



Family Handbook  
2020-2021

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**International School for Peace Tax I.D. # 86-0388672**

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Director

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\*Nutrition, Oral Health, Sun Safety, Physical Activity, Smoke Free Campus

### Mission Statement

International School for Peace promotes peace within the individual, the community, and the world by immersing children in languages and multicultural experiences through a play-based, anti-biased curriculum that celebrates diversity

### Statement of Services

International School for Peace offers a preschool experience for children ages two to five years old.

Hours of Operation are M-F 7:30AM -6:00PM.

International School for Peace follows a traditional school year calendar with an optional summer care program. Our school calendar is posted to our website.

### Curriculum

We offer a play-based, child-directed, multicultural, anti-bias, peace-oriented preschool curriculum that focuses on the development of the whole child including speech and language, self- help skills, social emotional development, large and small motor skills, cognitive development, and creative expression.

### Unique Programming

International School for Peace offers full and partial language immersion preschool classes in English and Spanish. Our partial immersion and language enrichment classes provide English instruction with Spanish enrichment. Full immersion classes are taught in Spanish. All classes receive exposure to a variety of multicultural activities through music, songs, games, food, on-campus field trips, and storytelling. In addition, we offer Farsi, Hebrew, Gardening, and Multicultural Music enrichment classes to all students.

### Admission

International School for Peace does not discriminate on the basis of age, ancestry, citizenship, color, disability, economic circumstances, ethnicity, familial status, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status and will enroll children who can benefit from the services provided by the school, curriculum, and teachers in our program. Decisions involving scholarships, waiting lists, refunds, and class assignments are at the discretion of the director.

### Special Needs Children

Children with special needs may be included in our program as long as we have the staffing and ability to address IEP goals. We require a conference with the director, teachers, and family prior to acceptance. International School for Peace does not provide direct services such as physical therapy or speech and language services but welcomes specialists to provide services on site.

### Registration

There is a school year, nonrefundable registration fee of \$110 per continuing family and \$135 for newly enrolled families. In February 2021, we will begin accepting registration for 2021/2022. Registration will be accepted from returning students and their siblings first, based on the return of the completed registration form and registration fee. Thereafter, registration is open to the general public.

### Withdrawal from Programs

Children are enrolled for the entire school year or their balance upon enrollment. A family may request a change in a child’s schedule in writing. If the change request involves a reduction or withdrawal from a program, 2 weeks written notice is required. The family is responsible for paying the tuition for that 2-week time period whether the child attends or not. Registration fees are non-refundable. A child may be released from the program for non-payment of fees.

### Hours and Monthly Tuition

|                    | Hours                  | M-F   | 4 Days | MWF   | T/Th  | Daily*                 |
|--------------------|------------------------|-------|--------|-------|-------|------------------------|
| Precare            | 7:30 a.m. - 9:00 a.m.  | \$120 | \$110  | \$100 | \$80  | \$20                   |
| Half-Day Preschool | 9:00 a.m. - 12:00 p.m. | \$490 | \$455  | \$405 | \$350 | \$45                   |
| Full-Day Preschool | 9:00 a.m. - 2:30 p.m.  | \$580 | \$550  | \$515 | \$450 | \$55                   |
| Aftercare          | 2:30 p.m. – 6:00 p.m.  | \$210 | \$185  | \$160 | \$130 | \$30                   |
| Full time M-F      | 7:30 a.m. – 6:00 p.m.  | \$910 |        |       |       | \$90                   |
| Supply Fee         | \$100                  |       |        |       |       | *based on availability |

Payment is the responsibility of each family. Tuition is due on the 1<sup>st</sup> day of the month with a \$35 late fee after the 5<sup>th</sup> of the month. If the 5<sup>th</sup> falls on a day school is not in session, tuition is due on the last day school is in session. Our monthly tuition rates are calculated on a 10 month school year. It is not our policy to prorate tuition if a child is out of school for an extended period due to illness, holiday breaks, or family vacations. We accept payment in the form of money orders, cash, and checks through the mail as well as credit card payments through our website. Please write your child's name in the memo section of your check. The bookkeeper does not send out invoices, unless an account has a credit, additional drop-in fees, or is overdue. The bookkeeper will provide receipts to those families requesting them in writing in advance. There is a \$35 charge for returned checks. In the event of nonpayment of fees, International School for Peace will refer your account to a collection agency or attorney, and you will be responsible for all fees incurred by the school during the collections process. International School for Peace offers a \$50.00 per month discount on your second child’s tuition.

### General Description of Classroom Activities

#### Two's and Three's Partial Immersion Classes

Two and three-year-old classes offer a play-based curriculum which allows students to make choices and develop their independence. The two and three year-olds spend their outdoor time in a separate, age appropriate environment. They

sing songs and listen to stories during circle time, explore developmentally appropriate centers, enjoy process-based art, dramatic play, and helping serve snack in the classroom. Children who are not potty trained are enrolled in this class and this skill will be reinforced or encouraged when the child is ready to begin the process. Please provide diapers or pullups for your child. Children have the opportunity to develop both gross and fine motor skills. This partial immersion class offers daily Spanish and weekly Farsi and Hebrew language/cultural enrichment programs that include cultural experiences, stories, songs, games, and play. Weekly music enrichment as well as gardening enrichment classes are offered.

### ***Three's/Four's Language Enrichment Class***

This play-based, child-directed curriculum takes place both in the indoor and outdoor environments. Children continue to develop gross motor skills through dramatic play, music and movement, swinging, digging, pouring, and riding bikes. Fine motor skills are developed through the use of many natural materials, manipulatives, sensory materials, and writing materials. The children work on communication skills and problem solving with guidance from the teacher. Art is process based and provides the children with the opportunity to explore many materials. Literacy and pre-literacy skills are developed through oral communication, storytelling, literature, dictation, and modeled and shared writing. This class offers daily Spanish and Farsi lessons as well as weekly Hebrew language/cultural enrichment programs that include language, holidays, food, stories, songs, games, and play. Weekly music and gardening enrichment classes are offered.

### ***Three's and Four's/Five's Full Immersion Classes***

Three's and four/five's Spanish immersion class offers a play-based curriculum presented in Spanish by a native or fluent speaker approximately 90% of the time. Children spend time in both the indoor and outdoor environments. They work on social and communication skills as they are guided through problem solving by the teacher. Fine motor skills are developed through the use of many natural materials, manipulatives, play dough, sensory materials and writing materials. Gross motor skills are developed through dramatic play, swinging, digging, pouring, riding bikes, music, and movement. Art projects in this class are process based and provide children with the opportunity to explore many materials. Children enrolled in this class include native English speakers, native Spanish speakers, and bilingual students. Children in this program have the opportunity to participate in English preschool activities during precare or aftercare programs. This full immersion class offers weekly Hebrew and Farsi language enrichment programs that explore holidays and traditions to include stories, songs, games, food, and play. Weekly music and gardening enrichment classes are offered.

### ***Precare***

Precare program is a multi-age program designed for those children needing care between 7:30am and 8:55am. Precare program is staffed according to licensing ratio requirements and provides children with a semi-structured, play-based learning environment. Curriculum is presented in both Spanish and English. Based on availability, drop-ins are welcome; please call the office for more information.

### ***Aftercare***

Aftercare program is designed for those children whose parents' work schedules require them to be picked up between 2:30pm and 6:00 PM. Aftercare program is staffed according to licensing ratio requirements and provides children with a semi-structured program that includes outdoor/indoor play, snack time, and group activities. Curriculum is presented in both Spanish, English, and Farsi. Aftercare is a multi-age program based on availability. Drop-ins are welcome; please call the office for more information.

### ***Campus Supervision***

Before children are signed in, or after children are signed out, supervision is the responsibility of the caregiver. Please do not enter a locked area or use equipment that is stored away. If equipment is available, please use it respectfully and return it the area where it was originally found.

### ***Signing In and Signing Out***

In order to adhere to our Covid 19 protocol, our sign in/out books will be kept in the classroom and we are requesting your written permission for our staff to sign your child in and out. Our staff will use their full signature must with an accurate time of drop off and pick up. Photo identification will be required from anyone picking up your child who is not a parent or recognizable to our staff. Please ask others who will be picking up your child to bring a valid driver's license or photo identification with them.

## **Arrivals & Departures**

All ISP staff, families, and guests will enter the preschool through the main gate located next to Room 10. All ISP staff, families, and guests will exit the preschool through the designated exit gate located outside Room 30. Entry and exit gates have been designated to promote directional traffic, encourage physical distancing, and reduce crowding. A third gate will remain open and serve as an additional exit for emergencies.

All staff and students will undergo a health screening and temperature check before admittance to the preschool campus. If unforeseen circumstances have you arrive after 9:15, please notify the preschool office in advance and wait in the designated area outside the school gates for staff to assist you.

Teachers will dismiss their full day students as a group at 2:30 daily. If a parent or approved adult needs to pick up their child prior to dismissal, he or she will go to the office to sign in before proceeding to the classroom.

## **Campus Visitors**

Only essential persons will be permitted to enter our classrooms at this time. Those persons will undergo a health check, wear a mask or face covering, enter through the designated gate, check in at the preschool office, wear a badge while on campus, wash hands, and exit through the designated gate. Families are not permitted to enter classrooms during the Covid-19 pandemic.

## **Campus Visitor Access Policy**

All visitors will report to the preschool office upon arrival, will sign in, and receive a "Guest" badge to be visibly displayed while on campus. All visitors will wear a mask when on campus. Due to liability requirements, children who are not enrolled must be supervised by parents or secured in a stroller or backpack carrier. At all times, custodial parents have window view access only to the areas on facility premises where their enrolled child is cared for during the school day.

## **Authorization to Pick Up Child**

Children will be released only to those individuals authorized by parents. If a parent or legal guardian is unable to pick up a child and must send someone else, there are three ways to accomplish this. One is that notice can be given in writing in advance to the preschool office. Another is to call the preschool office in advance; you may be asked for your telephone authorization code if you opted to provide us with one on your Emergency Card. The third way is to fill out the bottom portion of the Student Release Form. This gives ongoing permission to select people who may be picking up your child throughout the year like a babysitter or grandparent.

## **Volunteers**

Volunteers completing outside tasks are welcome at International School for Peace. Families are asked to coordinate these opportunities with their child's teacher or the preschool office. Adults volunteering on campus must wear a mask or face covering, enter through the designated gate, check in at the preschool office, wash hands, wear a badge while on campus, and exit through the designated gate. When/if ISP's policy on volunteers and family participation changes, you will be notified via email and through our website.

- All volunteers will remain under the supervision of a staff member unless a current fingerprint clearance card is on file in the office.
- Regularly scheduled volunteers must have negative TB test results on file in the office.
- Volunteers will be 18 years or older. Younger volunteers must be accompanied by an adult.

## **Newsletters**

Beginning in August, families will be receiving our monthly e-newsletter. Our newsletter is a great way for families to stay current in classroom happenings, school wide events, and announcements. If you would prefer not to receive the newsletter or need to change or add an email address, please contact the preschool office

## **Late Pick Up Charges**

We appreciate the respect you show our teachers and their schedules when you pick up your children on time. Our half day ends at noon, our full day ends at 2:30pm, and 6:00pm is the closing time for aftercare. Please be prompt in picking up your child. Children left after 2:30 will be brought to the office to wait pick up. Families will be charged \$1.00 for each minute they are late picking up at 12:00 or 2:30. Children who are picked up after 6:00 will be considered for disenrollment without refund of tuition or fees.

### **Classroom Reassignments**

International School for Peace reserves the right to change class offerings depending on enrollment. If families are interested in a class reassignment, please submit the request in writing to the preschool office.

### **Conferences**

Parent-teacher conferences are held virtually in August and by appointment. Progress reports are sent home March 4<sup>th</sup> or 5<sup>th</sup> and parents may request an additional conference at that time. Out of consideration to the teachers and others, please be prompt and adhere to the scheduled time allotted. Should concerns arise at other times, our staff is always happy to schedule a time to meet with you.

### **Immunizations**

Pima County Health Department monitors student vaccinations. Preschools are required to check student files throughout the year. Parents are responsible for keeping the information in their child's file current. Please attach a copy of your child's current immunization or exemption form to be submitted with your enrollment documents.

### **Medication Policy**

When a child needs medication during school hours, it will be administered by the school director or designee. Prescription and non-prescription medication will be kept in a locked cabinet and must be labeled with your child's full name, all other pertinent information, and in the original container. Nonprescription medication must be age appropriate or a doctor's note will be needed. Parents will give medications to the office staff and fill out a Medication Consent Form. The medication consent form can be found on ISP's website. Any expired or unused portion of medication will be returned to the parents.

### **Injuries**

For minor injuries staff members will help the child wash the area with soap and water and apply ice and/or a bandage. An Ouch Report will be sent home with the child that day. For more serious incidents, an Incident Report will be completed, filed in the Incident Binder in the preschool office, and a parent will be contacted that day. A copy of the Incident Report is available upon request. Parents will be contacted immediately for a head or bite injury.

### **Other Illnesses**

We greatly appreciate the respect you show for all of us by keeping your sick children at home. Please call the school if your child will be out due to illness (or any other reason) as we are required to document illnesses.

According to State of Arizona regulations, a child with any of the following symptoms should not be at school:

- |  |              |  |
|--|--------------|--|
| * A fresh cold or persistent cough     | * Red throat | * Temperature of 100.0 degrees or higher |
| * Runny nose/yellow or green discharge | * Vomiting   | * Infected eye                           |
| * Contagious or questionable rashes    | * Diarrhea   | * Any communicable disease or infection  |

If your child contracts a communicable disease, please notify the school at once. A doctor's note stating that the child is no longer contagious may be necessary before returning to school. If a health concern arises, a school wide wellness check may be conducted. If your child develops any of the above symptoms while at school, s/he will be separated from the other children. Parents will be notified to pick up the child without delay. Please have back-up arrangements to ensure that sick children can be picked up from school immediately or kept home.

Children may return to school when:

- Fever has been absent for 72 consecutive hours
- Vomiting and/or diarrhea has been absent for 24 consecutive hours
- Absence of yellow or green nasal discharge
- Twenty-four hours after beginning medication for strep throat, conjunctivitis (pink eye), etc.
- One week after the onset of chicken pox or when all lesions are crusted.

In our efforts to prevent the spread of illness on campus, all staff and students are required to wash their hands upon arrival.

### **Health and Safety**

- International School for Peace is a NUT FREE facility.

- Our classroom doors remain locked throughout the day.
- International School for Peace is a smoke-free facility and we do not allow smoking on our campus.
- At this time, ISP does not use pesticides. If an issue arises and pesticides are needed, parents will be notified prior to application.
- Please remember to take a moment to check our information case for up to date health and safety information.
- Please be sure the most current immunization or exemption form is on file in the preschool office.

### **What to Wear to School**

We encourage children to wear comfortable, weather-appropriate, play clothes that are free of complicated fastenings (overalls, for example). Two change of clothes labeled with your child's name should be in the classroom spare clothes bin at all times. Please update this change of clothes as the seasons change. If applicable, please provide diapers or pull-ups. In cooler weather, it is important that your child bring a sweater or jacket, as the children will play outside daily. Flip-flops/open-toed shoes should not be worn to school for your child's safety. If you receive a pink notice to check the soiled clothes container in your child's classroom, please take the soiled clothing home that day. Keep in mind all of the fun materials that will be a part of your child's learning environment, such as sand, mud, water, and paint!

### **Transitions for Children**

We understand some children may have difficulties transitioning into new situations. If you have concerns about your child starting a new program or with a new staff member, please discuss them with your child's teacher at the pre-conference. Our staff is experienced with these situations and can work with you to develop a transition plan if needed.

### **Potty Training**

Classrooms 10 and 22 are licensed for diaper changing. Children using diapers and working on potty training are enrolled in these classrooms. Families can request a program change to the 3's Full Spanish Immersion class or the Language Enrichment class (depending on availability) once the child turns 3 and is completely potty trained. It is necessary for all students in the 3's and 4's classes be potty trained (which includes independently undressing and dressing, ability to articulate their needs, and cleaning up after themselves). If a child enrolled in the 3's and 4's classes has not mastered these skills, their placement may need to be reevaluated.

### **Nap Time**

All students in the two and three's full-day Partial Immersion classes will take a nap. The curtains of the classroom are closed during nap time (approximately 12:45 pm – 2:10 pm). Children who nap are provided with a nap mat and mat cover which are stored in separate bins labeled with the child's name. Mat covers are laundered weekly. Families are asked to keep personal bedding items at home. Napping is optional for the older children at parent request. If an occasion arises where you need to pick up your child during nap time, please notify the teachers in advance to minimize any disruptions to the sleeping children.

### **Transportation and Fields Trips**

International School for Peace does not provide transportation. Field trip excursions like nature walks or learning fire safety from the Rural/Metro Firefighters take place within the greater campus. A parent signature on the field trip permission form is required for licensing.

### **Birthdays**

We look forward to celebrating your child's birthday. Due to dietary, health and religious considerations, we ask that you refrain from bringing in food of any kind to celebrate the day. Please speak with your teacher about alternative ways to acknowledge this special day for your child.

### **Safety & Security**

Your child's safety is our constant concern. Our current Emergency Preparedness Plan is available for your review in the preschool office. We conduct regular fire drills and prepare for emergency evacuations and lock downs throughout the year. Rooms are equipped with emergency equipment, and staff members are trained to effectively prepare for safety, efficiency and communication in the event of an emergency. Sites have been established both on and off campus to meet emergency evacuation and lock down situations. Staff has emergency contact information for children in their care with them at all times. Emergency contacts listed by parents on the blue card are people the preschool office can call in the event we are unable to reach a parent. People listed by parents on the Student Release Authorization form are contacted by parents to pick up their child. It is important to keep your child's file updated.

Preschool Director and Administrative Assistant will be trained in crisis response. Director will consult with a professional security company yearly on recommended safety improvements. When the director is off campus Paola Sagar or Nooshin Salek shall be appointed director designees. During aftercare, aftercare staff will carry a portable phone and a walkie-talkie channeled to communicate directly with a St. Francis staff member should a safety concern arise.

### **Toys from Home**

At this time, for safety and health reasons, we are asking that all toys be kept at home. Please speak to the director should exemptions need to be considered.

### **Holidays**

International School for Peace emphasizes seasonal changes and multicultural perspectives on holidays during the school year. Parents and family members are encouraged to share their family traditions and celebrations for holidays throughout the year. It can be a meaningful experience for the students to share about their own culture, beliefs, and festivities and to learn about those different from their own from their friends. International School for Peace staff will not focus on aspects of holidays or celebrations that are specifically religious or materialistic in nature. Families are welcome to include religious aspects of their celebrations in the context of sharing family customs with the other children. We encourage the use of authentic literature, artifacts, songs, and media to introduce students to family traditions.

### **Empower Program**

International School for Peace is a registered Empower facility. We pledge to encourage healthy nutrition, promote oral health practices and sun safety, increased physical activity and support families to prevent exposure to tobacco and second hand smoke.

- **NUTRITION**

Healthy eating is considered to be an important part of the curriculum at the International School for Peace. Please provide a snack each day in your child's lunch box. You may choose to label the foods you wish for your child to eat for snack. Morning snack time is 10am, and afternoon snack is at 3:30pm. Students attending all day will need to bring 2 snacks in their lunch boxes. Lunches and water bottles (labeled with the child's name) are provided by parents and are stored in bins in the classroom. Parents should pack a cold pack in their child's lunch box to keep food cool. We encourage families to provide nutritious choices for snacks and lunch. The language-rich process of hand-washing, eating meals and cleaning up after creates wonderful learning opportunities for our young children. International School for Peace is a NUT FREE school. Please do not pack nuts of any kind in your child's snack or lunch.

- **ORAL HEALTH PRACTICES**

We encourage healthy dental hygiene through the use of songs, stories, games, books and materials. ISP offers a dental hygiene lesson at least once a month. Lesson plans are posted in each homeroom classroom. We support our staff members on steps they can take to prevent tooth decay according to age appropriate guidelines outlined in Empower Handbook.

- **SUN SAFETY POLICY**

Whenever possible, the availability of shade will be considered when planning outdoor activities particularly between the hours of 10 a.m. and 2 p.m. Families are required to send in daily a labeled, water bottle with a covered or collapsible lid. In addition, water will be accessible at all times. Families are strongly encouraged to provide hats and sunglasses. Light weight long-sleeved shirts and full-length pants are encouraged when the temperatures are reasonable. We encourage that sunscreen is applied at or before drop off. With written parent permission, staff will apply sunscreen SPF 30 or greater to exposed skin (15 minutes before going outside). ISP will supply sunscreen. Families have the option of supplying their own sunscreen for their child. Please be sure to label the container with your child's name. Staff will be encouraged to practice sun safety strategies to serve as a good role model for children.

- **PHYSICAL ACTIVITY**

No screen time is offered. Teachers encourage physical activities as part of their curriculum by scheduling at least 60 minutes of planned gross motor activity (which can be broken up in shorter time periods) per day. Physical activity is never used or withheld as a punishment. Teacher led activities may include obstacle courses, jogging, games, and cycling. A weekly lesson plan entitled "Empower Physical Activities" is posted in each homeroom.

- **CHILD AND ADULT FOOD PROGRAM**

At this time, International School for Peace does not participate in CACFP

- **SMOKE FREE CAMPUS**



International School for Peace is a smoke-free facility. No smoking is permitted on our campus. We offer families information on dangers of secondhand and third hand smoke and contact information for the Arizona's Smoker's Helpline

- **BREAST FEEDING FRIENDLY CAMPUS**

- International School for Peace provides ongoing support to breastfeeding mothers and will respect their decision to continue to breastfeed their child. We will offer a designated area for breastfeeding their child onsite.

- **Staff Training Policy**

We are committed to furthering staff knowledge on the Empower program and Empower topic areas including: physical activity, nutrition, oral health and tobacco. In keeping with this philosophy, our facility will make sure that staff receive or attend 18-24 hours of professional development annually, and at least 3 of those hours spent on age-appropriate topics pertaining to: physical activity, nutrition, oral health and tobacco education. All professional development shall be documented and records will be readily available.

### **Nut-Free School**

**International School for Peace is a NUT-FREE school for the 2020-2021 school year. Please do not pack nuts of any kind in your child's snack(s) or lunch. Thank you!**

### **Written Communications/Postings**

All school-wide communications must be submitted to the director prior to distribution or posting. Upon approval, communications will be either printed on school letterhead or the original will be initialed and returned to you for distribution.

### **Resources for Parents**

Parents are encouraged to make an appointment to visit our Parent Resource Library in the preschool office. Resources include books on child development, peaceful parenting, and preschool activities.

### **Peaceful Communication**

Every year the ISP staff is trained or mentored in the use of Compassionate Communication and life coaching skills. We aim to meet the needs of our school community, promote peace, and model for children a process of valuing our own needs and the needs of others. Peaceful Parenting books are available in the preschool office for checkout.

### **Peaceful Communication for Children**

International School for Peace encourages children to use peaceful and polite words to resolve conflict. As adults, we can assist in this process by providing the children with the words they need to talk about their problems and by modeling the use of the words. Parents and teachers can help children by giving them the words to solve common problems, such as:

- I was using the blue crayon. Please give it back.
- Please pass the paper.
- May I use that when you're done?
- I feel ..... when you .....
- Please don't push me. It hurts.

### **Strategies for Peaceful Communication and Conflict Resolution**

International School for Peace promotes peaceful conflict resolution and discourages rumors, gossip, and put-downs. We ask that adults address problems calmly and directly through the use of the following conflict resolution strategies or others at their disposal. If you have a conflict with someone, hear a rumor, are uncomfortable with what someone has said or done, have a problem with another parent or staff member, please follow these steps:

**Step 1. Go to that person directly** and talk about it before discussing your concerns with anyone else. If you are upset, please wait until you can address the person using peaceful words and a peaceful tone.

**Step 2.** If you are not able to reach a solution after communicating directly with the other person involved, please submit A concern in writing and/or schedule an appointment with the director through the office assistant.

The director will decide how to proceed and may call a meeting with the involved parties, involve a mediator in the process, or address the problem with the ISP school board.

### **Steps for Handling Negative Behaviors**

Negative behaviors include, but are not limited to biting, yelling at someone, hitting, kicking or pinching. If a negative behavior occurs, the parents of the child who is exhibiting the behavior and possibly those of the recipient of the negative behavior will be contacted. If the negative behavior continues to occur, we will contact the parents and a behavior plan will be developed by the child's parents, teacher, and the director. The needs of the child will be respected as we work together. If the child's behavior does not improve and s/he continues to put other children in danger, the teachers, director, and school board will evaluate the appropriateness of International School for Peace as a learning environment for the child.

### **Discipline Policy**

We believe in teaching young children to respect themselves and others and to model that respect. We will use caring and fairness as we help children learn to practice self-regulation, negotiation, problem-solving skills, and compromise. It is not acceptable for children to hurt other children, themselves, or the staff. Children will be guided to use appropriate words to settle their differences. Discipline promotes the internalization of self-control and the development of the necessary skills for positive interactions with others. Our goal is to be proactive in teaching, modeling, and reinforcing appropriate skills, words, and strategies for conflict resolution. Children will:

- Be supported for the things they can do
- Be encouraged to express their feelings and needs
- Be redirected if acting inappropriately
- Not be humiliated or verbally demeaned
- Be provided with limits and reinforcement that is firm, fair, and consistent
- Be directed to move away from the group occasionally in order to regain self-control.

### **Appointments**

The preschool director is always happy to meet with you. In our efforts to improve our preparedness, ensure your privacy, and meet your needs, the director will hold meetings by appointments only, except in the case of an emergency. Please call the preschool or see the Administrative Assistant to secure an appointment. The director's hours are posted on the office door.

### **Child Abuse Reporting**

We are required by mandatory reporting laws to report any suspected child abuse or neglect to the Department of Health Services and Child Protective Services.

### **Scholarships**

International School for Peace has a limited number of scholarships available to those with financial need and/or refugee status available during the regular school year. Applicants must reapply each year. Applications can be obtained on our website. Partial scholarships are granted based on financial need or proof of refugee status and the willingness of the family to volunteer. Scholarships are reviewed in December. **Unfulfilled scholarship contracts may result in families being invoiced for the original tuition amount and/or scholarship termination.**

### **Family Participation Opportunities**

International School for Peace encourages parent and family participation in the maintenance of the school and its programs. We ask that each family fill out the Parent Involvement Form and include it with your returned packet to the preschool office.

Ways to help:

- Fulfill an Advisory Board position
- Attend Campus Spruce-Up Day
- Participate in school-wide fund-raising opportunities
- Help with repairs
- Provide needed supplies and resources
- Participate in our Family Referral Program
- Submit a review to Goggle, Facebook, Great Schools, Yelp

**DES Subsidies**

International School for Peace is a contracted provider with the Arizona Department of Economic Security/Child care. ISP does not discriminate against eligible DES clients and abides by all rules/regulations of the agency. Upon notice of receiving authorization for a new DES child or changes made to an existing authorization, the parent will immediately notify the preschool office to schedule an appointment to complete and sign the Parent/Provider/Guardian Agreement for Child Care Charges form (CC-208). Copayments are due on the 10<sup>th</sup> of each month. Attendance is required 75% of DES approved days that the school is opened per month. For example: If we have 20 days that month and the child is approved for fulltime the child must attend 15 of those days. Families will be charged the daily rate for each day the child does not attend beyond the 75% requirement.

**International School for Peace Tax I.D.: # 86-0388672**

Families are responsible for keeping track of their own tax information. Printed tax information is available. A 2-week written request and \$5.00 fee applies.

**Incentive Program**

International School for Peace has a referral benefit for families. If you refer a new family who enrolls a full-tuition child, M-F Full Day continuously for 5 months or longer, you will receive a one-time credit of \$50 at the end of that time period.

**Facebook**

International School for Peace has a Facebook page, so do feel free to check in for school updates. You don't need to have a personal Facebook page to view our page. To visit, just type in the URL: [facebook.com/internationalschoolforpeace](https://www.facebook.com/internationalschoolforpeace)

**Pest Control**

At this time, International School for Peace does not use pesticides. Should a situation arise in which pesticide use would be the best course of treatment, a licensed contractor would be hired and families would be notified within 48 hours of the time of treatment.

**Inspection Reports**

International School for Peace is state-licensed program through Arizona Department of Health Services as a Child Care Facility for full day and school age care. CDC#3813. Yearly inspection records may be reviewed in our preschool office or Arizona Department of Health Services, Office of Child Care Licensing 400 W. Congress, Suite 100 Tucson, Arizona. Phone number is (520)628-6541. International School for Peace consistently passes fire safety inspections as well.

**Insurance Coverage**

International School for Peace carries required liability insurance coverage pursuant to A.A.C.R. 9-5-308. Documentation of liability insurance is available for review on the facility premise. Please contact the Director.

# Covid-19 Health and Safety

At International School for Peace, we understand that families are entrusting us with not only the education and socialization of their children, but also with their health, safety, and well-being. Our administration, teachers, and staff are doing our part to ensure the safety of everyone who enters our campus. Below is a list of what we are doing in the best interest of the community as a whole. International School for Peace will continue to monitor the current pandemic situation and make updates to our policies as deemed appropriate or mandated.

| What Administration is Doing  | What Teachers are Doing  | What Families are Doing  |
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| <ul style="list-style-type: none"> <li>• Routine cleaning of high traffic surfaces, including toys, throughout the school day. Documentation of routine cleanings is available in the preschool office.</li> <li>• Administer daily temperature checks before permitting students/teachers/staff onto campus. Persons with a fever of 100.4°F or above, or who exhibit other signs of illness, will not be admitted to the facility.</li> <li>• Purchase and use non-contact temporal thermometers for checking temperatures.</li> <li>• Staff will wear gloves while taking student temperatures.</li> <li>• Verbal health checks upon arrival for all staff, students, and families.</li> <li>• Administrators will wash their hands hourly.</li> <li>• Establish separate entry and exit points to the school to encourage directional traffic and decrease crowding.</li> <li>• Reduce our class sizes.</li> <li>• Ensure substitute teachers are ready and available to support the program.</li> <li>• Educate our community:               <ul style="list-style-type: none"> <li>◆ Post signs to demonstrate proper handwashing.</li> <li>◆ Post signs to remind our community members to social distance.</li> <li>◆ Share community resources for suspected and confirmed cases of Covid-19.</li> <li>◆ Make available current parent resources for helping children understand this pandemic.</li> </ul> </li> <li>• Ground markers have been placed to aid in physical distancing.</li> <li>• Purchase and use sneeze guards when taking temperatures and in the preschool office.</li> <li>• Continue to implement regular changing of air filters in all campus buildings.</li> <li>• Hand sanitizer stations are set up around the ISP campus for use by students, families, and staff.</li> <li>• Only staff and essential maintenance persons will be permitted in our classrooms at this time.</li> <li>• *Should the school need to close, ISP will grant</li> </ul> | <ul style="list-style-type: none"> <li>• Promote, demonstrate, and teach regular handwashing and hygiene behaviors.</li> <li>• Design activities in the classroom environment that support physical distancing in respect to a play-based philosophy.</li> <li>• Offer an adequate number of material and supplies which are changed out frequently.</li> <li>• Discontinue the use of soft toys.</li> <li>• Post lesson plans and class happenings in the windows for family viewing.</li> <li>• Teachers will sign children in and out each day to promote physical distancing among adults.</li> <li>• Enforce and model handwashing with soap and water for each child upon entry to the classroom, before eating, after using the bathroom, and at other times throughout the school day or as necessary.</li> <li>• Teachers will wash their hands hourly.</li> <li>• Following recommendations from the CDC and PCHD as well as the emergency proclamation signed by Tucson Mayor Regina Romero, all teachers shall wear face masks with clear windows to allow for social, emotional, and linguistic communication.</li> </ul> | <ul style="list-style-type: none"> <li>• Immediately disclose to ISP director possible contact with or exposure to COVID-19 (PCHD recommends all household members exposed to or diagnosed with Covid 19 stay home to isolate for 14 days). Thereafter, ISP will formulate a plan for your child returning to school.</li> <li>• Ideally, the same adult will pick up and drop off your child every day.</li> <li>• Contact the office if your child or household members travel by air, or travel outside the state and have physical contact with out of state family/friends. We will require you to keep your child away from school for 7 school days and recommend you isolate at home.</li> <li>• When anyone in your household returns from international travel, we require you to keep your child at home for 14 days and recommend that you isolate at home.</li> <li>• Limit your time on the campus to pick up and drop off. Please arrive no later than 9:15 to drop off your child. If you anticipate arriving later than 9:15, please call the preschool office.</li> <li>• Adhere to established entry and exit points.</li> <li>• Leave home toys at home.</li> <li>• If it is necessary for your child to bring a backpack to school, it should be left outside the classroom.</li> <li>• Ensure that your child has two spare sets of clothing (appropriate for the season) in their cubby at all times.</li> <li>• Please be sure that we have a current copy of your child's emergency information and immunization / exemption forms.</li> <li>• Have a backup childcare plan in place should ISP need to temporarily close the campus, a classroom, or extended day program.</li> <li>• Monitor your child for the safe use of hand</li> </ul> |

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| <p>a credit of 50% of the remaining month's tuition to be applied to the following months' tuition.</p> <ul style="list-style-type: none"> <li>• During school hours, students or staff exhibiting symptoms of Covid-19 will undergo a health check. Those determined to be ill will immediately be isolated from others. An isolation room or area is available to isolate the child or staff from the group.</li> <li>• Jan Pro, our long-time professional cleaning service will clean our campus each evening M-F. They may utilize Med-Matrix, a hospital grade method of disinfecting, and Enviro shield, a spray method of application. A binder of their cleaning protocol and cleaners used is available upon request. Their same employee will clean our campus each evening while wearing coveralls, gloves, and a mask while on our campus.</li> <li>• Ensure sufficient supplies of disinfectant, tissues, masks, hand sanitizer, working thermometers, and gloves available at all times.</li> <li>• Establish a plan to address should a staff member or student display Covid-like symptoms during school hours.</li> <li>• Director will contact PCHD to report suspected or confirmed cases of Covid-19. Director will notify the ISP community of the possibility of exposure to the virus while maintaining the confidentiality of the individual and their family.</li> <li>• Although we are utilizing staggered drop off time measures, director will be closely monitoring and may implement a more scheduled staggered pick-up and drop-off time.</li> <li>• Pens for sign-in and sign-out are sanitized between uses.</li> <li>• In person staff meetings are limited to no more than 10 people and physical distancing requirements are maintained.</li> <li>• Reserve the right to make decisions at our own discretion for the health and safety of everyone which may include temporarily closing of the school, a classroom, or extended day program. Length of closure to be determined by ISP Advisory Board and the recommendations of the CDC, federal and local governments, and the Arizona Department of Health, Division of Child Care Licensing.</li> </ul> | <ul style="list-style-type: none"> <li>• *All teachers will have a spare set of clothing on campus for use, if needed.</li> <li>• Classes will remain together and will not mix during our full and half day programs to include outdoor play, with the exception of nap and extended day programs.</li> <li>• Immediately separate toys that have been placed in a child's mouth. Toys will be cleaned and disinfected before available for play.</li> <li>• During nap time, mats will be spaced as much as possible and students will be positioned head to toe. Children's bedding will be stored in individually labelled bins. Sheets will be laundered once a week or more often, if needed.</li> <li>• Promote small groups by discontinuing family class visits and volunteers to the classroom for the time being.</li> <li>• Present curriculum utilizing outdoor space as much as possible.</li> <li>• Teachers will check their temperatures daily before entering the campus.</li> <li>• Teachers will wash their hands first thing upon entering the campus.</li> <li>• Wear gloves to help children with toileting and while changing diapers, as well as during meal times.</li> <li>• Offer virtual Family-Teacher Conferences and back to school nights to limit the number of visitors on campus.</li> </ul> | <p>sanitizer.</p> <ul style="list-style-type: none"> <li>• <b>Following recommendations from the CDC and mandated by Pima County Health Department and Tucson Mayor Regina Romero, all adults and children over the age of 6 admitted to the campus shall wear a mask or face covering to cover their mouth and nose.</b></li> <li>• Please keep your child home if they are feeling ill, have a temperature, or are exhibiting symptoms of Covid-19 which may include but are not limited to the following: <ul style="list-style-type: none"> <li>Fever or chills</li> <li>Cough</li> <li>Fatigue</li> <li>Headache</li> <li>Sore throat</li> <li>Diarrhea</li> <li>Shortness of breath or difficulty breathing</li> <li>Muscle or body aches</li> <li>New loss of taste or smell</li> <li>Congestion or runny nose</li> <li>Nausea or vomiting</li> </ul> </li> <li>• Students who stay home or are sent home from school due to illness will remain home from school until they are fever free without the use of a fever reducer and symptom free for 72 hours. A doctor's note may be required.</li> <li>• Practice physical distancing by remaining 6 feet apart outside classrooms and adhere to ground markers.</li> <li>• ISP discourages the use of personal bedding for nap time.</li> <li>• Personal items that support a child's sense of security, ability to transition, self-regulate, or calm down are considered essential. Please speak with the director to establish a protocol for the use of these items.</li> <li>• Ensure that your emergency contact information is always current.</li> <li>• Please call the preschool if your child is sick or if she/he is not coming to school for any reason.</li> <li>• Make use of resources available to you on the preschool campus; we are here to support you in helping your child understand coronavirus.</li> <li>• Please have your own pen on hand to use if needed.</li> </ul> |
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\*Updated 11/16/20. Covid-19 Health and Safety Procedures and Protocols are updated regularly and as necessary. Please be diligent about keeping abreast of new information.