



Radiant Kidz Zone
C H R I S T I A N P R E S C H O O L

Parent Handbook

Radiant Kidz Zone Christian Preschool
15522 West Paradise Lane
Surprise, Arizona 85374
623.374.4378
www.radiantpreschool.com

WELCOME!

Dear Parents,

You and your family are very important to us. We believe that you are your child's first and most important teacher. We would like to join with you in a partnership to help your child develop a love of learning.

The mission of *Radiant Kidz Zone* is to provide a faith-based learning environment to equip each child with the knowledge, skills, and values to be a successful learner. We are committed to providing a high-quality, comprehensive education program that supports the optimal development of the whole child.

A great deal of formative learning and discovery for young children happens through play. Play is the fundamental vehicle through which children learn and construct their own understanding about the world around them. Our program will reflect the philosophy that the preschool years are fun and that meaningful learning occurs in a safe environment where children are actively engaged.

We look forward to having your child at *Radiant Kidz Zone*.

Sincerely,

Janelle Davis
Program Director

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MISSION STATEMENT

The mission of Radiant Kidz Zone is to provide a faith-based learning environment to equip each child with the knowledge, skills, and values to be a successful learner. We are committed to providing a high-quality comprehensive educational program that supports the optimal development of the whole child.

VALUES

At Radiant Kidz Zone our values are steeped in the deep belief that each person involved in our program has an important role to play in fulfilling our mission. We are passionate about what we do and we are committed to building a program that will make a true and lasting difference for each child for generations to come.

Faith

Aspire to provide a program where faith,
family and friendship thrive

Team Partnerships

Support an environment where the selfless giving of teachers,
parents, guests and volunteers is encouraged

Relationships

Establish and support individual relationships
essential to the growth of each child in our care

Integrity

Maintain open and honest communication with each
family that we serve building a strong partnership

Respect

Celebrate the unique differences of each child and
family in our care

Excellence

Maintain consistent educational standards through the ongoing
support and professional growth of each teacher

Accountability

Seek guidance and support from the greater
community as we strive to reach our goals with honor

HOURS OF OPERATION

Radiant Kidz Zone is a full service preschool operating Monday through Friday from 6:00 a.m. - 6:00 p.m. The preschool is closed all major holidays including: New Year's Break, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Teacher Training Days, Labor Day, Veteran's Day, Thanksgiving Break and Christmas Break. All closures will be listed on the RKZ School Calendar.

EMERGENCY CONTACT NUMBERS:

You can contact RKZ during standard business hours at 623-374-4378. You may also reach us by email at Janelle.davis@rkzpreschool.com or tami.warren@rkzpreschool.com.

STAFF

Radiant Kidz Zone Staff

The entire staff at Radiant Kidz Zone is dedicated to providing loving care and a high-quality learning environment for your child. All of our teachers meet the requirements for teaching preschool as mandated by the Arizona Department of Health Services and Childcare Licensure.

- Our lead teachers have over 75 years of combined teaching experience.
- Our entire staff is committed to continuing education.
- Several of our teaching staff have their CDA, AA or BA/BS degree.
- Many teachers are enrolled in college level classes to complete their AA, BA/BS and MA degree.
- Radiant Kidz Zone is a ministry of Radiant Church.
- All staff working directly with children attend a minimum of 18 hours of professional training each year.
- Every Radiant Kidz Zone staff member has a fingerprint clearance card issued through the State of Arizona.
- All administrators and most teachers are CPR & First Aid certified.

RATIOS

At Radiant Kidz Zone we adhere to the following ratios required by the Arizona Department of Health Services.

Age of Child	AZ Dept. of Health
Infant	1:5 or 2:11
One Year Old	1:6 or 2:13
Two Years Old	1:8
Three Years Old	1:13
Four Years Old	1:15
School Age	1:20

PARENT BOARDS

Each classroom has a parent board. On each parent board you will find weekly lesson plans, daily schedules, classroom capacity, monthly newsletters and menus. Please do not remove any items on the parent boards. If you would like a copy of any posted information please request this from your child's teacher and we'd be happy to provide this for you.

CURRICULUM

The Arizona Department of Education published *The Arizona Early Childhood Standards* based upon well-known models of early childhood education such as Creative Curriculum, Head Start, Montessori and Core Knowledge sequence. These standards reflect the growing consensus among early childhood professionals that greater emphasis be placed on a young child's conceptual learning, especially acquisition of language and literacy.

Radiant Kidz Zone is implementing Creative Curriculum for Infants and Toddlers and the Core Knowledge Sequence for three to five year olds.

Infants and Toddlers

The Creative Curriculum for Infants and Toddlers is based on a rich tradition of early education theories and the latest brain research, which underscores the importance of the early years. Ninety percent of brain growth occurs from zero to five years old. From birth, babies are marvelous learners by experiencing sounds, sights, and the feel of the world. *Radiant Kidz Zone* is committed to providing a developmentally appropriate environment that is compatible with the brain's biochemistry. The loving and nurturing staff is committed to the responsive care of young infants.

Baby Signs, based on American Sign Language, on how to communicate with infants before they can speak is implemented in our infant and toddler classrooms. A child who can sign at this stage of their life will experience less frustration for him/ herself and their caregivers. We know from research and observation that the first major way children learn is kinesthetically, through movement, through touch, through experience.

Daily Routines include: Hellos and Goodbyes, Diapering and Toileting, Eating and Mealtimes, Sleeping and Naptime and Getting Dressed.

Daily Activities include: Playing with Toys, Dabbling in Art, Imitating and Pretending, Enjoying Stories and Books, Tasting and Preparing Food, Exploring Sand and Water, Having Fun with Music and Going Outdoors.

Preschoolers

The programmatic/curricular components of the *Core Knowledge Sequence* is

- SOLID - comprehensive curriculum addressing the needs of the whole child.
- SPECIFIC goals and objectives in all domains.
- SEQUENCED learning in which current instruction is based on previously taught knowledge and skills.
- SHARED - explicit curriculum with high expectations for all children.

Core Knowledge Preschool at a Glance

Movement and Coordination

- Physical Attention and Relaxation
- Gross Motor Skills
- Eye-Hand and Eye-Foot Coordination
- Group Games
- Creative Movement and Expression

Autonomy and Social Skills

- Sense of Self and Personal Responsibility
- Working in a Group Setting

Work Habits

- Memory Skills
- Following Directions
- Task Persistence and Completion

Language

- Oral Language
- Nursery Rhymes, Poems, Finger plays and Songs
- Children's Literature and Read-Alouds
- Emerging Literacy Skills

Mathematics

- Patterns and Classifications
- Geometry
- Measurement
- Numbers and Numbers Sense
- Addition and Subtraction with Concrete Objects
- Money

Orientation in Time and Space

Time:

- Vocabulary
- Measure of Time
- Passage of Time (Past, Present and Future)

Space:

- Vocabulary
- Actual and Represented Space
- Simple Maps
- Basic Geographical Concepts

Science

- Human Characteristics, Needs and Development
- Animal Characteristics, Needs and Development
- Plant Characteristics, Needs and Development
- Physical Elements (Water, Air and Light)
- Tools

Music

- Attend to Different Sounds
- Imitate and Produce Sounds
- Listen and Sing
- Listen and Move

Visual Arts

- Attend to Visual Detail
- Creating Art (Printing, Painting, Drawing, Collage, Sculpture)
- Looking At and Talking About Art

Radiant Kidz Zone is pleased to participate in the introduction of cultural literacy with classical music and classical art to young children.

Faith Component

- Bible stories
- Christian music
- Prayer

A faith-based component will include Bible stories, prayer, Chapel, character-building strategies and Christian songs. Every week your child will experience a new bible story in the class and during RKZ Chapel. RKZ Chapel is a live show that takes place for one-five year olds every Wednesday morning in the activity room. Kids sing songs, give offering, hear a bible story and practice a monthly remember verse. It is our desire to see your child become a person of great character and our programs give children a well-rounded framework they can use throughout school and life.

TUITION POLICY

PAYMENT SCHEDULE

Full time Students: For your convenience, tuition may be divided into two equal monthly payments. Each payment is the same regardless of holidays, long months, short months, Christmas Break, Spring Break, teacher/staff development days, vacations, and absences of children.

Part Time Students: Tuition is only billed monthly.

Please note, we do not charge extra for months that have five weeks versus only four weeks. Make-up days are not permitted nor will parents be reimbursed for absences.

Tuition is based on your child's classroom ratio and does not change if your child has a birthday during the school year.

TUITION PAYMENTS

Effective August 4, 2014, all tuition payments must be paid by Tuition Express. Initial registration fee and first tuition payment must be paid in advance of first day.

Tuition is billed on the 1st of the month. If your child is full time and you have selected the bi-monthly billing option the second payment will be billed on the 15th of the month. If billing dates fall on a weekend or holiday the payment will be due on the next business day. A late fee of \$30 will be assessed if Tuition Express payment is rejected. It is the parents' responsibility to make sure that payment is received on the date due. Rejected tuition express payments may or may not be automatically reprocessed. All delinquent payments, including any fees, must be paid before your child will be allowed to attend the center again. Should your payment remain delinquent for a period in excess of three (3) business days, your child's space may be lost. Please note that tuition is due in advance of services rendered.

Any applicable discounts will be automatically applied to accounts. Only one discount and/or coupon will be permitted per family. RKZ reserves the right, at its sole discretion, to withdraw, modify and/or terminate any coupon/discount program.

LATE PICK-UP

Radiant Kidz Zone charges a \$5.00 per minute late fee per child. Late pick up fees will be charged to your account and must be paid within that week. If you are going to be late, please call us so that your child will not worry. If you are late picking up more than three times in one year, Radiant Kidz Zone reserves the right to dis-enroll your child from our program.

REFUND POLICY

Tuition refunds will only be granted if there is an administrative error. If there is a voluntary disenrollment or a disenrollment due to behavioral concerns, refunds will not be granted, including registration fees.

Department of Economic Security ("DES") Policy

ENROLLMENT

Any families receiving childcare/family assistance for childcare payment through the Department of Economic Security must have a completed registration packet turned in to RKZ 48 hours prior to the child starting preschool. RKZ must also receive a Verbal Notification from DES prior to the child's start date.

Parents/guardians are required to sign the DES Family Agreement for Changes form upon enrollment.

PAYMENTS

Parent's/guardians are responsible for any additional fees not authorized by DES due on the 1st and 15th of each month for services. Tuition is charged based on the program the parent signs up for. All parents/guardians must have a completed Tuition Express form completed with current billing information on file. The tuition will be processed automatically on the 1st and 15th of each month, or the next business day if the 1st or 15th is on a holiday or weekend. No exceptions.

All delinquent payments, including any fees, must be received within 3 business days of the 1st or 15th before the child will be allowed to attend the center again. Should an account remain delinquent past the 3 business day grace period your child's space may be lost.

SIGN IN/OUT

Parents are responsible for signing their child in and out each day using accurate times-no rounding. Any days not signed in or out correctly will not be covered by DES and the parents will be responsible for the full daily tuition rate.

ATTENDANCE

Children may attend preschool up to 10 hours per day in any of our full day programs and up to 4 hours per day in any of our part day programs. Children attending more than the 10 hours per day will be charged \$100.00 per month on top of their normal tuition rate. Children attending more than the 4 hours in our part day program will be charge a full day rate.

SCHOOL PICTURES

School pictures will be taken once during the school year. There is no charge at the time of the photo session and purchasing the pictures is optional. Parents will need to fill out a consent form for their child to be photographed. All enrolled children will have their picture taken for the class portrait.

MEALS

We provide a nutritious breakfast from 6:00 a.m. to 8:00 a.m. If students arrive after 8:00 a.m. we ask that you provide a nutritious breakfast (low in sugar and well-balanced) before coming to school each day. We also provide morning and afternoon snacks and a nutritious lunch. Milk and water will be provided by the facility. Whole milk is provided to children 12-23 months and 1% milk is provided to all other children. Radiant Kidz Zone does not allow juice or

chocolate milk to be given to children in bottles or sippy cups. Juice is only permitted during a class party or special event. It is the parent's responsibility to ensure their children are fed if they arrive after the posted meal times for each classroom. Radiant Kidz Zone is a "nut & strawberry-free" facility. No outside food is allowed to be brought in for classrooms where food is provided.

ALLERGIES

RKZ is a peanut and strawberry free facility. All allergies should be listed on the Child Profile upon enrollment. If there are any changes to the child's allergies during the school year, please notify the front office and an updated Child Profile will need to be completed.

NAPTIME

State regulations require that all children are given an opportunity for adequate rest each day. The school provides a crib/mat for each child. Parents are required to bring a crib sheet and small blanket for their child. (All items must fit in the child's cubby). Crib sheets and blankets should be taken home at the end of each week to be laundered. Pillows and large stuffed animals are not permitted.

BIRTHDAYS

Birthdays are special days for preschoolers. Please notify the classroom teacher ahead of time if you wish to bring mini-cupcakes or cookies sealed in the original packaging on your child's birthday. Please ask the teacher how many students to bring treats for. Cupcakes and cookies must be purchased from a grocery store or bakery and need to be peanut and strawberry free. No birthday cakes are permitted. Birthdays are celebrated on the school day closest to your child's special day. Summer birthdays of Part-Day Program children are celebrated at the end of the year. Due to the potential choking hazard, goodie bags, party favors, and balloons are not permitted.

TRANSPORTATION

Radiant Kidz Zone does not provide transportation.

PROGRAMS

Radiant Kidz Zone offers comprehensive developmental programs for young children that include a variety of programs that serve children and their families. The programs and prices can be found on the "Programs & Pricing" handout available in the lobby.

ADMISSION REQUIREMENTS AND POLICIES

Registration

- Immunizations must be current (see Immunization chart page). Bring a copy of original immunization records. A copy will be placed in your child's file.
- A current photo of your child (no larger than a 4" x 6") will be affixed to the Emergency information card kept in the office. Please provide this photo upon enrollment.
- Enrollment forms include a Child Profile, Parent Agreement, and the Emergency Information and Immunization Record Card. ALL forms MUST be completed upon enrollment. The State Department of Health Services requires that you provide Radiant

Kidz Zone with a minimum of two emergency contacts that have separate household addresses, different from the enrolling parents/guardians contact information.

- There is a registration fee of \$80.00 for one child or \$120.00 for more than one child. Registration fees are collected upon initial enrollment of children. A registration fee is then due each year in March during our "Open Enrollment" period for the following school year at a discounted rate of \$30.00.
- Copy of custody paperwork or Parenting Plan (if applicable).
- Copy of Order of Protection or Notice to Provider (if applicable).
- Copy of a child's IEP or IFSP (if applicable).

Admission Requirements

INFANTS:

Infants must be at least six weeks old. Parents must provide pre-made formula/breast milk in bottles labeled with child's full name. Baby food (if applicable) must be labeled with child's full name. Changes of clothing, bibs, pacifiers (labeled), disposable diapers, and wipes will be provided by parents. Parents must take home all items out of the refrigerator at the end of each day. Radiant Kidz Zone is not permitted to feed infants bottles that have been mixed with rice cereal or oatmeal. Radiant Kidz Zone is not responsible for sanitizing bottles. Parents will provide an Infant Feeding Instructions form upon enrollment and update every 3 months or as new foods are introduced.

TODDLERS:

Parents of toddlers must provide disposable diapers, wipes, diaper ointment, bibs, crib sheets, blanket and a change of clothing (including extra socks and shoes). Please make sure to label everything with your child's full name.

PRESCHOOL:

Preschoolers must be potty-trained (without adult assistance or the use of Pull-Ups) before entering the three-to-five-year old programs.

Full-Day Program Only:

Crib sheets and blankets must be provided by parents for children one year through five years of age. Radiant Kidz Zone provides crib sheets for the Infant classrooms that are laundered nightly.

Crib sheet and blanket are to be taken home once a week and laundered. (If your child becomes ill during the week, while at school we ask that the crib sheet and blanket be taken home and laundered.)

A small blanket for quiet/rest time may be brought from home. Pillows, pillow pets, and stuffed animals are not permitted.

Please ensure all items brought from home are labeled with the child's first and last name and are not of sentimental value. Radiant Kidz Zone is not responsible for any lost or stolen items.

Change of clothing (including underwear, socks, and shoes) must be kept at the center in a Ziploc bag. (If your child uses the extra change of clothing it is your responsibility to replace the items the next day. If you do not have a change of clothes for your child and the child needs to be changed it will be your responsibility to bring in clothes or pick up your child.)

Please permanently mark your child's first and last name on the crib sheet, clothing, coat, and backpack.

Enrollment

Radiant Kidz Zone admits students of any race, color, national and ethnic origin to all the

rights, privileges, programs, and activities generally accorded to students at the school. We do not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies and admission policies. Special needs children will be evaluated individually to determine whether Radiant Kidz Zone can adequately meet their needs.

Waiting Pool

Once a class is filled, applications are dated and placed in a waiting pool accompanied by a non-refundable \$25 fee. Should a classroom opening occur, it will be filled from the waiting pool with priority given to the following:

1. Radiant Kidz Zone employees
2. Radiant Church employees
3. Current Radiant Kidz Zone students needing to move classrooms
4. Siblings of currently enrolled students at *Radiant Kidz Zone*
5. Balance of male/female students
6. Compatibility of age grouping

After two wait pool opportunities are declined, a new wait pool fee will be assessed for the child to remain on any wait list.

Disclaimer

We reserve the right to refuse service to any child either prior to admittance or after admittance if the child and/or parents present behavior problems, if the child has special needs that cannot be met, or if the parent does not fulfill financial obligations with the center. Rude and abusive behavior by parents and/or children toward any Radiant Kidz Zone staff member will not be tolerated.

WHAT TO EXPECT IN THE BEGINNING

An Open House will be held to give you and your family an opportunity to meet staff and other Radiant Kidz Zone families while viewing samples of your child's work. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings.

Separation anxiety is common and your child may resist being left at Radiant Kidz Zone. After several weeks, departures usually become easier. We suggest that after you do the necessary signing in and walking your child into class you should give your child a hug and assure them that you will return for them that afternoon to pick them up. Prolonging your departure could cause more anxiety for your child. Please see your child's teacher for more information on separation. Your child's teacher has information that will help you and your child work through this and other issues that may arise.

To ease separation anxiety we suggest you bring a family photograph (no larger than 5"x7") on the 1st day of school, (make sure child's name is on the back). The photograph will be displayed in your child's classroom.

Full day parents are encouraged to bring your child to school by 8:30 a.m. each morning to experience all of the benefits of our structured daily activities.

Please observe the classroom schedule posted on the parents' information board in your child's classroom. Naptime is a very difficult time to enter a classroom. In the best interest of your child and all children in the class, we ask that you do everything possible to avoid having your child begin their day during naptime.

ARRIVAL & DISMISSAL

- Upon arrival, please assist your child in washing their hands.
- Your child must be signed in and out with a complete signature by the parent/guardian or authorized person using the check-in/out sheets.
- Parents must use their white access card to get into the brown security doors.
- Sign in sheets are located in each child's classroom.
- Part-time sign in/out sheets are next to the computers in the lobby.
- Each child must also be clocked in and out on the computer using your personal four digit code.
- Please check for messages on the computer as you clock in and out.
- Always let the front office and the teacher know in writing if someone other than the regular adult is picking up your child.
- The person picking up must be listed on the Emergency information card.
- Photo identification will be requested from anyone unknown to the office or classroom staff.
- No child will be released to a person without proper ID.
- Anyone picking up a child must be 16 years or older.
- Strollers may not be parked in the toddler hallway. We apologize for the inconvenience but need to comply with current fire codes. Infant carriers may be stored on the countertop in the toddler hallway.

CUSTODY/COURT-ORDERED PARENTAL AGREEMENTS

In the event of parental separation or divorce resulting in joint custody rights, parents must agree on authorized alternate pick-up persons. In the absence of such agreement, Radiant Kidz Zone staff will release children only to custodial parents.

A copy of any legal documentation related to a child's permanent or temporary placement needs to be provided to the facility to be placed in the child's file. Verbal authorizations will not be adhered to.

ATTENDANCE RECORDS

In the event that parents are requesting copies of their children's sign in/out sheets the parent(s) must notify the front office of this request. Attendance records will only be given for 1 year prior to the date of the request. There is a \$50.00 administrative fee to receive copies of the attendance records. Attendance records will only be given to the legal guardians of the child.

FIELD TRIPS

Radiant Kidz Zone does not take children on field trips off site due to the child restraint seat requirement for children who are under the age of five. Children will occasionally take walking field trips around the Radiant campus. Younger students (6 weeks - 2 years old) may take "buggy" rides around the Radiant campus (weather permitting.)

OPEN DOOR POLICY

Radiant Kidz Zone will ensure that the following individuals are allowed immediate access to facility premises during hours of operation:

- A parent of an enrolled child or an individual designated in writing by the parent of an enrolled child.

VISITORS

All visitors are required to obtain a visitor badge at the front office. Parents are encouraged to

attend class parties if your schedule permits. We welcome parents to discuss opportunities to assist with special class projects and story time with their child's teacher. Any volunteer opportunity must be discussed with the teacher in advance. These opportunities will occur throughout the school year. The number of adult volunteers in the classroom will be limited in order to keep routines consistent and to alleviate stranger danger anxiety for our students.

CLASSROOM SUPPORT

Our continued success is due to your generosity. We ask each family to partner with their child's classroom by bringing in the items on the class supply list and a Michael's or Wal-Mart gift card each August (or upon enrollment). Your kind donation will be used to purchase supplies such as books, CD's, manipulatives, tissue, paint, and paper, for your child to use during their time at RKZ. (Gift cards will become the property of Radiant Kidz Zone).

INFANTS through PRESCHOOLERS: \$20.00 gift card

Your partnership with Radiant Kidz Zone allows us to keep our tuition in line with the other area centers. We thank each of you in advance for your generosity.

SCHOLASTIC BOOK FAIRS

RKZ will also host book fairs throughout the school year that will be set up in our lobby.

WATCH ME GROW

At Radiant Kidz Zone, you will have internet access to visually share your child's day from anywhere in the world with the Watch Me Grow system. You can give grandparents access to participate in your child's day thru the Watch Me Grow program. You may select a total of four viewers to access this program and visually share your child's day.

You can sign up for the Watch Me Grow system after your child is enrolled at Radiant Kidz Zone. After enrollment, go to www.watchmegrow.com and click on the Sign Up link at the top of the page. You will notify Watch Me Grow of your child's classroom name as a part of registering. This process can take up to two weeks to activate. A representative will call us to verify that you are an authorized user; you will then receive an email with your login information. You will be able to view your child's classroom and all playgrounds, as desired.

COMMUNICATING CONCERNS

This handbook has been provided in an effort to supply parents with clear policies. Please contact the Preschool Director or staff if you have any questions.

Parent conferences are available at your request. Either the teacher or parent may request a conference for any child if there is a specific concern. Parents are asked never to discuss a child's negative behavior in front of any child. While it may seem pressing at the time, your child's teacher may not leave his/her classroom unattended nor would it be appropriate to expect them to quit their lessons to discuss your child. The teacher would be happy to talk to you during a scheduled conference by phone or in person. We encourage you to discuss any additional concerns you may have with the center management.

BITING POLICY

Biting is a developmentally appropriate behavior observed in young children as they learn to cope with their feelings and environment. Biting occurs for a variety of reasons and is most common in children nine months through 30 months. Generally, children over the age of three have developed verbal skills and are able to communicate.

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or by being around many other children in a child care setting, and may respond by biting.

While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to help correct the child's undesirable behavior and to ensure the health and safety of everyone in our program. Children who bite will be observed by the teacher in the classroom for frequency and cause. Each biting incident will be written up and placed in the child's file. The Center Director will be notified of all biting incidents.

The child who was bitten will receive first aid, if needed, and the child's parents will be notified of the incident.

If biting occurs the following steps will be followed:

1st Biting Incident:

The biting incident will be documented and placed in the child's file. If the bite broke the skin, the parents will be called and be asked to remove their child for the remainder of the day. The child may return to the center the following day.

2nd Biting Incident:

The biting incident will be documented and placed in the child's file. If the bite broke the skin, the parents will be called and be asked to remove their child for the remainder of the day. The child may return to the center the following day. Parents will be notified and may be requested to have a conference with the teacher and/or the Director to address the biting issue. The purpose of the meeting will be to work on strategies in the classroom and at home to prevent biting. The parents may also be asked to shadow their children for one day in the classroom to observe their behaviors.

3rd Biting Incident:

The biting incident will be documented and placed in the child's file. If the bite broke the skin, the parents will be called and be asked to remove their child for the remainder of the day. After the 3rd biting incident of breaking the skin, the parents may be asked to remove their child from the center for the safety of the other children.

Biting Disclaimer

Each biting incident will be evaluated based upon the severity of the bite. Radiant Kidz Zone reserves the right to ask a child to be removed IMMEDIATELY from the facility on a permanent basis, regardless of what incident the child has received, for the safety of our staff and children.

NOTE:

If a bite breaks the skin on any incident, Radiant Kidz Zone requests that the parents pick up their child from the center within one (1) hour of the call being placed.

Confidentiality of the biter will be kept by the center and therefore parents and teachers are asked not to discuss names of children that have been bitten or who bit their own child.

CHILD ABUSE/NEGLECT

Arizona statutes require that any person having responsibility for the care of children, whose observation or examination of any child discloses reasonable grounds to believe that a child has been the victim of child abuse or neglect, must make a report to the appropriate authorities. Suspected abuse must be reported immediately and a written report must be filed within 72 hours. Radiant Kidz Zone adheres to the statutory requirement and will promptly report any suspected abuse or neglect to Child Protective Services and/or the appropriate law enforcement authorities.

DISCIPLINE

Conflict provides a wonderful opportunity to help children develop problem-solving skills, such as brainstorming, negotiation, and compromise. RKZ believes that children find security and direction where there is consistent adult guidance and discipline. In their role of caring for children, teachers model and teach appropriate behavior. Children need to know what is expected from them before they can obey. Therefore, we expect teachers to use constructive and preventive methods of discipline and to maintain an atmosphere of love, acceptance and order.

All staff at our preschool are forbidden from using any form of physical punishment or humiliation. Children will not be hit, slapped or spanked at our preschool. Positive methods of discipline will be used such as:

Redirection: Staff will direct the child away from the disruptive behavior by focusing the child on another activity or toy.

States the Expectation: Talking with the child about what's expected of them so they can meet that particular goal. I.E. "Please use walking feet so you don't fall. If you are running you might slip and hurt yourself."

Talking It Out: Help the child put their thoughts and feelings into words.

Discussion of Outcome: Talking with the child to ensure they understand the consequence if they persist in an unacceptable behavior. The staff member will talk to the child at eye level and use a calm voice.

Take a Break: If behavior is extreme, the child may be placed on a break so they do not hurt themselves or another child. The break is not punishment but a time for the child to calm themselves and remember what behavior the teacher expects.

If a child is unable to regain self-control they will be sent to the office for prayer and redirection. Should the behavior continue or the child is unable to cooperate in the preschool environment, the parent will be notified and expected to pick them up within 1 hour.

Behavior problems will be reported to parents and may require a conference with the director, being sent home for the day, or dismissal from the program.

WHAT SHOULD YOUR CHILD WEAR?

Think about your child's comfort and provide simple clothing that is free of complicated fastenings. Your child will participate in many activities during the day and the clothes that your child wears should be roomy and comfortable so they are able to participate during outside play, art, and other fun activities. If girls wear dresses or skirts, please ensure they wear shorts underneath. Children are required to wear closed toe shoes. For your child's

safety indoors and on the play yard no open-toed sandals, cowboy boots or flip-flops will be worn while at school.

Please provide the following:

- A change of clothing kept at Radiant Kidz Zone at all times in a zip lock bag.
- Please mark all clothing with your child's first and last name.
- Shoes are a must! Please make sure to bring a spare pair to keep at the center.
- Tennis shoes are the best footwear for safety. No cowboy boots may be worn.
- Sandals must have closed-toes and a back strap.
- Remember that your child is always growing. Please remember to replace spare clothing through out the year.
- For safety please leave all jewelry at home. Stud earrings are permitted.
- Jackets, sweaters, or sweatshirts with draw strings are not permitted due to the danger of choking. You may remove the draw string before sending your child to school with these items.

Action Logos

Some of the merchandise available for young children may promote values that are in direct conflict with those of Radiant Kidz Zone. Clothing, backpacks and other items depicting action figures displaying martial arts or violent activity, weapons, and frightening creatures are not recommended for school use. Experience has shown us that children's behavior is negatively affected by character logos that promote violent conflict resolution.

SAFETY/SECURITY

Radiant Kidz Zone is committed to ensuring that all our children are in a safe environment at all times. The school conducts monthly fire drills, in addition to routine evacuation and lock down training.

PESTICIDE PROCEDURES

Radiant Kidz Zone will post a notification of pesticide application in each activity area and in each entrance of the facility, at least 48 hours before a pesticide is applied on the facility's premises, containing:

1. The date and time of the pesticide application, and
2. A statement that written pesticide information is available from the licensee upon request.

DOOR ACCESS CARDS

The safety of your children is a priority at Radiant Kidz Zone. You will be issued one door access card after enrollment. This card will allow you access to your child's classroom. If you would like a second card for another designated family member we will issue that card for a non-refundable \$6.00 fee. (As you prepare to leave the center we ask that you turn in both cards. As a precaution, we request that you do not hold the doors open to let adults into the building unless you know them. Please refer anyone unfamiliar to the office!)

ILLNESS

The Arizona Department of Health Services mandates that we are unable to care for children who are ill. Arizona Department of Health Services states that a center shall not accept or allow a child to remain at the center if the child shows symptoms or signs of illness. Teachers

are required to do a “well check” of children in their care each day.

Radiant Kidz Zone follows the Center for Disease Control and Prevention guidelines for removal of a child from the child care setting as follows:

- Symptoms Requiring Removal of a Child from the Child Care Setting - Child must be picked up within one hour of notification per state requirement
 - Temporal thermometer reading of 101 degrees or higher. Radiant Kidz Zone has the right to notify 911 if a child’s temperature reaches 104 degrees or higher.
 - Diarrhea - runny, watery, or bloody stools.
 - Vomiting.
 - 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 a high-pitched whooping sound after coughing.
 - Eye discharge - thick mucus or pus draining from the eyes, or pink eye.
 - Yellowish skin or eyes.
 - Skin Rash.
 - Child is irritable - continuously crying, or requires more attention than we can provide without compromising the health and safety of the other children in our care.

Communicable Diseases

(If diagnosed must be reported to Radiant Kidz Zone per state requirement.)

Chicken Pox
Measles
German measles
Infectious Hepatitis
Mumps
Tuberculosis

Common Cold
Strep Infection
Scarlet Fever
Diphtheria
Meningitis
Pink Eye

Thrush
Hand, Foot & Mouth
Fifths Disease
Polio Mellitus
Whooping Cough

Communicable Skin Diseases

(If diagnosed must be reported to Radiant Kidz Zone per state requirement.)

Impetigo
Scabies
Head Lice

Roseola
Poison Oak

Athletes Foot
Ringworm

Please notify the office when your child will be kept home. Notify the front office as soon as possible if it has been determined that your child has a communicable disease or has been exposed to one. If your child is sent home with signs/symptoms of a communicable disease we cannot accept them back into the center until they have been symptom free for 24 hours and have a doctor’s note allowing their return. We will be posting any contagious illnesses that have been reported in your child’s classroom in the lobby as well as on your child’s classroom door. In severe cases, emergency services may be called to assist with a sick child.

Medication

Radiant Kidz Zone will not administer medication unless there is a life threatening situation that requires immediate treatment that does not need to be administered by a medical professional. Examples of medication that will be administered in a life-threatening situation

include the administration of Benadryl or an Epipen in the event of an allergic reaction, or the use of a nebulizer or inhaler during an asthma attack. Parents are required to provide the required medication, in its original packaging, and/or nebulizer and must sign an authorization describing the medication and dose to be administered and permitting Radiant Kidz Zone staff to administer such medication. Please note that all nebulizers must be taken home daily for cleaning and sanitation purposes.

Topical Ointment

Diaper ointment, or sunscreen (aerosol free) may be provided by the parent. Parent must fill out an "Over the Counter Permission" slip form found in the front office in order for these medications to be applied. We recommend that you, as the parent, apply sunscreen to your child prior to arrival. Your child's complete name must be clearly written on the ointment and sunscreen.

IMMUNIZATION REQUIREMENTS

Arizona state law requires that all children be immunized against the following diseases: Homophiles Influenza type B (Hib), measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, Hepatitis A and Hepatitis B. 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 able to attend childcare 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 signed affidavit in your child's file. An original, readable, current immunization record, indicating the dates of immunizations, must be presented before a child can enter a licensed childcare facility.

Immunizations Required for Arizona State and Maricopa County

Age	Dtap	Polio	HIB	HepB	HepA	MMR	Varicella
0-2 Months				1			
2-3 Months	1	1	1				
4-5 Months	2	2	2	2			
6-11 Months	3		3	3			
15-59 Months	4						
12-14 Months		3	4			1	1
24-71 Months					1 & 2*		

** Dose 2 of Hepatitis A will be given 6 months after dose 1.*

INJURIES / ACCIDENTS

Our staff makes every reasonable effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we recognize your need to be made aware of your child's injuries that occur at the school. In order to keep you posted, the staff will provide you with an Incident Report of any such occurrence that is witnessed by the caregiver.

In case of serious accidental injury, emergency services may be contacted. We will make every effort to contact you for instructions. If we cannot reach you, we will call the emergency contacts you have listed on the Emergency information card to make medical emergency decisions about your child. Your signed emergency card will act as your medical release and assist us in getting prompt medical attention. A Radiant Kidz Zone staff person will stay with

your child if transported to a medical facility until your arrival.

INSURANCE / LICENSING

Radiant Kidz Zone carries liability insurance in compliance with the Arizona Department of Health Services. The Arizona Department of Health Services and the Office of Childcare Licensure approve Radiant Kidz Zone license. Our center is subject to inspection by State Health/Childcare Licensure, Maricopa County Health Department, and the fire department. Our license is posted on the Parent's board in the front foyer. A copy of our state inspection report is available upon request.

**Arizona Department of Health Services
Office of Childcare Licensure
150 North 18 Ave., Ste. 400
Phoenix, AZ 85020
602.364.2539**

Due to insurance reasons, Radiant Kidz Zone staff is not allowed to provide childcare for Radiant Kidz Zone students outside of school hours.

VIOLENCE AWARENESS / PREVENTION

Radiant Kidz Zone recognizes our responsibility for providing a nurturing, nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take this seriously therefore we have a responsibility to model and teach appropriate behavior.

Physical aggression in early childhood is a developmentally expected behavior. Our staff is trained to use both re-direction and conflict resolution with our "Stop and Think" program.

War toys and items with character logos that promote violent conflict resolution are prohibited at Radiant Kidz Zone. Please make sure to check your child's backpack for any weapons whether real or toy.

Threats of "killing" or "hurting" another person, physical aggression, or foul language are never accepted and will result in the following actions:

1. Child is informed of the inappropriate behavior and why it is inappropriate.
2. Parents are informed and asked to partner with the school in reducing inappropriate behavior.
3. Staff will address these issues in the daily curricular activities as needed.
4. If a child continues to threaten others, a conference with the teacher, program director/and or assistant director along with the parents to develop a strategy/action plan for resolution.
5. In severe cases, the child may be dismissed for the day or removed from the program.

WITHDRAWALS & PROGRAM CHANGES

Parents must submit an Intent to Withdraw Form or Program Change Form, (available at the front desk), a minimum of 10 business days prior to child's withdrawal date and next billing cycle. Two weeks of tuition will be charged for any withdrawals short of the 10 days notification. Access cards must be turned in with the Intent to Withdraw Form.

Reinstatement: Children may be reinstated at any time providing that there is space available and all accounts are current and have been in good standing. New registration fees will apply.

SPECIAL EVENTS

First day of School: Usually the first full week in August

Meet the Teacher: First day of attendance

Open House: Enjoy this night with family and friends, view the classrooms, spend time with the teachers, and enjoy dessert.

Thanksgiving Feast: Children in all classrooms will share food and blessings with each other.

Christmas Program: This is a wonderful celebration of Christmas with the children singing and performing for family and friends.

Graduation: Children entering Kindergarten will also be given special recognition at a Graduation Ceremony. The date, time, and place will be announced a few months prior to the ceremony.

SIGNAGE

It is imperative that parents read the signage posted on the doors and monthly newsletters being sent home. These will keep all parents apprised of up and coming events, school closures, activities, etc.

SOCIAL MEDIA

Parents are encouraged to “Like” the RKZ Facebook page for up to date information and special events.

PETS & ANIMALS

Pets and animals are not permitted in the preschool building.

TOBACCO

Radiant Kidz Zone is a smoke-free campus. Smoking and the use of tobacco products are prohibited. Smoking is prohibited 20 feet in all directions of the preschool building.

SUN SAFETY

Radiant Kidz Zone is committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun-safe. We encourage parents to apply sunscreen prior to their children attending preschool. We avoid outdoor play time when the temperatures reach over 99 degrees Fahrenheit and limit exposure during peak UV times from 10:00 a.m.-4:00 p.m.

HELPFUL HINTS

It is our heart that your child’s preschool experience is pleasant. Sometimes the first few days will be hard for your child and for you. Here are some ideas on how you can help.

- Have a plan before the first day of school; explain to your child what to expect. Explain that you will be leaving him/her at school and what time you will be picking them up.
- Bring your child to the teacher. The teacher will show the child their cubby and help

them feel welcome.

- During the first days, it is important that you leave and not linger too long (even if your child cries and clings to you). Often, staying during a difficult separation makes the separation more difficult.
- Parents are welcome to call to check on their child. If a child continues to cry for an extended period of time, the parent will be notified. Please be assured your child will be comforted.
- Never leave without telling them goodbye.

A FINAL THOUGHT...

As the Director I want to thank you and welcome you to Radiant Kidz Zone. I look forward to forming a strong partnership with you and I invite you to share your comments, ideas, and talents with us. As partners, your child's experiences will be supported and we will be involved in each success together.

You have entrusted your most precious possession to our care. Our dedicated teachers are excited and proud to be part of your child's life long journey. Our faith based program is the cornerstone for all that we do at Radiant Kidz Zone. What we teach your children today will make a difference in who they are tomorrow. Tilling the soil and planting seeds rich in values, gratitude, and hope will provide your child with the skills to become a caring, strong community helper.

Faith, Fun and Learning are words that anchor our efforts. With God's blessing and grace we share these words with each child and family with gratitude.

Many Blessings,

Janelle Davis
Program Director

RECEIPT AND ACKNOWLEDGEMENT OF THE RADIANT KIDZ ZONE PARENT HANDBOOK:

I, _____, have read and understand the Radiant Kidz Zone Parent Handbook. I understand and agree to the policies enclosed herein.

Signature Date

Print Name Date

Child's Name(s)

Child's Name(s)

PLEASE RETURN THIS PAGE ONLY TO THE OFFICE