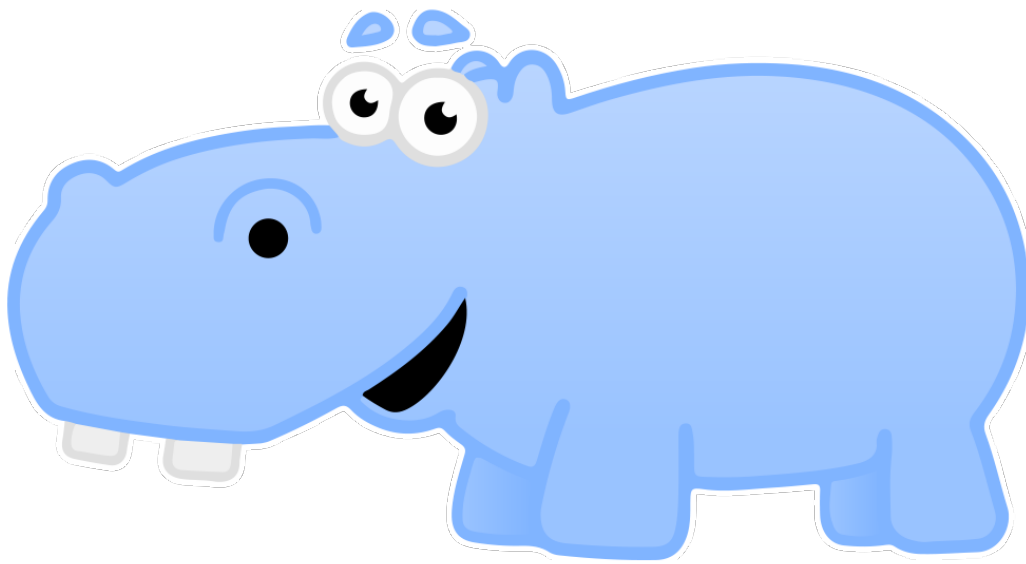


Welcome to

Real Kids Preschool



Under the sponsorship of:
Real Life Christian Fellowship
3353 N. Houghton Rd.

Tucson, AZ 85749
520-749-3693 Church
Fax 520-760-5533

Pam Taylor-Director 520-668-6904 cell

REAL KIDS PRESCHOOL MISSION STATEMENT

Real Kids Preschool was established to provide a stimulating Christian environment essential for developing cognitive, social-emotional, physical and spiritual skills in a loving, nurturing atmosphere. Our desire is to assist the parent in their effort to raise their child according to basic Christian precepts.

Objectives:

- To provide Christian teaching with Bible emphasis
- To provide instruction in pre-academics
- To provide a safe and loving environment
- To help build strong character
- To prepare children for a positive Kindergarten experience

Curriculum:

We use a combination of preschool curriculum which includes:

- Christian living and learning
- Learning readiness in Writing, Language Arts and Math
- Concept Development
- Fine and gross motor development
- Music and Rhythm
- Art and creative expression
- Academics that are aligned with the current Arizona Preschool Standards (see ADE web page)

Cooperative Snack Expectations:

Parents are required to participate in cooperative snack program. Each parent will be provided with a snack calendar that will list the child's name on given dates and the designated snack your child is to bring. It is necessary that each parent follow the snack calendar precisely in order to maintain licensing standards for Real Kids Preschool, as well as, to obtain healthy eating for our students. Please see the cooperative snack handout for further instruction.

Parent Involvement:

Real Kids Preschool believes that to be successful, parents should be involved as much as possible. Volunteers are always welcomed!

Special Items School Offers:

- Holiday Activities and Programs
- Doughnuts with Daddy, Muffins with Mom, Grandparent Day, and Graduation.

Preschool Hours:

Before Care/Early Drop Off: Monday-Thursday 7:30am-8:30am

Two Year Old Class: Monday, Tuesday, Wednesday 8:30am-12:30pm

Three year Old Class: Monday, Tuesday, Wednesday 8:30am-12:30 pm

Four year Old Class: Monday through Thursday 8:30am-12:30pm

After Care/Lunch Buddies: Monday, Tuesday, Wednesday 12:30pm-3:00pm

School Calendar:

Real Kids will attempt to follow the Tanque Verde School District calendar. Check our calendar to be aware of days off and special events.

Liability Insurance:

Real Kids Preschool maintains liability/accident insurance pursuant to the Arizona Child Care regulations. A copy is available upon request.

DES Certified Facility:

Direct inquiries to the Director

Preschool Regulations:

Real Kids is regulated by the Arizona Department of Health Services, office of Childcare Licensure, 400 West Congress Ste 100, 520-628-6540, Fax: 628-6537. Copies of all reports are available upon request.

Tuition Rate: Please refer to current Tuition Rates and Fees Sheet.

Pre Registration Fee:

A **\$100** registration fee is due at the time of enrollment or by the designated date in order to ensure your child a spot at Real Kids Preschool and should accompany the application for enrollment. This fee is **NON-REFUNDABLE**.

Payment Procedure:

Monthly tuition is due the 1st day of each month. **Payments received after the 5th of the month will be subject to a \$10 late fee.** Payment must be by check, cash or money order. **CHECKS** should be made payable to **Real Life Christian Fellowship**. A \$10 NSF fee for all returned checks will be charged.

Financial Policy:

Tuition rates are set to cover the program materials and expenses. No holiday credit is given. Extended absences may be given a credit with the approval of the director and Senior Pastor.

Non-Discrimination Policy:

Real Kids Preschool welcomes students of all races, color, national or ethnic origin. Although we are a church sponsored preschool, we do not require that students attend Real Life Christian Fellowship. We welcome children and families from all denominations.

Special Needs Children:

Our preschool accepts children with disabilities for which we are equipped to educate in an appropriate manner. Acceptance will be assessed individually.

Daily Schedule:

8:30-8:45 Morning Activity

8:45-9:15 Centers Play

9:15-9:30 Circle Time

- Morning Prayer
- Calendar Review (Day, Month, Year)
- Letter of the Week
- Number of the Week

9:30-9:50 Math

9:50-10:10 Reading

10:10-10:20 Writing

10:20- 11:00 Snack/Bathroom Breaks/Outdoor Play

11:00- 11:30 Themed Activity

11:30- 11:45 Bible Time

11:45-12:15 Centers (Dramatic Play, Science, Math, Puzzles, Blocks, etc.)

12:15- 12:30 Story Time

**Schedule is subject to change to meet the needs of the day. Schedules also vary per classroom.

Sign-In Procedure:

Parent or guardian must sign the child in upon arrival with the 1st initial and full last name and sign the child out at the pick-up time. There will be a late fee assessed after 10 minutes due to next session time constraints.

Sign-Out Policy:

Children will be released to parents following the signing out process. The child may not leave the building without a parent or guardian present. Your child will

not be released to any unauthorized persons. We must have a written note and ID will be needed for those we are unfamiliar with, unless they are on authorized pick up list.

Medication-Illness:

A wellness check will be made each day as your child arrives. If your child has had a **runny nose, fever, diarrhea, upset stomach, HAS VOMITED, has a cough or rash within the last 24 hours,**

. please keep them home. It is important to us and the other parents that all children are healthy to participate in preschool. **WE WILL ONLY ADMINISTER LIFE SAVING MEDICATIONS.**

Emergency/Accident Procedure:

In the case of serious accidents, we will call 911. The parent will be notified as soon as possible. If an accident occurs at preschool, a written notice will be filled out.

Discipline Procedure:

In the event of a disruption from a child, we will first re-direct the child to another area. If necessary, the child will take a time out. In the event of repeated time-outs, or a situation that needs more attention, the parent will be notified.

Withdrawal:

Parents wishing to withdraw their child must notify the director, in writing, at least **one month in advance**. The director, with the consultation of the Senior Pastor, has the right to request the withdrawal of any child.

Clothing:

Please mark coats with child's name. Sturdy closed-toed shoes should be worn. Please dress your child in comfortable clothing appropriate for play. All children should have a change of clothing to be stored in cubbies in case of an accident, etc.

Birthdays:

The children are invited to celebrate their birthdays at school. Your child may bring a store bought snack (**no homemade snacks please**) of your choice and they may serve as snack helper on, or as close to his/her birthday. If you wish to hand out birthday invitations to other preschoolers, please let us know first.

Field trips:

We do not take any field trips.

Transportation:

Real Kids does not provide transportation to or from our preschool.

Pesticides:

Real Kids Preschool will make written pesticide information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises, containing:

1. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide;
2. The date and time of the pesticide application;
3. The pesticide label and the material safety data sheet; and
4. The name and telephone number of the pesticide business licensee and the name of the licensed applicator.

PLEASE TURN THIS IN WITH YOUR SCHOOL PAPERWORK

I, _____, parent/guardian of,

Have received and read the Real Kids Preschool Parent Handbook. I understand my responsibilities and expectations according to the policies spelled out in the handbook.

PLEASE NOTE:

***30 DAY NOTICE IS REQUIRED TO WITHDRAW STUDENT.**

***CHECKS MADE PAYABLE TO REAL LIFE CHRISTIAN FELLOWSHIP.**

***TUITION DUE 1ST WEEK OF THE MONTH (If paying on the monthly installment plan)**

***\$10.00 FEE IF TUITION PAYMENT IS RECEIVED AFTER THE FIRST WEEK OF EACH MONTH (If paying on the monthly installment plan)**

***THE 2 YEAR OLD CLASS IS \$3,100 A YEAR AND MAY BE PAID AT THE BEGINNING OF THE SCHOOL YEAR. IT MAY ALSO BE PAID IN 10 MONTH INSTALLMENTS OF \$310.00 PER MONTH.**

***THE 3 YEAR OLD CLASS IS \$3,000 A YEAR AND MAY BE PAID AT THE BEGINNING OF THE SCHOOL YEAR. IT MAY ALSO BE PAID IN 10 MONTH INSTALLMENTS OF \$300.00 PER MONTH.**

***THE 4 YEAR OLD CLASS IS \$3,500 A YEAR AND MAY BE PAID AT THE BEGINNING OF THE SCHOOL YEAR. IT MAY ALSO BE PAID IN 10 MONTH INSTALLMENTS OF \$350.00.**

***IF YOU CHOOSE TO PAY THE FULL YEARLY AMOUNT AT THE BEGINNING OF THE SCHOOL YEAR, THE \$100.00 REGISTRATION FEE WILL BE WAIVED.**

Signature: _____

Date: _____