

Dear Parents and Students,

It is my pleasure to welcome you to a new year at United Christian School. We provide a safe secure leaning environment while reinforcing a commitment to academic excellence and strengthening a biblical Christian worldview. Through their dedication our teachers' goal is to help each child reach their God-given potential.

We hope to strengthen our student's leadership abilities, and become outreach minded which help develop new talents, responsibility, discipline, and a heart for serving.

Our focus shall be on growing deeper in the Lord, wider in our reach, closer as a family, with the love of Jesus. We are so glad you are part of our family.

Through His Grace,

Lynda Hilton

UCS Administrator

It is a joy to introduce you to the School Board and this year's staff:

2023-2024 Board Members

David Jonas - Vice President djonas@cvucs.org

Walter Miller - Treasurer wmiller@cvucs.org

Rob Witt rwitt@cvucs.org

Amber Ford - President aford@cvucs.org

Ken Proconier kproconier@cvucs.org

Bonnie Sue Harper bharper@cvucs.org

Patty Zeid pzeid@cvucs.org



Staff

Administrator/Director of Early Education

Administrative Assistant

Finance Officer

Assistant Director of Early Education

Office Assistant

Fund Development

Staff/Student Pastor

Mrs. Lynda Hilton

Mrs. Barb Lozano

Mrs. Allison Fowler

Mrs. Brandi Phillips

Ms. Mackenzie Kowalczyk

Mr. James Coulter

Teachers

Preschool

Preschool

Pre-K

Pre-K

Pre-K

Aftercare

Kindergarten/Music

Grade One

Grade Two/Specials Coordinator

Grade Three

Grade Four

Grade Five

Jr. High

Jr. High

Jr. High

Physical Education

Teacher Aide

Teacher Aide

Teacher Aide

In School Reading Specialist/Tutor

Title One Reading Specialist/Tutor

Barton Tutor

Mrs. Crystal Reyes-Quevedo

Mrs. Elaine Aguiniga

Mrs. Amanda Hall

Mrs. Christina Brogdon

Mrs. Teresa West

Mrs. Dawn Blair

Mrs. Jill Maynard

Mrs. Jennifer Braden

Miss. Brittany Miller

Mrs. Mayla Perez

Mrs. Sharon Ackerman

Mrs. Natasha Oothoudt

Mrs. Reanna Byrd

Mrs. Gloria Elio

Mrs. Rebecca Turnipseed

Mrs. Rochelle Lane

Mrs. Melanie Lane

Mrs. Heather Coulter

Mrs. Jodi Heilmann

Mrs. Lori Showers

Mrs. Bonnie Mansker

Mrs. Julie Byler

Welcome to United Christian School!



The Administrator, Preschool Director, faculty, staff, and Board of Directors of United Christian School (UCS) are humbled by the trust you have invested in this school and the enrollment of your child here. It is our hope that our school program meets your child's educational needs, as well as God's purpose for your family. We recognize the best way to ensure this hope is through a **partnership of family and school**, working together. Thank you for reading and familiarizing your family with the handbook's contents.

Policy of Nondiscrimination for Admissions

United Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. United Christian School practices a Biblical philosophy of admissions, It does not discriminate on the basis of race, color, national or ethnic origin, sex (gender determined at birth) in administration of its educational policies, admissions policies, scholarship programs, athletics and other school administered programs.

Memberships and Affiliations

United Christian School is independent in ownership and a member of the following organizations:

- Association of Christina Schools International (ACSI)
- Verde Valley Athletic Association (VVAA)
- Arizona Christian Education Coalition (AZCEC)
- Northern Arizona Christian Schools Scholarship Fund (NACSSF)
- Various other School Tuition Organizations
- Quality First – 5 Star Rated
- DES Certified

United Christian School's Vision

To build up disciples of Christ who live by God's Holy Word, the Bible.

United Christian School's Mission

Under the direction of and in service to the Lord, United Christian School will strive to maximize the potential of each student, helping them achieve academic and behavioral excellence and to mature in their faith through Bible based instruction.

United Christian School's Goals

- To provide academic excellence in a safe, healthy, and nurturing environment.
- To provide a spiritual education and moral foundation based on Biblical principles.
- To develop and maintain Christ honoring relationships in all areas.
- To provide opportunities for physical and social development.

Statement of Faith

United Christian School (UCS) is founded on the key elements of Christianity that are unapologetically taught. UCS board members and staff adhere to these foundational principles. Other doctrinal issues will not be presented as primary doctrine. Should doctrinal differences arise, the discussion will be referred back to the family for discussion with their church affiliations.

- * We believe the Holy Bible is the written Word of the living God, inspired by the Holy Spirit and recorded by holy men of old. (2 Peter 1:21) It is infallible in content, will remain eternally, and is the supreme standard by which all human conduct, creeds, and opinions are based (John 17:17; 2 Timothy 3:16).
- * We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
- * We believe in the deity of our Lord Jesus Christ (Romans 9:5; Matthew 28:18; John 14:7), in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, (Phil. 2:5-8. Heb. 2:14) in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Gal. 4:4-7; Eph. 1:20-23).
- * We believe man in his natural state is a sinner, lost, undone, without hope, and without God (Genesis 8:21; Psalm 51:5; Ephesians 2:1; Romans 5:12);
- * We believe the terms of salvation are repentance toward God for sin in a personal heart-felt faith in the Lord Jesus Christ, which results in the new birth of a person. This salvation is entirely by the grace of our Lord and not of works (Ephesians 2:8-9);
- * We believe in the saving power through the blood of Jesus and His imputed righteousness (1 Peter 1:18, 19; 1 John 1:7);
- * We believe Jesus Christ ascended to the Father and is presently engaged in building a place for us in Heaven (John 14:2,3) and is interceding for the saints (1 John 2:1; Romans 8:34);
- * We believe in the visible, bodily return of Jesus Christ to this earth (Acts 1:11; Rev. 1:7);
- * We believe Heaven and Hell are definite places (John 5:29);
- * We believe the Body of Christ is made up of all who have been born again (John 3:3; 1 Peter 1:3) into the Kingdom of God, regardless of denominational differences. We believe in the spirit of unity (Romans 12:5; Romans 15:5) while allowing for variety in individual ministries as to their work, calling, and locality as directed by the Holy Spirit;
- * We believe the Holy Spirit to be the third person of the Trinity whose purpose in the redemption of men is to convict of sin, regenerate the repentant believer, guide the believer into all truth, indwell and give gifts to believers as He wills so that they may minister as Christ would to us (1 Corinthians 12:3; Titus 3:5; Hebrews 9:14; 1 Peter 4:14);
- * Concerning marriage and family life, we believe marriage is exclusively between one man and one woman as defined in scripture (Genesis 2:18-24);
- * Concerning gender, we believe the God of Genesis created man and woman, that His creation of male or female is perfect and complete and full of beauty as He designed them. We further believe redefining gender in opposition to God's original design is against the law of God and therefore we do not support this, and cannot, as Christians, entertain this behavior in our school. (Gen. 2)

Preschool Statement of Services

We provide half-day preschool for fully potty-trained 3 to 5-year-olds. We also provide before and aftercare for fully potty-trained students, 3 through 11 year-olds. This is considered by the Arizona Dept. of Health Services as part-day care and full-day care.

Our hours of operation are 6:30 a.m. to 6:00 p.m. - Monday through Friday.

Preschool hours are 8:30 a.m. to 11:30 a.m. - Monday through Thursday.

Before care 6:30 to 8:30 / Aftercare 11:30 to 6:00 - Monday through Thursday.

Full daycare 6:30 - 6:00 - Friday

United Christian School Address/Phone Numbers

903 W. Finnie Flat Rd, Camp Verde, AZ 86322

School number: 928-567-0415

Preschool/Childcare number 928-301-0609

Fax number: 928-567-9774



Enrollment procedures

- ♥ Parents may secure preschool/childcare applications from the school during regular office hours. Regular office hours are 8:00 a.m. to 4:00 p.m. Monday through Thursday
- ♥ The application must be returned to the school a week before the first day of attendance.
- ♥ A current immunization report for the child must be turned in by the first day of enrollment.
- ♥ Parents are encouraged to visit the school before their child is enrolled and should bring their child with them. This will allow the child to meet the teachers and other children before the first full day of attendance. All students are encouraged to attend the school for orientation purposes before the first day of class.
- ♥ Parents are required to have a pre-enrollment conference with the Director before the child's first day of enrollment. During the pre-enrollment conference, parents are encouraged to share information about their child, voice their expectations of the program, and ask questions.
- ♥ It is the responsibility of the parent to report to the office any change of address, telephone numbers (home or work), employment, emergency contact person, and medical information including reporting updated immunizations as they occur.
- ♥ Any child may be dis-enrolled upon recommendation of the Director. The school will give 48 hours' notice of dis-enrollment to the parent along with an explanation of the action (causes may be, but are not limited to, behavior, delinquency of account). An appeal may be made to the school Administrator, whose decision will be final.

Child Assessment Procedures

Our preschool uses the CDC Milestone Tracker along with other assessments tools to evaluate each child's progress throughout the year. We also provide ongoing monitoring and compiling of daily interactions and activities which also helps us to gather evidence of developmental progress and learning of students. We use this information for our curriculum goals and objectives then they can then be aligned with our specific needs in the classroom and individually.

Screening and Referral Policy

If we find there is a need for additional services that we are not trained for we will refer a child to Arizona Child Find, the Public School for special services, or refer the parents to their pediatrician.

Sharing Curriculum with Families

UCS Preschool/Childcare Handbook

Parent-Teacher Conference
(2 times per year - fall and spring)

Monthly Calendar sent home and emailed

Weekly Posted Lesson Plans

We use Zoo Phonics, High Scope, along with our own developed curriculum, which aligns with the Arizona Early Learning Standards. It includes activities that integrate the following preschool readiness skills:

† Social Emotional	† Approaches to Learning
† Language / Literacy	† Math
† Science	† Social Studies
† Physical Health and Safety	† Fine Arts
† Outdoor Classroom	† Special Events

We do this within our classroom centers using interactive play and hands-on activities. Our learning centers include block/truck, house, sand and water exploration, library, writing, science, art, activity & craft tables.

Transition Plan

Into Preschool:

While you begin to look for a preschool we ask that you come and visit our classroom with your child. We also ask that you meet with the director before your child begins.

One week before preschool begins in August, we have a parent meeting. We ask that you bring your preschooler so they may explore and play in the classroom, meet their classmates and teachers before preschool begins. Parents will be meeting in a separate room to go over the handbook, curriculum, and expectations. We will also answer any questions parents may have.

Out of Pre-K into Kindergarten:

Throughout the year we do many activities with the kindergarten which include practicing for and performing in school programs. Beginning in February, the Pre-K class visits the kindergarten weekly to interact with the kindergarteners and the teacher. Towards the end of March, we have Kindergarten Come and See Day, all Pre-K parents are invited to visit the kindergarten for the day and a packet for kindergarten registration and information is sent home.

Tuition

Preschool Registration fee - \$70.00
 Summer Program Registration Fee - \$35.00
 Half-day = less than 6 hours - \$27.00
 Full day = occurs on the 6 hours or more - \$50.00

Preschool 8:30 - 11:30 Monday through Thursday

Due by 1st of each month

2 days - \$2,000.00 per school year August - May billed at \$200.00 per month
 3 days - \$2,200.00 per school year August - May billed at \$220.00 per month
 4 days - \$2,400.00 per school year August - May billed at \$240.00 per month

Registration fee along with the first month's tuition is due by the first day of attendance; subsequent payments are to be made in advance on the first of each month.

Tuition is due the 1st of each month; refunds due to absences will not be made for the remainder of the current month.

- Prepaid before and after child care is available for an additional \$4.75 per hour (with a 2-hour minimum beginning with aftercare for school aged students only).
- Prompt pick-up is encouraged right at 11:30. ProCare automatically switches students to aftercare at 11:45 billing at \$4.75 per hour.

Attendance

United Christian School Preschool will be closed on legal and religious holidays as published on the school calendar. Parents are responsible for alternate care these days and no reduction in fees will be made. Childcare may extend into some holidays. **Parent MUST sign up prior to attendance on these limited school closure days.**

Drop off: Preschool begins promptly at 8:30, all students should be signed in by this time. All students need to be dropped off at their individually contracted times. **Please, no drop-offs during nap time (between 12:30 and 2:00).** We use ProCare software to check each child into our program. Each person will be assigned a specific code and password, please do not share with anyone else. This allows us to keep track of who picks up and drops off each child.

Pick-Up: Children need to be picked up before the aftercare is closed. If they are not, all appropriate individuals will be notified. A fee of \$1 per minute will be added to your bill and this must be paid before your child can attend again. Children will not be released to a person who is not previously authorized. Parents may add people to their pick-up list at any time.

Attendance Policy: Tuition and fees are based on the scheduled days and due regardless of attendance. Consistency is important for your child to have success in our program. We ask that you bring them on time each day, by 8:30AM to avoid disruptions in the classroom. Children who are frequently absent from school miss important learning foundations, it is important to have them attend on their scheduled days unless they are sick.

Scholarships

Quality First

Quality First Scholarships are awarded on a first-come basis and are a financial qualification. Scholarship recipients are responsible for registration fees. Any fees above the amount paid by Quality First will be charged to the recipient. Quality First Scholarships are transferrable, they stay with the recipients family.

Discipline

All rules center around the following

-  **Respect**
-  **Responsibility**
-  **Safety**

Issues/problems will be corrected with clear, consistent, and simple limits that the children can understand and follow. Re-direction and problem-solving skills will be emphasized. Children are expected to be respectful, responsible members of the group according to their age and capabilities. They will behave in ways to not harm themselves or others. i.e., No climbing on the furniture or hitting other children. They will be helpful, use good manners, and be polite when speaking to others.

Parental Involvement

Parents are welcome to visit at any time and have access at all times to the areas on school property where their enrolled child is receiving school services. We ask that parents respect nap times so the children are not disturbed. Parents who would like to take an active part in their child's care are more than welcome to do so. Whether it is helping in class, or offering suggestions for crafts, snacks, reading, math, science, your input is invaluable. Being a part of a bigger school, we will have programs, fundraisers, and events as a whole, as well as special events for our preschool throughout the year and ask that all of our parents fully participate. It also shows your child you want to be part of their world.....not just drop them off and pick them up.

Parent Volunteer Expectation

There is an expectation for all of our preschool parents to volunteer for **15 hours per year school year**. Volunteer hours may be acquired by helping in the classroom, taking prep work home to assist the teachers for upcoming lessons, assisting in cleaning toys or deep cleaning rooms. These hours can also be met by maintenance for our school as needs arise. We will also have programs and activities, fundraisers that will need help in setting up, tear down, and help in the running.

Tax credit workshop: We expect that parents attend one tax credit workshop during the year. Workshops will be provided four times a year.

Illness: If your child is ill or has been exposed to any communicable diseases, the school must be notified. The children will be given a health check before admission each day upon arrival. To keep our children and staff healthy if your child is ill, they may not attend until they are better according to the guidelines set by the state of Arizona.

CHRISTIAN
CHARACTER!



LOVE GOD
&
LOVE OTHERS
* * * * *

Integrity!
Honesty!
Responsibility!
Respect!
Compassion!
Self-Control!



Transportation

Parents are responsible for arranging all transportation for their children.

Field trips

Parents will be notified of any planned field trips and provided with a permission slip to review and sign. Children will be allowed to leave campus for a field trip only if the applicable permission slip has been completed and signed. All drivers/chaperones will be approved by the Director and have a valid driver's license and proof of insurance on file.

Insurance

United Christian School maintains general facility liability insurance that meets ADHS State's minimum coverage at all times. Documentation of insurance coverage is available in the school office upon request.

Medication

medication will only be administered to your child under the following circumstances:

- (a) All medication is in the original container with your child's name, proper instructions, Dr.'s name, and telephone number
- (b) Medication is accompanied by instructions with regards to dosage, times to administer the dose, and signs of allergic reactions
- (c) Parents take the time to go over the information with staff so that the instructions are clearly understood

Accidents and Emergencies

Medical:

In the event of an emergency, parents or the designated emergency contact person will be contacted immediately unless the injury/illness proves to be life-threatening at which time the first call priority will be to 911, the hospital, doctor, poison control, etc. To secure emergency medical care for your child, parents MUST complete and sign all medical emergency permission forms. Minor scratches, cuts, and so on will be treated with general first aid practices of cleansing the wound with soap and water and bandaging. Parents will be notified of these injuries immediately upon their arrival to pick their child up.

Fire:

We practice monthly fire drills. Children are taught exactly what to do should a fire occur: evacuate the building immediately and proceed to the far corner of the property and wait there. We will continue to practice our stop, drop, and roll techniques along with our crawling on our bellies to the exits.

Telephones/Electronic Devices and Cell Phone Use

Telephones in classrooms are not to be used by students they are only for school personnel. Students are not permitted to use personal cell phones/electronic devices during school hours, including before/aftercare and summer programs. Any cell phones/electronic devices that are brought onto UCS property must be deposited in the administrator's office or with the teacher/staff on duty, in the classroom at the start of the day and can be picked up at the end of the day. UCS is not responsible for any damage or loss of such items.

Students who do not turn their cell phone/electronic devices in at the beginning of the day may lose their right to bring a cell phone to UCS. Parents are expected to support this policy and not encourage their child to keep their cell phone with them throughout their time here at United Christian School.

Student cell phones/electronic devices brought to UCS or used at UCS are subject to inspection and review by staff pursuant to the search & seizure policy and administrative discretion. Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the aftercare phone number. 928-301-0609

Search and Seizure

United Christian School prohibits the possession, on school property or at authorized school functions, of substances or objects that are illegal or threaten public safety. Such materials or objects may include, but are not restricted to:

- * **Alcoholic beverages or illicit drugs.**
- * **Stolen property.**
- * **Weapons as prescribed by law.**
- * **Hate or inappropriate literature.**

The school authorizes the administrator or staff, on the basis of reasonable grounds to believe that a student is in possession of a prohibited substance or object, and in accordance with school board policy, to conduct searches and, where necessary, to seize prohibited substances or objects. Law enforcement may also be contacted if warranted.





Clothing

Please make sure your child dresses for fun, comfort, and messy play. Here at preschool sometimes we play with paint, dirt, and other things that may stain.

No flip-flops, close-toed shoes are preferred.

Snacks

UCS will provide 4 snacks per day. (7:30am & 10:00am) and (2:30pm & 4:00pm)

Lunches

All students who attend aftercare will need parents to send a lunch. Please label your students lunchbox. Microwaves are available only to warm food. Please send your child **with the necessary** utensils to eat their lunch. This year we will emphasize healthy lunches, including fresh vegetables, fruit, a protein, and a dairy. If juice is packed juices containing 100% fruit juice are best. **Do not** send candy or soda.

Please make sure and mark all of your child's items; jackets, lunch boxes, blankets, and any personal items.

Pesticide Use

Parents will be notified at least 48 hours before a pesticide is applied on our property by written notice sent home, email if available, and posting a notice on the front door.

Inspection reports are available on site

This facility is regulated by:
The Arizona Department of Health Services
150 N. 18th Ave. Suite 400
Phoenix, Az., 85007
602-364-2539

Daily schedule and activities

6:30 - 8:15 before care- primary care routine; greet children as they arrive, free play

7:30 snack is offered / 7:45 elementary students dismissed

8:15 preschool doors open

8:30 preschool begins

8:15 - 9:45 open centers; free play, blocks, manipulative & sensory table, science, math writing centers, crafts / painting, etc.

9:45 - 9:55 clean up

9:55 - 10:05 circle time

10:05 - 10:20 handwashing and snack

10:20 - 10:35 handwashing & free book time

10:35 - 11:00 Music & Movement / group reading

11:00- 11:50 outside free play

11:30 preschool is dismissed / aftercare begins

11:50 handwashing/ lunch begins

12:30 - 2:00 rest or nap time; quiet play/books/puzzles/soft music

2:00 - 2:30 wake up & quiet activities; books, coloring, puzzles, etc.

2:30 - 2:45 handwashing/ snack

2:45 - 3:15 outside free play

3:15 - 3:20 handwashing

3:20 - 3:45 library & reading

3:45 - 4:00 Music & Movement

4:00 - 4:15 handwashing /snack

4:15 - 5:15 open centers; arts and crafts, free play (homework for school age) small groups for organized games/projects etc.

5:15 - 6:00 outside free play

6:00 childcare is closed





I have read and understand the Student/Parent Handbook, including but not limited to the Student Computer Acceptable Use Policy, the Statement of Faith, Parent Involvement and Communication, Attendance, Cell Phone/Electronic Use and Dress Code of United Christian School.

Student Name (printed): _____

Student Signature: _____

Student Name (printed): _____

Student Signature: _____

Parent Name (printed): _____

Parent Signature: _____

Parent Name (printed): _____

Parent Signature: _____

Date: _____

**RETURN THIS PAGE TO UNITED CHRISTIAN SCHOOL
ADMINISTRATION**

903 W Finnie Flat Rd.
Camp Verde, AZ 86322
928.567.0415
CVUCS.ORG