

# Parent Handbook



FIRST PRESBYTERIAN

**P R E S C H O O L**

BUILDING A BETTER FUTURE SINCE 1986

161 N. Mesa Drive  
Mesa, AZ 85201  
480-835-7877  
[preschool@fpcmesa.org](mailto:preschool@fpcmesa.org)



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# Welcome to First Presbyterian Preschool!

We are honored that you have entrusted us to serve as partners in your child's education. As a Mesa preschool, we consider it a privilege to provide a joy-filled, positive education to the children of the East Valley! We take great pride in providing a safe and loving atmosphere allowing for quality interactions and sincere passion to flourish.

First Presbyterian Preschool provides educational excellence in an atmosphere of Christian love. We invite and welcome children of ALL faiths to attend and benefit from the many blessings offered by our school!

Our staff members here at First Presbyterian Preschool are selected for their Christian beliefs, character, love of children, education, training, and experience. Our teachers guide the children, while giving them room for imagination and exploration. We are more interested in how a child creates a project rather than worrying about the end result. We, here at First Presbyterian, are dedicated to meeting the child's social, emotional, physical, cognitive, and spiritual growth.

We believe that it is important to care for your spiritual needs. We encourage you to call us if you have specific needs for family support such as counseling, Christian education, or baptism. We invite you to utilize our resources.

This Parent Handbook has been compiled to keep you informed of our school policies, procedures, and curriculum. We look forward to working with your family this year, and if there are ever any questions or concerns, please feel free to stop by the Preschool office or give us a call.

(480) 835-7877 or email us at [preschool@fpcmesa.org](mailto:preschool@fpcmesa.org)

Sincerest Blessings,



Shiloh Murillo  
Director  
First Presbyterian Preschool

# FPC Mesa

First Presbyterian Church  
161 N Mesa Drive  
Mesa, Arizona 85201  
480-964-8606  
[www.fpcmesa.org](http://www.fpcmesa.org)

Dear Parents,

Welcome to First Presbyterian Church Mesa! We are delighted that you have chosen our outstanding Preschool, which is designed to meet your child's developmental needs. We are always excited to start a new school year, and look forward to getting to know you and your child in the coming year. We appreciate your trust and support in the important process of your child's education.

One of the ways we seek to enhance your child's education is by holding weekly chapel services. Our staff shares the leadership of these brief services with Shiloh Murillo, Director of the Preschool, where we lead the children in singing and then share Bible stories. As Interim Pastor of the church, I am occasionally involved in chapel as is Chris McKee, Minister of Faith Formation, and Dr. Mark Ramsey, Director of Music. You are invited to attend with your child as a way of sharing in this special family time. We would love to see you there!

A season of interim ministry is a time of celebrating our history and of transformation. In April we celebrated our seventy-fifth anniversary in fine style, and now set ourselves to the task of living creatively into our future. In that golden opportunity we welcome the participation of all. Please know that as parents of our Preschool we welcome your participation in the life of our church.

I look forward to getting to know you, and wish God's blessing upon you and your family. If you have any questions or concerns ~ or creative suggestions ~ as the year unfolds, please do not hesitate to contact me either by phone (480) 964-8606, or via email: [pastor@fpcmesa.org](mailto:pastor@fpcmesa.org).

With every blessing,

Rev. Dr. David S. Hodgson

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Rev. David Hodgson - Interim Pastor ☩ Dr. Mark D. Ramsey - Director of Music Ministries  
Chris McKee - Minister of Faith Formation ☩ Linda Reeves - Office Manager  
Shiloh Murillo - Preschool Director ☩ Don Krill - Building Supervisor ☩ Rob Kiar - Bookkeeper





**PRESCHOOL HOURS OF OPERATION: Traditional School Year**

**Office Hours:** Monday – Friday 8:30am - 1:30pm

**Instruction Hours:** Monday – Friday 9:00am - 1:00pm

**PRESCHOOL HOURS OF OPERATION: Summer Program** (Tentative, determined by the Preschool Board each Spring. Contingent on demand)

**Office Hours:** Monday – Friday 8:30am – 1:30pm

**Instructional Hours:** Monday – Friday 9:00am – 1:00pm

**Annual REGISTRATION FEE:**

\$100 per student and is NON-Refundable.

**Morning PRESCHOOL Classes: (2 1/2 year old – 4 year old)**

**9:00am to 11:30 am**

- **Child must be potty-trained to begin school. Drop in daily rate=\$30**

2 Day Program	T/Th	\$240 per month
3 Day Program	M/W/F or T/W/Th	\$280 per month
4 Day Program	M thru Th	\$315 per month
5 Day Program	M thru Fri	\$345 per month

**PRE-K Classes: (4-5 years old)**

**9:00am – 11:30am**

- **Child must be potty-trained to begin school. Drop in daily rate=\$30**

3 Day Program	M/W/F or T/W/Th	\$280 per month
4 Day Program	M thru Th	\$315 per month
5 Day Program	M thru Fri	\$345 per month

**EXTENDED DAY Preschool & Pre-k Classes:**

**9:00am – 1:00pm**

- **Child must be potty-trained to begin school. Drop in daily rate=\$40**

2 Day Program	T/Th	\$280 per month
3 Day Program	M/W/F or T/W/Th	\$345 per month
4 Day Program	M thru Th	\$405 per month
5 Day Program	M thru Fri	\$460 per month

**LUNCH BUNCH: 11:30 am to 1:00 pm (optional add-on to Morning Class)**

Lunch Bunch fee: \$6.00 per day and student needs to bring their own lunch and drink.

**Scholarships** may be available. If your child is a scholarship recipient and attends 4 days per week, your monthly copay = \$65. If your child is a scholarship recipient and attends 5 days per week, your monthly copay = \$125. These fees are due on the first of each month.

**LICENSURE: First Presbyterian Preschool is licensed by the State of Arizona. A copy of the state's facility inspection report is available in the preschool office upon request. It is also available online at <http://azdhs.gov/licensing/childcare-facilities/index.php>**

**PURPOSE. PROGRAM GOALS AND ORGANIZATION:**

PURPOSE: Our primary purpose is to provide a loving environment to draw out and develop the child's potential for being a responsible human being. The environment reflects our Christian faith by recognizing God as the creator and integrating the wonder of His love in our lives and the world around us.

PROGRAM GOALS: The curriculum is child-centered, providing experiences that enable the child to develop at their own individual rate fostering their highest potential, intellectually, emotionally, physically, socially and spiritually. The environment introduces children to learning through creative art exploration, music and movement, role-playing, literature, science and math, uniquely challenging the child at their level of participation. Free play with a variety of media enables the child to interact with his classmates and peers. Due to the differing developmental rates of each child, specific objectives will be implemented. Our program provides each child with the opportunity to:

- Learn about God and His infinite love
- Approach learning powered by their personal interests
- Develop decision-making skills
- Engage in a variety of experiences through cooperative work and play
- Develop school readiness skills
- Foster a positive understanding and acceptance of self and others
- Develop individual talents and physical coordination
- Fine tune social/emotional skills within themselves

ORGANIZATION: While our program does not teach sectarian doctrine, we do want the children to know of God's love for them and the beauty of His creations. Regardless of religion, race, nationality, gender and ethnic origins, our preschool is a community outreach program of the First Presbyterian Church of Mesa. In an attempt to build a better understanding for persons of different backgrounds, multicultural activities will be an integral part of the curriculum.

Holidays: All Christian Holidays will be observed, remembering the religious significance of these seasons. We will be closed for Christmas, Good Friday, Easter and all Federal and State holidays as well. Our school closures will be for Fall Break (1 week), Thanksgiving Break (3 days), Winter Break (2 weeks) and Spring Break (1 week). Monthly tuition will remain the same regardless of closure, holiday, illness or absence.

**HEALTH, SAFETY AND EMERGENCY PROCEDURES:**

HEALTH: Before being admitted to attend First Presbyterian Preschool, each child must provide the following forms, as required by the Arizona Department of Health Services: Child Enrollment and Information Form, Blue Emergency Information form, Proof of up-to-date immunizations

**THE DIRECTOR MUST BE NOTIFIED IF YOUR CHILD HAS A COMMUNICABLE DISEASE.** The use of fever reducing medication is **not permissible** as a remedy for sending the child



to school. Upon daily arrival, a temperature check will be administered and documented. Once admitted, each child must enter the classroom free of any signs of illness which include: **temperature (100.2\*), cough, diarrhea, vomiting, runny green nose, rash or lice/nits (eggs)**. These are considered infectious, and the child will not be admitted. Your child must be **symptom-free for 72 hours** before returning to school. IF symptoms develop while at school, my child may be required to wear a mask and will be sent home.

The family **MUST** communicate daily with the Preschool office regarding their child's health and any symptoms that may be present. Preschool staff will not administer any medications unless prior authorization has been issued from the child's doctor with an official prescription and a signed consent form is on file.

Due to the highly contagious nature of COVID19 and the unpredictability of the disease, the best practice is to keep the child home if the child or family member becomes ill. This isolates the issue and does not bring unidentified infection into the preschool setting.

IF a child in our care or Staff does test COVID19 Positive, they will follow the recommended 5 day quarantine at a minimum. If symptoms improve and the individual is fever free for at least 24 hours, they may return to school.

**SAFETY & EMERGENCY PROCEDURES:** The safety of your child is of utmost importance for our program. Every effort and precaution is taken to prevent accidents and injuries. However, in case of an emergency or accident, every effort will be made to contact the parent or legal guardian listed on the emergency card on file. Parents are responsible to keep that information up to date and notify the director of any changes that are necessary. If your child does get hurt with minor injury, you will be notified with an "Ouch Report" that is sent home in the cubby. School and classroom rules are enforced for the safety of your child. For this reason, tennis shoes are recommended. Please avoid flip-flops and boots which cause many accidents on the playground.

All staff members receive First Aid and CPR Certification training as required by law. These procedures will be used, if necessary, until professional emergency personnel arrive. Our preschool performs emergency/ fire drills monthly & evacuation drills bi-annually with the staff and children.

**DISCIPLINE & Expulsion Policy:** It is very important that each child learn acceptable behavior and develop self-control while maintaining their self-image. This is accomplished by providing helpful guidance, encouragement, and positive reinforcement. We focus on redirecting the child to make safe choices. We empower the children to work through their conflicts with their peers. When merited, we employ a thinking period as a discipline approach prior to phoning the parents. If a behavioral issue arises which may require the expulsion of a child every effort will be made to work with the family to devise a plan of action which includes providing resources appropriate for the situation. A child will be removed from the classroom/school if there is reason to believe that other children or teachers are in danger. The parent will be notified immediately. Under NO circumstances will corporal punishment be utilized.

**SUNSCREEN:** Please apply sunscreen to your child before arriving at school. We go outside everyday (weather permitting). We are not authorized to apply sunscreen to your child unless there is written permission by the parent.

## **POLICIES OF OPERATION:**

**PESTICIDE USE on the Premise:** First Presbyterian Preschool will make written pesticide information available to a parent at least 48 hours before application occurs on the premises.

**STATEMENT OF INSURANCE:** The First Presbyterian Preschool meets the state of Arizona requirements for liability insurance. A copy of this is available by request of the Director.

**ADMISSION AND REGISTRATION:** All children requesting to be admitted to First Presbyterian Preschool must be between the ages of **2 ½ year to 5 years old** (not yet in Kindergarten). **ALL children MUST be toilet trained and independent in the bathroom prior to admission.** Every effort is made to place your child in the classroom of your choice. The child must be age-appropriate for the class that you are requesting according to the guidelines set forth at registration. All classes and waiting lists are filled as registration forms and fees are received. All completed class lists are subject to the Director's approval.

The Christian Education Committee and the Preschool Board in conjunction with the preschool Director, have the right to request the withdrawal of any child at any time.

### **ADDITIONAL POLICIES:**

- First Presbyterian Preschool does not provide **transportation**.
- A determination will be made for **children with special needs** to see if First Presbyterian Preschool meets the needs of the child prior to admission. We do make referrals and recommendations to services and programs in the area if our program is not a good fit.

## **REGISTRATION, TUITION & ATTENDANCE**

**Annual Registration fee:** There is an annual registration fee assessed for each child at the time of enrollment. The cost is **\$100 per child**. This fee is **non-refundable** and applies towards the insurance of your child and the initial start-up costs. This is an **annual fee**.

**Tuition:** **Tuition fees are due on the first day of each month.** Tuition will be considered **delinquent on the 10<sup>th</sup> of each month**. There will be a **\$20.00 late fee per week for late payments**. The tuition rate schedule is set at the time of registration. Tuition is set to cover all program costs and is a **flat rate per month regardless of illness, holidays, vacations or school closures**.

**Discounts:** There are 3 ways to receive a discount on tuition costs.

1. First Presbyterian Church members receive 10% off monthly tuition rates
2. City of Mesa Employees receive 10% off monthly tuition rates
3. Families enrolling 2 or more children will receive 20% off monthly tuition rates for the 2<sup>nd</sup> child enrolled.

**Withdrawing a child:** Should it become necessary to withdraw your child, a **2-week notice is required in writing**. When **withdrawing a child after March 1<sup>st</sup>, the family is still responsible to pay the April and May tuition fees**.

**ARRIVAL and DEPARTURE Procedures:**

- **Your child will have a documented daily temperature check upon arrival. If it is within normal range your child will be admitted to the preschool for the day. Hand sanitizer will be given upon arrival for all.**
- **Class time starts promptly at 9am.**
- You **must sign your child in and out with the time of arrival and departure**, as required by Arizona State Licensing.
- **Class time ends promptly at 1pm. Please be prompt & on time to pick up your child. A fee of \$15 for every 5 minutes you are late will be assessed.** Continual tardiness can result in being removed from the program.
- **Only designated individuals authorized by the parent or legal guardian on the emergency blue card will be allowed to pick up the child. You will be required to show a picture ID.**
- If an **unforeseen emergency** occurs that delays picking up your child on time, please **call the Preschool office.** (480) 835-7877
- You must **call to report your child's absence for any reason. 10 absences may result in a child's removal from the program.**

Parent Participation: We encourage you to become involved in your child's education. We practice an "open door" policy. You are welcome in the classroom at any time. There are many ways to volunteer by providing nutritious snacks, donating supplies, reading a special story, sharing your occupation and attending all school functions and fundraisers. We also send home a "Parent Evaluation" asking for the family input of the child's skill. Please return it to the school so that we may partner together to make your child's learning experience the most beneficial for them.

Field Trips: On occasion walking field trips may be taken. Parent permission slips will be sent home in advance and must be signed by the parent for the child to participate. If parent volunteers are needed, it will be indicated on the permission slip.

Weekly Family Chapel: We offer weekly Chapel time every Tuesday at 10:30am. We sing songs of praise, tell bible stories, and build up our Christian faith together as a community. The weekly chapel time is from 10:30am-10:50am on Tuesdays, beginning in September.

Snacks: As part of our cost sharing, we ask that families help us by providing nutritious snacks for their child's class. Your child will be assigned one day per month and you will be notified at the beginning of each month on what to bring and when. If you are able to provide paper goods, utensils and napkins, we would greatly appreciate it. Styrofoam is not allowed.

*Arizona Department of Health Services requires the following:* All snacks must be nutritional and include at least 2 food groups. Juice must be 100% fruit juice. Milk must be in ½ gallon sizes and water is acceptable as well. All foods must be prepackaged in the original packaging. Fresh fruits and vegetables must come whole.

You will receive the preschool snack guidelines with your welcome packet. We love to celebrate birthdays in the classroom! Snacks served for birthday celebrations must also meet the nutritional guidelines. Please **make any food allergies known to your teacher immediately.**

### **COMMUNICATION, PARENT INFORMATION & EVALUATIONS:**

Newsletters and Notifications: Each month you will receive the classroom newsletter with important information and curriculum details that you will need to support your child in the classroom. You will receive a school-wide newsletter from the Director's Office. It includes information regarding policies, procedures and general information relating to school closures, special events and volunteer opportunities that are available. Please check your child's cubby each day. If you have specific concerns about your child and their development, please speak with your child's teacher. They are always available to answer any questions that you have.

Assessments, Evaluations and Teacher Conferences: Families are asked to assess their child's skill level at the start of each school year by using our Parent take-home assessment tool. This information will be kept in the student's portfolio file. Twice a year we conduct child assessments to determine the developmentally appropriate practices for each child to fit their needs in our program. If it is determined that there is need for early intervention evaluations outside of our program, we will make those resources available to the family. You will receive a copy of these evaluations. We review this information with the families during our parent-teacher conferences upon request. Parent-teacher conferences are offered twice a year or more frequently as needed.

A separate school-wide **Preschool Parent Satisfaction Survey & Evaluation** is conducted each spring. We ask the families to offer us feedback regarding our program and how we can best meet those needs or suggested improvements. These are valuable tools to help improve our program. We value your opinion and appreciate your input.

### **General Preschool Information:**

First Day of School: We understand that first days can be tough. In order for your child to become familiar with their teacher, classmates and new surroundings, we invite you to give them a big hug! Then, be assured that they are in good hands. This will show that you trust the teachers and reinforce that you will return at the end of class. We will call you if there are any concerns after you leave.

Children's clothing: Preschool can get very messy! Dress your child in comfortable clothing that you don't mind getting dirty. Please provide a little backpack with a change of clothes including underwear and socks. Accidents happen and the children are most comfortable in their own clothes when they do. Please label all items that you send to school: backpacks, lunch boxes, jackets/clothing, etc. Close-toed shoes are required! Flip Flop sandals and open-toed shoes are not the best option for their safety while at school.

Show & Tell: PLEASE do not bring any toys from home. We are not responsible for lost, stolen or broken items that are brought to the school. **Play guns or weapons of any kind are not allowed at school.** Each class will have a special way to do Show & Tell. The teacher will let you know when that will start in the classroom.

We are building a community together and strive to make this a safe place for open discussion. We look forward to a great year together! If you have general questions or concerns, please don't hesitate to ask.

[preschool@fpcmesa.org](mailto:preschool@fpcmesa.org) or (480) 835-7877



**DEAR GOD and ME**

**Dear God, You made the mountains high;**

**You made the bubbly seas.**

**You made the pretty butterflies**

**And busy bumble bees.**

**You made the tiny grains of sand;**

**You made the big, tall trees.**

**And then, Lord, with Your loving hands**

**You made a child like me.**





### **Suggestions for Helping Your Child at Home**

- Read to your child every day. Let them retell the story to you after you have finished.
- Talk with your child about everything. This increases their vocabulary and they feel respected, understood and valued for their input.
- Encourage them to be creative by providing paper, crayons, markers, scissors and glue at home. Ask them what they made but don't discourage their efforts.
- Reinforce school activities. Review what they bring home with them.
- Praise them for their efforts.
- Ask them to tell you more about their picture.
- Help your child observe the things around them more closely. Encourage them to use the five senses to compare and describe what they see, feel smell, hear and taste.
- Practice writing their name. Include Capital letters and lower-case letters in their appropriate place, ie. Larry, Samantha, Michael and Ira.
- Allow your child to make mistakes. Help them navigate how to solve the problem, but don't give them the answer right away.
- Encourage autonomy by giving your child simple chores.
- Allow them to open their own packages
- Try to tie their shoes by themselves
- Ask open-ended questions to spark their curiosity and understanding like Why? What? How?
- Ask them to tell you more about something they are interested in
- Let them pour their own milk and cereal
- Ask them to help clean up a spill or mess to build autonomy, independence and responsibility



# First Presbyterian Preschool of Mesa

## Parent Agreement

### Parent copy: Save for your Records

1. I agree to pay the tuition fee on the 1<sup>st</sup> of every month. I understand prompt payment of the monthly tuition fee is required whether or not my child is able to attend school every day. I understand there will be no discounts on tuition due to vacations, sickness, closures or any other reason. I understand a late fee of \$20.00 per week will be added to the monthly fee if payment is made after the 10<sup>th</sup> of the month.
2. I will bring my child and pick him/her up on time each day. I understand that continual tardiness can result in removal from the program. I agree to pay the late pick-up fee of \$15.00 for every 5 minutes I am late.
3. I understand that class begins promptly at 9:00 am each day.
4. I understand that my child and my own temperature will be taken upon arrival each day as safety precautions.
5. I will call the school if my child is absent and state the reason why. I also understand that 10 absences can result in my child's removal from the program.
6. I understand that my child will need to be signed in and out each day by me or by another adult (18 years or older) who has written permission on file at the school. Any person picking up my child other than myself will need to have picture identification and officially be on the pickup list before the child will be released.
7. I agree to keep my child home if there are any signs of cough, temperature (100.2\*), rash, vomiting, diarrhea or lice. My child must be symptom-free for 72 hours before returning to school. If symptoms develop while at school, my child may be required to wear a mask and/or be sent home.
8. I understand that school staff must be able to contact me during the school day in case of an emergency. I agree to keep the school notified of any changes to my emergency contact information.
9. I understand the State of Arizona requires continuous ongoing assessment of each enrolled student. I will work with the preschool if early intervention evaluations are recommended for my child outside of this program.
10. I understand that, should it become necessary to withdraw my child, a two-week notice is required. I also understand that if I withdraw my child after March 1<sup>st</sup>, I will still be responsible for the April and May tuition.
11. I will contribute to the classroom snacks one day per month. I understand that snacks must be individually wrapped and that juice must be 100% fruit juice. I have read and understand the snack guidelines that were given to me.
12. I understand and accept the discipline and expulsion policy.

**I have read the Parent Handbook and agree to the above policies.**

Parent's Name (Please Print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

**Keep for your records**



# First Presbyterian Preschool of Mesa

## Parent Agreement

### School copy: Return to school office

1. I agree to pay the tuition fee on the 1<sup>st</sup> of every month. I understand prompt payment of the monthly tuition fee is required whether or not my child is able to attend school every day. I understand there will be no discounts on tuition due to vacations, sickness, closures or any other reason. I understand a late fee of \$20.00 per week will be added to the monthly fee if payment is made after the 10<sup>th</sup> of the month.
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12. I understand and accept the discipline and expulsion policy.

**I have read the Parent Handbook and agree to the above policies.**

Parent's Name (Please Print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

**Sign & Return to the school Office**

