

# **PARENT HANDBOOK**

## **Summer Care 2023**



**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 5 – July 21

\*ISP is closed Tuesday July 4th

\*Ages 2-6

Monday - Friday 7:30 a.m. – 5:30 p.m.

Precare 7:30-9:00

Half Day 9:00-12:00

Full Day 9:00-2:30

Aftercare 2:30- 5:30

### Tuition

**Tuition is due in full at the time of registration.** In some cases, payment plans may be arranged. Registration fees are nonrefundable, and all other refunds are at the discretion of the director. International School for Peace reserves the right to change class offerings depending on enrollment or unforeseen circumstances. Families will be notified in advance. We accept payment in the form of money orders, checks, online with PayPal, and exact cash in the office. Please write your child's name in the memo section of your check. The bookkeeper does not send out invoices unless an account has 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 requesting them in writing. Please email the director your request. 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. No scholarships or discounts are offered for summer.

Week 1 June 5-9 <i>Yo Especial</i> (Special Me)	Week 2 June 12-16 <i>Números, Formas y Colores</i> (Numbers, Shapes & Colors)	Week 3 June 19-23 <i>Movimiento y Crear !</i> (Shake, Rattle, & Create!)	Week 4 June 26-30 <i>Celebra!</i> (Celebrations from Around the World)	*Week 5* July 3 -7 <i>Explorando Insectos por Todos Lados</i> (Creepy Crawlers Everywhere)	Week 6 July 10-14 <i>Transporte</i> (Planes, Trains, & Automobiles)	Week 7 July 17-21 <i>Construyamos</i> (Let's Build)
<input type="checkbox"/> Precare \$50 <input type="checkbox"/> Half Day \$185 <input type="checkbox"/> Full Day \$210 <input type="checkbox"/> Aftercare \$100	<input type="checkbox"/> Precare \$50 <input type="checkbox"/> Half Day \$185 <input type="checkbox"/> Full Day \$210 <input type="checkbox"/> Aftercare \$100	<input type="checkbox"/> Precare \$50 <input type="checkbox"/> Half Day \$185 <input type="checkbox"/> Full Day \$210 <input type="checkbox"/> Aftercare \$100	<input type="checkbox"/> Precare \$50 <input type="checkbox"/> Half Day \$185 <input type="checkbox"/> Full Day \$210 <input type="checkbox"/> Aftercare \$100	<input type="checkbox"/> Precare \$40 <input type="checkbox"/> Half Day \$140 <input type="checkbox"/> Full Day \$170 <input type="checkbox"/> Aftercare \$80	<input type="checkbox"/> Precare \$50 <input type="checkbox"/> Half Day \$185 <input type="checkbox"/> Full Day \$210 <input type="checkbox"/> Aftercare \$100	<input type="checkbox"/> Precare \$50 <input type="checkbox"/> Half Day \$185 <input type="checkbox"/> Full Day \$210 <input type="checkbox"/> Aftercare \$100
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### Admission

International School for Peace does not discriminate based on race, gender identity, 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.

### 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 benefits 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.

### Withdrawal from School

Children attend 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. \$60 registration fee is nonrefundable.

## Arrivals and Departures

Students will enter the front gate starting at 8:55. Teachers will open their classroom doors at 9:00. Two other gates will remain open and serve as exits only for emergencies. AZ Childcare Licensing directs that all care givers sign their child in and out in the binders located near the preschool office. Please sign with a legible and full signature.

Authorized individuals dropping their child off after 9:15 am will check in at the office before dropping their child at the classroom. Those wishing to pick up before 2:20 pm 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. For health reasons, 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.

**Covid 19** – Please refer to the current COVID plan posted on our website.

## Health and Safety

**Please refer and abide by all allergy information on class doors.**

- We maintain teacher to student ratios that are below state guidelines.
- Our classroom doors remain locked throughout the day.
- Our staff members carry a walkie talkie and display an ID badge.
- International School for Peace is a smoke-free facility.
- Current community health information is posted to the glass case outside the preschool office.
- Please be sure your child's most current immunization record (to include covid) 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 a pink slip, please ask your teacher for the soiled clothes bag.
- All staff hold a current First Aid/CPR and a fingerprint clearance card.

## Illness

We greatly appreciate the respect you show for all of us by keeping your sick children at home. Please call the preschool office 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 | ✓ Temperature of 100.4 degrees or higher |
| ✓ Red throat                       | ✓ Contagious or questionable rashes      |
| ✓ Infected eye                     | ✓ Runny nose/yellow or green discharge   |
| ✓ Vomiting                         | ✓ Any communicable disease or infection  |
| ✓ Diarrhea                         |  |

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 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.

Children may return to school when fever free without the use of a fever reducer and displays diminishing symptoms.

## 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 injuries, 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 summer care. For serious medical matters, please make an appointment with the director to develop a treatment plan.

## Emergency Evacuation/Fire Drills

Your child's safety is our priority; our school conducts monthly evacuation drills, and our staff prepare 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.

## 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 these summer months.

## 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. Individuals should be prepared to present a photo ID at pick up.

## Campus Supervision

**Before children are signed in or out, supervision is the responsibility of the parent or caregiver. Please do not enter locked areas or use equipment that is stored away. Please limit your time and movement on campuses. For the safety of your child, we ask that you exit both the Saint Francis and preschool campus at dismissal time. During this summer, only staff and essential workers are admitted to the classrooms. Should it be necessary for you to enter your child's class, please speak with the director or designee first.**

## General Description of Program and Activities

Summer Care 2023 is a full or half day program with extended care 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!

### **2023 Summer Themes**

<b>Week 1:</b> June 5 – 9	Yo Especial (I'm Special!)
<b>Week 2:</b> June 12 - 16	Numeros, Formas, y Colores (Numbers, Shapes, and Colors)
<b>Week 3:</b> June 19 - 23	Movimeinto y Crear (Shake, Rattle, and Create!)
<b>Week 4:</b> June 26 - 30	Celebra! (Celebrations from Around the World!)
<b>Week 5:</b> July 3, 5-7	Explorando Insectos por Todos Lados (Creepy Crawlers Everywhere) * Holiday Week *
<b>Week 6:</b> July 10 - 14	Transporte! (Planes, trains, and Automobiles!)
<b>Week 7:</b> July 17-21	Construyamos (Let's Build)

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 and emotional development, self-help skills, speech and language development, cognitive skills, and large and small motor skills.

## What to Wear

We encourage children to wear comfortable, weather-appropriate, play clothes that are free of complicated fastenings (overalls for example). We will encourage your child to wear their provided hats and sunglasses. Please apply sunscreen before arriving at school. Two complete seasonal changes of clothes labeled with your child's name should be available at school. If applicable, please provide diapers or pull-ups. Children will play outside daily in the morning and in shaded areas in the afternoon. Flip-flops/open-toed shoes should not be worn to school for your child's safety. If you receive a pink notice, check the soiled clothes container in your child's classroom, please take the soiled clothing home that day. Keep in mind all the fun materials that will be a part of your child's learning environment, such as sand, mud, water, and paint!

## 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. During these summer months, we are discouraging personal bedding from home. 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.

## 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 an important part of the curriculum at the International School for Peace. Snack and lunch times can be found in your child's daily schedule posted to the classroom window. 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. 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 handwashing, 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 using 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 lid. In addition, water will be always accessible. 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 dropping off. With written parent permission, staff will apply sunscreen SPF 50 or greater to exposed skin 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**  
Currently, 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.

## **Birthdays**

ISP recognizes the importance of birthdays. Please contact your teacher directly to learn about how your child's birthday will be acknowledged during summer care. We ask that you respect our policy to not send in a birthday food treat or party favors.

## **Toys from Home**

Except items that are essential to assist with 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. Parents and family members are encouraged to share their family traditions and cultural celebrations. 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. 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**

Currently, 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 48 hours before a pesticide is applied on the facility premise.

## **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. | • May I use that when you're done? |
| • Please pass the glue.                             | • 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 using 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 children 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 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. Proof on insurance is on file in the office for your review.**

## 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's care to us this summer! The health and safety of our entire community continues to be our Number #1 priority. We look forward to playing and having lots of fun this summer!***