

## Table of Contents

	Page		Page
Curriculum	1	Emergency Evacuation/Fire Drills	5
Unique Programming	1	What to Wear to School	5
Hours and Monthly Tuition	1	Peaceful Communication for Children	5
Admission	2	Peaceful Communication	5
Registration	2	Strategies for Peaceful Communication and Conflict Resolution	6
Withdrawal from Programs	2	Appointments	6
Signing In and Signing Out	2	Written Communications/Postings	6
Late Pick-Up Charges	2	Facebook	6
Nap Time	2	Discipline Policy	6
Immunizations	3	Steps for Handling Negative Behaviors	7
Injuries	3	Resources for Parents	7
Medication Policy	3	Birthdays	7
Illnesses	3	Holidays	7
Authorization to Pick Up Child	4	Toys from Home	7
Visitors	4	Snack	7
Campus Supervision	4	Lunches	7
Volunteers	4	Scholarships	7
Transition for Children	4	DES	8
Potty Training	4	Family Participation Opportunities	8
Classroom Reassignments	4	Tax Information	8
Conferences	5	Inspection Reports	8
Insurance Coverage	5	Incentive Program	8
Transportation and Field Trips	5		

## Curriculum

The 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, preliteracy, large and small motor skills.

## Unique Programming

The International School for Peace offers full and partial language immersion preschool classes in English and Spanish. Partial immersion classrooms provide English instruction with Spanish enrichment activities. Full immersion classes are taught in Spanish. Children in all classrooms receive exposure to a variety of multicultural enrichment activities through songs, games, food, on-campus field trips, and storytelling.

## Hours and Monthly Tuition

	Hours	M-F	MWF	T/Th	Daily*
Precare	7:30 am – 9:00 am	\$ 90	\$ 70	\$ 45	\$ 15
Half-Day Preschool	9:00 am – 12:00 am	\$385	\$330	\$280	\$ 45
Full-Day Preschool	9:00 am – 2:30 am	\$415	\$357	\$305	\$ 55
Aftercare	2:30 pm - 5:30 pm	\$180	\$140	\$100	\$ 20
Full time M-F	7:30 am – 5:30 pm	\$675			
Supply Fee	\$40				

\*based on availability

Tuition is due on the 1<sup>st</sup> day of the month with a \$25 late fee after the 10<sup>th</sup> of the month. There is a 10% discount for your youngest child. Our monthly tuition rates are calculated on a 10 month school year. We are often asked to prorate tuition if children are out of school for extended periods due to illness, holiday breaks, or family vacations. Unfortunately we are unable to accommodate these requests. We accept payment in the form of money orders, checks, 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 is overdue. The bookkeeper will provide receipts to those families requesting them in writing in advance. There is a \$35 charge for returned checks. In the event of nonpayment of fees and International School for Peace will refer your account to a collections agency or attorney, and you will be responsible for all fees incurred by the school during the collection process.

## Admission

The International School for Peace does not discriminate on the basis of race, gender, religion, family constellation, age, veteran status, ancestry, citizenship, 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 scholarships, waiting lists, and class assignments are at the discretion of the directors. Children with special needs may be included in our program after a conference with the directors, teachers, and parents. Although the International School for Peace does not provide services such as physical therapy, speech and language services, etc., specialists are welcome to provide services on site.

## Registration

There is a yearly, non-refundable registration fee of \$75 per continuing family and \$100 for newly enrolled families. At spring registration, we will accept returning students and their siblings first, based on the return of the completed registration form and registration fee.

## Withdrawal from Programs

Children are enrolled for the entire school year or the balance of the school year upon mid-year enrollment. A family may request a change in a child's schedule in writing. If the change request involves a reduction or withdrawal from a program, 2 weeks written notice is required. The family is responsible for paying the tuition for that 2 week time period whether the child attends or not. Registration fees are non-refundable.

## Signing In and Signing Out

**Parents and guardians must sign their children in and out every day on the forms provided.**

**Arizona State Licensing requires a full signature.** Photo identification will be required from anyone who is new to picking up the child or who the staff member on duty does not recognize. Please advise others who will be picking up your child to bring a valid driver's license or photo identification with them. All class sign in/out notebooks will be centrally located between the preschool office and room 10 by the parent information board.

## Late Pick-Up Charges

We appreciate the respect you show our teachers and their schedules when you pick your children up on time. Our half day ends at noon, our full day ends at 2:30pm, and 5:30pm is the closing time for aftercare. Please be prompt in picking up your child. Children left after 2:30 will be brought to the office to await pick up. Families will be charged \$1.00 for each minute they are late picking up their child. **All late pick-up fees in Aftercare (\$1/minute after 5:30pm) will be paid directly to the Aftercare Staff on site. All other late fees (late pick-up fees for noon dismissal and 2:30pm dismissal students, \$1/minute) will continue to be paid to the office and will be used for language enrichment programs.**

## Nap Time

All students in the two/three's, full day class will take a nap. The curtains of the classroom are closed during nap time (approximately 12:30 pm – 2:10 pm). 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. Families are welcome to send in a small stuffed buddy, blanket, or pillow. We ask that families clean any additional items brought from home on a weekly basis. Napping is optional for the older children at parent request. 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.

## Immunizations

Pima County Health Department monitors student vaccinations and exemption forms. Preschools are required to check student files throughout the year. Please remember to bring updated copies of your child's immunizations to the preschool office. Parents are responsible for keeping the information in their child's file current. Exemption forms are available online and in the preschool office. Please bring **2 copies** of your child's current immunization form to your pre-conference.

## 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, 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. Staff will make contact with parents for any head injuries.

## Medication Policy

When a child needs medication during school hours, it will be administered by school personnel. Prescription and non-prescription medication must be labeled with your child's full name, all other pertinent information, and in the original container. 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.

## 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 | * Temperature of 100.0 degrees or higher |
| * Runny nose/yellow or green discharge | * Vomiting   | * Infected eye                           |
| * Contagious or questionable rashes    | * Diarrhea   | * 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 may be necessary before returning to school. If a health concern arises, a school wide wellness check may be conducted. If your child develops any of the above symptoms while at school, s/he 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 24 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.

## 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 throughout the year like a babysitter or grandparent.

## Visitors

We look forward to siblings and family participation on campus! All visitors check in/out at the preschool office and wear a badge while on campus. Please arrange classroom participation in advance with your child's teacher. Due to liability requirements, children who are not enrolled must be supervised by parents or secured in a stroller or backpack carrier.

## Campus Supervision

Before children are signed or after children are signed out, supervision is the responsibility of the caretaker. Please do not enter locked area or use equipment that is stored away. If equipment is available, please use it respectfully and return it the area where it was originally found.

## Volunteers

Volunteering is welcomed and encouraged at International School for Peace. Families members are asked to coordinate these opportunities with their child's teacher.

- Siblings may accompany a volunteer if they are in an infant carrier or backpack.
- Volunteers will be 16 years or older. Younger volunteers must be accompanied by an adult.
- All volunteers will remain under the supervision of a staff member unless a current fingerprint clearance card is on file in the office.
- Weekly volunteers must have negative TB test results on file in the office.
- Volunteers must sign in at the office before entering a classroom and wear a volunteer badge. Please sign out.

## Transitions for Children

We understand some children may have difficulties transitioning into new situations. If you have concerns about your child starting a new program or with a new staff member, please discuss them with your child's teacher at the pre-conference. Our staff is experienced with these situations and can work with you to develop a transition plan if needed.

## Potty Training

Classroom #10 is licensed for diaper changing. Children using diapers and working on potty training are placed in this classroom. Families can request a program change to a 3's class (depending on availability) after a child is completely potty trained and has turned 3 years old. It is necessary for all students in the 3's and 4's classes be potty trained (which includes independently undressing and dressing, ability to articulate their needs, and cleaning up after themselves). If a child enrolled in the 3's and 4's classes has not mastered these skills, their placement may need to be reevaluated.

## Classroom Reassignments

The International School for Peace reserves the right to change class offerings depending on enrollment. If families are interested in a class reassignment, please submit the request in writing to the preschool office.

## Conferences

Parent-teacher conferences are held in August, February, and by appointment. Parents can arrange a time to meet with their child's teacher. Out of consideration to the teachers and others, please be prompt and adhere to the scheduled time allotted.

## Insurance Coverage

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

## Transportation and Fields Trips

The International School for Peace does not provide transportation. Field trip excursions like nature walks, visiting the Library for Peace, or learning fire safety from the Rural/Metro Firefighters are done on campus. Field trip permission forms are required for licensing, and parents sign them in their child's classroom.

## Emergency Evacuation / Fire Drills

Your child's safety is our constant concern. We conduct regular fire drills, and prepare for emergency evacuations and lock downs throughout the year. 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. Staff have emergency contact information for children in their care with them at all times.

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 to School

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. Please update this change of clothes as the seasons change. If applicable, please provide diapers, wipes, or pull-ups. In cooler weather, it is important that your child bring a sweater or jacket, as the children will play outside daily. 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!

## Peaceful Communication for Children

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

## Peaceful Communication

Every year the ISP staff is trained or mentored in the use of Compassionate Communication and life coaching skills. We aim to meet the needs of our school community, promote peace, and model for children a process

of valuing our own needs and the needs of others. Peaceful Parenting books are available in the preschool office for checkout.

## 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 directors through the office assistant.

The directors 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.

## Appointments

The preschool directors are always happy to meet with you. In our efforts to improve our preparedness, ensure your privacy and meet your needs, directors will hold meetings by appointments only except in case of an emergency. Please call the preschool or see the office assistant to secure an appointment. Director's hours are posted on the office door.

## Written Communications/Postings

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

## Facebook

International School for Peace has a Facebook page so do feel free to check in for school updates. You don't need to have personal Facebook page to view our page. To visit just type in the URL [facebook.com/internationalschoolforpeace](https://facebook.com/internationalschoolforpeace).

## 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
- 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 directors. The child's needs will be respected as we work to help the child. If the child's behavior does not improve and s/he continues to put other children in danger, the teachers, directors, and school board will evaluate the appropriateness of International School for Peace as a learning environment for the child.

## 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.

## Birthdays

Simple birthday celebrations may be arranged with your child's teacher. Celebrations involving jumping castles, clown performances, etc. must be held off campus. According to health department regulations, birthday treats must be purchased from a bakery or grocery store. Please check with your child's teacher regarding treats and take in to consideration any allergies posted in your child's classroom.

## 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 throughout the year. 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.

## Toys from Home

Except for prearranged "show and tell" items, we ask that you leave your child's toys at home. "Show and tell" items need to be non-violent and kept in the child's cubby. For further information, contact your child's teacher.

## Snack

Students will receive a mid-morning snack served family-style consisting of foods from at least two food groups. A snack menu is posted on the school parent board. Snack is considered to be an important part of the curriculum at International School for Peace. The language-rich process of hand-washing, serving snack, eating snack, and cleaning up after snack creates wonderful learning opportunities for our young children. A mid-afternoon snack will be provided to those students who stay for Aftercare. International School for Peace strives to offer ethnic foods for snack and welcomes suggestions on new foods for our snack menu.

## 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.

## Scholarships

International School for Peace has a limited number of partial scholarships available during the regular school year. Requests can be made in writing to the directors by filling out a form which can be obtained in

the preschool office. Partial scholarships are granted based on financial need and the willingness of the family to volunteer. Scholarships are reviewed regularly. **Unfulfilled scholarship contracts may result in families being invoiced for the original tuition amount and/or scholarship termination.** Scholarships are also offered for families with refugee status.

## DES

The 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).

## Family Participation Opportunities

International School for Peace encourages parent and family participation in the maintenance of the school and its programs. We ask that each family fill out the Parent Involvement Form and include it with your returned packet to the preschool office.

Ways to help:

- Spend time in your child's classroom or helping on campus
- Help with repairs
- Fulfill a Board of Trustees position
- Attend Campus Spruce-Up Day
- Snack preparation
- Participate in school wide fund raising opportunities.

## International School for Peace Tax I.D. # 86-0388672

Families are responsible for keeping track of their own tax information. Printed tax information is available. A 2-week written request and \$5.00 fee applies.

## Inspection Reports

The International School for Peace is licensed by Arizona Department of Health Services. Yearly inspection records may be reviewed on our office or at: Arizona Department of Health Services, Office of Child Care Licensing, 400 W. Congress, Suite 100, Tucson, Arizona, 85701, 520-628-6540.

The International School for Peace consistently passes kitchen and fire safety inspections as well.

## Incentive Program

International School for Peace is initiating a new referral benefit for families. Beginning in August for the 2011-2012 school year, if you refer a new family who enrolls a full-tuition child continuously for 5 months or longer, you will receive a one-time credit of \$50 at the end of that time period.