

Christian Academy of Prescott Preschool/Extended Care



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WELCOME

Dear Parent or Guardian,

Welcome! I am glad that your child has been enrolled at Christian Academy of Prescott Preschool. I pray that your time here will be a happy experience. Christian Academy of Prescott Preschool's desire is to glorify the Lord in providing the best quality early education and care in a loving Christ-centered environment.

Learning occurs best with a planned curriculum designed to meet the spiritual, cognitive, social, emotional, and physical needs of the child. Christian Academy of Prescott Preschool programs provide age-appropriate curriculum that meets the needs of the individual child in a group setting. The curriculum encourages active, hands-on learning that builds on each child's unique abilities and learning style. A good beginning helps children develop values, attitudes, learning skills and interpersonal relationships which prepare them for lifelong Christian service.

Keeping you informed of the day-to-day activities and happenings will make our program successful. Please take time to check out the information boards and your parent folders for important parent information. Please give us a call at (928) 445-2565 if you have any questions or concerns. The office is open from 7:30 AM to 4:00 PM on Monday-Friday during the school year, except for official breaks or holidays.

Thank you for partnering with us as we prayerfully work together to grow kids in Christ!

Sincerely In His Service,

Jeanne Braaten
CAPP Director

IDENTIFICATION SECTION

Purpose

There is an important difference between the Christian and the non-Christian viewpoints on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education can be entirely God-honoring for parents and the children as an approach through the Scriptures.

We believe that Christian Education rightfully begins with the parents (Deut. 6:4-9). Education is not limited to the counsel of God revealed in His word, but also the counsel of God revealed in His world. Parents should want their children to be educated at home and at school with the consciousness that all truth is God's truth, including history, geography, science, music, and the arts, and that Jesus Christ is to be central in learning and living.

Mission Statement

"GROWING KIDS IN CHRIST" (Luke 2:52)

Organization of the Preschool

The preschool is a ministry of First Baptist Church, governed by the Board of Directors of the Christian Academy of Prescott, with a staff of administrators and educators to oversee the day to day operations. The church provides physical plant facilities, maintenance for the school, doctrinal biblical integrity and accountability, but does not dictate or delve into the C.A.P.P. budget. C.A.P.P. is financially autonomous, with an amount paid to First Baptist Church for janitorial and maintenance repairs and services.

Philosophy

Our aim at Christian Academy of Prescott Preschool is that each child will gain self-confidence, self-discipline, self-direction, and an understanding of cooperation in the context of biblical principles where Jesus' love is evident. Luke 2:52 says, "Jesus grew in wisdom (cognitive/intellectual development), and in stature (physical development), in favor with God (spiritual development), and in favor with Men" (social/emotional development). So do our students! All areas of learning must be developed to grow a balanced child.

Spiritual Development

Learning experiences encourage the development of a living Christ-like attitude. Teachers will be examples of Christ's unconditional love to children. CAP Preschool views itself as an extension of the home. Our purpose is to assist parents in their God-given responsibility of training their own children to respect and revere God (Proverbs 22:6) and know they are planting seeds of faith at a young age and preparing the children to develop spiritually.

Emotional Development

Each child will be encouraged to develop positive feelings about self by being shown love, respect, and acceptance as a unique individual. Feelings of competence will be encouraged, and each child will be allowed to feel the satisfaction of mastery of new skills through new experiences. Children will be guided in recognizing their own and others' feelings, then encouraged to express their feelings positively.

Social Development

Children will be offered daily opportunities for constructive play and interaction with other children of the same developmental level and with similar interests and abilities. Cooperation rather than competition will be encouraged. Children will be helped to deal with issues such as sharing, separation, negative behavior and handicaps. Children will be learning to empathize with others and be encouraged to use words to resolve conflict.

Mental Development

Each teacher will provide an environment of planned experiences that will stimulate curiosity, imagination, and creativity that promote the development of ideas and logical thinking.

Physical Development

Each child will have the opportunity for both large and small muscle development. Proper use of play equipment and participating in a variety of work and play indoor and outdoor activities, will help develop motor coordination.

State Licensure

Every year, Christian Academy of Prescott Preschool must pass an Arizona Department of Health inspection and renew our license to operate as a child care facility for full-day, part-day, and school-age child care (from ages 2 ½ and up). You may request to see a copy of our state inspection at any time, as well as call the State Licensure office. The address and phone are:

Office of Child Care Licensure
150 N. 18th Ave.,
Suite 400
Phoenix, AZ 85007
(800) 615-8555

Hours of Operation

C.A.P.P. offers extended care before and after preschool hours. Hours are 7:30 am to 8:30 am and 11:30 am to 5:30 pm on Monday - Friday for children 2 ½ years old to 5th grade.

PRESCHOOL TUITION & FEES

Preschool Hours

Classes are from 8:30 to 11:30 AM on Monday-Friday. Parents may enroll their child 2 to 5 mornings a week.

Non-Refundable Registration Fee: \$50.00

2 days	\$130 / month
3 days	\$185 / month
4 days	\$215 / month
5 days	\$275 / month

Extended Care Rates

Parents are billed hourly for the amount of time their child spends in Extended Care.

- | | |
|--------------------|---------------|
| 1 child | \$5.00 / hour |
| 2 or more children | \$4.00 / hour |
- Each additional child is \$4.00 an hour per child.

POLICIES

Refund Policy

Because our expenses continue whether or not every child is present every day, ***no tuition refunds can be made in the case of absence for illness or any other reason.*** As long as we hold a place for your child, your tuition charges continue. There are no refunds for non-attendance.

When a child withdraws from school, a pro-rated refund for tuition will be made.

Nondiscrimination Policy

Christian Academy of Prescott Preschool (CAPP) functions as a nondenominational school. Our school does not discriminate against students on the basis of race, color, nationality or ethnic origin.

Admission Policy

Parents or the legal guardians of a child must fill out an Admissions Application. The State of Arizona and the Christian Academy of Prescott Preschool requires that **ALL** information on the application **MUST** be filled out. **A child will not be allowed to attend preschool or childcare if the office does not have an Immunization Record Card or a Notification of Exemption Affidavit on file.**

Payment of Account

Preschool tuition will be divided into ten (10) monthly payments. Your first payment is due on your child's first scheduled day of school and on the 15th day of each of the following nine (9) months, with the last payment due May 15.

All account balances, other than current month Extended Care charges, are due on or before the 15th of the month. An account is declared delinquent on the 16th of each. No child shall continue attendance once the account becomes 30 days delinquent, unless acceptable payment arrangements have been agreed upon by the School Administrator. **There will be a service charge on all insufficient funds checks.**

Payments may be made in cash, check or credit card –payable to CAP. All cash payments **MUST** have a receipt issued to ensure proper credit application. **Payments may not be left in the classroom or handed to the teacher; they must be made or dropped off in the front office.**

Withdrawal Procedure

If it becomes necessary to withdraw your child from school, please notify the office as soon as you know your child's last day. CAP requires a two-week written advance notice of withdrawal. If this notice is not given, your account will continue to be charged.

OUR STAFF & EDUCATION PROGRAM

Our Staff

Our preschool teachers and assistant staff are hired based on education, experience, and training in the areas of early childhood development. They all take pride and pleasure in preparing a safe and age-appropriate learning environment for your child.

Class Descriptions

Early Preschool Class

Your child must be **2-1/2 to 3-1/2 years old on or before August 1 and fully potty trained.** This class focuses on play and hands-on activities. Each week features a different theme that includes language development, arts and crafts, stories, music, and simple games.

Preschool Class

Your child must be **3-1/2 to 4 years old on or before August 1.** This class introduces alphabet and number concepts, simple pattern recognition, science and discovery activities, sorting, cutting and drawing. An awareness of God is developed through Bible stories and singing. Children are also given opportunities to develop social skills through imaginative play, sharing and interactive participation

Pre-Kindergarten

Your child must be **4-1/2 to 5 years old on or before August 1.** This class fosters kindergarten readiness and a more structured environment. Students will have daily Circle Time and learning centers, introducing math, science, social studies, language arts, and Bible study based on both the Old and New Testaments.

Developing Skills

All topics below must be covered once a week in the classroom:

- Bible Stories
- Prayer Times
- Colors and Shapes
- Science and Math
- Music, Arts and Crafts
- Reading and Listening

Classroom Environment

Staff-to-Children Ratios:

- Age 2 - 1 staff member to 8 children
- Age 3 - 1 staff member to 13 children
- Age 4 - 1 staff member to 15 children
- Age 5 but not school age - 1 staff member to 20 children

In a group of children who are all different ages, the staff-to-children ratio is based on the age of the youngest child in the group.

Developing Skills

In addition to the above developing skills, preschool classroom activities should also include:

- Sharing and Listening

Dramatic Play
Social and Free Choice Play
Large and Small Muscle Development
Indoor and Outdoor Play
Sensory Learning
Snack Time

Childcare

Activities for childcare should include:

Nap
Snack
Indoor and Outdoor Play
Art
Sensory Learning
Social and Free Choice Play
Games/Puzzles
Story Time/Silent Reading (age appropriate)
Homework (age appropriate)

Chapel

A highlight once a week is to come together for chapel. The chapels are led by teachers and are varied each week. They might include puppet plays, Bible stories, mission focus, etc.

Field Trips

Preschool programs can be enriched through the inclusion of carefully planned field trips. First-hand experience can provide children with information and a level of understanding that adds elements to their play, enriches vocabulary and enhances their overall learning. Our preschool classes will occasionally take field trips, either in the CAP bus or a walking field trip (3-5 minute walks from school) with parent notification and consent first.

Preschool Supply List

1 package of small drinking cups (4-5 oz)
1 box of quart size Ziploc bags
1 container of Clorox (disinfectant) wipes
1 set of washable basic color markers
2 boxes of Kleenex
1 set watercolors
1 ream of 20 lb. copy paper

Change of clothing to include pants, shirt, underwear, and socks in a Ziploc bag, labeled with child's name and class.

DISCIPLINE GUIDELINES & METHODS

All preschool teachers must prepare and post a dated lesson plan in each activity area for each calendar week. All lesson plans are to provide opportunities for each child to:

Gain a positive self-concept
Develop and practice social skills through Christian character
Think, reason, question, and experiment
Acquire language skills

- Develop physical coordination skills
- Develop habits that meet health, safety, and nutritional needs
- Express creativity
- Learn to respect cultural diversity of children and staff
- Learn self-help skills
- Develop a sense of responsibility and independence

Childcare

The Director is to ensure that a current schedule of children's age-appropriate activities is posted in each activity area. The times of the following shall be provided:

- Meals and snacks

- Naps

- Indoor and outdoor activities

- Quiet and active activities

- Teacher-directed activities

- Self-directed activities

- Activities for individuals, groups of five or fewer children, and groups of six or more children

- Activities that develop small and large muscles

Rules & Discipline

At Christian Academy of Prescott Preschool there are five (5) sets of rules which are taught to the children:

General Rules

- Listen and obey the teachers.

- Be kind to friends (no hitting, biting, pushing, kicking or punching).

- Use kind words.

- Share with others.

- Keep hands to yourself.

- Ask the teacher before you leave the room.

Fellowship Hall Rules

- Use inside voices.

- No running inside unless the teachers are supervising running games.

- No sitting or standing on the tables.

- No climbing the poles.

- Pick up toys before getting something new or when the teachers ask you to.

- Treat toys gently so they will not get broken. Do not throw the toys.

Playground Rules

- Always swing forward in the swings.

- No toys on the swings.

- Hold on to the swing with both hands. No swinging on stomach.

- Do not run in front of or behind the swings.

- Always walk in front of the white line.

- Stay on the safe side of the white line.

- Always slide on your bottom.

- To be safe, do not climb up the slide.

- To make sure the windows do not get broken, no baseballs or bats on the playground.

Do not kick the balls above your head.

Lunchroom Rules

Eat your healthy food first (sandwiches, fruit, etc.).

Use inside voices.

Do not tip your chairs or push the tables.

No spitting.

Be kind.

No throwing food.

Use good manners and stay in your seat.

Bathroom Rules

No playing in the bathroom.

Wash your hands after using the toilet.

Do not put too much toilet paper in the toilets.

Do not splash water on the floors or on the mirrors.

Three Simple Rules:

You must not hurt yourself.

You must not hurt others.

You must not hurt things.

When behavioral problems occur, the following methods are used to teach the children appropriate behavior:

Redirect

Children most often squabble over toys and possessions. When this happens, we talk to the child to explain why such behavior is not acceptable and offer suggestions for other toys or activities that will redirect the child's attention and generally solve the problem.

Time-Out

If a child is causing a significant disturbance and is not responding to the redirection, we remove the child from the immediate area and have them take a brief time-out to calm down. We talk to the child to explain why the behavior is not appropriate, offer suggestions and then leave them alone for a minute or two. The child is then to be welcomed back into the activity.

Privilege Removal

When children are damaging things such as toys, using the equipment in an unsafe manner or fighting over toys, etc., the privilege to use the equipment/toys will be taken away from the child, at which time they will be redirected to another activity.

Parental Support

Should behavioral problems continue with a child who is not responding to the above forms of behavior management, we will enlist the help and support of the parents.

GENERAL INFORMATION

STUDENT SIGN-IN / SIGN-OUT

The State of Arizona requires that **all children be signed in and out of both Preschool and Extended Care each day.** To assure safe transitions, children are escorted between Extended Care and their classrooms by qualified staff personnel. Pre-school children who are not picked up by 11:30 AM will automatically go to Extended Care and be charged \$5.00/hour. Extended Care ends at 5:30. For every minute a parent is late in picking up their child, they will be charged \$1.00. **If a child is not signed out, regardless of the time they were picked up, parents will be billed for a 5:30 PM sign-out time.**

No one under the age of 18 is allowed to sign in a child or pick up a child from school. In addition, **no child is to be released without authorization by the parent or guardian.** **If you must send someone who isn't on your emergency list, please call the school office to give verbal authorization for that day.** We will ask to see a photo I.D. to verify identity.

Attendance

Preschool teachers take daily attendance which contains the first and last name of the child and the date. Attendance sheets are kept on file in the school office for 12 months and are available upon request.

Extended Care has a sign-in and sign-out sheet which must be signed with first and last name and dated each time the child is admitted and released. These sheets will be kept on file for 12 months as well.

Release

Preschool children are taken to Extended Care until the parent(s) or other authorized person comes to pick them up. Parents are billed hourly for the amount of time the child spends in Extended Care.

Removal From the Program

In extreme circumstances, when a child is not responding to the guidance above and is disruptive or dangerous to the staff or other children, we will regretfully ask that the child be removed from our program.

Parent Communication

Directly outside of each classroom is a parent file box. This box contains folders for each child in that classroom. **It is important that you check your child's folder every day.**

Each child has his/her own cubby. All papers, such as art work, will be put into the cubbies. To prevent them from getting too full, we ask that **parents pick up their child's papers every day.**

Information boards are located throughout the preschool. The most important one is directly outside the office windows by the front entrance.

Drop Off & Pick Up

Please enter the alley from Goodwin Street and exit on Union Street. Use caution in the parking lot and park in designated spaces only. Please do not leave siblings or other children unattended in your car for any reason. Watch out for children and keep those in your care

with you at all times.

Birthday Celebrations

Children love birthday parties! A parent may bring or send cookies, cake, or cupcakes for their child's class when it is their child's birthday. Please notify the teacher when you will be bringing food. Birthdays are celebrated at snack time in the mornings.

Holiday Celebrations

Since our curriculum is Christ-centered and our activities relate to God's Word, holidays will be observed as follows:

Halloween: Our focus is fall and thanking God for seasons/harvest.

Thanksgiving: Our focus is the Thanksgiving feast and thanking God for His provisions and blessings.

Christmas: Our focus is the birth of Jesus Christ.

Valentine's Day: Our focus is on loving one another and God's love for us.

Easter: Our focus is the death and resurrection of Jesus Christ.

Halloween costumes, Santa Claus, Cupid, and the Easter Bunny are not a part of our focus. Please understand that we do NOT teach against these secular traditions, but that our emphasis at the Preschool is biblical. For holiday closings, see the school calendar.

Lost and Found

Items will be kept in a brown bin marked "Lost and Found" in the Fellowship Hall. Please encourage students to claim belongings as soon as they are discovered to be missing. Items are kept for a two-week period only and are subsequently donated to charity.

Lunches and Snacks

CAP does NOT provide lunches for children staying in Extended Care. We require parents to provide a lunch for their child if the child will be staying past 11:30 AM. We allow **ABSOLUTELY NO SODA, GUM, CANDY or PEANUTS. We strive to keep our Preschool facility peanut free due to allergies.** Please limit your child to one item which contains sugar. **Juice must be 100% fruit juice**, not Kool-Aid, fruit punch, etc. Do not send items which require heating. Extended Care will provide an early afternoon snack for your child.

Preschool snacks will be provided by the parent of the child who is the "Special Person of the Day." Each parent will be responsible to bring a healthy snack, drink, cups, and napkins for the number of children in your child's class.

Naps

Parents must notify the Director if they want to schedule naps for their child. A cot and bedding are provided by the school for your child. A staff member is present at all times in the nap room.

Parent-Teacher Conferences

Parent-teacher conferences will take place in the fall and again in the spring. It is encouraged that at least one parent attend. Classes are cancelled, but Extended Care will be open. You will need to schedule an appointment with your child's teacher and reserve a spot in Extended Care if needed.

Photo Release

Many pictures are taken of CAP students during the year for use on our website and in various promotional materials. Names will NOT be posted with any pictures or any group that appears on our website. Your assent or dissent is indicated on the media release form in the application packet. **If you do not wish to have your student's picture used, you must notify the school office in writing.**

School Pictures

School pictures are scheduled for early fall and should be back in time for Christmas. Both individual and class pictures will be taken.

School Weather Closures

In the event that road or weather conditions make it unsafe to hold classes, parents should check the Prescott Unified School District (PUSD) website (www.prescottschools.com) for snow closure information. Closure or delay information is posted by 5:45 AM.

If PUSD declares a snow day, CAP and CAPP will also be **closed**. All children and school employees should stay home and not attend school that day. If PUSD declares a shortened snow day schedule, CAP (K - 8th Grade) will do the same. All CAP classes will be delayed either one or two hours as posted on the website. **Preschool classes will be cancelled and extended care will be available at 11:30 AM.**

Student Dress Code

Children should be dressed for play and in clothes that are easily maintained. Please provide your child with appropriate attire with the weather in mind (i.e., a warm jacket when it is cold outside). Closed-toed shoes and socks are required. They provide the comfort and stability necessary to safely participate in both free play and our various motor activities.

Toys From Home

We ask that you leave your child's toys at home or in the car. Each child will have opportunities to share his/her treasures when he/she is "Star Helper." On this day not only are they the teacher's helper, but they are also the line leader and may bring an item for Show & Tell. Teachers will advise parents of those days.

Toy guns, knives or weapons of any kind are not allowed. Please - NO violent action figures, Pokemon, Ninja Turtles, Power Rangers, Transformers, etc.

Visitors

All visitors (including parents) must register in the school office and get a visitor's badge if they are visiting on campus during school hours. This procedure is for the safety and security of all children and will help us better protect our children from unwanted visitors and also help us know who is on campus in case of an emergency. Exceptions to the sign-in procedure are programs, class parties, and all school-wide events. Parent involvement is welcomed and encouraged for all activities.

Parents are welcome to volunteer in the classroom, but will need to undergo fingerprinting and a background check.

HEALTH & SAFETY

Insurance

Every student is a participant in an accident insurance plan which provides secondary coverage for any accident occurring in the school, traveling to and from school, and at any school-sponsored activity. This is included in the registration fee.

Medical Emergencies

All employees of Christian Academy of Prescott are CPR/First Aid certified. In case of an emergency, the school will immediately notify the child's parents, guardian or person specified by the parent. If the medical situation or injury warrants, the school will take immediate action such as calling paramedics or having the student transported by ambulance to the hospital.

If your child has an allergy that requires the possible use of an EPI-pen, you must leave an EPI-pen at the school office in a Ziploc bag containing a Food Allergy Plan completed and signed by your physician. Attach a recent photo of your child. These are kept in the school office.

Injury Report

All injuries are reported to school office personnel. An injury report will be prepared and the cause of injury investigated. An "Ouch Report" will be filled out and sent home with the child.

Illness

Keep your child home if he or she...

- has a fever or had one during the previous 24 hours.
- has a cold that is less than four (4) days old.
- has a heavy opaque nasal discharge.
- has a constant cough (not an allergy cough).
- is fussy, cranky and generally not himself.
- has experienced diarrhea or vomiting in the previous 24 hours.
- is just tired. Rest at such times may prevent the development of serious illness.
- has symptoms of a possible communicable disease (usually sniffles, sneezing, flushed skin, chills, earache, reddened eyes, sore throat, abdominal pain, fever, or skin eruptions.) If your child is diagnosed with a communicable disease such as (but not limited to) Fifth Disease, Strep Throat, or conjunctivitis (Pink Eye), PLEASE contact the school office so we can keep all parents informed of any communicable disease.

If your child will be absent for any reason, please call the office and they will inform the teacher.

Allergies are not contagious, but may, along with some medications, make your child feel unwell. Even if your child shows no definite signs of illness, (but is unusually irritable, tired, or fussy) please consider how his/her behavior could affect the class and the child's school experience.

If your child becomes ill during school hours, he/she will be taken to the preschool director's office to reduce exposure to other children. You or another authorized person will be expected to pick up the ill child **immediately**. These guidelines will ensure the continued health and welfare of **all children and staff**.

Fire Drills/Campus Lockdowns

The purpose of monthly fire and lockdown drills is to thoroughly instill in the mind of the student the correct procedure for clearing or locking buildings so that in case of emergency, it may be done with no confusion. Great stress is laid upon the execution of each drill. Running and talking are not permitted. Students shall remain quiet and with their group until the teacher has taken roll and the all-clear signal is given.

In the event of an emergency that threatens the local area, all students will be quickly moved to a safe area or locked down in their classroom buildings. If the emergency necessitates students to remain in the buildings, we ask that students and staff not leave until we receive an all-clear signal from the local authorities. Once clear, we will begin dismissal as follows:

Children will be dismissed immediately to parent/guardian, person on the release list, or a CAP parent that is willing to take your child to their home with the parent's permission.

A vehicle line will be formed and students will be released similar to our rainy day dismissal procedure. Please remain in your vehicle and be patient as we want to ensure the safe and quick dismissal of all students.

In the event of a natural disaster (storm, power outage, etc.), students will be kept at the school until a parent (or designated adult) comes to pick them up or until it is deemed safe and appropriate to allow a general dismissal of all students. In the event of a major emergency, no student will be released without parent permission.

IMPORTANT LEGAL ISSUES

Child Abuse/Neglect

Educators are often the source of referral for child abuse victims because of their extensive contact on a daily basis. They are often the first persons to whom children disclose abuse or who suspect abuse because they recognize resultant behavioral changes. **School personnel are required by law to report all cases of suspected child abuse to a law enforcement agency or Child Protective Services.** If school personnel fail to report the occurrence of child abuse or neglect, they are guilty of a misdemeanor (ARS 13-3620).

Fingerprinting

For the safety of our children, all adults (teachers, room mothers, chaperones, aides, van and bus drivers, volunteers, maintenance personnel, etc.) must be fingerprinted and submit to a background check.

Asbestos Notification

The Christian Academy of Prescott maintains a policy to protect the health and safety of our students, faculty and staff. We are current on having our facilities inspected for asbestos-

containing building materials (ACBMs) by Western Technologies, Inc. The results have been evaluated and an ongoing operations and maintenance program is in place.

Pesticide Notification

We spray once a quarter in conjunction with school breaks (Fall Break, Christmas Break, Spring Break, and Summer). All pesticide information along with dates and times is available upon request.

(Updated 8/3/2015)