

Radiant Kidz Zone
15522 West Paradise Lane
Surprise, Arizona 85374
623.374.4378
www.rkzpreschool.com

WELCOME!

Dear Parents,

You and your family are very important to us. We believe that you are your child's first and most important teacher. We would like to join with you in a partnership to help your child develop a love of learning.

The mission of *Radiant Kidz Zone* is to provide a faith-based learning environment to equip each child with the knowledge, skills, and values to be a successful learner. We are committed to providing a high quality, comprehensive education program that supports the optimal development of the whole child.

A great deal of formative learning and discovery for young children happens through play. Play is the fundamental vehicle through which children learn and construct their own understanding about the world around them. Our program will reflect the philosophy that the preschool years are fun and that meaningful learning occurs in a safe environment where children are actively engaged.

We look forward to having your child at *Radiant Kidz Zone*.

Sincerely,

Tami Warren
Interim Center Director

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MISSION STATEMENT

The mission of Radiant Kidz Zone is to provide a faith-based learning environment to equip each child with the knowledge, skills and values to be a successful learner. We are committed to providing a high quality comprehensive education program that supports the optimal development of the whole child.

VALUES

At Radiant Kidz Zone our values are steeped in the deep belief that each person involved in our program has an important role to play in fulfilling our mission. We are passionate about what we do and we are committed to building a program that will make a true and lasting difference for each child for generations to come.

Faith

Aspire to provide a program where faith,
family and friendship thrive

Team Partnerships

Support an environment where the selfless giving of teachers,
parents, guests and volunteers is encouraged

Relationships

Establish and support individual relationships
essential to the growth of each child in our care

Integrity

Maintain open and honest communication with each
family that we serve building a strong partnership

Respect

Celebrate the unique differences of each child and
family in our care

Excellence

Maintain consistent educational standards through the ongoing
support and professional growth of each teacher

Accountability

Seek guidance and support from the greater
community as we strive to reach our goals with honor

STAFF

Interim Program Director

Tami Warren is the Interim Program Director at Radiant Kidz Zone! She has her BA of Science degree in Child Development from California State University of Fullerton. Tami has over nineteen years experience working with children from infancy to high school age. She has been at RKZ since 2005, and has served as a teacher, a lead teacher, and Assistant Director and now as Interim Program Director. In each position Tami promotes quality programs and she remains committed to continued education and staff development. As an active member of the Radiant Church Community, Tami is committed to building relationships and providing the opportunity for Christian love and service to become a lived experience. When she is not working, Tami enjoys spending time with her two children (ages 7 and 5), cooking, playing sports and especially visiting Disneyland as often as possible!

You can reach Tami at this e-mail address: tami.warren@rkzpreschool.com

Radiant Kidz Zone Staff

The entire staff at Radiant Kidz Zone is dedicated to providing loving care and a high-quality learning environment for your child. All of our teachers meet the requirements for teaching preschool as mandated by the Arizona Department of Health Services and Childcare Licensure.

- Our Lead Teachers have over 75 years of combined teaching experience
- Our entire staff is committed to continuing education
- Each staff member is registered with Sceeds, a state wide child care and early education development system
- Several of our teaching staff have their CDA, AA or BA/BS degree
- Many teachers are enrolled in college level classes to complete their AA, BA/BS and MA degree
- Radiant Kidz Zone is a ministry of Radiant Church
- All staff working directly with children attend a minimum of 12 hours of professional training each year
- Every Radiant Kidz Zone staff member has a fingerprint clearance card issued through the State of Arizona
- All administrators are CPR & First Aid certified

RATIOS

At Radiant Kids Zone we realize that lower ratios support successful practices while allowing teachers to get to know your child on a personal level. We strive to adhere to smaller ratios than the Arizona Department of Health Services requires.

Age of Child	Radiant Kidz Zone Ratio	AZ Dept. of Health
Infant	1:4	1:5
One Year Old	1:5	1:6
Two Years Old	1:7	1:8
Three Years Old	1:11	1:13
Four Years Old	1:13	1:15

CURRICULUM

The Arizona Department of Education published The Arizona Early Childhood Standards based upon well-known models of early childhood education such as Creative Curriculum, Head Start, Montessori, and Core Knowledge sequence. These standards reflect the growing consensus among early childhood professionals that greater emphasis be placed on a young child's conceptual learning, especially acquisition of language and literacy. At Radiant Kidz Zone we support this research and implement Creative Curriculum for Infants and Toddlers and the Core Knowledge Sequence for three to five year olds. Our faith-based curriculum incorporates Bible stories, character-building strategies and Christian songs and prayer into each child's day.

Bible Curriculum

There is nothing quite as exciting as introducing a group of preschoolers to the love of Jesus in what may be their first classroom experience. It can be a challenge to teach Bible lessons to preschoolers in a way that is simple enough to keep their interest, yet so meaningful that they begin to understand how much Jesus loves them. Hands-On Bible Curriculum® presents Bible lessons in a fresh, interactive setting that capitalizes on children's need to experience life with all their senses. Children will learn through monthly bible verses, dramas, art, songs and stories. For our infants and toddlers we use Radiant Baby Life Curriculum.

Infant/Toddler Curriculum

The Creative Curriculum for Infants and Toddlers is based on early education theories and the latest brain research, which underscores the importance of the early years. It shows that ninety percent of brain growth occurs from zero to five years old. From birth, babies are marvelous learners by experiencing the 5 senses: sound, sight, smell, taste and the touch of their world. Radiant Kidz Zone is committed to providing a developmentally appropriate environment that stimulates your child's brain growth. Our loving and nurturing staff is committed to the responsive care of your child.

Baby Signs, based on American Sign Language, is implemented in our infant and toddler classrooms. We know from research and observation that the first major way children learn is through movement, through touch, and through experience. A child who can sign at this stage of their life will experience less frustration for him/ herself and those around them.

Daily Routines include: hello's and goodbye's, diapering and toileting, eating and prayer, and naptime.

Daily Activities include: Bible time, prayer time, sign language, playing with toys, dabbling in art, imitating and pretending, enjoying stories and books, tasting and preparing food, exploring sand and water, having fun with music, and going outdoors. These experiences will enhance sensory motor skills and eye-hand coordination.

Preschool Curriculum at a Glance: Core Knowledge

Movement and Coordination

Physical Attention and Relaxation
Gross Motor Skills
Eye-Hand and Eye-Foot Coordination
Group Games
Creative Movement and Expression

Autonomy and Social Skills

Sense of Self and Personal Responsibility
Working in a Group Setting

Work Habits

Memory Skills
Following Directions
Task Persistence and Completion

Language

Oral Language
Nursery Rhymes, Poems, Finger plays and Songs
Children's Literature and Read-Alouds
Emerging Literacy Skills

Mathematics

Patterns and Classifications
Geometry & Measurements
Numbers and Numbers Sense
Addition and Subtraction with Concrete Objects
Money

Orientation in Time and Space

Vocabulary
Measure of Time
Passage of Time (Past, Present, and Future)
Actual and Represented Space
Simple Maps & Basic Geographical Concepts

Science

Human Characteristics, Needs and Development
Animal Characteristics, Needs and Development
Plant Characteristics, Needs and Development
Physical Elements (Water, Air, and Light)
Tools

Music & Visual Arts

Attend to Different Sounds
Imitate and Produce Sounds
Listen and Sing
Listen and Move
Attend to Visual Detail
Creating Art (Printing, Painting, Drawing, Collage, Sculpture)
Looking at and Talking About Art

**Taken from Core Knowledge Curriculum Foundation*

PAYMENT SCHEDULE

Tuition is divided into two equal monthly payments for your convenience. Each payment is the same regardless of holidays, long months, short months, Christmas Break, Spring break, teacher/staff development days, vacations, and absences of children. Please note, we do not charge extra for months that have five weeks versus only four weeks.

Tuition is based on your child's classroom ratio and does not change if your child has a birthday during the school year.

Radiant Kidz Zone is a Check and Cash Free Environment.

Initial registration fee and first tuition payment must be paid in advance of first day. We accept money orders and credit/debit cards with the Master Card, VISA and Discover Logo for this initial payment.

TUITION PAYMENTS

Tuition is due on the 1st of the month, subject to a late fee of \$30 if Tuition Express Payment is rejected. For full-time students, tuition may be paid on the 1st and the 15th of the month, subject to late fee of \$30 if Tuition Express Payment is rejected. If the 1st or 15th falls on a weekend or holiday payment will be due on the next business day. When a payment is delinquent for one week, your child's space will no longer be reserved. Your child cannot attend the center until the balance is current and a new registration fee is paid (based on space availability). Please note that accounts must be brought current by the beginning of each month. This includes any miscellaneous fees that were charged. Also, please note that it is the parents responsibility to make sure that payment is received on time. Please note that tuition is due in advance of services rendered.

Family and Child Discounts will automatically be credited to accounts. Only one discount and/or coupon will be permitted per family.

LATE PICK-UP

Radiant Kidz Zone charges \$5.00 for the first minute late and \$1.00 each minute thereafter. Late pick up fees will be charged to your account and must be paid within that week. If you are going to be late, please call us so that your child will not worry. If you are late picking up more than three times in one year, Radiant Kidz Zone reserves the right to dis-enroll your child from our program.

SCHOOL PICTURES

School pictures will be taken once during the school year. There is no charge at the time of the photo session and purchasing the pictures is optional. Parents will need to fill out a consent form for their child to be photographed.

MEALS

We provide a nutritious breakfast from 7 a.m. to 7:45 a.m. We also provide morning and afternoon snacks and a nutritious lunch. Radiant Kidz Zone is a "nut & strawberry-free" facility. No outside food is allowed to be brought in for classrooms where food is provided.

BIRTHDAYS

Birthdays are special days for preschoolers. Please notify the classroom teacher ahead of time if you wish to bring mini-cupcakes or cookies sealed in the original packaging on your child's

birthday. Cupcakes and cookies must be purchased from a grocery store or bakery. No birthday cakes are permitted. Birthdays are celebrated on the school day closest to your child's special day. Summer birthdays of Part-Day Program children are celebrated at the end of the year. Due to the potential choking hazard, goodie bags, party favors, and balloons are not permitted.

TRANSPORTATION

Radiant Kidz Zone does not provide transportation.

PROGRAMS

Radiant Kidz Zone offers comprehensive developmental programs for young children that include three distinct programs that serve children and their families. The programs and prices can be found on the "Programs & Pricing" handout.

ADMISSION REQUIREMENTS AND POLICIES

Registration

- Immunizations must be current (see Immunization chart page). Bring a copy of original immunization records. A copy will be placed in your child's file.
- A current photo of your child (no larger than a 4" x 6") will be affixed to the Emergency information card kept in the office. Please provide this photo upon enrollment.
- Enrollment forms include a, Child Profile, Parent Agreement, and the Emergency Information and Immunization Record Card. ALL forms MUST be completed upon enrollment. The State Department of Health Services requires that you provide Radiant Kidz Zone with a minimum of two emergency contacts that have separate household addresses, different from the enrolling parents/guardians contact information.

Admission Requirements

INFANTS:

Infants must be at least six weeks old. Parents must provide pre-made formula/breast milk in bottles labeled with child's full name. Baby food (if applicable) must be labeled with child's full name. Changes of clothing, bibs, disposable diapers, and wipes will be provided by parents.

TODDLERS:

Parents of toddlers must provide disposable diapers, wipes, diaper ointment, bibs, crib sheets, and a change of clothing (including extra socks and shoes) Please make sure to label everything with your child's full name.

PRESCHOOL:

Preschoolers must be potty-trained (without adult assistance or the use of Pull-Ups) before entering the three-to-five-year old programs.

Full-Day Program only:

Crib size sheets must be provided by parents for children one year through five years of age.

Crib sheet and blanket are to be taken home once a week and laundered. (If your child becomes ill during the week, while at school we ask that the crib sheet and blanket be taken home and laundered.)

A small blanket for quiet/rest time may be brought from home. Children are welcome to bring a "quiet time" security item such as a stuffed animal or a small pillow.

Change of clothing (including underwear, socks and shoes) must be kept at the center in a

Ziploc bag. (If your child uses the extra change of clothing it is your responsibility to replace the items the next day. If you do not have a change of clothes for your child and the child needs to be changed it will be your responsibility to bring in clothes or pick up your child.)

Please permanently mark your child's first and last name on the crib sheet, clothing, coat, backpack. Children are required to wear closed toe shoes. For your child's safety indoors and on the play yard no open-toed sandals or flip-flops will be worn while at school.

Enrollment

Radiant Kidz Zone admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the school. We do not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies and admission policies. Special needs children will be evaluated individually to determine whether Radiant Kidz Zone can adequately meet their needs.

Waiting Pool

Once a class is filled, applications are dated and placed in a waiting pool accompanied by a non-refundable \$25 fee. Should a classroom opening occur, it will be filled from the waiting pool with priority given to the following:

1. Radiant Kidz Zone employees
2. Radiant Church employees
3. Current Radiant Kidz Zone students needing to move classrooms
4. Siblings of currently enrolled students at *Radiant Kidz Zone*
5. Balance of male/female students
6. Compatibility of age grouping

After two wait pool opportunities are declined, a new wait pool fee will be assessed for the child to remain on any waitlist.

Disclaimer

We reserve the right to refuse service to any child either prior to admittance or after admittance if the child and/or parents present behavior problems, if the child has special needs that cannot be met, or if the parent does not fulfill financial obligations with the center. Rude and abusive behavior by parents and/or children toward any Radiant Kidz Zone staff member will not be tolerated.

WHAT TO EXPECT IN THE BEGINNING

An Open House will be held to give you and your family an opportunity to meet staff and other Radiant Kidz Zone Families while viewing samples of your child's work. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings.

Separation anxiety is common and your child may resist being left at Radiant Kidz Zone. After several weeks, departures usually become easier. We suggest that after you do the necessary signing in and walking your child into class you should give your child a hug and assure them that you will return for them that afternoon to pick them up. Prolonging your departure could cause more anxiety for your child. Please see your child's teacher for more information on separation. Your child's teacher has information that will help you and your child work through this and other issues that may arise.

To ease separation anxiety we suggest you bring a family photograph (no larger than 5"x7") on the 1st day of school, (make sure child's name is on the back). The photograph will be displayed in your child's classroom.

Full day parents are encouraged to bring your child to school by 8:30 a.m. each morning to experience all of the benefits of our structured daily activities.

Please observe the classroom schedule posted on the parents' information board in your child's classroom. Naptime is a very difficult time to enter a classroom. In the best interest of your child and all children in the class, we ask that you do everything possible to avoid having your child begin their day during naptime.

ARRIVAL & DISMISSAL

- Your child must be signed in and out with a complete signature by the parent/guardian or authorized person using the check-in/out sheets
- Sign in sheets are located in each child's classroom
- Part time sign in/out sheets are next to the computers in the lobby
- Each child must also be clocked in and out on the computer using your personal 4 digit code
- Please check for messages on the computer as you clock in and out
- Always let the front office and the teacher know in writing if someone other than the regular adult is picking up your child
- The person picking up must be listed on the Emergency information card
- Photo identification will be requested from anyone unknown to the office or classroom staff
- No child will be released to a person without proper ID
- Anyone picking up a child must be 16 years or older

In the event of parental separation or divorce resulting in joint custody rights, parents must agree on authorized alternate pick-up persons. In the absence of such agreement, Radiant Kidz Zone staff will release children only to custodial parents.

FIELD TRIPS

Radiant Kidz Zone does not take children on field trips off site due to the child restraint seat requirement for children who are under the age of five. Children will occasionally take walking field trips around the Radiant campus. Younger students (6 weeks - 2 years old) may take "buggy" rides around the Radiant campus (weather permitting.)

VISITORS

All visitors are required to obtain a visitor badge at the front office. Parents are encouraged to attend class parties if your schedule permits. We welcome parents to discuss opportunities to assist with special class projects and story time with their child's teacher. Any volunteer opportunity must be discussed with the teacher in advance. These opportunities will occur throughout the school year. The number of adult volunteers in the classroom will be limited in order to keep routines consistent and to alleviate stranger danger anxiety for our students.

REQUIRED SUPPORT

Our continued success is due to your generosity. We ask each family to partner with their child's classroom by bringing in a VISA or Master Card Gift card each August (or upon enrollment). Your kind donation will be used to purchase supplies such as books, CD's, manipulatives, tissue, paint and paper, for your child to use during their time at RKZ. (Gift Cards will become the property of Radiant Kidz Zone).

INFANTS: \$25.00 Visa or Master Card Gift Card

TODDLERS: (*One- and two-year olds*) \$30.00 Visa or Master Card Gift Card

PRESCHOOL: (*Three- to five-year olds*) \$40.00 Visa or Master Card Gift Card

Your partnership with Radiant Kidz Zone allows us to keep our tuition in line with the other area centers. We will update and inform you of purchases made for your child's classroom from the gift cards. We thank each of you in advance for your generosity.

SCHOLASTIC BOOK ORDERS

Your child will have the opportunity to choose books throughout the school year through the Scholastic Preschool Book Program. Children in all classrooms are invited to participate. This program is a service for you and your children and **your participation is not required**. Radiant Kidz Zone teachers do accumulate points based on total school orders and are able to purchase books for the teacher library to share with all of the children.

WATCH ME GROW

At Radiant Kidz Zone, you will have internet access to visually share your child's day from anywhere in the world with the Watch Me Grow system. You can give grandparents access to participate in your child's day thru the Watch Me Grow program. A total of four viewers are able to access this program. You will notify Watch Me Grow of your child's classroom name as a part of registering. This process can take up to two weeks to activate.

After your child is enrolled at Radiant Kidz Zone, go to www.watchmegrow.com and click on the Sign Up link at the bottom of the page. A representative will then call us to verify that you are an authorized user, you will then receive an email with your login information. You will then be ready to view your child's classroom, as well as all playgrounds as desired.

COMMUNICATING CONCERNS

If a specific classroom concern arises, please discuss the issue with your teacher. We encourage you to discuss any additional concerns you may have with the center management.

BITING POLICY

Biting is a developmentally appropriate behavior observed in young children as they learn to cope with their feelings and environment. Biting occurs for a variety of reasons and is most common in children nine months through 30 months. Generally, children over the age of three have developed verbal skills and are able to communicate.

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or by being around many other children in a child care setting, and may respond by biting.

While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to help correct the child's undesirable behavior and to ensure the health and safety of everyone in our program. If biting occurs these steps will be taken:

- Children who bite will be observed by the teacher in the classroom for frequency and cause. The Center Director will be notified of all biting incidents. Parents will be notified and may conference with the teacher and /or the Director.
- A parent conference will be scheduled if chronic biting is determined, (when a child bites multiple times a day and/or consecutive days in a short period of time). The purpose of the meeting will be to work on strategies in the classroom and at home to prevent biting.
- If chronic biting does not improve the child will be dis-enrolled.

NOTE: If a bite breaks the skin, the parent of the biter **will** be called and asked to remove their child for the remainder of the day.

Biting Disclaimer: In severe biting cases , you may be asked to make other childcare arrangements immediately for the safety of our staff and students.

CHILD ABUSE/NEGLECT

Arizona statutes require that any person having responsibility for the care of children, whose observation or examination of any child discloses reasonable grounds to believe that a child has been the victim of child abuse or neglect, must make a report to the appropriate authorities. Suspected abuse must be reported immediately and a written report must be filed within 72 hours. Radiant Kidz Zone adheres to the statutory requirement and will promptly report any suspected abuse or neglect to Child Protective Services and/or the appropriate law enforcement authorities.

DISCIPLINE

Conflict provides a wonderful opportunity to help children develop problem-solving skills, such as brainstorming, negotiation, and compromise. Our teachers are skilled in helping children use the "Stop and Think" method of making appropriate choices. This may involve the direct intervention of an adult, or re-direction to another area of the classroom. Sometimes the removal from the group for a short time, (not to exceed one minute per his/her year of age), can bring about a successful outcome. If behavior is extreme, the child may be brought to the office. Behavior problems will be reported to parents and may require a conference with the director, being sent home for the day, or dismissal from the program.

WHAT SHOULD YOUR CHILD WEAR?

Think about your child's comfort and provide simple clothing that is free of complicated fastenings. Your child will participate in many activities during the day and the clothes that your child wears should be roomy and able to be part of the day on the play yard, during art, and other fun activities.

Please provide the following:

- A change of clothing kept at Radiant Kidz Zone at all times in a zip lock bag.
- Please mark all clothing with your child's first and last name.
- Shoes are a must! Please make sure to bring a spare pair to keep at the center.
- Tennis shoes are the best footwear for safety. No cowboy boots may be worn.
- Sandals must have closed-toes and a back strap.
- Remember that your child is always growing. Please remember to replace spare clothing through out the year.
- For safety please leave all jewelry at home. Stud earrings are permitted.
- Jackets, sweaters, or sweatshirts with draw strings are not permitted due to the danger of choking. You may remove the draw string before sending your child to school with these items.

Action Logos

Some of the merchandise available for young children may promote values that are in direct conflict with those of Radiant Kidz Zone. Clothing, backpacks and other items depicting action figures displaying martial arts or violent activity, weapons, and frightening creatures are not recommended for school use. Experience has shown us that children's behavior is negatively affected by character logos that promote violent conflict resolution.

SAFETY/SECURITY

Radiant Kidz Zone is committed to ensuring that all our children are in a safe environment at all times. The school conducts monthly fire drills, in addition to routine evacuation and lock down training.

Door Access Cards

The safety of your children is a priority at Radiant Kidz Zone. You will be issued one door access card after enrollment. This card will allow you access to your child's classroom. If you would like a second card for another designated family member we will issue that card for a refundable \$10.00 fee. (As you prepare to leave the center we ask that you turn in both cards. Your account will be credited \$10.00 upon the return of the card.) As a precaution, we request that you do not hold the doors open to let adults into the building unless you know them. Please refer anyone unfamiliar to the office!

ILLNESS

The Arizona Department of Health Services mandates that we are unable to care for children who are ill. Arizona Department of Health Services states that a center shall not accept or allow a child to remain at the center if the child shows symptoms or signs of illness. Teachers are required to do a "well check" of children in their care each day.

Radiant Kidz Zone follows the Center for Disease Control and Prevention guidelines for removal of a child from the child care setting as follows:

- Symptoms Requiring Removal of a Child from the Child Care Setting - Child must be picked up within one hour of notification per state requirement
 - Temporal thermometer reading of 101 degrees or higher. Radiant Kidz Zone will notify parents when a child's temperature reaches 100.5 degrees.
 - Diarrhea - runny, watery, or bloody stools.
 - Vomiting
 - Sore throat with fever and swollen glands! May be indicated by refusing food and drink.
 - Severe coughing - child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
 - Eye discharge - thick mucus or pus draining from the eyes, or pink eye.
 - Yellowish skin or eyes.
 - Skin Rash
 - Child is irritable - continuously crying, or requires more attention than we can provide without compromising the health and safety of the other children in our care.

Communicable Diseases

(If diagnosed must be reported to Radiant Kidz Zone per state requirement.)

Chicken Pox	Common Cold	Thrush
Measles	Strep Infection	Hand, Foot & Mouth
German measles	Scarlet Fever	Fifths Disease
Infectious Hepatitis	Diphtheria	Polio Mellitus
Mumps	Meningitis	Whooping Cough
Tuberculosis	Pink Eye	

Communicable Skin Diseases

(If diagnosed must be reported to Radiant Kidz Zone per state requirement.)

Impetigo	Roseola	Athletes Foot
Scabies	Poison Oak	Ringworm
Head Lice		

Please notify the office when your child will be kept home. Notify the front office as soon as possible if it has been determined that your child has a communicable disease or has been exposed to one. If your child is sent home with signs/symptoms of a communicable disease we cannot accept them back into the center until they have been symptom free for 24 hours and have a doctor's note allowing their return. We will be posting any contagious illnesses that have been reported in your child's classroom in the lobby as well as on your child's classroom door. In severe cases, emergency services may be called to assist with a sick child.

Medication

Radiant Kidz Zone will not administer medication.

Topical Ointment

Teething tablets, diaper ointment or sunscreen may be provided by the parent. Parent must fill out an "Over the Counter Permission" slip form found in the front office in order for these medications to be applied. We recommend that you, as the parent, apply sunscreen to your child prior to arrival. Your child's complete name must be clearly written on the ointment, teething tablets, and sunscreen.

IMMUNIZATION REQUIREMENTS

Arizona state law requires that all children be immunized against the following diseases: Homophiles Influenza type B (Hib), measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, Hepatitis A and Hepatitis B. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be able to attend childcare until the risk period ends. Immunization exemptions occur only if immunization would seriously endanger the health of the child, or they are being raised in a religion that is in opposition to immunizations. In these cases there must be signed affidavit in your child's file. An original, readable, current immunization record, indicating the dates of immunizations, must be presented before a child can enter a licensed childcare facility.

Immunizations Required for Arizona State and Maricopa County

Age	Dtap	Polio	HIB	HepB	HepA	MMR	Varicella
0-2 Months				1			
2-3 Months	1	1	1				
4-5 Months	2	2	2	2			
6-11 Months	3		3	3			
15-59 Months	4						
12-14 Months		3	4			1	1
24-71 Months					1 & 2*		

** Dose 2 of Hepatitis A will be given 6 months after dose 1.*

INJURIES / ACCIDENTS

Our staff makes every reasonable effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we recognize your need to be made aware of your child's injuries that occur at the school. In order to keep you posted, the staff will provide you with an Incident Report of any such occurrence.

In case of serious accidental injury emergency services may be contacted, we will make every effort to contact you for instructions. If we cannot reach you, we will call the emergency contacts you have listed on the Emergency information card to make medical emergency decisions about your child. Your signed emergency card will act as your medical release and assist us in getting prompt medical attention. A Radiant Kidz Zone staff person will stay with your child if transported to a medical facility until your arrival.

INSURANCE / LICENSING

Radiant Kidz Zone carries liability insurance in compliance with the Arizona Department of Health Services. The Arizona Department of Health Services and the Office of Childcare Licensure approve Radiant Kidz Zone license. Our center is subject to inspection by State Health/Childcare Licensure, Maricopa County Health Department, and the fire department. Our license is posted on the Parent's board in the front foyer. A copy of our state inspection report is available upon request.

Arizona Department of Health Services
Office of Childcare Licensure
150 North 18 Avenues
Phoenix, AZ 85020
602.364.2539

Due to insurance reasons, Radiant Kidz Zone staff is not allowed to provide childcare for Radiant Kidz Zone students outside of school hours.

VIOLENCE AWARENESS / PREVENTION

Radiant Kidz Zone recognizes our responsibility for providing and nurturing, nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take this seriously therefore we have a responsibility to model and teach appropriate behavior.

Physical aggression in early childhood is a developmentally expected behavior. Our staff is trained to use both re-direction and conflict resolution with our "Stop and Think" program.

War toys and items with character logos that promote violent conflict resolution is prohibited at Radiant Kidz Zone. Please make sure to check your child's backpack for any weapons whether real or toy.

Threats of "killing" or "hurting" another person, physical aggression or foul language are never accepted and will result in the following actions:

1. Child is informed of the inappropriate behavior and why it is inappropriate.
2. Parents are informed and asked to partner with the school in reducing inappropriate behavior.
3. Staff will address these issues in the daily curricular activities as needed.
4. If a child continues to threaten others, a conference with the teacher, program director/and or assistant director along with the parents to develop a strategy/action plan for resolution.
5. In severe cases, the child may be dismissed for the day or removed from the program.

WITHDRAWALS

Parents must submit an Intent to Withdraw form, (available at front desk), a minimum of 10 business days prior to child's withdrawal date. Two weeks of tuition will be charged for any withdrawals short of the 10 days notification. Access cards must be turned in with the Intent to Withdraw form.

Reinstatement: Children may be reinstated at any time providing that there is space available and all accounts are current and have been in good standing. New registration fees will apply.

SPECIAL EVENTS

First day of school!: Usually the first full week in August

Meet the Teacher - First day of attendance

Open House - Enjoy this night with family and friends, view the classrooms, spend time with the teachers and savor dessert

Thanksgiving Feast - Children in all classrooms will share food and blessings with each other

Christmas Program - This is a wonderful celebration of Christmas with the children singing and performing for family and friends

Graduation - Children entering Kindergarten will also be given special recognition at a Graduation Ceremony. The date, time and place will be announced

Registration dates for the following school year to be announced.

A FINAL THOUGHT...

As the Director I want to thank you and welcome you to Radiant Kidz Zone. I look forward to forming a strong partnership with you and I invite you to share your comments, ideas and talents with us. As partners, your child's experiences will be supported and together, we will be involved in each success.

You have entrusted your most precious possession to our care. Our dedicated teachers are excited and proud to be part of your child's life long journey. Our Faith Based Program is the cornerstone for all that we do at Radiant Kidz Zone. What we teach your children today will make a difference in who they are tomorrow. Tilling the soil and planting seeds rich in values, gratitude, and hope will provide your child with the skills to become a caring, strong community helper.

Faith, Fun and Learning are words that anchor our efforts. With God's blessing and grace we share these words with each child and family with gratitude.

Many Blessings,

Tami Warren
Director