



We are excited to serve you and your family here at HTCP. We provide the highest level of care and education through our weekly themes and Bible curriculum. Students also receive breakfast from 6:30 to 7:15, two healthy snacks, and a lunch.

HTCP strives to cultivate an atmosphere of family and connection through a monthly event. Check out our annual calendar for more information. Here at HTCP we would like to partner with you and your family to help educate your child not only academically but also spiritually. We have weekly Bible lessons, chapel, and WOW worship on Wednesdays. Through our Quality First program, we are improving our classrooms and staff through training and support. We look forward to serving your family through the love of Christ and our preschool.

Our Christian Preschool and Child Care is a nonprofit, church-sponsored organization that operates in a non-discriminatory manner.

**Hours- 6:15 AM-5:45 PM-Fees apply after 5:50**

#### **LICENSE**

Hidden Treasures Christian Preschool and Child Care is licensed by the state of Arizona for children, regardless of race, religion, or national origin.

#### **SURE**

Hidden Treasures Christian Preschool and Child Care is covered by the minimum liability required.

#### **INSCRIPTION**

HTCP has a minimum of 3 days and a 5-day program. (10 hr. day)

Once you complete your registration packet and student tuition and registration are paid, your child can attend HTCP. For your child's safety and success, the office should be notified of any changes that occur during the year, such as:

Address, **phone numbers** and **emergency contact**, and work/employment, immunization.

**Absences and Flex Days: Not applicable if you have a DES account.**

You have **5 flexible days from the start date**. Families will continue to be charged for the days we are closed or can use Flex days for closed holidays, vacations, or illness.

HTCP is not a drop of the program, and part-time families **MUST** follow the set schedule. Missed days will **NOT** be compensated by full-time or part-time families and students cannot come on a different day to make up a missing day. (If additional days are needed, please inform Management and we will charge an additional day to your account.)

If students have excessive absences (10+ per month), HTCP reserves the right to cancel students' enrollment based on the family's circumstances and needs.

**You are responsible for paying for contracted days, whether your child is present or absent. Holidays are not credited, but you will receive 5 flexible days for the year to use at your discretion.**

- DES **are responsible for paying for days of absence beyond five days.**

**There is a limit of ten hours per day. Overtime charges of \$10.00 per child per hour will be charged.**

**LATE PICK UP FEE: PICK UP AT 5:45 PLEASE DO NOT COME AT 6 AS YOU WILL BE CHARGED A LATE FEE AFTER 17:50**

When a child is dropped off after 6:00 p.m., an additional charge of \$5.00 per minute per child will be **charged**. Beginning at 6:30 p.m., if no responsible party can be reached, the child will be considered abandoned and will be contacted with the local police department to be turned over to the proper authorities.

**We require parents to begin the pickup process at 5:45 p.m. to ensure we are not open beyond 6:00.**

## **VACATION**

Hidden Treasures Christian Preschool is open year-round from 6:00 a.m. to 6:00 p.m. Monday through Friday. Hidden Treasures Preschool encourages parents and families of all children to be actively involved in their child's education through school events and communication with teachers and administration.

We will observe legal holidays and will therefore be closed on the following holidays. If the holiday falls on a weekend, then we will observe the holiday on the Friday before or the Monday following the holiday:

## **FINANCIAL REQUIREMENTS** *Registration*

### ***Fees***

A registration fee of \$50.00 per family or \$45.00 per child, summer camp is charged \$20.00 at the time of registration and is **non-refundable. Families will have their place occupied for no more than 2 WEEKS.**

### ***Acceptable payment types***

We currently accept payments by cash, debit or credit card (Visa, Mastercard).

### ***Delinquent accounts / Collections***

Delinquent accounts (current week of service) will accrue a weekly late fee of \$25.00 per child the account remains delinquent. Accounts that are 2 weeks late will receive a notice of charges and the account will be frozen. If payment is not made by the 3rd week, your account will be handled through a collection or small claims agency. In which you, the customer, are responsible for all costs accrued through small claims or a collection agency.

**Tuition will be billed on Friday of next week. All families must pay by Friday by 6 p.m. the week before service. See the above for delinquent accounts.**

## **DISCOUNTS**

Hidden Treasures may offer a 10% discount on tuition to the eldest child in a family with multiple children. The family discount **cannot be** combined with any other discount or promotion. This discount is for immediate family only.

## **WITHDRAW**

Your account must be paid in full at the time of withdrawal. If you plan to remove your child, please notify the Director in writing at least two weeks in advance. **Failure to do so may result in a fine equivalent to two weeks of enrollment.** Flex days cannot be used as final payment. If your child is only away for a week

or two, you cannot withdraw your child to avoid the contracted weekly pay. After 30 days, a re-enrollment fee of \$45.00 per child or \$55.00 per family will be charged. A retention fee may be paid to guarantee a space, if your child exceeds the tuition payment, their registration may be cancelled.

#### **DAILY SIGNATURE ARRIVAL/PICK-UP**

The parent or authorized representative shall be responsible for delivering the child onto school property and directly into the care of an authorized member of the school staff **no later than 9:00 a.m.** The child must log in and out of BRIGHTWHEEL and the required signatures in the app. Check-in/check-out sheets, including full signatures if the internet is down. **This is a state regulation and failure to do so will result in a \$1.00 daily fee.** Each family will be given a personal identification number to log in and out of Brightwheel. Children may leave the premises only when accompanied by an authorized person who has parental permission to pick them up. Approved pickup must also be clocked in and out. **PROPER PHOTO IDENTIFICATION WILL BE REQUIRED.**

#### **EXPULSION FROM HTCP**

The dismissal of a client and/or child from the program for any reason is left to the discretion of the director and Administration. **We reserve the right to refuse services to anyone for any issue that the Administration deems unsafe, detrimental to the quality of care, mentally and physically unhealthy to the child, staff, or preschool family members.**

If a child's behavioral problems **or** adjustment problems **persist**, HTCP reserves the right to terminate the child's care to help ensure the health and safety of all staff, students, and the child.

This includes, but is not limited to:

- Children who exhibit ongoing disturbances or outbursts toward other children or staff **or** Children who refuse to follow instructions from staff or the principal **or** Children who routinely bite, hit, kick, throw objects at other children or staff members. **or** Children who continually use inappropriate language (cursing, belittling, bullying, threatening) **or** Children who are a safety risk to themselves or others, including the principal, staff, or classmates
- Children who refuse to stay in the classroom or with teachers
- Children who display or exhibit inappropriate sexual behavior (language, touching themselves or others) **or** Children who are unable to adapt and are unable to adapt to child care structures and routines.

#### **CHRONIC DISRUPTIVE BEHAVIOR**

We will do our best to work with parents of children who are struggling at our school. We are here to serve, protect, and minister to all children. Children who display chronic behavior, which has been determined to disrupt the physical or emotional well-being of another child and staff, may require the following actions:

1. **Initial Consultation** : The incident report will be sent home, giving parents the opportunity to meet with the principal to define the issue and set goals.

2. **Second consultation:** Parents will meet with the principal to discuss new approaches to the problem. A behavior action plan will be created.
3. **Suspension:** When previous attempts have been followed and the student still exhibits behavioral problems, the child may be suspended from school. **The Director may immediately suspend a child at any time at his or her discretion.** A parent may be called from work whenever the child exhibits uncontrollable behavior that cannot be modified by child care staff. If a child displays unsafe behavior and parents cannot be contacted, or if they are a threat to themselves or others, local law enforcement will be called if necessary.
4. **Expulsion** – Expulsion from the program may be necessary and will always be a higher level of consideration. Expulsion is based on the safety of the child and the children and staff.

## **TRANSPORT**

We service Granada West and Granada East: each day your child will be picked up from Granada Primary. The preschool must be notified in advance (no later than 2 hours prior to pickup) if your child will not need to be picked up at Granada School and bills will still be billed. **If you do not, your account will be charged a fee of \$10 per child per day.**

## **NUTRITION**

Nutrition is an important part of our program. Breakfast, lunch, and two snacks will be provided daily. **If your child has a special nutritional or allergic need, arrangements will be made for such cases. Please do not bring food or snacks from home, but encourage your children to eat at preschool.** Dietary exceptions may apply, but will need permission from the director based on doctors' notes and specific health needs.

Once a year, you will be asked to complete a "CACFP Food Affidavit."

- **NO JUNK FOOD OR OUTSIDE FOOD IS ALLOWED FOR BREAKFAST OR LUNCH.**
- **THERE IS NO JUICE IN CUPS OF WATER ONLY.**

## **CHILDREN WITH SPECIAL NEEDS**

HTCP is NOT currently licensed for children with special needs. We will provide the best care for all children and their specific needs, but we cannot facilitate lower ratios and additional staff to accommodate additional support or care. We are unable to provide individual special care to a child with special needs beyond typical classroom care. If at any time your child needs additional support or has needs that we cannot provide, such as emotional, physical, or developmental support, we reserve the right to disenroll your child in the best interest of the child and the program.

## **REDIRECTION / DISCIPLINE**

At HTCP we approach discipline with a positive attitude, seeing discipline as a means of helping children learn "acceptable behavior" according to their emotional, intellectual, physical, and spiritual development. **Positive behavior**

If your child is sent home due to illness, he or she cannot return to preschool until he or she has been **symptom-free for 24 hours** without the use of a fever reducer. This is to allow your child enough time to recover and stop the spread of the disease to the other children and staff.

- It is your responsibility to notify the center if your child has a communicable disease such as measles, mumps, chickenpox, lice, etc. The health department will be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure to a communicable disease at the center.
- A medical record will be maintained to record any communicable diseases.

- Any school-age child who is unable to attend school due to illness may not attend Hidden Treasures until they recover.
- All students are required to wash their hands before entering the classroom.
- Children wash their hands before/after eating, blowing their nose, coughing, and/or using the bathroom.

**We reserve the right to ask students to be picked up if the Administration feels it is in the best interest of the child and their medical needs.**

## **MEDICATION**

According to state law, drugs of any kind can only be administered with the written authorization of the prescribing physician. This policy applies only to prescription drugs. **PARENTS MUST HAVE A PRESCRIPTION AND ORIGINAL BOX.** A medication sheet, per child, will be kept in the medication registry to record the child's name, type of medication (prescription number), does not need to be administered, how often, and the parent's permission signature. All medicines will be administered by the Director or one of the Deputy Directors and will be recorded in the medicines register. Signed medication forms will also be kept to administer diaper rash creams, petroleum jelly, and sunscreen lotions with the infant/toddler teacher in classrooms. **NO EXPIRED MEDICATION CAN BE USED**

## **ILLNESS/ACCIDENT**

In the event of an accident or illness while the child is at school, the following procedures will be followed:

1. Allow the child to rest in a crib, isolated from other children, until the parents can be located.
2. Contact the person listed below *the parent to call in case of emergency*.
3. Call the paramedics.

Lleve al niño a: Phoenix Children's Hospital  
1919 E. Thomas Rd • 602-546-1000

**Unless another hospital has been chosen.**

We must have a signed authorization in our records to treat a minor. Parents or their legal guardians will be responsible for all expenses that may arise. In the event of a medical emergency, a teacher/principal with CPR/first aid training will provide initial care to the child. They will call parents immediately and paramedics if necessary. Hidden Treasures staff must be certified in CPR and First Aid. We will always have at least two teachers or the principal with CPR and first aid on site.

## **GOING TO THE BATHROOM**

Hidden Treasures is licensed to change diapers for children. Send a supply of wipes, diapers, pull-ups, and/or training briefs. A two-year-old does not need to be potty trained. We are here to assist you in potty training your child. Any child 3 years old and older should potty train. If diapers are provided by the center, a \$3.00 diaper charge will be added or for wet wipes, a \$5.00 charge will be added to the parent's account. To help ensure your child's health, we ask that you keep up with your child's diaper needs. **If we don't have diapers, we can ask parents to pick up their child or drop them off.**

## CLOTHES

Send your child in non-restrictive play clothes that can get "dirty." We also REQUIRE you to send an extra set of clothing, including extra socks and briefs and shoes in case of an accident. Shoes must be worn AT ALL TIMES. **To avoid injury, do not send your child with open-toed shoes. NO OPEN VESSELS OR SANDALS. PARENTS MUST HAVE SHOES AND CLOTHING SUITABLE FOR THE CHILD. WE DON'T WEAR SHOES OR NEW CLOTHES FOR THE PARENTS.** It is very important that all clothing, backpacks, etc., are labeled. We are not responsible for lost or stolen items. If you don't have a change of clothes and it takes an accident or clothing, **we may ask you to pick up your child if we don't have borrowed clothes. All borrowed clothing must be returned (excluding briefs) or a 10.00 fee will be added to your account.**

## RELAXATION TIME

If your child is at the center for rest, we ask that you bring a small, lightweight blanket. Blankets should only be large enough to cover the child. We washed her son's sheet. Rest time each day is from 12:00 p.m. to approximately 2:15 p.m.

**Babies** can only be placed on their backs to sleep on a firm surface made for babies.

## TOYS

Children are not allowed **to bring toys** from home to share, except when directed by the teacher. We are not responsible for broken, lost or stolen toys. Clearly mark the child's name on each item.

## BIRTHDAYS / PARTIES / PROGRAMS

### **Birthdays**

Parents can provide snacks, such as cupcakes or cookies, on their child's birthday. Snacks brought by parents should be stored and packaged. Plan with your child's teacher the best time and how many children are in the class.

### **Parts**

Hidden Treasures has planned holiday parties such as Valentine's Day, Easter, etc. We ask that parents participate by sending store-bought treats for their child's class to share.

### **Programmes**

Hidden Treasures has many events throughout the year. Check out the calendar of events.

## CHILDCARE (BY STAFF)

We consider the care of children enrolled in Hidden Treasures by staff to be a conflict of interest and highly discouraged. Please do not ask our staff to babysit. Thank you for not putting our staff in this awkward situation.

## Photography/Video

I understand that my child may be photographed and/or videotaped at Hidden Treasures Christian Childcare during normal business hours, field trips, or activities. I understand that these photos and/or videos may be used in the school newsletter, mounted on the Hidden Treasures website, Facebook page, or used for classroom learning experiences. I give permission for my child to be photographed and/or videotaped.



### **Solar Security Policy**

We are a wise school for the sun. We limit outdoor play activities between 10 a.m. and 5 p.m. We provide training to teachers on solar safety practices. We request that all children have sunscreen applied before school. In addition, we ensure that children have the opportunity to play safely with a variety of shade structures on our grounds, as well as water tables.

### **Pest Management Policy**

We use a repairable company to implement procedures to control structural and landscape pests and minimize the exposure of children, family members, and staff to pesticides that are applied when children are not present. Scheduled visits are posted in the office and on all classroom doors.

## **SERVICES/PROGRAMS**

### **Children's Program**

We want to help each baby develop a sense of confidence by experiencing a routine where basic needs (food, diaper changes, warmth, and affection) are met. Your baby will form deep, lasting bonds with your caregivers in a program that's structured to meet your needs. The baby room consists of a play area where your child can use manipulative toys (washed in a solution after putting them in their mouth), an exploration area to help develop motor skills and coordination, and a sleeping area where your child can nap in their own crib. All children lie on their backs to sleep. No blankets will be allowed in the crib due to SIDS. Please provide them with warm clothes for the winter and cool clothes for the summer. (Can provide a sleeping bag)

The teacher-to-infant ratio is 1 to 5 to allow for more interaction and consistent care. Our teachers help your baby experience the world by developing a new set of skills (sitting, crawling, standing, and walking), as well as expanding language skills and independence.

Infants' daily written records will also be available at the end of each school day.

We provide individual cribs including sheets, blanket, bib and formula, cereal, or jars. (Please complete your parent preference sheets when enrolling and inform us immediately of any changes.)

### **Children's program – What you can do:**

The following items are needed for infants:

- ☐ Diapers
- ☐ Wipes
- ☐ Change of clothes including socks and shoes in diaper bag with child's name on it
- ☐ 4 bottles with the child's full name
- ☐ Specialized formula (if used)
- ☐ Pacifier (if used)
- ☐ Diaper cream (when needed and must have a signed medical consent form)

### **Toddler Program**

A daily schedule is provided in each room for young children. The goal of the program is to provide each child with the necessary times for stimulation and interaction. We will develop our program based on the needs of the children to meet this goal. We provide your child with learning centers that include

dramatic, manipulative, librarian, science, discovery, music and movement, and more. Circle time provides opportunities for the recognition of biblical characters, numbers, letters, and colors. We will provide nap mats with blanket per child, meals and snacks, toys, books, and stuffed animals. Each child is encouraged to participate in daily activities. The program follows the first quality standards of the appropriate centers for this age group.

#### **Toddler Program: What You Can Do:**

The following items are needed for young children:

- ☐ Diapers or Pull ups
- ☐ Wipes
- ☐ Change of clothes including socks and shoes in backpack with the child's name

**EXCURSIONS:** HTCP DOES NOT PARTICIPATE IN EXCURSIONS. IF THE POLICY CHANGES, STUDENTS WILL RECEIVE A FIELD TRIP PERMISSION SLIP THAT MUST BE SIGNED BY PARENTS.

#### **Preschool**

A daily schedule is provided in each preschool classroom. Children will follow a set schedule of activities including eating and sleeping. The goal of this program is to provide a well-planned creative curriculum, nutritious and appetizing meals, and fun-filled devotions that include biblical characters. We will provide moments of stimulation, interaction, chapel time, and WOW. (ADORATION ON WEDNESDAY). We provide learning centers to help with your social-emotional development. We also give them the opportunity to prepare for school by developing their writing skills, as well as the recognition of numbers, letters, sounds, and shapes.

We will provide nap mats with blanket per child, meals and snacks, toys, books, and stuffed animals. The chapel is offered once a week. The preschool program follows the recommendation of age-appropriate materials recommended by the Quality First Program.

#### **Preschool Program – What You Can Do:**

The following items are suggested for preschoolers:

- ☐ Change of clothes including backpack socks with the child's name
- ☐ **NO TOYS ALLOWED FROM HOME**  
We are not responsible for the care of toys brought from home.

#### **School-Age Program**

We will provide time for homework, arts and crafts, and Bible lessons. Our goal is to provide children with educational mentorship, creative exploration, spiritual and social development necessary to become strong and healthy. This will help your child at school, at home, and in the interaction here. We will provide meals and snacks while your school age is in our care. The music class will be once a week.

### **School-Age Program: What You Can Do:**

The following is suggested for each child:

- Child's name on backpack, school supplies, and jackets.
- **No house toys**

We are not responsible for the care of toys brought from home.

#### **REGULATED & LICENSED by ADHS INFORMATION**

Arizona Department of Health  
150 N. 18th Ave., Ste 400  
Phoenix, AZ 85007 602-364-2539

A copy of the Hidden Treasures Christian Preschool Annual Inspection is available on-site at the principal's office upon request.

4426 North 31st Avenue • Phoenix, AZ 85017 • Tel 602-246-4197 • Fax 602-246-4196

# HIDDEN TREASURES CHRISTIAN PRESCHOOL

## Recognition and signing of operational policies

I hereby acknowledge that I have **clearly read and understood all of the rules and regulations** set forth in the operating policies of Hidden Treasures Christian Preschool.

I hereby agree to comply with and adhere to all of the provisions set forth herein, and understand that failure to do so may result in my child's expulsion from HTCP preschool.

Name of the child/children:  
(Print or write)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Name of parents or guardians:

\_\_\_\_\_  
(Print )

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print )

\_\_\_\_\_  
(Signature)

Date:\_\_\_\_\_