

God's Garden Preschool 2021-2022



REGISTRATION INSTRUCTIONS

Registration opens on March 3rd, 2021. You may join us for our *Open House* on March 3rd, 2021 from 9-11am. During this time, the Director will be answering questions at the front of the school. No tours will be provided while students are on campus. You may schedule a private tour after regular school hours. Beginning March 3rd, you may drop off your paperwork between 9:00AM and 2:45PM daily or you may email it to us at godsgarden@horizonchurch.com. All required documents and fees MUST be received in order to hold your child's spot.

Please submit the following documents to REGISTER your child:

- Completed Registration Form
- Completed Parent Participation Agreement
- Registration Fee (\$220 per child for new students)
- Emergency Form (please submit an updated form)
- Immunization Record (please submit an updated copy)
- Birth Certificate (bring original – we will copy for you)

Required Immunizations include:

- DtaP: minimum 4 shots
- Polio (IPV/OPV): minimum 3 shots
- Hib: minimum 3 shots
- Hep B: minimum 3 shots
- Hep A: minimum 2 shots
- Varicella: minimum 1 shot

Important Reminders:

- View our Virtual Tour at https://youtu.be/nW_DeaBgfaM.
- Classes begin August 2nd, 2021.
- Meet the Teacher is on July 30th. Time to be determined.
- Tuition is due the first week of school.
- Check your spam folder in your email to make sure you haven't missed any important emails from godsgarden@horizonchurch.com.



Dear Parents,

Are you interested in enrolling your child in Christian Kindergarten at God's Garden Child Development Center for the 2021-2022 school year, but need help paying for it? I have good news - Your child is eligible for the school tuition tax credit. God's Garden partners with ACSTO, a school tuition organization, to help you afford a private Christian Education for your child. ACSTO uses tax credit donations to award tuition scholarships to Christian School students attending one of their partner schools, like God's Garden.

Now is the perfect time to begin this program! If your child will be attending K-12th grade at one of our Partner Schools for the first time in the Fall, you may apply for a scholarship during the Spring prior to when your child starts Kindergarten at the private school. Submit an application to ACSTO between February 3 and March 31 and any scholarships awarded to your child in the Spring Award Cycle can be sent to the school as tuition becomes due for the upcoming school year. Donors can donate to ACSTO and recommend your child for a scholarship up to one year before your child begins K-12th grade.

How to get started?

1) Apply on the ACSTO website - your child is not eligible for the state tax credit, unless you apply. ACSTO needs a current Scholarship Application for each of your children (K-12 only) enrolled. Your child(ren) must be enrolled at the school listed on the application. You must apply via the parent portal on the ACSTO website (<https://parent.acsto.org/auth/login>). You will be prompted to create an account, apply online, update family information, and create a child narrative.

2) Make a donation and ask friends and family to make a donation

After you have applied, ask your friends and family to make a donation and recommendation for your child. The more donations God's Garden receives, the more scholarships your child is eligible to receive. It is even possible to get your child's tuition completely covered for the entire year! **No need to wait, you can start making donations today.** To make a donation, visit the donor portal on the ACSTO website: <https://donor.acsto.org/>. Donors can also choose to donate by phone at 480-820-0403 or by mail. Mail donations with a donation card to PO Box 6580, Chandler, AZ 85246.

3) Attend an ACSTO Parent Workshop to learn more about the program, find out how much you can donate, and ask Questions!

4) Receive a dollar for dollar credit on your state taxes.

Award Cycles

There are 4 award cycles each year:

1. **Summer** - awarded in September, applications due by July 31st
2. **Fall** - awarded in November, applications due by September 30th
3. **Winter** - awarded in February/March, applications due by January 31st
4. **Spring** - awarded in May, applications due by March 31st

In order to receive tax credit scholarships you must apply on the parent portal by the deadline on the award cycle.

I recommend that you get started with this right away. Scholarships are awarded 4 times per year and the first award cycle is Summer - August. You must apply by July 31st to be eligible for the August (Summer) Award Cycle.

Please visit the ACSTO website www.acsto.org for more information or watch a short video to see how it works - <https://youtu.be/vi4gSZOlnyl>.

In the meantime, if you have any questions, please contact ACSTO directly at 480-820-0403.

Michelle Rhodes, *PhD*



Director
God's Garden Preschool and Child Development Center
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480-460-0081
directorgodsgarden@horizonchurch.com
www.godsgarden.com

God's Garden Child Development Center

Registration Form

2021-2022 School Year

***A non-refundable Registration Fee is due at registration to hold your child's spot.**

Program Preference Mark the appropriate age (must be of age on or before Aug. 31)	Programs Offered Morning Preschool times are staggered *Extended hrs are 8:45AM – 1:45PM on days/classes indicated	Monthly Payment	15% Sibling Discount
Age ____ Birthdate _____	Toddler 2's MWF morning 8:45AM – 11:45AM	\$390	\$330
Age ____ Birthdate _____	Preschool 3's MWF morning 8:45AM – 11:45AM	\$405	\$345
Age ____ Birthdate _____	Pre-K 4's MWF morning 8:45AM – 11:45AM	\$425	\$365
Age ____ Birthdate _____	Pre-K 4's MTWTH morning 8:45 – 11:45AM *extended T/Th *	\$525	\$445
Age ____ Birthdate _____	Pre-K 4's MTWTHF morning 8:45 – 11:45AM *extended T/Th *	\$610	\$520
Age ____ Birthdate _____	Kindergarten MTWTHF 8:15AM – 2:15PM daily	\$670	\$570
*Registration & Supply Fee – Per Child – Returning Families		\$200	\$170
*Registration & Supply Fee – Per Child – New Families		\$220	\$190

I have read, understand, and agree to adhere to the GG CDC childcare program and payment policies (see back).

*All fees and tuition payments are non-refundable.

Child's Name _____ Birthday _____

Parent's Name(s) _____ Home Phone _____

Cell Phone _____ Office/alternate Phone _____

Address _____ City _____ Zip _____

Email address: _____

Current Place of Employment: _____

Employer's Address: _____ Work Phone: _____

Parent/Guardian Signature _____ Date _____

Horizon Church Member _____ Current Student _____ New Student _____

<p style="text-align: center;"><i>For office use:</i></p> <p>P/D _____</p> <p>A _____</p> <p>N _____</p> <p>Date: _____</p>

CHAPEL T-SHIRT ORDER FORM

Every child that registers will receive a God's Garden Chapel T-shirt.

Please circle T-shirt size: Youth XS Youth Small Youth Med

God's Garden Child Development Center 2021-2022 Parent Participation Agreement

Please read and initial the following statements. If you have questions, please do not initial any item until you have had your question answered by the GGCDC staff and understand it completely.

- _____ I understand that all scheduled preschool programs must meet minimum enrollment requirements of 8 children or more and are subject to change or cancellation due to low enrollment.
- _____ I understand that I must maintain updated medical information annually and be current on all immunizations required by the AZ Department of Health Services.
- _____ I understand that registration & supply fees and paid tuitions are non-refundable and non-transferable under any circumstance. Registration & supply fees cover the cost of Chapel t-shirts, Administrative fees, Licensing fees, Teacher Training, and consumable curriculum supplies for your child's classroom including, but not limited to paint, paint brushes, paper, crayons, markers, glue, glitter, and other consumable curriculum supplies. These fees help us maintain the level of high-quality care that sets us apart from others.
- _____ I understand that all tuition is based on a yearly amount and is payable in ten equal installments from August through May. Tuition payments are due on the 1st of the month. A 15% tuition discount will be applied to a second child enrolled in the same family. A 10% Discount may apply to families who wish to pay a full-year of Tuition in Advance by August 4th, 2020.
- _____ I understand that tuition is due on the 1st of each month, August – May. Tuition is late if received after the 5th. I understand that I will be assessed a \$15 late fee for payments received or postmarked after the due date and \$15 late fee for NSF checks.
- _____ I understand that I may mail or hand deliver my check made out to God's Garden to the church office or classroom in order to meet the deadline. I may also enroll in automatic bill pay through my bank or pay online via the God's Garden Website via Paypal (please note: when paying via Paypal, please add in a 3% service charge or one will be added to your next month's bill).
- _____ I acknowledge receipt of the Parent Handbook and Parent Information Packet. I understand it is my responsibility to read and understand all the information provided to me by GGCDC.
- _____ I understand that GGCDC is not responsible for providing a year-end total of child care expenses. We will provide a Tax ID number and monthly receipts upon request.
- _____ I understand that my child will be released **ONLY** to those individuals whose names are listed on the DHS health form. I understand it is my responsibility to add any additional approved individuals to the DHS health form before your child will be released to them.
- _____ I understand that my child may be released from the program if he/she cannot benefit from the program or presents a danger to self or others as determined by teacher(s) and Director. God's Garden will do everything possible to prevent expulsion, including, but not limited to: requesting an observation from a Developmental Pediatrician or Therapist, creating a Behavior Support Plan, and providing me with Resources.
- _____ I understand that a **30-day paid notice** is required if I decide to withdraw my child from the program after an initial two-week trial period. A withdrawal form must be completed 30 days prior to my child's last day. Registration fees and paid tuition cannot be pro-rated or refunded under any circumstance.
- _____ I give God's Garden my permission to use my child's photograph for classroom purposes.
- _____ I give God's Garden my permission to use my child's photograph on Social Media (i.e., Facebook, Instagram)
- _____ I give God's Garden my permission to use my child's photograph and/or name for publicity purposes.

Yes/No My family attends worship services on a regular basis. Name of Church: _____

Parent Signature _____

Date: _____



CDC/SGH# or name: _____

**Arizona Department of Health Services
Bureau of Child Care Licensing
Emergency, Information and Immunization Record Card**

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted: (Pursuant to R9-5-304.B, at least two contact persons are required.)

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety.

In case of injury or sudden illness, I request that this individual be called first:	
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The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. yes no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:
Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list precautions:
Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, specify procedure:
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list precautions:
Additional comments:
Other special instructions:

This Emergency Information and Immunization Record Card is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:

Gods Garden Preschool

Parent Info Sheet 2021-2022

Hours of Operation

The Preschool Programs operate daily between the hours of 8:15AM-2:45PM with extended care from 7:45AM-8:45AM and from 11:45AM-2:45PM. The first day of school is August 2nd. The last day of school is May 20th.

Meet the Teacher

Meet the teacher is on July 30th this year. Time to be determined. Visit the following link to view our Meet-the-Teacher from last year: <https://www.youtube.com/channel/UCc0M7sG6ytEAG5X7xUS7Fsw..>

Tuition

All tuition is based on a yearly amount and is payable in ten equal installments from August through May. Tuition payments are due on the 1st of the month and are nonrefundable. There will be a \$15.00 late fee if tuition is received after the 5th of the month. You may place your tuition payment in the Tuition Box by the Front Door of the school or you may give payments to the director. God's Garden accepts the following forms of payment: personal checks, cashier's checks, money orders, online bill pay, or by credit card via paypal on our website (please note a 3% charge will be added to your account for credit card payments). Please make checks out to God's Garden. Enrolling in Online Banking is simple. First-time Bill Pay users will need to enroll in Online Banking with your local bank (i.e., Wells Fargo, Bank of America, etc.).

Scholarships Available

Please contact the Director to pick up a Scholarship Application.

Stay and Play

Stay and Play (extended care) is offered daily before and after school from 7:45AM to 8:45AM and in the afternoon from 11:45AM to 2:45PM. Please sign your child in daily in the Stay and Play binder, which can be found at the front desk each morning. Space is limited, so early sign-ups are recommended. The children engage in child-centered play during Stay and Play. Payment can be made on day of sign up. The price is \$10.00 an hour. Stay and Play fees will be calculated at the end of each month and added to the next month's tuition. Please send a lunch with children when they attend PM Stay and Play. **Children must be 2 ½ years of age and potty-trained to attend. Naptime is not provided in Stay and Play.**

Health & Safety Precautions

A health station will be set up at the front of the school to monitor children for fever, cough, and shortness of breath daily. Temperature checks will be taken daily upon arrival. Drop off and pick up is at the front of the school to minimize contact. Masks are required for teachers, parents, and outside visitors, but are not required young children. Cleaning, sanitizing and disinfecting efforts have increased. Toys, materials, tables, door knobs, light switches, and outdoor equipment are cleaned with bleach daily.

Snacks

Snacks are provided by parents. Teachers post regular Sign-up sheets to help supply weekly snacks. Classrooms are required by the ADHS Licensing to supply at least 2 healthy snack components daily. Snack Menus are posted weekly and include but are not limited to string cheese, yogurt, goldfish crackers, cereal, graham crackers, fresh fruit and vegetables, and 100% juice. Please sign up if you can. Our classrooms are **NOT** Peanut-free, unless needed. Please make sure all Classroom Teachers and the Front Desk are aware of any child allergies. If your child has an allergy, accommodations will be made.

Birthdays

Your child's birthday is a very important day! School friends enjoy sharing the event. If you wish to provide a special treat, we ask that you notify the teacher in advance. State law requires that all baked goods be store-bought and packaged.

Backpacks

Please provide a Backpack for your child. This should be brought each day of school. Please keep a change of clothes in your child's backpack daily. Please place them in a gallon sized Ziploc in case your child encounters an accident or messy situation while at God's Garden. If your child is not potty trained yet, please provide diapers and wipes in your child's backpack daily.

Sunscreen

God's Garden is committed to our children's health and protecting them from the sun's rays during outdoor activities. Per Arizona Health Department, we are not permitted to apply sunscreen. Please apply sunscreen prior to arriving at our childcare facility daily. Please provide a hat, sunglasses, and/or long sleeve clothing for your child to wear when outdoors.

Chapel

All classrooms will attend Chapel twice per month on Wednesdays during the 2nd and 4th weeks, each month. Your child will be provided with a Chapel shirt and we encourage them to be worn on Chapel days. Each Chapel will be based on a theme or topic and reinforced within the classrooms. Chapel occurs in the Horizon Presbyterian Church Sanctuary beginning at 9:00AM. Only one class will attend at a time to limit the number of those gathering. No parents or outside visitors are allowed at this time.

Playground Policies

To decrease contact between students, only one class will be allowed on the playground at a time. The equipment will be sanitized in between each classroom use and at the end of each school day. The playground will be closed to student and family use before and after school until further notice.

Parents Committee

We need you to serve on our Parents Committee. For God's Garden to keep tuition low and also keep all of its great traditions, we ask our parents to volunteer 5 hours of their time each year to create wonderful experiences for our school community. We are always looking for wonderful people to support Gods Garden in a variety of ways. Parents can choose to coordinate yearly events. Parents can also choose to make individual monetary donations, as well. Parents committee will help raise money for Gods Garden.

God's Garden Preschool

Precautions taken to prevent spread of COVID-19

2020-2021

Your child's health and safety is our TOP priority. We are following the following safety precautions to prevent the spread of COVID-19 at God's Garden Preschool and within the Community:

1. **Wellness Check Stations** - will be set up outside the front of God's Garden. Contact will be minimized with physical distancing, barrier/partition controls, staggered drop off/pick up times with the same guardian.
2. **Daily Arrival Health Check** - Students and staff will be screened upon arrival daily for cough, fever, and shortness of breath. **Daily Temperature Checks** will be taken before students and staff can enter the building.
3. **Exclusion Criteria** - Students and staff will be excluded if they present any of the following symptoms - fever of 100.4°, cough, congestion, shortness of breath, or loss of smell. Students and staff may not return to GG for 14 days if they experience any of the above symptoms and must be free of symptoms without fever reducing medication before they can return.
4. **We will be monitoring children for illness daily** - We will be monitoring children for fever, cough, and shortness of breath daily to prevent the spread of COVID-19. Your child will be sent home immediately if he/she develops a fever of 100.4°, a cough, congestion, shortness of breath, or loss of smell while in our care. Make sure you have updated your emergency contact form with a parent or family member that is able to pick up your child within 15 minutes daily.
5. **Household contact** – If a family member has tested positive for COVID-19, then then your child may not participate in our program for at least 10 days and must monitor for symptoms during this time. If your child starts to display symptoms within the 10 days, your child should be tested for COVID-19 prior to returning. If your child tests positive, he/she must remain at home for 14 days from onset of symptoms.
6. **Drop off and Pick up procedures** – Students will be dropped off and picked up at the front of the school. No parents or outside visitors will be allowed in classrooms. Only one parent is allowed at drop-off and pick-up to minimize contact with others. Please wait in the car until the front door is open and there is a minimal amount of people waiting to pick up/drop off children. Please follow social distancing guidelines by maintaining 6 feet apart from others.
7. **Staggered arrival and pick up times** - In order to maintain social distancing guidelines, we have staggered drop off and pick up times for our classes this year.
8. **Virtual Tours** - To decrease contact, tours will be conducted virtually indefinitely. You may watch our virtual tour at https://youtu.be/nW_DeaBgfaM. Contact the Director for more information.

9. **Students and staff will practice social distancing as much as possible** - We will do our best to minimize contact between children in the classrooms, however, students will be given multiple opportunities for social interaction throughout the day.
10. **Increased hand washing will take place this year** - Students and staff will wash hands at least 3 times each day.
11. **Face Masks or Coverings are required** - Parents and visitors must wear face coverings while on the property. Children under the age of 6 will not be required to wear masks, however, you may opt to send your child to school in one if preferred. Masks pose a safety hazard to young children so be sure your child can safely wear one. Teachers will be required to wear clear masks or face shields while on GG school property, including the classrooms.
12. **Family Style Dining will be avoided** - Teachers will dish up snacks for students and increase space between children during mealtimes. Mealtime conversations will continue.
13. **Decreased class sizes and child-adult ratios will occur if possible** - Children will sit with space between them while at circle time and at tables.
14. **Outdoor play activities will be adapted to include one class at a time on playground** -Activities will be planned to limit close physical contact, sharing of equipment, and waiting in line. Outdoor play equipment will be disinfected between each classroom use on the playground.
15. **Cleaning, sanitizing and disinfecting efforts will increase** - Toys, materials, tables, and outdoor equipment will be sanitized daily including frequently touched surfaces (door knobs, light switches, etc.) daily. Toys made available daily will decrease to decrease time spent cleaning. Soft toys will be limited in the classroom and must be cleaned daily.
16. **Shared material usage will be avoided** – Shared usage of consumable supplies will be avoided (i.e., playdough, crayons, sensory materials) as much as possible. Activities will be planned to limit close physical contact and sharing of materials. However, students will be given opportunities for social interaction daily and may share toys during free choice play (work time) and outdoor play.
17. **In case of school closure** - Online virtual classes will be offered in lieu of in person preschool classes if the CDC, Maricopa County, or Governor Ducey recommend childcare closures at any time in the future, or if we have multiple confirmed cases of COVID-19 at God's Garden Preschool. In such an instance, students will be offered daily virtual circle times, story times, and lessons/activities that can be conducted at home where it is safe.

Please contact us with questions or for more information at 480-460-0081 or www.godsgarden.com or godsgarden@horizonchurch.com.

COVID-19 TESTING SITES

CVS Minute Clinic

4430 E Ray Rd
Phoenix, AZ 85044
(480) 785-1006

https://www.cvs.com/minuteclinic/clinic-locator/az/phoenix/specialty/covid-19-testing-9290.html?WT.mc_id=LS_MC_GOOGLE_9290

Appointment Required
No Referral Required

CVS Minute Clinic

5975 W Chandler Blvd
Chandler, AZ 85226
(480) 753-1827

https://www.cvs.com/minuteclinic/clinic-locator/az/phoenix/specialty/covid-19-testing-9290.html?WT.mc_id=LS_MC_GOOGLE_9290

Appointment Required
No Referral Required

NextCare Urgent Care

Rapid COVID-19 Testing
600 S Dobson Rd
Chandler, Arizona 85224
480-814-1560
solvhealth.com

Appointment not required
Referral not required

FastMed Urgent Care

1804 W Elliot Rd
Tempe, AZ 85284
(480) 456-0444
fastmed.com

Appointment not required
Referral not required

MedPost Urgent Care of Gilbert

2487 S Gilbert Rd #108
Gilbert, AZ 85295
(480) 899-1341
medpost.com

Appointment not required
Referral not required

COVID Testing Clinic at Chandler Fashion Center

3111 W. Chandler Blvd

Chandler, AZ 85226

In parking lot near Ethan Allen and Forever 21

Hours: 9AM - 4:45PM daily

Appointment required

<https://covidclinic.org/chandler-covid-clinic/>

Chandler-Gilbert Community College – Pecos Campus

2626 E Pecos Rd.

Chandler, AZ 85225

Enter From Gilbert Road At Light

Appointment required

<https://embrywomenshealth.com/covid-19-testing-at-chandler-gilbert-community-college/>

Walgreens Drive thru Testing

3960 E. Chandler Blvd.

Phoenix, AZ 85048

Appointment required

<https://www.walgreens.com/findcare/covid19/testing>