



# Parent Handbook

## 2019-2020

At River and Swan

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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

## Statement of Services and Curriculum

International School for Peace services two to five year olds in part or full preschool setting. Hours of Operation are M-F 7:30AM - 6:00 PM. International School for Peace follows a traditional school year calendar with a summer care program. We offer a play-based, child-directed, multicultural, anti-bias, peace-oriented preschool curriculum that focuses on the development of the whole child, including social, emotional, pre literacy, large and small motor skills.

## 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.

## Admission

International School for Peace does not discriminate on the basis of race, gender, national origin, religion, family constellation, age, veteran status, ancestry, citizenship, ethnicity, or disability and will enroll children who can benefit from the services provided by the school, curriculum, and teachers of our program. Decisions involving scholarships, waiting lists, and class assignments are at the discretion of the director. Children with special needs may be included in our program after a conference with the director, teachers, and parents. Although International School for Peace does not provide services such as physical therapy, speech and language services, etc., specialists are welcome 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 2020, we will begin accepting registration for 2020/2021. 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	MWF	T/Th	4 days	Daily*
Precare	7:30 a.m. - 9:00 a.m.	\$110	\$90	\$70	\$100	\$20
Half-Day Preschool	9:00 a.m. - 12:00 p.m.	\$460	\$380	\$330	\$430	\$45
Full-Day Preschool	9:00 a.m. - 2:30 p.m.	\$535	\$475	\$415	\$505	\$55
Aftercare	2:30 p.m. – 6:00 p.m.	\$210	\$160	\$130	\$185	\$30
Full time M-F	7:30 a.m. – 6:00 p.m.	\$850				

**Supply Fee** \$100 \*based on availability

Tuition is due on the 1<sup>st</sup> day of the month with a \$30 late fee after the **10<sup>th</sup>** of the month. If the 10<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, checks, cash and cc payments in the office during regular office hours. 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 the skill will be encouraged when child is ready to begin the process. 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*

The 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, play dough, 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, 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 and English. 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**

**Parents and guardians must sign their children in and out every day! Arizona State Licensing requires a full signature.** Photo identification will be required from anyone who is new to picking up the child or who the staff member on duty does not recognize. Please ask others who will be picking up your child to bring a valid driver's license or photo identification with them. All class sign in/out notebooks will be centrally located between the preschool office and room 10 by the parent information board.

## **Arrivals & Departures**

All ISP staff, families, and guests will enter the preschool through the main gate. Two other gates will remain open and serve as exists for emergencies. Families dropping students off after 9:15 will come to the office first to sign in before proceeding to the classroom. Students will need to be signed in as well in their class binder. ISP 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. Students will need to be signed out as well in their class book.

## **Campus Visitor Access Policy**

We look forward to your visits on campus! All visitors will report to the preschool office upon arrival, will sign in, receive a "Guest" badge to be visibly displayed while on campus and returned when signing out. Please arrange classroom participation in advance with your child's teacher. 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 access 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. In all telephone authorizations, the prearranged Telephone Authorization Code must be given over the phone or left on the voice mail. 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 and Family Participation

Volunteering and participation is welcomed and encouraged at International School for Peace. Families are asked to coordinate these opportunities with their child's teacher or the preschool office.

- Siblings may accompany a volunteer or family member if they are in an infant carrier or backpack.
- Volunteers will be 16 years or older. Younger volunteers must be accompanied by an adult.
- 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 and guests must sign in at the office before entering a classroom and wear a volunteer badge. Please sign out.

## 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.

## 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 in August and by appointment. Progress reports are sent home March 5<sup>th</sup> or 6<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.

## Immunizations

Pima County Health Department monitors student vaccinations and exemption forms. Preschools are required to check student files throughout the year. Parents are responsible for keeping the information in their child's file current. Exemption forms are available online and in the preschool office. Please bring **2 copies** of your child's current immunization form to your pre-conference.

## 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 in the preschool office. Any expired or unused portion 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 parent will be contacted that day. A copy of the Incident Report is available upon request. Parents will be contacted immediately for a head injury.

## 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 24 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.

## What to Wear to School

We encourage children to wear comfortable, weather-appropriate, play clothes that are free of complicated fastenings (overalls, for example). A 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 welcome to send in a small stuffed buddy, blanket, or pillow. We ask that families clean any additional items brought from home on a weekly basis. 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, visiting the Library for Peace, or learning fire safety from the Rural/Metro Firefighters are done on campus. Field trip permission forms are required for licensing, and parents sign them in their child's classroom.

## 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 during the hours of 7:30-9:00am, Jane Pesquiera will be appointed Director Designee. When the director is off campus during the hours of 9:00am-2:30pm, Paola Sagar will be appointed Director Designee. When the director is off campus between the hours of 2:30-6:00pm, Nooshin Salek will be appointed Director Designee. 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

Except for prearranged "show and teach" items, we ask that you leave your child's toys at home. "Show and teach" items need to be non-violent and kept in the child's cubby. For further information, contact your child's teacher.

## 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, increase 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. Lesson plans are posted in each homeroom classroom.

- **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 will be 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**

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. Teacher led activities may include obstacle courses, jogging, games, and cycling. A separate lesson plan entitled "Empower Physical Activities" is posted in each homeroom.

- **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 thirdhand smoke and contact information for the Arizona's Smoker's Helpline.

## **Nut-Free School**

**International School for Peace is a NUT-FREE school for the 2019-2020 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 visit the 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 case of an emergency. Please call the preschool or see the office assistant to secure an appointment. The director's hours are posted on the office door.

## 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 in the preschool office or 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:

- Spend time in your child's classroom or helping on campus
- Help with repairs
- Fulfill an Advisory Board position
- Attend Campus Spruce-Up Day
- Participate in school-wide fund-raising opportunities.

## **DES**

International School for Peace is a contracted provider with the Arizona Department of Economic Security/Child Care Administration. 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).

## **St. Francis as a Sanctuary Church**

St. Francis is a sanctuary church and frequently hosts temporary guests on their campus. The staff of St. Francis will update the director of ISP as to their occupancy. St. Francis members and Sanctuary guests who have business on the preschool campus are welcome visitors. They will adhere to ISP Campus Visitor Access Policy rules during preschool hours. Visitors performing work tasks will be under the supervision of St. Francis or ISP Staff. Work tasks will be scheduled in advance with the Director and every effort will be made to schedule work during non-work school hours. Media coverage of sanctuary guest will honor the privacy rights of International School for Peace Community. No area, staff, or child of International School for Peace campus will be recorded or photographed when ISP classes are in session or during ISP school events.

## **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 licensed by Arizona Department of Health Services. Yearly inspection records may be reviewed in our preschool office or at: Arizona Department of Health Services, Office of Child Care Licensing, 400 W. Congress, Suite 100, Tucson, Arizona, 85701, (520)628-6540. 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.