



Where a love of God meets a love of learning



**Family Handbook
&
Statement of Services**

28750 N. North Valley Pkwy • (623) 581- 5680
SSCAonline.com

PROVIDER INFORMATION

Standing Stones Christian Academy
28750 N. North Valley Pkwy., Phoenix, AZ 85085
(623) 581-5680

HOURS of OPERATION

SSCA is open Monday-Friday 8:00am-4pm (excluding all school holidays). Before and After School Care are available from 7am-8am & 4pm-6pm. Additional fees apply.

Before Care is from 7am-8am. Between 1- 60 minutes is \$5 per day.

After Care is from 4pm-6pm.

Hour Block 1 between 1 to 60 minutes (4-5pm) is \$5 per day.

Hour Block 2 between 61 to 120 minutes (4-6pm) is \$10 per day.

*After 6pm is \$5 for every 15-minute increment past 6pm.

MISSION STATEMENT

Standing Stones Christian Academy is a Christian-based childcare and preschool center. We strive to create a place where your child feels like it's his/her "home away from home." Our school is safe, loving, fun, and nurturing. We see your child as an amazing and unique individual - *that's what makes us special*. Rather than a one-size-fits-all approach, we teach to the learning levels of each individual, setting goals to challenge and excite your child.

OUR PROGRAM

Standing Stones Christian Academy is a place where our staff and students are excited to learn together. Our program is unique, in that we take pride in continually assessing our students at their individual learning levels. Students are always challenged to move up to the next level in their educational journey. Classes offer independent exploration, small group activities, and teacher-guided learning. Our curriculum includes: reading groups, phonics, language arts, math, science, social studies, art, music, and Bible.

SUMMER SCHOOL

Standing Stones Christian Academy offers two summer school sessions. Summer school is open to School age children up to age 8. ours are 7 am – 6 pm.

PARENTS NIGHT OUT

PNO is offered to parents at a minimum of 4 times a year. Parents are charged a nominal fee for 4 hours of care. Supervision is provided by certified staff.

INFANTS

Classrooms - Infants will be provided with their own age appropriate space, activities and toys to enhance physical and visual development.

Security – All classrooms will have in house security monitoring for the safety of our students and staff.

Feeding – Infants will maintain their current feeding schedule as provided by the parent. Parents will be allowed to breast feed on the premises or store milk for infant consumption. All food and milk is supplied by the parent and must be labeled with the infant's first and last name. All food will be stored at the proper temperature in the classroom refrigerator per health and safety guidelines.

Sleeping – Infants will maintain their current sleeping patterns and will be provided a clean crib and bedding to sleep in.

Curriculum – Infants will begin learning simple sign language using touch, sight and sound. By combining and repeating these three teaching methods, kids will begin to engage with others and begin to communicate emotions and desires.

OUR CURRICULUM

Phonics - Standing Stones Christian Academy is proud to utilize the *Zoo-Phonics Language Arts Program*. This program uses a kinesthetic approach to learning all aspects of language arts, including vocabulary development and articulation that is based on phonics and phonemic awareness. Zoo-Phonics maximizes understanding, memory, utilization, and transference to all areas of the reading, spelling, and writing process in a playful and concrete manner.

Math - Our Math Program is aligned with the standards of the National Council of Teachers of Mathematics. SSCA teaches mathematical learning that is sequenced within activities. Each activity has a built-in progression so children of different developmental and ability levels can participate together and have a positive and meaningful learning experience.

Reading - At SSCA, our Reading Program teaches students how to read. At the core of a successful guided reading program is small group instruction. Within these small groups, students engage in activities/books that are at the proper level of challenge, and administered by teachers trained to provide the right level of support and instruction to help students succeed. Students are assessed and placed into reading groups based upon their specific learning levels. For example, one reading group may be focusing on their letter sound recognition skills, while another group might be working on beginning reader books. The result is perfectly fitting instruction that leads to proud and motivated readers.

Bible - *Train a child in the way he should go, and when he is old he will not turn from it. NIV Prov. 22:6.* At SSCA, a Bible Curriculum is used for each level of learners. Lessons will be presented utilizing a Bible reference, a key topic, a Bible story, crafts, songs, and follow-up activities. In addition, there will be a monthly virtue presented as part of the lesson. It is our goal to have children internalize the lessons and be able to adapt them to their lives, freely discussing the story and virtue with you. In turn, we ask you, the parents or guardians, to discuss the virtue at home and help your child or children apply it meaningfully to your home life and community.

Science - Our Science program features *Delta Education Preschool Discovery Kits*. These kits allow students to think, hypothesize, explore, conduct hands-on activities, and have fun! In our “Body and Senses” Discovery Kit, students describe their bodies from head to toe, inside and out, using pictures, words, songs, and actions. They examine fingerprints, construct skeletons, and listen to their hearts and lungs. Using different measures, they investigate body growth and experiment with body movement. Children use the five senses to observe and explore.

Social Studies - Our Social Studies program helps children understand people and how they relate to others and the world around them. Students develop a

heightened sense of themselves, their families, their communities and their different cultures. Our curriculum lets students explore the world around them with units such as:

- Magnificent Me (Students learn about their qualities and what make them unique)
- My Family (What is a family? How are some families the same? Different?)

LUNCH and SNACKS

Our AM and Full-Day students have lunch at 11:00am. Children must bring a lunch from home as we do not offer a lunch for purchase. If your child's lunch requires refrigeration, please provide an ice-pack inside your child's lunch container. SSCA will provide a morning and afternoon snack to all enrolled students. All snacks and portions are in accordance with state nutritional requirements.

OUR STAFF

We only hire teachers who love to learn and teach. All of our teachers have experience in early childhood education. Our teachers hold CPR and First Aid certification for infants, children, and adults. Teachers and staff are also required to pass background checks and hold valid fingerprint clearance cards.

CALENDAR and HOLIDAYS

All students receive a copy of our current school year calendar with their registration packet. Additional copies are available at the front desk. You can also visit our website at SSCAonline.com to view our school calendar.

REGISTRATION

At the time of registration, an annual registration fee is due in the amount of \$150 per child and must accompany the enrollment packet to retain your child's place in a class. The annual registration fee is NON-REFUNDABLE.

PRE-ENROLLMENT

In order to reserve a place in our program (pending availability), Standing Stones Christian Academy accepts registration for students who have not yet turned two years of age. At the time of registration, an annual registration fee in the amount of \$150 is due along with the first month of tuition. Fees collected at the time of registration are non-refundable (annual registration and tuition). The reserved place will be held for a maximum of two months. If after two months, your child has not yet turned two years of age, you will be required to pay the remaining monthly tuition charges up until the point that your child turns two and begins school. Please note: These tuition payments are not considered credit toward future tuition.

PAYMENTS/REFUNDS

We accept cash, check, credit/debit cards, or money orders. Payments should be made payable to SSCA. A \$20 fee will be assessed for any returned check. Tuition payments are due on or before the first school day each month. Any payment received after the 15th of the month will be considered late and your account will be assessed a \$25 late fee. If your payment has not been received by the end of the month, your child will not be allowed to attend class until payment arrangements have been made. Because our expenses continue whether or not every child is present every day, no tuition refunds

can be made in the case of absence or illness. As long as we hold a place for your child, your tuition charges continue.

DISCOUNTS

A 10% **tuition** discount applies to families with multiple children attending Standing Stones Christian Academy. The first child's **tuition** remains full price. Additional siblings receive 10% off **tuition**. This does not apply to Before Care or After Care. Additional siblings will also receive a 50% discount on the \$150 registration fee.

ENROLLMENT/DISENROLLMENT

The annual tuition covers the days SSCA is in session as shown in the school calendar. Students who enroll after the "first day of school," will be charged a prorated amount based on their days of enrollment. Students who disenroll will be refunded an amount equal to 75% of the prorated daily rate for the remaining days of that calendar month.

EMERGENCY INFORMATION and IMMUNIZATION CARD

The State of Arizona requires that the entire Emergency Information and Immunization Record Card be filled out. You will need to list at least two local emergency contacts (contacts must be at different addresses from each other and from the address of the parent(s)). *Only persons listed on your child's Emergency Information Card are permitted to remove your child from school. Photo identification will be required. A copy of your child's current, age-appropriate immunization record is also required. Please update your child's Emergency Information Card if any new vaccines have been administered or if any of your home, business, or emergency contacts change.

PARENT ACCESS

Parents have access to the areas on the facility premises where his/her child is enrolled and receiving child care services. Parents are welcome to volunteer in class, on campus, and at events. Please stop by the front desk to sign-in/sign-out and receive a volunteer name badge. All volunteers/visitors are required to wear their volunteer name badge.

CAMPUS SAFETY

Our campus doors are always locked and secure. Upon registration you will choose a code to access our security doors. Parents with children enrolled at SSCA always have immediate access to our campus via our security doors. Please help us keep our school safe by not sharing your code with anyone who is not an authorized pick-up. Adults must accompany their child into the building each day. While on campus, your child will be in the presence of loving, qualified staff members at all times. Please be cautious when driving through the parking lot and when backing out of your parking space. Drive slowly, safely, and let's be mindful of little ones.

DAILY SIGN-IN and SIGN-OUT

When dropping off your child at school, please make sure to sign-in your child.

The Bureau of Child Care Licensing audits all sign-in/sign-out information, which necessitates that parents/guardians sign-in/sign-out their children daily. If your child has not been signed-in/out, a staff member is required to ask for you to correct the error. *Only individuals listed on the emergency blue card will be allowed to pick-up your child from class. In the event that your child needs to be picked up by someone not listed on the emergency card, you must call and notify

the school. Proper identification will be requested before a student can be released.

LATE PICK-UP POLICY and FEES

If your child is not picked up by the end of his/her scheduled pick-up time, he/she will be checked into the SSCA After School Program. Fees will apply. Please see the SSCA handbook for more information regarding pricing. Our SSCA After School Program starts at 4pm and ends at 6pm. In the event that a student is left 15 minutes past 6:00pm, one of the After School staff will begin calling all the emergency contacts listed on your child's emergency card. If by 6:30pm no one is available to pick up the student and the student has been left, the student is considered abandoned and the proper authorities will be called. *After 6pm is \$5 for every 15-minute increment past 6pm.

UNIFORMS and DRESS CODE

SSCA does not require uniforms. Thursdays and Fridays are SSCA's spirit shirt days. Shirts are not required but may be purchased for \$12 at the front desk if you would like one. We ask that shorts are worn under skirts & dresses and that children wear closed toed shoes. We want to keep our students safe from cuts and scrapes. For this reason, no sandals or flip-flops are allowed. Please remember your children will be painting and may be doing messy activities, so send them in play clothes, not dress clothes. Your child's clothes also should be easy to unsnap/unhook for bathroom use and allow freedom of movement while playing.

STATEMENT of DISCIPLINE

At SSCA, we focus on positive reinforcement which is used to encourage acceptable behavior on campus. Re-direction is used in the event a child needs to be removed from a particular situation. In the event that a student exhibits behavior that is harmful to himself/herself, others, or school property, or the child acts with disrespect or defiance, he/she will have consequences. Consequences may include, sitting out, loss of privileges, a phone call to the parents, removal from school for the day, or suspension from school. A student's enrollment will be ended with no refunds if the behavior continues to disrupt or interfere with the goals of Standing Stones Christian Academy.

MEDICATION

For those who may require life threatening, prescription, and nonprescription medication, a Medical Consent form must be filled out. Life threatening medication must be provided prior to the students first day of school. Medication must be in its original manufacturer's container. Medication is administered by the facility Director or the Director Designee. All medications are kept out of reach from children and are stored in a locked medication box.

INJURY: If any injuries or first aid is given to your child, an accident report will be filled out by the school and you will be notified that day. If your child is injured and needs medical treatment beyond basic first aid, the teacher will determine whether there is time to consult a parent by phone or if emergency services are immediately needed. When a child needs to be transported, a staff member will accompany the child to the hospital. The parents will be notified to meet at the hospital.

HEALTH POLICY

We want to provide a healthy environment for your child, so we take the following precautions: Students' hands are washed after toileting and before snack and lunch. Hand sanitizer is given after a student blows his/her nose, sneezes, or coughs. Tables, counters, and surfaces are sanitized throughout the day. Bathrooms are cleaned and sanitized daily. If your child becomes ill while in class, he/she will be removed from the classroom and we will notify you promptly. We ask you keep your child at home if you observe any of the following in the last **24 hours**:

excessive coughing	fever	vomiting/diarrhea
discharge in or around the eyes	lice	questionable rash
green/yellow runny nose	flu symptoms	any contagious illness/infection

EMERGENCY: In the event of a fire, accident, evacuation, or any other school emergency, Standing Stones Christian Academy will follow appropriate procedures required for the specific event and authorities will be called for assistance. Every month a fire drill will be conducted during normal operating hours of SSCA. The children will practice proper procedure for lining up, where to evacuate away from the building, the importance of following instructions, remaining quiet and calm, and to remain with their class.

ALLERGIES: Teachers are required to post allergies of students in their respective classrooms along with the necessary procedures if contact with an allergen occurs. Assistants, volunteers, substitutes, etc. are required to review the posted allergy information in the class in which they are working prior to any involvement.

HAZARDOUS MATERIALS: All hazardous/toxic items are kept in a locked storage closet and out of the reach of students.

PEST/WEED CONTROL: Pesticides and weed control are routinely sprayed on our premises. A notice will be posted on our Parent Board at least 48 hours prior to any pesticide application. All records of pest/weed control application done on the premises are maintained and are available for viewing on site.

TRANSPORTATION/FIELD TRIPS

Standing Stones Christian Academy does not provide transportation for enrolled children to or from school, a school bus stop, or other locations. There will only be on-campus field trips for preschool students.

INSURANCE

Standing Stones Christian Academy holds a certificate of Liability Insurance through Guide One Insurance. Our certificate of Liability Insurance is available on site for review.

LICENSING/INSPECTION REPORTS

Standing Stones Christian Academy is regulated by the Arizona Department of Health Services, Bureau of Child Care Licensing. Inspection reports are available on site.

Bureau of Child Care Licensing

150 North 18th Avenue, Suite 400, Phoenix, AZ 85007

Phone: (602) 364-2539