



Welcome to Paradise Place

We welcome your family to Paradise Place! We believe that early childhood is a **very** special time of growth and development, and of forming of character, ability and positive self-concepts. Our staff consists of caring adults who are trained to meet your child's needs. We want to make your child's experiences with us positive ones, full of creativity, discovery, and fun in an enriching environment.

Sincerely,

Ben Poswalk
Director

Mission Statement

Paradise Place Community Christian School provides a developmentally appropriate early childhood curriculum. Paradise Place works on behalf of the Christian community in Crested Butte to nurture and educate children and their families. We offer a small and personal environment which teaches children values such as: compassion, spiritual growth, responsibility, and self-worth.

Description - Paradise Place

Location

Paradise Place is located at 404 Maroon Avenue, Crested Butte, Colorado 81224. Our post office box number is 787. The classrooms phone number is 349-1832. The phone number for the office is 349-2149. And our website is: www.paradisepalce.org

Organization

Paradise Place began operating in September 1988. Our first Director was Alyce Klick and classes were held Monday, Wednesday and Friday mornings from 8:30 to 12:00 noon. From that small beginning, we have grown into a year round, five day a week program. We are a community Christian school and receive financial and spiritual support from The Union

Congregational Church, Oh-Be-Joyful Baptist Church, and Queen of All Saints Catholic Church of Crested Butte as well.



Paradise Place Committee

A nine-to-thirteen member Board of Directors known as the Paradise Place Committee governs us. The committee is made up of the pastor of the Union Congregational Church, the director of the school, representatives of the three Crested Butte churches, parents, and community members. Two-year terms for the committee begin in June and we're always interested in finding new, dedicated people for our committee. The committee also listens to parents or staff who has any program difficulties or differences at the quarterly Sounding Meetings, which are listed in the monthly newsletter.

Statement of Non-Discrimination

Paradise Place does not unlawfully discriminate in either their enrollment or employment practices on the basis of race, religion, national origin, sex, age or physical ability.

Goals of Our Program

1. Paradise Place is accredited by NAEYC and the program adheres to and meets the NAEYC Program Standards and Code of ethics.
2. Paradise Place follows a curriculum and assesses the following areas of children's growth:
 - a. Cognitive
 - b. Emotional/Social
 - c. Creative
 - d. Physical
 - e. Christian/Spiritual.

Paradise place uses a portfolio system to assess student participation and performance in the above categories.

3. Paradise Place uses a hands-on approach to learning which fosters a life-long love of learning, and provides a good experience for the children in support of their future learning.
4. Paradise Place seeks to employ and support on a long term basis compassionate professionals who support all aspects of the Paradise Place mission, religious principles, and programs.





Statement of Religious Principles

1. We live by the Great Commandment, "love your God with all your heart, with all your soul, with all your mind, and with all your strength; and love your neighbor as yourself" (Mark 12: 29-31).
2. We use God's 10 Commandments as a guide for living with others.
3. God is a loving parent who accepts all people and intends for them to live together in equality, compassion and honesty.
4. Jesus was sent by God to teach God's compassionate love and forgiveness.
5. God is revealed through creation and calls us to help care for it.
6. God has provided a heavenly home for us where we may be reunited with family and friends after death.
7. We recognize and respect people of diverse faith communities throughout our community and the world.
8. Prayer with children should focus on giving thanks for the gifts God has brought into our lives. If serious theological, emotional, or spiritual issues are expressed by the students in prayer, the teachers, at their discretion, may respond to the child/children, and will inform the parents that they may need to address these issues directly with their child.

Our Program

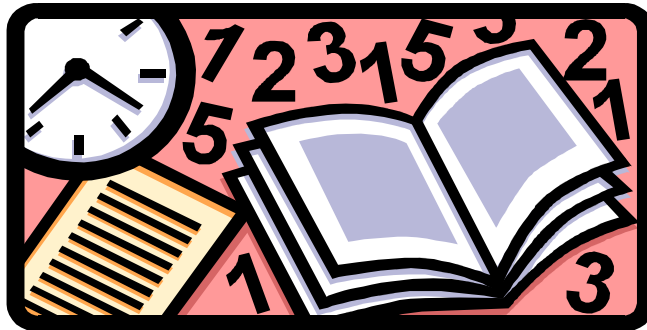
Hours & Dates of Operation

Paradise Place is open from 7:50 a.m. to 5:30 p.m., Monday through Friday. The 2010-11 Summer Program starts June 14. Our 2010/2011 Fall Program runs from August 30, 2010 to June 3, 2011. Half-day pick up is **no later** than 1:00 p.m. We are closed

Labor Day,
October 8th for teacher training,
Thanksgiving Day,
Thanksgiving Friday,
Christmas Eve,
Martin Luther King, Jr. Day,

Presidents' Day,
April Spring Break week,
Memorial Day,
July 5th,
and 2 days *before* and one week *after* the Summer Program.

Our **maximum** child to staff ratio is 12 to 1 for the Whales, 10 to 1 for the Lions, 7 to 1 for the Doves, and 5 to 1 for the Lambs. However, in order to provide quality care for our students, our actual ratios are much lower.



Christmas

Our regular academic program will not take place during December 20-December 31 and you will not be billed for these days in your monthly bill. We will offer a daycare program that will require separate enrollment and billing. We will be closed Christmas and New Year's Day.

Academics

Paradise Place has a long tradition of academic excellence. In order to minimize disruptions and ensure your child the best possible learning environment, we require your child to arrive no later than 9 a.m. We also require that children are enrolled a minimum of two half days per week. Children ages 1 to 2 years will attend the Lambs' class, and 2-3 years the Doves' class, and 3-4 years the Lions' class and 4-5 years the Whales' class. Changes in classrooms will be discussed with the parents before decisions are made.



Staff

The directors and teachers at Paradise Place bring diverse perspectives to our school. Many of our staff have bachelors' degrees in education, early childhood, or related areas of study. Our staff also has life and/or work experience in the care and education of young children. We encourage all staff members to attend college courses, graduate courses, conferences and workshops, as a means of development and continuing education. We are a member of the National Association for the Education of Young Children (NAEYC) and staff members attend their Colorado conference annually.

Discipline

At Paradise Place, we use positive discipline, redirection, and logical consequences. We do not draw additional attention to a child who is misbehaving, but choose to spend special time being with them to decide together appropriate behavior. Positive discipline is not humiliating to children. It teaches mutual respect, cooperation, self-discipline and responsibility, which we advocate. We have a "thinking spot" for very disruptive behavior that consists of no more than 5 minutes time within the classroom structure. This is used as a means for a child to calm down. The child returns to the group or activity when he/she is calmer and can use appropriate behavior. When violent behavior exists and a child becomes harmful to others consistently, then a parent/teacher and director and/or board member conference will be arranged. If further assistance is necessary, we will enlist the aid of the public school psychologist and counselors. We try to remain aware of the child's environment outside of school so we may recognize and resolve any problem areas. *Communication between teachers and parents is essential.* Parents are encouraged to keep the teachers aware of any unusual situations taking place outside Paradise Place. Parents will be informed of any behavior problems that occur at school.

Enrollment, Registration & Tuition

Minimum Requirements for Enrollment

Children enrolled in Paradise Place must be at least 1 year of age and walking independently. Families of students previously enrolled must have their bill paid in full or made arrangements for a payment plan, before their child can be re-enrolled.

Enrollment Packet

Parents of newly enrolled children need to fill out and return the following forms on the first day of school (the physician's form can be returned within 30 days of enrollment). Parents of children currently enrolled must fill out these forms every year in September, or one year from their child's enrollment date. School-aged children must update their child's forms every three years. They are required for **State licensing** of our program. If we do not have them, your child will have to remain home from school until his/her file is complete.

1. Enrollment form
2. Family history form
3. Authorization form
4. Physician's statement
5. Certificate of immunizations or signed exemption
6. Signed contract (Fall Program)
7. Enrollment fee
8. One-on-one orientation with director

Disenrollment Policy

Paradise Place reserves the right to cancel the enrollment of a child for the following reasons:

- Not observing the rules of the school as outlined in this Handbook.
- Physical and/or verbal abuse of staff or children by a parent or child.
- If your tuition account becomes more than 60 days delinquent, your child may not attend the school until further arrangements are made with a Director and the office manager.
- Families of students previously enrolled must have their bill paid in full before their child can be enrolled for the following term.

Contracts

In order to ensure dependable care and academic consistency, we ask you to complete a seasonal contract for the entire Fall Program.

*You may contract for 2 to 5 days per week, mornings and/or afternoons. If we have only one day available on our schedule your child may attend but you must enroll your child in the next available day if it works with your schedule.

One contract change involving deletions will be considered within 30 days of enrollment. There will be a \$10 fee for every schedule change after the first 30 days of enrollment and/or within 2 weeks of program start dates.

Families wishing to dis-enroll their child from Paradise Place for any reason must give a 30 day notice so that a replacement may be found. If we cannot find a replacement, you will still be responsible for tuition agreed to in your contract. Any prepaid tuition will be refunded if the student's slot can be filled after the 30 day notice. A 5% administration fee will be subtracted. A future place will not be held for a child that is not currently enrolled and attending.

Tuition

Tuition for your schedule is computed for each program and billed in equal payments, due the first week of each month. Upon enrollment, the first month's tuition and an enrollment fee are due up front and are non-refundable. The Fall Program is billed in 9 equal payments. You are not being billed for holidays, Spring Break, 2 weeks at Christmas, or the week before and after the Summer Program. If you have two or more children from your family enrolled, you will receive a 10% discount off the lower of the two tuitions, which does not include extra days. A 5% discount will be given for paying for the entire program in advance. A 12% annual percentage rate finance charge will be billed for tuitions received after the 30-day grace period. If your account becomes more than 60 days overdue, a payment plan is required for your child to continue attending school. Extra days will be added on to your next month's statement.

Music and Spanish

One day a week Paradise Place will hold a music class and a Spanish class for the children. If your child is attending on that day, you will be charged for that class.

Absences and Make-ups

Your child is allowed up to earn up to 3 make-up days per month. However, these days must be earned by calling the school by 9:00 a.m. with notification of your child's absence. Make-up days may be used, space available, on any day other than at Christmas enrollment. They are not transferable to another student and expire at the end of each program. Full-time students are charged \$2 per day less, because they cannot use make-up days.

Scholarships

Scholarships may be available to offset the cost of tuition. Please ask a director for an application and more information.

Parent Involvement & Responsibilities

Parent Participation

Paradise Place values parent participation. Parents are welcome anytime and are encouraged to spend time and to feel at home here. Through parent participation we manage to maintain the high standard of early childhood education we offer. Your sharing of ideas and efforts is vital to our economics and to the success of your child in school. When you participate, you foster a sense of belonging and community and form a school-family partnership that enriches your child's experience and our program. Your participation in our program will hopefully establish a pattern of involvement that lasts throughout your child's educational years. Involvement in your child's education will promote success in school and life.



We ask you to donate ten hours of participation during the Fall Program (or for the months your child is enrolled, plus one). If you are unable to donate time, you will be billed \$10 for each hour not completed at the end of the nine-month program. You are responsible for logging your hours in the index card file box kept in your child's classroom.

A list of suggested ideas for parent participation will be sent home in the beginning of the Fall Program, and in every monthly newsletter.

Fundraising

Though the cost of childcare, at any price, is usually a strain on the family budget, we could never charge you the true amount it costs to run our program. Consequently, approximately 25% of our budget comes from fund raising. These efforts are what enable us to keep our costs down to you. We hope you will appreciate and support our fundraising efforts.

City Market Value Card –Please make sure you sign up your City Market Value card with Paradise Place. Then, every time you use your card, a percentage of your purchases come to our school, at no cost to you. Simply sign up on the sheet on the bulletin board in the entry, or ask a director or teacher to help you sign up. Also, bring us your **Clark's Cash Savers Coupons** (there is a drop box in the entry). Clark's Market will give us .50 for every coupon.

Annual Fundraisers -Another way you can financially help our program is to support our annual fundraisers. Our Winter Fundraiser will be in February or March. It is a dinner, live and silent auction that raises in the neighborhood of \$15-25,000. We also have a Souper Supper in the fall. It is a potluck-style dinner that fosters camaraderie and warmth. Please plan on attending these fun-filled events and/or join a committee in organizing them. The time you spend will count toward your parent participation hours.

Sign-In/Out

State requirements insist that each parent sign-in when your child arrives in the morning, and sign-out when the child is picked up. Not only is this a legal responsibility, but a way to insure your child's safety. If we have an emergency evacuation, the teachers rely on the daily sign-in sheet to make sure all children are accounted for outside of the building. If your child will be leaving the school temporarily, you must sign-out on the bottom portion of the sheet. Also, children must be escorted by an adult and brought to the inner door of the preschool. If the class is away from the preschool a note will be posted as to our whereabouts and at what time we will be returning.

No children will be released to any person not authorized by a parent. We must have written or verbal authorization for any changes in this regard.

Visitors to the school are asked to sign-in on the sheet in the cubby room. Persons not familiar to staff will be asked for identification.

Pick up

Pick up time for half-day A.M. children **NO LATER THAN 1:00 p.m.** For afternoon and full-day children it is no later than 5:30 p.m. You are allowed 2 excused late pick ups with a phone call (with a 5-minute grace period). After that you will be charged \$5 for every 15 minutes you are late, or a portion thereof.

Assessments and Parent/Teacher Conferences

Teachers evaluate and report on children both formally and informally. Our main assessment tool is portfolio based. Each child has a portfolio that will travel with him/her through the school, with samples in it to show their growth in all the developmental milestones: cognitive, emotional and social, physical, creative, and spiritual. They are available for parents to view at any time.

Conferences by appointment are encouraged any time. We schedule two parent/teacher conferences a year. Your child's teacher will go over his/her portfolio and a progress report will be given to you and discussed at that time. Conferences are also an opportunity for you to ask questions of or give input to your child's teacher.

Snacks & Lunches

Each family is assigned one snack per month in the preschool. (Lambs provide all their own food.) We ask you to bring nutritious snacks (ex. fruit and protein or veggie and carbohydrate) to be used for our morning and afternoon snack. We also require you to provide your child's lunch. Because we believe that a child's overall development is important, we ask that you send a variety of nutritious items in your child's lunch. We will re-heat items for you. Because we have limited space in our refrigerator, we ask that you please pack your child's lunchbox with an ice pack. We recommend that you purchase small reusable containers, labeled with your child's name. This way we can send home any uneaten portion so that you know what your child is eating. If you send a treat item, the teachers will ask your child to eat his/her "growing food" first, and then if they have room they may eat the special treat.



Birthdays & Celebrations-Birthdays are special and we celebrate at morning snack time. You will be assigned to bring snack on or near your child's birthday. You may share party cookies or some other food your family enjoys preparing and serving (but no chocolate, please). Parents may donate a book, puzzle, or game to the classroom. It may be wrapped and opened by the birthday child. This way your child has the honor of giving, not just receiving. A teacher can help you with ideas of what the class would enjoy. We also celebrate various

holidays and special occasions throughout the year, such as Christmas, Easter, Mother and Father's Days, etc. We will announce these parties ahead of time and encourage volunteers to send food and/or help with the celebrations.

Personal Belongings

Cubbies/Parent Mailboxes

All children's personal belongings should remain in their cubby. Please empty your child's cubby every day. Some children may need to share a cubby, in which case it is very important to do this.

You may bring in a special pillow and blanket and/or stuffed animal for naptime. It will be kept in your child's cubby or nap box and should be taken home once a week, washed, and returned to school the following day. You may also bring nap items to and from school, without storing them here.

Parent mailboxes are located above the children's cubbies. Please *check your mailbox every day* for important information such as your monthly statement, notes from teachers, newsletters, children's art work, etc...

If you have birthday invitations to give to children, please mail them instead of putting them in cubbies or parent mailboxes. This will eliminate a lot of hurt feelings.

Clothing

Please label all clothing and shoes sent to school with your child. We ask that you send a pair of shoes/slippers for your child to wear while at school in the winter. Please make sure that he/she is appropriately dressed for the weather. Winter: a jacket, snowpants, boots, mittens, goggles and a hat. Warmer weather: sun hat and light jacket. Also, please send a pair of sunglasses labeled with your child's name on them to keep at school. Each child should provide a bottle of s.p.f. 30+ sunscreen at the beginning of the year for their class. We go outside every day except in very extreme weather.

We also ask that you send at least one extra set of clothing for your child in case of emergencies (we get wet, muddy, painted on, etc...). This includes a shirt, pants, underwear and pair of socks.

Toys

Paradise Place has a large inventory of lessons, toys, and projects for the children. Personal toys are difficult to share and often become misplaced or broken. Children are not allowed to bring personal toys to school except on the days that we have "Sharing Time" or for naptime, and are to be kept in their cubbies until the appropriate time. Children are not allowed to bring anything that poses a real or imaginary danger to other children. We request that toy guns, swords, action figures, etc. be left at home as they promote aggressive behavior.



Health & Safety

Illness Policy

Parents should check for illness prior to bringing their child to school. Teachers also check the children upon arrival. If the teacher feels the child is ill, the child will not be admitted that day.

If your child becomes ill during the day, parents will be notified as soon as possible. We will do our best to make your child comfortable in a secluded area within the classroom or in the office until you arrive.

Children who are in the contagious stage of an illness but not restricted to fever; are in the first 24 hours of antibiotic treatment; have a cough accompanied by green or yellow mucus; have vomited during the night; have had persistent diarrhea; have signs of conjunctivitis; have excessive nasal discharge; or other indications, should stay home for their wellness and that of other students and teachers until he/she has been free from symptoms for 24 hours. We go outdoors every day except in extreme weather. Children not well enough to go outside should remain at home.

Parents should notify Paradise Place if your child develops a communicable disease. A child with a communicable disease may return to school with the approval of a physician and a Director.

Minor injuries will be treated with soap, water, ice, and Band-Aids. Should there be a serious accident, we will immediately attempt to contact a parent. If this is not possible, we will contact the child's physician and whomever you specify as someone to call in an emergency. Please keep this information current.

Medications

Prescription and non-prescription medications must be brought in the original container and with your child's name on it. You must also bring in a copy of the prescription signed by the doctor (this includes over the counter medications, as well). Otherwise, you may choose to come in and administer the medication to your child your self. Also, please ask a teacher for our medication administration form to fill out that gives permission for us to administer any medications. An individual form must be filled out for each incident. The medications will be kept out of children's reach at the school (do not put medicines in your child's lunch box) and returned to you at pick up time. Teachers will fill out our medication administration form to record when and how much medication was given.

Diaper Changing and Potty Training

Children in need of diaper changing will be treated kindly and with dignity. Parents are responsible for providing their child's diapers and wipes, as well as extra sets of clothing. In the case of cloth diapers, parents are required to provide a waterproof bag or container in which soiled diapers will be placed. It must be removed from the school daily and cleaned and sanitized before returning. A sterilized surface will be used for changing. Disposable gloves are available for staff to use during diaper changes. Staff and children must wash their hands before and after changing. Soiled clothes will be placed in a sealed bag and placed in the child's cubby. Extra clothes will be provided if necessary. Please wash and return them. Teachers work with parents to make a "potty training plan". Please ask a Director for the handout on potty training.

Transportation

Parents will be informed in advance when Paradise Place will be transporting children for a field trip or event. Each child will be restrained in an individual seat belt, and no children under 4 years of age or less than 40 pounds will be allowed in the front seat of a vehicle. The teacher will include a first aid kit and each child's emergency information in the vehicle.

Child Abuse and Neglect

To report known or suspected child abuse call the Gunnison County Department of Social Services at 641-3244. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Emergency Procedures

In case of accidental injury, we will immediately attempt to contact a parent. If this is not possible, we will contact the child's physician and whomever you specify as someone to call in an emergency. Please keep this information current.

We have regular fire and disaster drills at school. Also, our teachers have first aid and CPR training. In case of emergency evacuation of the preschool children will be escorted by the staff to a safe location and parents notified as soon as possible. **Staff relies on the daily sign-in sheet to make sure all children are accounted for. Please be sure to sign your child in and out every day.**

If and when you are in agreement with all the policies and procedures specified by this handbook, please sign this form and return it to the Director.

I/We have read and understand Paradise Place Community Christian School's Handbook for Parents and Guardians.
I/We agree to adhere to these stipulations while my/our child is receiving care from this school.

Parents' or Guardians' Signatures: _____

Parents' or Guardians' Printed Names: _____

Date: _____