

# **PARENT HANDBOOK**

## **Summer Care 2020**



**4625 East River Road  
Tucson, AZ 85718  
520-299-8908**

**[internationalschoolforpeace.com](http://internationalschoolforpeace.com)**

**ISP Tax I.D. #86-0388672**

**Director: Cathy DeMers, M.Ed.**

## Summer Care Schedule

June 1 – July 17

\*ISP is closed Friday July 3

\*Ages 2-6

Monday - Friday 7:30 a.m. - 6:00 p.m.

Precare 7:30-9:00

Half Day 9:00-12:00

Full Day 9:00-2:30

Aftercare 2:30-6:00

## Tuition

June tuition is due in full on April 27 and July tuition is due in full on May 15. Late payments may result in loss of your summer reservation. In some cases, payment plans may be arranged. We accept payment in the form of money orders, checks, credit card, and cash. 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 or additional services such as a drop in or late pick up have been added. The bookkeeper will provide a total summer receipt to those families requesting them in writing. 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 collection process.

Precare \$40/week (\$32 prorated for Week of June 29)

Half Day \$140/Week (\$112 prorated Week of June 29)

Full Day \$160/Week (\$128 prorated for Week of June 29)

Aftercare \$60/Week (\$48 prorated for Wek of June 29)

## 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). Parents are responsible for their DES copay and the difference between the subsidy and the monthly tuition.

## Admission

International School for Peace does not discriminate on the basis of race, gender, religion, family constellation, ancestry, citizenship, veteran status, 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 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 ISP does not provide services such as physical therapy, speech and language services, etc., specialists are welcome to provide services on site.

## Drop In Care

International School for Peace gladly accepts currently enrolled children on a drop-in basis in our precare and aftercare classes only. Please contact the office to reserve a spot. Payment is due in advance. In the event you need to cancel the reservation and to avoid being charged, please give the office 24 hours' notice. The following rates apply - Precare: \$12/day, Half Day;\$45, Full Day :\$55, Aftercare: \$20/day

## Withdrawal from School

Children attended M-F for each weekly enrolled session. If an unforeseen circumstance arises, refunds may be considered at the discretion of the preschool director; otherwise, summer tuition is nonrefundable.

## Arrivals and 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 only for emergencies. With your written permission, staff will be signing your child in and out during these summer months.

Authorized individuals dropping their child off after 9:15 am will first bring their child to the office for a health check. Those wishing to pick up before 2:25pm will come to the office before proceeding to their classroom. Families picking up children from a half day schedule will go directly to the classroom. Your teacher will open the door at noon. Please adhere to social distancing. Families are discouraged from entering the classrooms.

Photo identification will be required from anyone picking up the child who is unfamiliar to the staff on duty. Please advise all others who will be picking up your child to bring a valid driver's license or photo identification with them.

## Late Pick-Up Charges

We appreciate the respect you show our teachers and their schedules when you pick your children up on time. Please be prompt in picking up your child. Families will be charged \$1.00 for each minute they are late picking up their child. Children that are

consistently picked up late may be disenrolled without refund of tuition and fees.

## 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, staff will contact a family member that day. An Incident Report will be completed and filed in the Incident Binder in the preschool office. A copy of the Incident Report is available upon request.

## Medication Policy

When a child needs medication during school hours, it will be administered by school personnel. Prescription and non-prescription medication must be in the original container and labeled with your child's full name and all other pertinent information. 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. Parents are asked to pick up medications on the last day of care. For serious medical matters, please make an appointment with the director to develop an intervention plan.

## Health and Safety to include Covid -19

International School for Peace takes the current pandemic seriously. Families are asked to be on the alert for signs of illness and keep your children at home when sick. You are required to call the preschool office to report absences of any kind.

The following policies are based on recommendations from the Center for Disease Control (CDC) and Arizona Department of Health Services (ADHS) and will be implemented daily.

Ideally, the same or designated person should drop off and pick up your child each day. The exception would be if that person is ill. If possible, older people such as grandparents or those with serious underlying medical conditions should not drop off or pick up children because of their risk for severe illness from Covid-19

- Upon arrival, all staff and students will undergo a health check to include temperature taking. We ask your patience with this process. Persons who have **a fever of 100.00F (38.00C)** or above **OR show other signs of illness to include but not limited to runny nose, cough, shortness of breath** will not be admitted to the facility and will need to go home. Family members may also be asked about their current health status.
- **Hand sanitizer station** will be set up at the entrance of the facility, so that **children and their family member can clean their hands before entering the facility. Please monitor your child for the safe use of hand sanitizer. Once in their classrooms, children will again wash their hands with soap and water. Handwashing will continue to be a frequent practice throughout the day.**
- During this summer program, family members will be discouraged from entering our classrooms. Please limit your movement on the ISP campus. Essential visitors will be limited and use of class volunteers will be cancelled for the summer.
- Adults are encouraged to wear a face mask when on our campus. Currently, there are no ADHS recommendations for the use of face coverings by staff or children in child care programs.
- During school hours, students or staff exhibiting symptoms will undergo a health check. Those determined to be ill will immediately be isolated from others. You will be contacted to pick up your child. **Students may return to the school after they are fever free for 72 hours or more and a doctor's note stating the child may return to school.**
- Please practice social distancing by remaining 6 feet apart outside the classrooms and adhere to ground markers.
- Children will play with the same group for the week and classes will not be mixed during our full day program, to include our outdoor times.
- During naptime, mats will be spaced as much as possible, ideally 6 feet apart. Children will be positioned head to toe. Children's bedding will be stored in individually labeled bins. Sheets will be laundered once a week or more often, if needed.
- We will maintain a fixed schedule of cleaning those frequently used surfaces and toys throughout the day. Documentation of that cleaning schedule will be available to you. For this summer, we will be alternating our toys frequently and offer fewer soft, cloth toys.
- Jan Pro, our long time professional cleaning service will clean our campus each evening M-F. They will utilize Med-Metrix, a hospital grade method of disinfecting and Enviroshield, a spray method of application. A binder of their cleaning protocol and cleaners used will be available to you. Their same employee will clean our campus each evening while wearing coveralls, gloves, and mask while on our campus.
- **We are 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.
- If your child has soiled clothes, they will be bagged, labeled, and separated in a bin until pick up time. If you receive pick slip, remind your teacher for the soiled clothed bag.
- Please be sure your child has at least 1 change of clothes available at all times.

## 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
- Infected eye
- Vomiting
- Diarrhea
- Temperature of 100.0 degrees or higher
- Contagious or questionable rashes
- Runny nose/yellow or green discharge
- 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 will be necessary before returning to school. If your child develops any of the above symptoms while at school, they 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.

## Visitors

Only essential persons will be permitted to enter our classrooms at this time. Those persons must check in at the preschool office and wear a badge while on campus. Families are discouraged from entering the classrooms during the COVID19 pandemic.”

## 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.

## Campus Supervision

Before children are signed in or after children are signed out, supervision is the responsibility of the caretaker. Please do not enter locked areas or use equipment that is stored away. Please limit your time and movement on campus during this summer.

## General Description of Program and Activities

Summer Care is a full or half day program with precare and aftercare available. Classes utilize indoor and outdoor learning environments during a 7-week period. This summer offers 2-3 year old partial immersion Spanish programs for students who are working on potty training and 3-6 year old full immersion Spanish programs. Classes will focus on weekly themes with emphasis on open ended art, music, literacy, water play, science and math, sensory exploration, peaceful conflict resolution, and fun!

### 2020 Summer Themes

- Week 1:** June 1 - 5          Numeros, Formas, y Colores (Numbers, Shapes, and Colors)
- Week 2:** June 8 - 12        Construyendo ( Construction)
- Week 3:** June 15 - 19        Un Viaje Alfrededor de Mundo (A Trip Around the World)
- Week 4:** June 22 - 26        Colaboradores de la Comunidad ( Community Helpers)
- Week 5:** June 29 - July 2    Exploremos el Agua! ( Let’s Explore Water) \* Holiday Week \*
- Week 6:** July 6 - 10        Movimeinto y Crear (Shake, Rattle, and Roll)
- Week 7:** July 13 - 17        Explorando Insectos por Todos Lados (Creepy Crawlers Everywhere)

International School for Peace offers 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.

## Emergency Evacuation/Fire Drills

Your child's safety is our priority; our school conducts monthly evacuation drills, and our staff is prepared for emergency evacuations and lock downs. 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. At all times, staff will carry with them emergency contact information for the children under their care.

Our Emergency Preparedness Plan is available to you in the Preschool office.

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. As family constellations change, new cell phone numbers are acquired, or people move, it is important to keep your child's file updated.

## What to Wear

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. If applicable, please provide diapers or pull-ups. Children will play outside daily. We strongly recommend your child bring a hat to wear outside and that sunscreen is applied before dropping off at camp. 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!

## Snack

Please provide a healthy 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 at 10am. Snack is considered to be an important part of the curriculum at International School for Peace. The language-rich process of hand-washing, eating snack, and cleaning up after snack creates wonderful learning opportunities for our young children.

## Lunches

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. Please provide a labeled water bottle with a covered or collapsible cap.

## Nap Time

All students enrolled in our 2-3 year-old partial immersion class will participate in daily naptime. Napping is available for our 3-6 year-old full immersion students at parent request. The curtains of the classroom are closed during naptime (approximately 12:30pm-2:15pm) and all children remain on their nap mats until nap ends. 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 or more often, if needed. We ask that families clean any additional items be brought home on Friday to launder. 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.

## Birthdays

ISP recognizes the importance of birthdays. Our teachers will acknowledge student birthdays in a very special way. We ask that you respect our policy to not send in a birthday food treat.

## Toys from Home

Except for items to assist with successful transitions, we ask that you leave your child's toys at home. For further discussion, 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. It can be a meaningful experience for the students to share about their own culture, beliefs, and festivities and 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.

## Written Communications/Postings

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

## 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.

## Sun Safety Policy

Whenever possible, outdoor activities will be scheduled before 10a.m. and/or after 4p.m. The availability of shade will be considered when planning such activities during these times. 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. Families are strongly encouraged to apply sunscreen at or before drop off. With written parent permission, staff will apply sunscreen SPF 50 or greater to exposed skin. ISP will supply sunscreen. Families have the option of supplying their own sunscreen for their child. Please be sure to label container with child's name. Staff will be encouraged to practice sun safety strategies to serve as a good role model for children.

## Peaceful Communication

The ISP staff has been trained or mentored in the use of Compassionate Communication. We aim to meet the needs of everyone in our school community, promote peace, and to model for children a process of valuing our own needs and the needs of others equally. Peaceful Parenting books are available for checkout in the preschool office.

## Peaceful Communication for Children

International School for Peace encourages children to use 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 glue.
- May I use that when you're done?
- Can I play?
- Please don't push me. It hurts.

## Strategies for Peaceful Communication and Conflict Resolution

The 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 the 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.

## 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.

## 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-control, 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
- As a last resort, be directed to move away from the group occasionally in order to regain self-control.

### 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 will be respected as we work to help resolve the situation. 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.

### Transportation and Fields Trips

International School for Peace does not provide transportation. Field trip excursions like nature walks are done on campus. Field trip permission forms are required for licensing, and parents sign them in their child's classroom.

### Inspection Report

- International School for Peace is licensed by Arizona Department of Health Services. Yearly inspection records may be reviewed in the 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 passes fire safety inspections as well.

### Insurance Coverage

International School for Peace carries required liability insurance coverage pursuant to A.A.C.R. 9-5-302.

### Facebook

International School for Peace has a Facebook page so feel free to check in for school updates. You don't need to have a personal Facebook page to view our page. Visit: [www.facebook.com/internationalschoolforpeace](http://www.facebook.com/internationalschoolforpeace).

*Thank you for entrusting your child' care to us this summer! We ask for your patience and understanding while we navigate these uncertain times due to COvid-19. The health and safety of our entire community continues to be our Number #1 priority. We look forward to playing and having lots of much needed fun this summer!*