

## OUR VISION

Desert Rock Childcare and Preschool is a not-for-profit provider whose mission is to bring the love of Jesus to families in the Florence and surrounding communities. Our primary goal is to embrace each child's individual potential and nurture the Spirit that makes them unique.

*"Just teach every kid...*

*Lead every kid...*

*Influence every kid...*

*Like they matter to God*

*because they are made by God."*

*~ Reggie Joiner & Kristen Ivy*

## STATEMENT OF SERVICES

### Description of Services

Desert Rock Childcare and Preschool (DRC) offers full or part-time care to children 2 months – 6 years. Preschool curriculum is provided from 8a- 11a to children two to five years while in our care. Our primary goal is to embrace each child's individual potential and nurture the Spirit that makes your child unique. We accomplish this through curriculum that integrates emotional and educational development by way of:

- Creative Play
- Collaboration
- Hands-on Learning Experiences

### Hours of Operation

Our facility is open Monday-Friday, 6a-6p, all year long. We will close on observance of the following holidays\*:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If any of these holidays fall on a Saturday, we will be closed the preceding Friday. If any of these holidays fall on a Sunday, we will be closed the following Monday.

***\*DRC tuition and fees are billed at a weekly rate. Fees are to hold a child's spot within the preschool/childcare environment and will not be prorated for days missed or for vacations.***

### **Safety and Security**

Your child's safety is important to us. Please remain with your child from the parking lot until the child has been received by a staff member.

Our doors are locked at all times. Parents/Guardians will receive a code exclusive to your child for entry into the preschool for pick up and drop off. Please do not share this code with any person who is not on DRC's list of approved guardians from the emergency contact list. Your child will be released only to those on the emergency contact list and they will be required to show identification.

Provider reserves the right to call the local police dept. in any situation that makes it unsafe for the children or staff in our care.

Provider will not release any child to the parent/guardian if they are suspected to be under the influence of any controlled substance, including alcohol. In a case such as this, an authorized alternate adult will be called to pick up child.

Provider is ordered by law to report any suspected child abuse of any kind, ( physical, mental, sexual, etc.) to the proper authorities without notifying the parent/guardian.to the authorities

### **Enrollment Policy**

- Enrollment shall be provided to any child provided that Desert Rock Childcare can meet the needs of that child.
- Enrollment shall be granted without discrimination in regards to sex, race, color, religion, or parent's sexual orientation or political belief.
- A completed enrollment packet and \$50 non-refundable registration fee, a copy of the child's complete immunization record or exemption affidavit, and signed enrollment agreement are submitted.
- Monthly payment of childcare and preschool is due no later than the first school day of each month. Weekly tuition is due no later than the last school day of the previous week. If payment in full is not received on date due, a late fee of \$5 will be charged for each day that tuition is not received. If tuition is delinquent for one week, I may be asked to withdraw my child from care until my account is made current. DRC is unable to guarantee the child's spot will remain available during this time. Any unpaid tuition fees may be sent to a third-party agency or collection.

### **Workshop Scholarship**

Each family is able to receive a 10% scholarship towards quarterly tuition following participation in DRC's quarterly family workshops.

### **Sibling Discount**

A discount of 10% will be given to each sibling after the first child is enrolled. This discount will be applied to the child with the lowest tuition rate.

### **Admission/Release Policy**

Our doors are locked at all times. Parents/Guardians will receive a code exclusive to your child for entry into the preschool for pick up and drop off. Please do not share this code with any person who is not on DRC's list of approved guardians from the emergency contact list. Your child will be released only to those on the emergency contact list and they will be required to show identification. Parents/Legal Guardians are to notify DRC in writing if someone who is not on the emergency contact list will be dropping off or picking up the child.

Preschool begins promptly at 8am. You may drop off your child any time between 6am and 7:45am in order to ensure preschool is not disrupted. You are free to pick up your child any time between 11am and 6pm. If you must pick up earlier, please notify DRC the morning of early pick up.

Each child must be signed in and out daily via the attendance roster by a parent or authorized guardian located on the notification board to the left upon entry into the building. If you are going to be late picking up, please notify DRC immediately. **There will be a fee of \$5 for every five minutes you or your authorized guardian are late for child pick up.** If we are unable to reach you or any person on your emergency contact, we are required to call the authorities to assist with the situation. Staff members are not allowed to take children home with them.

### **Non-Discrimination Policy**

DRC provide an environment free from unlawful discrimination of any type including race, color, sex, nationality, origin, age, disability, or any characteristic protected by law.

### **Attendance Policy**

If your child will be absent, you must notify us as soon as the decision not to attend has been made.

*Illness:* Because it is our goal to provide a healthy safe environment for all children enrolled, please keep your child home or provide other care arrangements for all illnesses. If your child is ill, you must inform us as to the nature of the illness. Please do not allow your child to return to DRC until 24 hours has passed without vomiting, fever, diarrhea, or any other contagious symptoms. No allowances for days missed will be made for the time your child is out sick. Tuition is still due in full.

*Vacation:* Your tuition is to hold a spot or your child for the time through which tuition is paid; therefore, no discounted or pro-rated tuition will be provided for vacations. If you choose to withdrawal your child from school to prevent paying tuition, you must give 30 days notice. Re-enrollment will be available provided that the child's spot has not been filled during the time of your withdrawal and applicable enrollment fees have been paid.

### **Voluntary Withdrawal**

A parent/guardian may withdrawal their child at any time by notifying DRC 30 days prior in writing. Voluntary withdrawal will not constitute a refund. Withdrawal due to behavioral or other concerns will be made only after a conference with parents/guardians involving a discussion of the child's needs.

### **Involuntary Withdrawal Policy**

Certain circumstances require the discontinuation of a child's enrollment at DRC. Because it is our mission to help a child grow into their unique design, this decision is not taken lightly, nor is it based on simple perceived inconveniences or incompatibilities. Every effort will be made to allow the child and staff to grow and learn from the concerns. However, DRC reserves the right to withdrawal a child due to the following concerns:

- Any form of abuse of self, other children, staff, or property by the child or parent/guardian.
- Continued violation of policies by the child or parent/guardian.
- Disruptive/Dangerous behavior outside of the scope of developmental stages.
- Parent/ Guardians disruptive/dangerous behavior.
- DRC's inability to accommodate your child's or family's needs or parent/guardian's expectations.
- Non-payment of tuition.

### **Discipline Policy**

At DRC, the word discipline is seen as an extension of it's root "disciple", which means "to teach". Your child is a precious and unique creation of God. The staff of Desert Rock Childcare understands that how a child views themselves, their environment, and their creator is closely connected with how they experience discipline. It is our responsibility as the ones who disciple your child to do so in a way that teaches them God's concern for the impact that destructive behavior has on their growth and their relationships. We do not discipline to stop specific behavior. We discipline to show how a specific behavior is destructive and provide your child an opportunity to practice behavior that is, instead, life-giving. DRC also understands that a child is highly responsive to the attitudes and behaviors of their care-giver. It is our goal to ensure that we are not exasperating your child's emotional struggles and subsequent behavior. We are committed as a staff to do so in the following ways:

- Redirection
- Encouragement
- Staff Modeled Understanding
- Re-evaluate the necessity of the activity the child is participating in

- Ensure that staff is responding proportionality to the child's behavior

Parents/Guardians will not be called for early pick up unless the child is exhibiting extreme inconsolability.

### **Health Policy**

Children will not be admitted into the program without a physical and an up-to-date record of immunizations. The State of Arizona requires that all children be immunized for certain diseases unless a physician recommendation is made against immunizations on medical grounds or if a parent requests exemption based on religious belief. In each case, a written statement of exemption must accompany the Medical History Record. Exemption affidavits are available at [desertrockpreschool.com](http://desertrockpreschool.com).

Because the safety of all of our enrolled children takes priority over a parent/guardian work schedule and/or programming, it is necessary that every parent cooperated fully with DRC's health program. Our regulations are to protect the wellbeing of all children and are designed to guard against avoidable absences for health reasons. When there are symptoms of illness or other indications that a child is not well enough for group interaction, arrangements must be made by the parent/guardian to care for the child in home. DRC has no provisions to care for ill or otherwise incapacitated children. Proper in-home care of an illness can shorten the duration and prevent the spreading of illness to other children enrolled. Children must exhibit 24 hours without vomiting, fever, diarrhea, or any other contagious symptoms before returning to childcare. Please notify the school if your child will be absent as well as provide the suspected illness. No allowances for days missed will be made for the time your child is out sick. Tuition is still due in full.

Your child's health will be observed daily and the following will be documented:

- Complaints of feeling ill, itchy, or pain
- Any visible rashes on the skin/scalp including boils, redness, or seeping skin rashes
- Signs of fever, vomiting, diarrhea, or eye drainage
- Changes in appearance or behavior
- Exposure to a harmful or contagious disease
- Head lice- the child/children affected will be sent home immediately

### **Medication Procedures**

Medication for illness will not be administered by DRC staff. If your child requires medication, arrangements must be made to ensure that your child receives proper dosages at the proper times. Do not place medications in your child's belongings or expect the child to administer their own dosages.

### **Injuries, Accidents, Emergency Medical Procedures**

Our staff are CPR and First Aid certified and will perform basic care if your child becomes ill or suffers a minor injury while in our care. If the injury or illness is beyond our scope of care, you will be notified to pick up your child. In the act of an emergency, DRC staff will act according to the signed Authorization for Medical Treatment of a Minor, and take the necessary steps to provide medical treatment. This may include contacting Emergency Medical Services (EMS). We will make every effort to contact you to make you aware of the situation. In the event of an accident or injury while your child is in our care, an Incident Report will be completed by a staff member. This report will describe the event and what action was taken. You will be asked to sign the report and a copy will be provided for your records.

### **Allergies**

If your child has or develops allergies, please notify DRC immediately. If medication is required for any life threatening reactions, it can be kept on the DRC premises. A consent form must be completed and kept on file.

### **Clothing Guidelines**

Appropriate clothing for school includes comfortable, washable play clothes. Close toes shoes are recommended; however, sandals may be worn if they have a back strap. Flip flops are not allowed.

During the summer months, we will provide water activities that may involve soaking through the child's clothing. Your child will be able to participate in these activities with your written consent. During these times, please provide a towel, change of clothes, and send your child to school wearing sunscreen, a swimsuit, and water shoes.

Please consider the preservation of your child's dignity when dressing for school. Do not send them in any clothing that requires complete exposure or significant disrobing in order to use the restroom (Ex: rompers). Additionally, we would like your children to engage in various activities such as dancing, somersaults, and obstacle courses. Please ensure that your child can remain comfortable and well covered.

### **Holidays and Birthdays**

We want to celebrate your child and your cultures unique traditions. We ensure that each celebration is appropriate for the child's age. You are welcome to bring birthday and holiday treats for the class provided that they are items that meet our allergy and state regulated nutritional standards. Please make snack arrangements one week in advance.

### **Naps and Quiet Time**

Children are provided a block of time each day to rest. Though naps are encouraged, children who are unable to do so after a period of time will be guided through quiet play.

### **Sedentary Activity and Screen Time**

DRC limits sedentary activity to no more than 60 minutes at a time. Adequate breaks between activities for movement will be given throughout the day. DRC does not provide non-educational screen time for our children. Music and movement sessions and 5-15 minute morning teaching videos are the only screen time available.

### **Potty Training Policies**

DRC is happy to help transition your child from diapers to the toilet. In order to protect your child from an accident, children in transition must wear pull-ups or a diaper to childcare until it determines without doubt that the child is successful at consistently using the restroom without incident. One week at home coupled with one week without an accident at DRC is the minimum time required before wearing regular underwear. For the first month of underwear use, please send pull-ups, wipes and a change of clothes.

Parent/guardian is responsible for diapers/pullups and any diaper cream, facility will provide fresh baby wipes.

Children over 2 years old need to be in the process of being potty trained possibly using pull ups.

Children 3 years and older need to be fully potty trained.

We do understand accidents so please make sure your child has a change of clothes sent to facility.

### **Fire/Emergency Drills**

Fire and Emergency Drills are conducted on a regular basis to ensure the success of our evacuation plan in the event of a real situation. In the case of a real emergency, students will be evacuated and parents will be notified immediately.

### **Pest Control**

Pesticides are used once a month to protect the health and safety of everyone on the premises. We use a licensed company that complies with Federal and State regulations. A pesticide notification is posted at least 48 hours before application according to the law.

**Transportation**

Transportation is not provided.

**Field Trips**

We will not plan or attend any field trips. Experts may be asked to visit DRC to help us learn about specific topics throughout the year.

**Resolution of Disputes**

We strive to maintain a positive, open dialogue with each family and trust that you will make every effort to communicate your concerns and needs directly to the DRC Director. Conflict resolution is a step towards building trust and strengthening the bond between our staff and your family so, please, allow us the growth opportunity of hearing how we can serve you better.

**Liability Insurance**

Desert Rock Childcare and Preschool carries the required amount of liability insurance determined by the state child care licensing division.

**Notices**

- This facility is licensed by the Arizona Department of Health Services.

They can be reached at:

400 Congress Ave Suite 100

Tucson, AZ 85701

P:(520) 770-3045

F: (520) 628-6537

- Inspection reports are available in upon request and located in the staff office.

Signature of parent/legal guardian\_\_\_\_\_Date\_\_\_\_\_

