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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,

A handwritten signature in cursive script that reads "Janelle Davis".

Janelle Davis

Program 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

### 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
- 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 and most teachers 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.

<b>Age of Child</b>	<b>Radiant Kidz Zone Ratio</b>	<b>AZ Dept. of Health</b>
Infant	1:4	1:5 or 2:11
One Year Old	1:5	1:6 or 2:13
Two Years Old	1:7	1:8
Three Years Old	1:11	1:13
Four Years Old	1:13	1:15

## CURRICULUM

### BrightLife Curriculum

It is the goal of every teacher at RKZ to help your child grow physically, developmentally and spiritually!

Our BrightLife Curriculum empowers each child to become confident, successful, and caring while establishing a strong foundation of faith-based experiences.

Inspired by the work of respected development/early education theorists Jean Piaget, Erik Erikson, Lev Vygotsky, and Howard Gardner, BrightLife Curriculum uses your child's strengths, or "Bright Areas" to help them excel in all areas of learning, including math and reading. Since every child has different strengths or "Bright Areas", our teachers create layered lessons in which they utilize various Brights to teach the concept.

**The Bright Areas we focus on are:**

**BodyBright:** Uses body language, loves to move and play sports, excels at dancing and other physical activity.

**PatternBright:** "The Visualizer" loves to understand maps, draw, build, design and create.

**WordBright:** Likes to read, write and tell stories and excels at learning and using new words.

**MusicBright:** Has a natural sense of rhythm, and enjoys singing, playing instruments and listening to music.

**NatureBright:** Likes to be outside and care for living things.

**PeopleBright:** "The Socializer" likes to work in groups, pretend to be someone else, and is sensitive to the feelings of others.

**MeBright:** Likes to be introspective, is in-tune with their personal feelings and thoughts, and enjoys working alone.

Along with the use of layered lesson plans, our classrooms include constantly changing learning centers that utilize the bright areas to teach the current concepts. Our teachers supplement these experiences with group activities that focus on a variety of dynamic curricular themes. BrightLife curriculum gives children the tools they need to grow and develop by using the strengths they already possess!

BrightLife Curriculum allows us to also focus on helping your child grow in character with the use of Character-building activities like prayer, Christian songs, and Bible stories. Every week your child will experience a new bible story in the class and during RKZ Chapel. RKZ Chapel is a live show that takes place for 1-5 year olds every Wednesday morning in the ocean room. Kids board the yellow submarine and sing songs, give offering, hear a bible story and practice a monthly remember verse with the help of The Captain and Milo the Sea Snail. It is our desire to see your child become a person of great character and our programs give children a well rounded framework they can use throughout school and life.

## TUITION POLICY

### TUITION

Tuition is determined by your child's classroom placement. You will be advised of the tuition amount upon enrollment. Tuition is based on your child's classroom ratio, not age, and does not change if your child has a birthday during the school year. **All tuition payments must be paid either by Tuition Express, cash, or certified check. We do not accept personal checks or money orders.** Initial registration fee and first tuition payment must be paid in advance of first day of attendance.

### PAYMENT SCHEDULE

**Full time Students:** For your convenience, tuition may be divided into two equal monthly payments. Each payment is the same amount, regardless of holidays, long months, short months, Christmas Break, Spring Break, teacher/staff development days, vacations, and absences of children.

**Part Time Students:** Tuition is only billed monthly. Please note, we do not charge extra for months that have five weeks versus only four weeks. **Make-up days are not allowed and parents will not be reimbursed for absences.**

**Billing:** Tuition is billed on the 1<sup>st</sup> of the month. If your child is full time and you have selected the bi-monthly billing option the second payment will be billed on the 15<sup>th</sup> of the month. If billing dates fall on a weekend or holiday the payment will be due on the next business day. Any applicable discounts will be automatically applied to accounts and reflected in the invoices. Only one discount and/or coupon will be permitted per family. RKZ reserves the right, at its sole discretion, to withdraw, modify, and/or terminate any coupon/discount program.

**Late Payments:** A late fee of \$30 will be assessed if Tuition Express payment is rejected or cash payment is not received on time. It is the parents' responsibility to make sure that payment is received on the date due. Rejected tuition express payments may not be automatically reprocessed. All delinquent payments, including any fees, must be paid before your child will be allowed to attend the center again. Should your payment remain delinquent for a period in excess of one week, your child's space may be lost. Please note that tuition is due in advance of services rendered.

### LATE PICK-UP

Radiant Kidz Zone charges \$5.00 per minute for every minute you are late to pick up per child. 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.

I agree to abide by the terms and conditions of the Radiant Kidz Zone Tuition Policy. I understand that failure to abide by the terms and conditions of the Radiant Kidz Zone Tuition Policy may result in my child(ren)'s disenrollment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## 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. Please ask the teacher how many students to bring treats for. 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.

#### **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.

Please ensure all items brought from home are labeled with the child's first and last name and are not of sentimental value.

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, and 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.

## CLASSROOM SUPPORT

Our continued success is due to your generosity. We ask each family to partner with their child's classroom by bringing in a Michael's or Wal-Mart 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:** \$40.00

**TODDLERS:** (*One- and two-year olds*) \$40.00

**PRESCHOOL:** (*Three- to five-year olds*) \$40.00

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 is able to purchase books for the classrooms 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. You may select a total of four viewers to access this program and visually share your child's day.

You can sign up for the Watch Me Grow system after your child is enrolled at Radiant Kidz Zone. After enrollment, go to [www.watchmegrow.com](http://www.watchmegrow.com) and click on the Sign Up link at the bottom of the page. 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. A representative will call us to verify that you are an authorized user; you will then receive an email with your login information. You will be able to view your child's classroom and 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. Children who bite will be observed by the teacher in the classroom for frequency and cause. Each biting incident will be written up and placed in the child's file. The Center Director will be notified of all biting incidents.

The child who was bitten will receive first aid, if needed, and the child's parents will be notified of the incident.

If biting occurs the following steps will be followed:

### **1<sup>st</sup> Biting incident:**

The biting incident will be documented and placed in the child's file. If the bite broke the skin, the parents will be called and be asked to remove their child for the remainder of the day. The child may return to the center the following day.

### **2<sup>nd</sup> Biting Incident:**

The biting incident will be documented and placed in the child's file. If the bite broke the skin, the parents will be called and be asked to remove their child for the remainder of the day. The child may return to the center the following day. Parents will be notified and may be requested to have a conference with the teacher and/or the Director to address the biting issue. The purpose of the meeting will be to work on strategies in the classroom and at home to prevent biting. The parents may also be asked to shadow their children for one day in the classroom to observe their behaviors.

### **3<sup>rd</sup> Biting Incident:**

The biting incident will be documented and placed in the child's file. If the bite broke the skin, the parents will be called and be asked to remove their child for the remainder of the day. After the 3<sup>rd</sup> biting incident of breaking the skin, the parents may be asked to remove their child from the center for the safety of the other children.

### **Biting Disclaimer**

Each biting incident will be evaluated based upon the severity of the bite. Radiant Kidz Zone reserves the right to ask a child to be removed IMMEDIATELY from the facility on a permanent basis, regardless of what incident the child has received, for the safety of our staff and children.



## 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. If girls wear dresses or skirts, please ensure they wear shorts underneath.

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 throughout 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 non-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 has the right to notify 911 if a child's temperature reaches 104 degrees or higher.
  - 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  
Measles  
German measles  
Infectious Hepatitis  
Mumps  
Tuberculosis

Common Cold  
Strep Infection  
Scarlet Fever  
Diphtheria  
Meningitis  
Pink Eye

Thrush  
Hand, Foot & Mouth  
Fifths Disease  
Polio Mellitus  
Whooping Cough

## Communicable Skin Diseases

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

Impetigo  
Scabies  
Head Lice

Roseola  
Poison Oak

Athletes Foot  
Ringworm

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 unless there is a life threatening situation that requires immediate treatment that does not need to be administered by a medical professional. Examples of medication that will be administered in a life-threatening situation include the administration of Benadryl or an EpiPen in the event of an allergic reaction, or the use of a nebulizer during an asthma attack. Parents are required to provide the required medication, in its original packaging, and/or nebulizer and must sign an authorization describing the medication and dose to be administered and permitting Radiant Kidz Zone staff to administer such medication. Please note that all nebulizers must be taken home daily for cleaning and sanitation purposes.

### 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 that is witnessed by the caregiver.

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 a 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 are 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,

A handwritten signature in cursive script that reads "Janelle Davis".

Janelle Davis

Program Director

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