

Family Name _____

CREATIVE BRIDGES COOPERATIVE PRESCHOOL
(602) 944-9886
POLICIES AND PROCEDURES
Revised 9/9/2017

Discovery Tree/Creative Bridges Cooperative Preschool is an educational center that facilitates a child's learning through hands-on experiences and exploration. We welcome families who are interested in a cooperative preschool and understand the importance of such an experience.

Parents are welcome to visit the Preschool at any time and to participate in the activities. Parent participation once a month is required. Some of the benefits of being involved with a cooperative preschool include building a community by getting to know other parents who share your commitment to early childhood education; experiencing a day in your child's classroom and taking the opportunity to learn alongside your child; seeing how your child interacts with peers and teachers and familiarizing yourself with your child's friends; seeing your child's growth and development in the classroom over time; receiving modeling from your child's teachers as to how to communicate with your child and address behavioral issues; and fostering a sense in your child that you are involved in and care about her/his daily activities at school. Parents will be informed of their child's progress not only through their own observation while participating but also through formal and informal conferences with the teachers. We appreciate parental input.

The Preschool will offer a variety of age-appropriate activities and experiences to the children including but not limited to art, sensory activities, music, self-expression/self-esteem, fine and gross motor skills, and whole language combined with phonics and math. These activities and experiences will be accomplished in a variety of ways including but not limited to a block center, an art center, housekeeping, dramatic play, water play, reading, music, outside play, etc. We follow the Arizona state standards as a guide for our curriculum. Any activity or experience can be adapted for children with special needs. We welcome children with special needs to our program.

While we at CBCP encourage children to learn self-discipline, we are aware that adult intervention is sometimes necessary to achieve this goal. We will use positive guidance techniques such as "I" messages, restatement of rules, redirection of attention/behavior, and if necessary, removal from the situation. When dealing with aggressive or inappropriate behavior, the teacher's primary focus is on the preservation of self-esteem while helping the child learn appropriate behavior.

Occasionally, field trips will be planned for the children. A field trip permission slip will be available for parent signatures prior to each field trip. This form must be filled out and signed before a child will be allowed to go on a field trip. Madison or Washington School District buses will provide transportation for field trips.

Parents are required to participate in their child's classroom once a month. If a parent is unable to participate on her/his participation day, **the parent must procure a substitute and trade days with that parent.** If unable to find a substitute to participate, the parent must make up the participation day at the teacher's convenience as mutually agreed upon. ****If the participation day is not made up within 30 days, a \$100 charge will be billed to the parent.**** The participator will provide snacks (2 of the 4 food groups, plus a protein) for their child's classroom a minimum of once a month on her/his participation day. Due to Department of Health Services' rules, the snacks must be brought in **pre-packaged, unopened containers. NO NUT PRODUCTS OF ANY KIND ARE TO BE SERVED AT PRESCHOOL.** *If your child has food allergies and requires special snacks, these snacks need to be brought from home on a daily basis.* **Parents are required to attend Orientation Night and to participate in one Work Day per year.** If a Work Day has not been completed by November 1st, a **charge of \$100 will be assessed.** This fee will go directly to maintenance fees for the Preschool equipment.

A new policy for our Fundraising for the Preschool was decided upon by a parent poll and adopted beginning in the 2002-2003 Preschool year. **A fundraising fee of \$100 is required of each family enrolled at Discovery Tree/Creative Bridges** and will be collected on September 15th or at the time of enrollment.

We strive at all times to maintain a safe environment for the children and because of this, we ask that each child wear socks with either water shoes or tennis shoes only to Preschool (**no sandals, boots, Mary Janes, Crocs, etc.**). Any child attending school will need written authorization in order to be allowed to leave with anyone other than her/his parents. In an emergency, the Director or teachers as previously arranged will accept phone authorization by the parent.

Please note that any child who will be three years old by August 1st and in Room 2 or above must be fully potty-trained. Per DHS regulations, only Rooms 1 and 0 can take children in diapers. Children who have special needs are exempt.

All children who will be enrolled in a Pre-K classroom must be four years old by September 1st.

Admission to Preschool can be arranged by filling out the necessary forms and showing current immunization records. **If the DHS immunization form, any of your child's immunization records or any registration forms are incomplete or missing, you will be notified by someone from the Preschool. If you do not complete the requested forms within ten business days of being contacted, a \$100 fee will be assessed.** Hours and hours have been spent correcting recording errors and requesting forms. We want to make sure that the record is correct and turned in at registration.

Due to the recent outbreaks of pertussis and measles, we require that all students who attend must have had their MMR and DTAP vaccinations. Both measles and pertussis are airborne and highly contagious and many of our families have infants (siblings) who are too young to be vaccinated against these diseases. I understand that some people have very strong feelings about not vaccinating their children, but I feel that it is my responsibility to do everything I can to protect these infants and immune-compromised individuals as much as possible from these potentially debilitating and, in rare instances, fatal diseases. If your child has a medical exemption from a particular vaccination, please bring a copy to the Office.

The registration and tuition fees are set at the beginning of each year. Tuition is based on a nine-month school year and remains the same each month—*no refunds are given*. **The registration fee of \$125 for the first child and \$50 for the second child is due upon registration and is NON-REFUNDABLE and NON-TRANSFERABLE. At registration, August/September tuition is also due. If you are not planning to attend school for the 2017-2018 school year, you need to cancel by emailing Pam at Pammiejane@q.com. Tuition is 50% refundable when a written request is received by May 31st. It is 25% refundable when a written request is received by June 30th. No refunds will be given after June 30th. We will not hold a child's spot for enrollment later in the year unless tuition is paid for months not attended. Your registration will not be processed if your participation days and tuition are not current.**

Monthly tuition is due the first day of each month. **If tuition is not received by the fifth of each month, a late fee of \$10/day and each day thereafter will be charged. Please contact the Office if you are unable to pay tuition by the first of the month.** A fee of \$25 will be collected for any checks returned for insufficient funds. If tuition becomes in arrears and is not paid by the due date, the classroom space will be given to the next child on the waiting list. If for any reason parents choose to withdraw their child for a period of time **DURING** the August-May school year (i.e., vacation), they must pay for that month's tuition even if the child is not attending or they will forfeit their space in the Preschool. **Also, if a parent withdraws a child during the school year, the parent must provide written notice to the Director at least 30 days prior to the withdrawal. Families**

are liable for tuition for the 30 day period from the date the written notice is given. Parents are encouraged to approach Pam if alternative due dates for payment of tuition need to be arranged.

We reserve the right to ask any family to leave the Preschool immediately if we feel it is not in the best interest of the child, other children in the classroom, or the Preschool. This decision is at the discretion of the Director of Creative Bridges.

The Preschool hours are 9:00 a.m.-1:00 p.m., Monday through Friday. Pre-K classrooms with Enrichment and K/1 hours are 8:45 a.m.-2:30 pm. Children must be picked up promptly at 1:00 p.m. or 2:30 p.m. Extended care will be provided on an as-needed basis. Lunches will be brought with ice packs from home. We ask that parents include nutritious foods from the four food groups. No desserts please! Extended Care hours will be from 1:00 p.m.-2:30 p.m. A late fee of \$10 per 10 minutes will be charged to parents arriving after 1:05 p.m. for Preschool or early release Pre-K dismissal and after 2:35 p.m. for Extended Care, Enrichment, or K/1 dismissal.

Special notices are posted on the Bulletin Board as required by DHS. Liability insurance is carried by CBCP pursuant to A.A.C R9-5-302 of the Arizona Department of Health Services Governing Licensed Centers. Any minor injuries will be noted on the accident form posted in the classroom and the parents will be informed verbally or in writing when their child is picked up. In an emergency situation, if warranted, "911" will be called and the child will be transported via ambulance to the designated hospital. The mother will be called first, then the father, then the first person listed under emergency numbers. Either the child's teacher or the Director will stay with the child until the parents or authorized person arrives. Medication will not be administered at Preschool.

Due to changes in our insurance policy, we now need to post that no weapons are allowed on campus. Neither smoking nor weapons are allowed on campus at any time.

During the course of the school year, many wonderful photos are taken both in the classroom and at school-related events. These photographs are used to enhance instruction, improve students' motivation, provide positive images for students and the school, give recognition in the school newsletter or other school-related materials, and share photographs of children's daily activities with parents. CBCP requires that parental permission be given before student photographs are taken. **Signing below gives us the authorization to do so. Thank you!**

****I give the staff my permission to apply sunscreen to my child when the staff deems necessary. Signing below gives us the authorization to do so.**

****I give the staff my permission to use Kirkland wipes on my child when necessary. Signing below gives us the authorization to do so. If we change brands, we will notify parents.**

Creative Bridges will strive to maintain high standards of excellence at all times. School personnel will work with parents to provide an outstanding Preschool experience for all children enrolled!

**I HAVE READ AND UNDERSTAND ALL THE POLICIES AND PROCEDURES AS WRITTEN.
I WILL ADHERE TO ALL POLICIES AND PROCEDURES AS STATED.**

Both Parents must sign below:

Parent Printed Name	Parent Signature	Date
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Parent Printed Name	Parent Signature	Date
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