s class to share. We also want to welcome parents to join their child/children for the party.

Occasionally, we will have a special event like a jumper, petting zoo for these events we will have a nominal fee to participate since it is costly to bring in special events such as these.

***Programs***

Hidden Treasures has two programs a year; a Thanksgiving Parade in the month of November and a Christmas program in the month of December. The summer program will include a graduation ceremony for those starting Kindergarten.

**Initial: \_\_\_\_\_**

**BABY- SITTING (BY STAFF)**

We consider baby-sitting by staff for children enrolled at Hidden Treasures to be a conflict of interest and highly discouraged. Please do not ask our staff to baby-sit for you. Thank you for not putting our staff in this uncomfortable situation.

**Initial: \_\_\_\_\_\_\_**

**Photography/Video**

I understand that my child may be photographed and/or videotaped at Hidden Treasures Christian Childcare during normal business hours, fieldtrips or activities. I understand that these photos and/or videos may be used in the school newsletter, mounted on Hidden Treasures website, Facebook page, or used for classroom learning experiences. I give permission for my child to be photographed and/or videotaped.

**Initial: \_\_\_\_\_\_**

**Sun Safety Policy**

We are a sun wise school. We limit outside play activities between 10am-5pm. We provide teachers training on sun safety practices. We request that every child bring sunscreen and a protective hat for daily use. We will be providing sunscreen June thru August, Rocky Mountain Broad Spectrum 30 SPF. Additionally, we ensure that children have an opportunity for sun safe play with a variety of shade structures on our grounds as well as water tables.

**Initial**: \_\_\_\_\_

**Pest Management Policy**

We use a reparable company to implement procedures to control structural and landscape pest and to minimize the exposure of the children, family members, and staff to pesticides they are applied when children are not present. Scheduled visits are posted in the office and on all classroom doors.

**Initial: \_\_\_\_\_**

**SERVICES/PROGRAMS**

**Infant Program**

We want to help each baby develop a sense of trust by experiencing a routine in which basic needs are met (food, diapering, warmth, and affection). Your infant will form deep and lasting attachments to the people who care for him/her in a program that is structured to meet his/her needs. The infant room consists of a play area in which your child can use manipulative toys (washed in a solution after being mouthed), an explorer area to help build motor skills and coordination, and a sleeping area where your child can nap in his/her own crib. All children are laid on their backs to sleep. No blanket will be allowed in crib due to SIDS. Please provide them with warm clothes for the winter and cool for the summer.

The ratio of teachers to infant is 1 to 5 in order to allow for more interaction and consistent care giving. Our teachers help your infant experience the world through developing a new set of skills (sitting, crawling, standing, and walking) as well as expanding language skills and independence.

Infant daily written records will also be available at the end of each school day.

We provide individual cribs including sheets, blanket, bib, and formula, cereal or jar food. (Please fill out your parent preference sheets when enrolling and inform us immediately of any changes.)

**Infant program – What you can do:**

The following items are required for infants:

□ Diapers

□ Wipes

□ Change of clothes including socks & shoes in diaper bag w/child’s name

□ 3 Bottles w/child’s full name

□ Specialized formula (if used)

□ Pacifier (if used)

□ Diaper Cream (when needed and must have a signed medical consent form)

**Toddler Program**

A daily schedule is provided in each Toddler Room. The goal of the program is to provide each child with needed times of stimulation and interaction. We will develop our program to the children’s needs to meet this goal. We provide your child with learning centers which include dramatic play, manipulative, library, science, discovery, music and movement, and more. Circle time opportunities are given for Biblical characters, numbers, letters, and color recognition.

We will provide napping mats w/blanket per child, meals & snacks, toys, books and stuffed animals. Each child is encouraged to participate in daily activities. The program follows the Quality First Standards of appropriate centers for this age group.

**Toddler Program – What you can do:**

The following items are required for toddlers:

□ Diapers or Pull ups

□ Wipes

□ Change of clothes including socks & shoes in backpack w/child’s name

□ Sipper Cup w/child’s full name

□ Specialized milk (if needed)

□ Pillow w/child’s name (if used)

**Preschool Program**

A daily schedule is provided in each Preschool Room. Children will follow a set schedule of activities including eating and sleeping. The goal of this program is to provide a well-planned creative curriculum, nutritious appetizing meals and fun filled devotions including biblical characters. We will provide times of stimulation, interaction, chapel time and TLC. (Tender Loving Care). We provide learning centers to help with their social-emotional development. We also give them opportunity for school readiness by developing their writing skills as well as recognition of numbers, letters, sounds, and shapes.

We will provide napping mats w/blanket per child, meals & snacks, toys, books and stuffed animals. Chapel is offered once a week. The preschool program follows the recommendation of age appropriate materials recommended by the Quality First Program.

**Preschool Program – What you can do:**

The following items are suggested for preschoolers:

□ Pillow for napping

□ Change of clothes including socks in backpack w/child’s name

□ **NO TOYS ALLOWED FROM HOME**

We are not responsible for the care of toys brought from home.

**School Age Program**

We will provide homework time, arts & crafts, and sports for each child. Our goal is to give children the educational tutoring, creative exploration, spiritual and social development needed to become strong healthy adults. This will help your child in school, at home, and interaction here. We will provide meals & snacks while your school age is in our care. Chapel is offered once a week.

**School Age Program – What you can do:**

The following is suggested for each child:

□ Child’s name on backpack, school items, and jackets.

□ **No Toys From Home**

We are not responsible for the care of toys brought from home.

**Initial: \_\_\_\_\_\_**

Arizona Department of Health Services

150 N. 18th Ave., Ste 400

Phoenix, AZ 85007

602-364-2539

A copy of Hidden Treasures Annual Inspection is available on site in the director’s office upon request.

Hidden Treasures Preschool and Child Care

4426 N. 31st Ave Phoenix, AZ 85017

**Operating Policies Acknowledgment and Signature**

It is hereby acknowledged that I, the undersigned, have read and clearly understood all of the rules and regulations as set forth in the operating policies of Hidden Treasures Christian Preschool & Child Care. I hereby agree to abide and adhere to all provisions set forth, and I understand that failure to do so may result in my child’s dismissal from the preschool.

**Name of Child/children:**

**(Print or Type)**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of parents or guardians:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Print or Type) (Signature)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Print or Type) (Signature)**

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

**Witness By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Director/assistant)**