

# CHALLENGER SCHOOL POLICIES

## Handbook for Parents

2023–24 | California





# Challenger School Policies Handbook for Parents

2023–2024

## Contents

Philosophy.....	1
Comportment Code.....	1
General Information.....	2
Admissions and Enrollment .....	3–4
End of Enrollment.....	4
Extended Classtime .....	5
Summer Program .....	5
Program Offerings and Costs .....	6
Billing and Payment Information .....	7–8
Arrival and Departure .....	9
Health and Safety .....	10
Disputes .....	11
Contact Information.....	12
Student Uniform Policy .....	13–14



# Philosophy

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Challenger School students become individuals led neither by peer pressure nor common sentiment but by the strength of their own independent thinking. They recognize that the purpose of life is the individual pursuit of happiness through productive work.

The foundation of all we do, as expressed by the Founding Fathers and the Constitution of this country, is the unalienable rights to Life, Liberty, and the Pursuit of Happiness, along with the positive values that support those rights.

Our assembly subjects, song selections, traditional American cultural celebrations, and even our behavior management methods are enhanced by the ideal of treating students as independent equals held individually accountable for their own behavior.

Our educational philosophy (why we do what we do) and methods (how we do what we do) are unique. We teach children to become independent thinkers by leading them to understand the why behind the what.

They learn to integrate concrete facts into concepts through a process of identification and classification by recognizing essential similarities and differences.

Our emphasis on independent reasoning skills (which is so rare in today's world) results in our students' extraordinary rationality and academic performance.

With your support of Challenger's philosophy and policies, we will endeavor to accomplish our mission:

to *prepare* children to become self-reliant, productive individuals;

to *teach* them to think, speak, and write with clarity, precision, and independence;

to *lead* them to recognize and value their individuality and unalienable rights;

and to *inspire* them to embrace challenge and find joy and self-worth through achievement.

## Comportment Code

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**We are here to learn.**

**We respect ourselves and our rights.**

**We respect others and their rights.**

**We respect Challenger School.**

The Comportment Code expresses the basic expectation for employees, students, and parents/guardians ("parents"). Parents accept the responsibility to review this code with their children and help them understand their obligations.

### **Punctuality and Preparedness**

Students are expected to be punctual and attend school each day unless sick or otherwise excused by campus administration.

Assignments and homework are to be completed as required, making good use of class time.

### **Clothing**

All students will be clean and neat in appearance and will abide by the Student Uniform Policy.

### **Personal Property**

Students are expected to respect the property of the school, staff, and other students.

Challenger School is not responsible for personal property that is lost or damaged. We recommend that students do not bring valuable property to school. Students are not to bring electronic devices to school unless a campus administrator has given authorization.

### **Conduct**

Eating and snacking are limited to lunch, parties, and other approved times. Chewing gum is not allowed on campus. Public displays of affection such as kissing are not appropriate.

Any actions not in keeping with this code, including cheating; harming others; or possessing drugs, alcohol, tobacco, lewd material, or weapons, may be cause for immediate suspension or termination of enrollment.

# General Information

## Program Offerings

Programs are offered based on space availability and sufficient demand. Campuses are not authorized to offer services, classes, or alternate days/hours that are not published. (See Program Offerings and Costs.)

Challenger School reserves the right to alter class size and makeup during the school year according to operational needs and demands. Class size and teacher-to-student ratio will vary and will be determined by the administration.

## Schedule

### 2023–2024 Academic School Year

Program	First Day	Last Day
M–F	Aug 16	June 5
TTh	Aug 17	June 4
MWF	Aug 16	June 5

School schedules vary among campuses. Exact times are published on the Arrival and Departure Information document for each campus (available on our website). Typical schedules are:

Morning half-day classes	8:30–11:30 a.m.
Afternoon half-day classes	12:30–3:30 p.m.
Kindergarten–Grade 8 classes	8:00–3:00 p.m.

All-day preschool students and students enrolled in Extended Classtime may arrive as early as 7:00 a.m. and stay as late as 6:00 p.m.

## Holidays and Other Breaks

Parents must arrange alternate care for holidays and school breaks.

## Parent Portal Account

To facilitate communication and access important information, it is required that all parents/guardians establish a parent portal account.

## Items Needed

Students are responsible for bringing the following items to school every day:

- A bag or backpack to carry home schoolwork (Challenger will provide a bag for preschool students.)
- A drink and a nutritious lunch that does not need to be refrigerated or heated (Half-day students do not need a lunch.)

Challenger School provides students with needed materials and school supplies (crayons, pencils, paper, etc.). When necessary, teachers will send home a list of additional school supplies that kindergarten through eighth-grade students will need. Charges may apply for lost or damaged materials.

Challenger provides nap-time bedding for all-day preschool students. Bedding will be sent home regularly for laundering. Please wash and return the bedding the next class day.

## Orientation

Orientation is held the Friday before school begins. Parents will be notified of the time prior to the beginning of the school year.

## Visitors

Please allow two weeks before observing class. Except at events, all visitors (including parents) must sign in at the office and obtain a pass before visiting.

Parents interested in volunteering to help with school activities may pick up a parent volunteer form at the campus office.

## Changes to Policies and Programs

Challenger School reserves the right to amend policies and programs as necessary from time to time. Parents will be notified in writing of changes, and continued enrollment after such notice shall constitute awareness and acceptance of those changes.

# Admissions and Enrollment

## Admissions

### Age Requirements

Preschool—Children must be at least two years nine months old to be considered for preschool enrollment. However, in Idaho, Nevada, and Texas, the combination of our operational requirements and state regulations prevent us from accepting children younger than three.

Children must be trained in bathroom habits. Wearing diapers or training pants (including pull-up style) is not acceptable at school.

Kindergarten—Children must be five years old by September 1 to be considered for kindergarten enrollment except in California where the cutoff date is December 2.

### Campus Visit

A parent and prospective student are required to visit the desired campus so that interviews and evaluations can be conducted.

## Application and Acceptance

Applications for enrollment are accepted without regard to race, color, religion, sex, or ethnic or national origin.

To apply, submit an application and pay the application fee and tuition deposit. A placement test is required for all kindergarten through eighth-grade applicants, and a fee will be assessed. (See Billing and Payment Information.) Testing or submission of an application does not guarantee a child’s acceptance.

Parents will receive written notification once their child is accepted to Challenger School. Once a child is accepted, enrollment is secured for subsequent academic years due to continuous enrollment.

## Placement

Students are placed based on several factors. Those factors include, but are not limited to, age, maturity, motivation, assessment results, academic and comporment standards, and the likeliness to function well. If it is later determined that a different program is more suitable, the administration will confer with parents and make the necessary adjustments.

## Required Forms

<i>Marked forms (▲) are required for all students unless specific grades are listed after name of form.</i>											
	Enrolled Student					Applicant					
	CA	ID	NV	TX	UT	CA	ID	NV	TX	UT	
<b>For Acceptance</b>											
Enrollment Application						•	•	•	•	•	
Release and Agreement						•	•	•	•	•	
Parent Survey						•	•	•	•	•	
Child Care Center Notification of Parents’ Rights (▲ PS)						▲					
Personal Rights (▲ PS)	▲					▲					
Admissions Agreement (▲ PS at Ardenwood and Newark campuses only)						▲					
Birth Certificate or Passport						•	•	•	•	•	
<b>For Attendance</b>											
Physician’s Report* (▲ PS)						▲	▲	▲	•	▲	
Report of Health Examination* (▲ K, ◇ K–G1)	▲					◇					
Identification and Emergency Information**	•	•	•	•	•	•	•	•	•	•	
TB Risk Assessment (▲ K except at Ardenwood and Newark campuses)	▲					▲					
Vision and Hearing Certification (▲ PS4–G1, G3, G5, G7; ◇ PS4–G8)				▲					◇		
Current Immunization Record ***	•	•	•	•	•	•	•	•	•	•	
<p>*Submit no later than August 1.</p> <p>**Parents must verify information annually.</p> <p>***Parents of returning students must provide updated information to the campus as a student receives additional immunizations.</p>											

# Admissions and Enrollment Continued

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## Continuous Enrollment

The continuous enrollment process begins in early January when currently enrolled students who meet placement standards are automatically enrolled in the next academic year. Students must be enrolled in the current year before May 31 to be continuously enrolled for the next year.

Continuously enrolled students receive the following benefits:

- no annual academic application fee
- priority, secured enrollment
- continuous enrollment discount (K–G8 only)

Continuously enrolled students are enrolled into the subsequent grade level, with preschool students maintaining a comparable or other appropriate program.

If the next program level is not offered or if space is not available at the student's current campus, students will be enrolled at the next closest campus and/or placed on a waitlist at the student's current campus.

Parents will receive written notification confirming student placement for the next academic year which will also include a link to the annually updated *Challenger Policies Handbook for Parents* that includes pricing. Printed copies are available from a campus office upon request.

Parents have a minimum of 30 days to consider their child's placement, request a change, or withdraw before the tuition deposit is charged. (See Billing and Payment Information.)

Continuous enrollment does not include enrollment in the summer or Extended Classtime programs. Parents can request to add these programs via the parent portal. Application fees may apply. (See Billing and Payment Information.)

New students who initially enroll in the upcoming academic year and later enroll in the current academic year will not need to pay a second application fee, and in the second year will qualify for the continuous enrollment discount.

## End of Enrollment

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### Withdrawal

Parents who wish to withdraw their child must do so by notifying Challenger School in writing. Students who are withdrawn from the current year will also be automatically withdrawn from the next year. A student who is withdrawn no longer qualifies for continuous enrollment benefits.

A withdrawn student may return to Challenger pending space availability but will be required to re-apply.

### Suspension and Termination

It is important to Challenger that parents and students maintain good relationships with teachers and staff.

Challenger reserves the right to decline continued enrollment/services to parents who in Challenger's sole judgment are uncooperative or are abusive to school administrators or staff or who in Challenger's opinion will not be satisfied with Challenger's efforts, choices, or services.

Students must meet Challenger's standards of academic progress and comportment. Failure to meet these standards may result in suspension or termination of enrollment.

Challenger may terminate a student's enrollment if payment is not received by the end of the month in which payment is due.

Challenger reserves the right to terminate a student's enrollment after three consecutive days of nonattendance.

# Extended Classtime

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Extended Classtime is available before and after school for kindergarten through eighth-grade students only. Half-day kindergarten students may enroll in the extended session adjacent to their program. The morning session begins at 7:00 a.m. The afternoon session ends at 6:00 p.m.

Students must be signed in upon arrival and must be signed out before leaving the campus.

If a student is not enrolled in Extended Classtime, he or she may join the class on a per-day basis. (See Billing and Payment Information.) Parents must notify the office each time their child will be using Extended Classtime on a drop-in basis.

Extended Classtime is structured, and activities are organized for the maximum benefit of students. They enjoy PE games, art and craft activities, quiet table games, and music, as well as reading or story time.

The afternoon session also includes a brief recess, the opportunity to complete homework, and time to eat a snack brought from home.

Students are responsible for completing as much of their homework as possible, cleaning up after themselves, and preparing to leave at the end of the day.

Select campuses may offer enrichment classes to students enrolled in afternoon Extended Classtime.

The Challenger School Compartment Code is strictly enforced. Students who do not abide by the code are not allowed to continue their Extended Classtime enrollment.

# Summer Program

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Unless otherwise stated, all policies apply to summer programs. Exceptions and clarifications are noted in this section.

## Schedule

Program	First Day	Last Day
MW	June 12	July 26
M–Th	June 12	July 27
M–F	June 12	July 28
TTh	June 13	July 27

All-day preschool through seventh-grade students may arrive as early as 7:00 a.m. and stay as late as 6:00 p.m.

## Admissions

Attendance in the summer program does not guarantee admission for the 2023–2024 school year. Priority enrollment consideration for summer programs will be given to Challenger School students (and their unenrolled siblings) who were enrolled for 2022–2023 or who are enrolled for 2023–2024.

## Orientation

There is no orientation held for summer programs. Important materials will be distributed on the first day of class.

## Clothing

Uniforms are not required. Students must be dressed in safe, comfortable clothing that does not cause distraction or display content or images inappropriate for the school environment. For safety reasons, students are not to wear flip-flops, sandals, shoes with wheels, or shoes with open toes or heels.

# California Program Offerings and Costs

## Program Offerings

Almaden	Ardenwood	Berrysessa	Harwood	Middlefield	Newark	Saratoga	Shawnee	Strawberry Park	Sunnyvale	Academic Year Programs	Total Cost*	Monthly Payments	Daily Rate	Tuition Deposit	Total Days
										<b>Preschool</b>					
	N/A	N/A								Half-Day (TTh)	\$5,300	\$530	\$68.84	\$350	77
	N/A	N/A								Half-Day (MWF)	\$8,390	\$839	\$75.59	\$350	111
	N/A	N/A								Half-Day (M–F)	\$13,690	\$1,369	\$72.82	\$350	188
	N/A	N/A								All-Day (TTh)	\$9,820	\$982	\$127.54	\$350	77
	N/A	N/A								All-Day (MWF)	\$14,380	\$1,438	\$129.55	\$350	111
										All-Day (M–F)	\$24,200	\$2,420	\$128.73	\$700	188
										<b>Elementary</b>					
	N/A	N/A								Half-Day Kindergarten	\$16,060	\$1,606	\$85.43	\$350	188
										All-Day Kindergarten	\$22,990	\$2,299	\$122.29	\$700	188
						N/A	N/A			Grades 1–5	\$23,670	\$2,367	\$125.91	\$700	188
			N/A		N/A	N/A				Grades 6–8	\$25,430	\$2,543	\$135.27	\$700	188
										<b>Extended Classtime Programs</b>					
										Academic AM Session	\$1,629	\$181	\$36		188
										Academic PM Session	\$3,789	\$421	\$36		188
										Summer AM/PM Kindergarten–Grade 7	\$340	\$170	\$25		27–34
										<b>Summer Programs</b>					
										<b>Half-Day</b>					
										Preschool (TTh)	\$740	\$370	\$78		13
										Preschool (MW)	\$740	\$370	\$78		14
										Preschool (M–Th)	\$1,470	\$735	\$78		27
										Kindergarten-Prep (M–Th)	\$1,510	\$755	\$78		27
										Kindergarten (M–Th)	\$1,510	\$755	\$78		27
						N/A	N/A			Grades 1–4 (M–F)	\$2,450	\$1,225	\$91		34
			N/A		N/A	N/A				Grades 5–7 (M–F)	\$2,740	\$1,370	\$105		34
										<b>All-Day</b>					
										Preschool (TTh)	\$1,820	\$910	\$153		13
										Preschool (MWF)	\$2,620	\$1,310	\$153		21
										Preschool (M–F)	\$4,430	\$2,215	\$153		34
										Kindergarten Prep (M–F)	\$4,540	\$2,270	\$162		34
										Kindergarten (M–F)	\$3,890	\$1,945	\$139		34
						N/A	N/A			Grades 1–4 (M–F)	\$4,750	\$2,375	\$165		34
			N/A		N/A	N/A				Grades 5–7 (M–F)	\$5,030	\$2,515	\$190		34

N/A = program is not offered

\*Challenger School endeavors to offer its educational services at the lowest price possible. Current economic conditions make it difficult to accurately project costs into the future. Challenger reserves the right to amend policies and will notify parents promptly if it becomes necessary to adjust prices during the 2023–24 school year.

# Billing and Payment Information

## Contracts and Invoices

The person(s) responsible for payment will complete and sign a contract selecting a payment plan and method. Payment contracts are specific to each student's enrollment, and a new/updated contract is required with each change or addition.

Additional charges for fees and deposits will be invoiced on the first of each month for charges incurred the previous month.

Tuition, program costs, and fees are subject to change.

## Payment Plans

Contract signers will select one of the following payment plans:

	Payment Months		
	Academic	Extended Classtime	Summer
<b>Monthly Payment</b>	Aug–May	Sept–May	June & Jul
<b>One Payment*</b>	Aug	Aug	N/A
<b>Two Payments*</b>	Aug & Jan	Aug & Jan	N/A

\*Pre-payment discount applies.

Payments are made in advance and do not correspond to the number of school days in which a student is enrolled. Rather, they are equal payments toward the total cost. Payments are due by the 15th of the months indicated above.

## Payment Methods

There are two payment methods available to pay contracts and invoices.

**Auto Pay**—Challenger automatically processes payment from the funding source indicated on the payment contract (electronic check or credit card).

Contract signers will select a custom payment date between the 1st and 15th. However, invoiced payments are only processed on the 15th of the month.

**Self Pay**—Parents initiate payment which must be received by the 15th of the month.

Payment by credit card will incur a convenience fee of 3.5%. The amount of the fee will be itemized at the time of payment.

## Discounts

Discounts are applied in the following order to students who meet the qualifications below:

**Continuous Enrollment (K–G8)**—a 5% discount is given to students who are enrolled in the current academic year as well as continuously enrolled in kindergarten through eighth-grade academic program, remain enrolled through the end of the 2022–2023 academic year, and do not withdraw at any time from the 2023–2024 academic year.

**Multiple-Child**—a 10% discount is given for each child when there are multiple children (siblings) enrolled from the same family at the same time. Does not apply to Extended Classtime.

**One Pre-Payment**—a 2% discount is given when the total cost is paid in advance before school has begun and the student remains enrolled through the end of the 2023–24 academic year. New applicants enrolled after August 15 and before January 15 qualify for a prorated pre-payment discount for the days enrolled.

**Two Pre-Payment**—a 1% discount is given when the total cost is paid in advance in two payments (August 15 and January 15) and the student remains enrolled through the end of the 2023–24 academic year. This discount is only available to students enrolled prior to August 15.

## Tuition Deposit

An annual deposit serves as a commitment to secure academic year enrollment and initiates a process for Challenger to plan staffing and purchase resources. The deposit will be applied to the student's first payment. (See Program Offerings and Costs.)

A deposit is due with each application submitted and for continuously enrolled students as indicated below:

### Students Currently Enrolled in 2022–23 and Continuously Enrolled for 2023–24

Enrollment Date	Deposit Charge Date
Before January 31, 2023	March 1, 2023
Between February 1 and May 31, 2023	First day of the month after 30 days of enrollment

Once charged, the deposit is non-refundable and non-transferrable except as noted in Refunds.

# Billing and Payment Information Continued

## Partial Enrollments

Late enrollments, early withdrawals, and transfers will result in an prorated total cost.

Academic—Calculated by applying the daily rate to the number of days enrolled.

$$\frac{\text{number of school days enrolled} \times \text{daily rate}}{\text{prorated tuition for the year}}$$

The first payment for students enrolled after school has begun is greater than the published rate in order to align future payments to the published monthly payment schedule. The first payment is calculated in the following way:

$$\frac{\begin{array}{l} \text{prorated tuition cost} \\ - \text{the sum of remaining equal monthly payments} \\ - \text{tuition deposit} \end{array}}{\text{first payment}}$$

Students who are withdrawn after May 15, 2024, will not receive a credit for days not enrolled.

**Extended Classtime**—There is no daily proration for students enrolled in Extended Classtime. Rather, a full month is charged regardless of the number of days enrolled in each month (August to June).

**Summer**—Calculated by applying the surcharge daily rate to the number of days enrolled but will not exceed the full program cost.

## Fees

Any unpaid fees will be invoiced on the first of each month.

**Testing fee**—\$25 is assessed when a placement test is given.

**Application fee**—\$175 for academic and/or \$25 for summer is assessed and must be paid when an application is submitted. No more than one application fee will be assessed per year for each academic and/or summer program.

**Extended Classtime daily rate**—assessed each day a student who is not enrolled in Extended Classtime attends a morning and/or afternoon session. (See Program Offerings and Costs.)

**Late payment fee**—\$45 is assessed for balances that are unpaid after the 15th of the month.

**Returned payment fee**—\$35 is assessed for each payment returned.

**Late pickup fee**—assessed for each minute and each occurrence a student is picked up late as shown in chart below.

Late Pickup By	Before 6 p.m.		After 6 p.m.
	(Half-day PS and AM K)	(K–G8)	(PS–G8)
1–5 minutes	\$5	Extended Classtime Drop-In Rate	\$15
6–10 minutes	\$10		\$30
11+ minutes	\$1 per minute		\$3 per minute

## Refunds

The application fee and tuition deposit is only refundable if:

- Challenger School declines enrollment.
- a child is placed on a wait list and not enrolled before the end of the applicable school year.
- a child on a wait list is withdrawn before being accepted into any program for the applicable school year.
- a child is withdrawn without attending any days and then re-enrolled in the same academic year. The paid deposit from the first enrollment will be applied to the second enrollment.

Tuition and program costs will not be refunded for absences or campus closures due to unforeseen circumstances such as snowstorms, earthquakes, pandemics, or other conditions beyond Challenger’s control.

A credit balance of less than \$10 will not be refunded by check but may be applied toward any balance due.

## Collections

The persons responsible for payment agree to pay all attorney fees, court costs, filing fees, and charges or commissions of up to 50% of the principal balance that may be assessed to Challenger by any collection agency retained to pursue past due balances. The persons responsible for payment further agree to pay interest at the rate of 1.5% per month (18% per year) on such balances.

# Arrival and Departure

Our drive-through arrival and departure routines allow parents to safely and quickly drop off and pick up their child.

**Using the drive through process is required for all students arriving or departing during the published times on each campus's arrival and departure document.** Parents are responsible for ensuring that all designated drivers follow procedures.

When the drive through process is over/unavailable, parents must walk in to the campus to sign their child in or out. Be on time, as late arrival and early departure is disruptive to all students in the class.

## Drive Through Supplies

### Preschool Sign-In/Sign-Out Stickers

Preschool students must be signed in and out. To facilitate the sign-in and sign-out process, Challenger provides stickers. Before arriving, parents should fill out all the information, except for the time. Upon arrival, parents fill in the time and hand the sticker to the teacher who helps the student in and out of the vehicle.

### Visor Cards

Visor cards are required for the drive-through process. Only visor cards issued by Challenger may be used. Upon request, additional cards will be provided to responsible parties. A visor card is not an official form of identification.



## Drive Through Process

1. Display the visor card at arrival and keep it visible while on campus.
2. Pull up as far as possible and put car in park.
3. Wait for a Challenger employee to open the door and load or unload the student.
4. Remain in line until the front car has pulled away. Do not pull around unless instructed to do so.

## Drive Through Safety

Anyone dropping off or picking up students must:

- stay in their car while in the drop-off/pick-up area.
- avoid using mobile electronic devices during arrival and departure.
- refrain from using controls to close doors, hatches, and trunks. Our staff will close these items when it is safe to do so.
- keep their on-campus speed limit under 5 mph.
- follow approved traffic patterns and avoid making U-turns on public streets.

While unloading and loading students, campus staff wearing safety vests will:

- assist in buckling or unbuckling students who need assistance. However, Challenger employees are not experts in all safety restraint systems, so it is the driver's responsibility to verify that all children are properly secured.
- load and unload students on the passenger side of the vehicle, when possible.
- restrict walk-in access during the drive-through process, when necessary.

## Early Arrival or Late Pick-up

Do not drop off students early to wait unattended. There is no before- or after-school playground supervision except for those enrolled in all-day preschool or Extended Classtime.

Kindergarten through eighth-grade students not enrolled in Extended Classtime who arrive before the scheduled arrival time or are picked up after the scheduled departure time will be placed in Extended Classtime, and parents will be charged the Extended Classtime daily rate. (See Program Offerings and Costs.)

A late pick-up fee will apply for half-day preschool students picked up after departure time and all-day preschool and Extended Classtime students picked up after 6 p.m. (See Billing and Payment Information.)

## Additional Information

Parents should contact the campus office if:

- an all-day preschool or Extended Classtime student needs to be picked up using the departure routine.
- an authorized adult who is not on the pick-up list will be picking up a student. This person will be required to present photo identification.

## Parking

Visitors should park only in the designated visitors' parking area when on campus. There is no parking in loading zones, driveways, or No Parking areas. Parking spaces reserved for the disabled are only available to those with a permit.

## Third-Party Providers

Challenger will only release students to a third-party provider with proper authorization.

# Health and Safety

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## Emergency

By signing the Release and Agreement, parents authorize Challenger School personnel to obtain emergency medical treatment, dental care, and transport for their child at the parents' expense.

By signing the application, parents certify that they have provided all pertinent information on the application regarding medical conditions or allergies that affect their child. They should also alert the campus to any newly discovered allergies or conditions for their child.

In the event of an emergency, Challenger will attempt to contact individuals listed as emergency contacts for the student. If the first emergency contact cannot be reached, Challenger will leave a message and proceed to contact other authorized persons in the order established by parents. Emergency contacts need to have agreed to pick up the student when called and must speak enough English to respond to any situation. Challenger will always contact emergency medical personnel first if the nature of the emergency warrants immediate medical care.

Any change in contact information must be reported to the campus immediately.

Challenger does not employ school nurses; however, administrators and teachers are trained in school emergency procedures. Emergency plans are posted throughout the campus.

## Food/Gifts

In the interests of health and safety, Challenger requests that parents do not send food, gifts, or toys of any kind for other students. Challenger will provide food for certain school activities.

## Behavior

No corporal punishment is administered at Challenger. Parents will be notified of any behavioral concerns.

## Health

All students must be in compliance with government standards for health and immunization in order to attend school. Please refer to state immunization forms for current requirements.

## Medication

It is Challenger's policy to administer medication to students or to supervise students' self-administration of medication in compliance with Challenger's written procedures and applicable law. Challenger strongly recommends parents and physicians schedule medication so students do not have to medicate during the school day. Contact campus administrators with any concerns.

## Communicable Illnesses

Parents must notify the campus if they or any of their children contract a communicable disease such as chicken pox, hepatitis, measles, or strep throat. The campus will notify parents if their children are exposed to a communicable disease at school.

If a child shows any signs of illness or infection, that child should be kept home.

If Challenger observes signs of illness or infection at school, the student will be taken to the office, and the parent or another authorized party will be asked to pick up the student within one hour.

A child may return to school with a doctor's note verifying that it is safe to return or after being free of symptoms for 24 hours without aid of medication.

## Criteria for Child Staying Home

As a general rule, children exhibiting any of these symptoms should be kept home from school:

- Fever—100°F or above
- Vomiting
- Ear infection
- Diarrhea
- Cough—a wet, wheezy cough with mucus
- Runny nose—yellow or green drainage
- Eye infection—yellow or green drainage or pink eye

## Pesticides and Air Fresheners

Challenger periodically applies pesticides in and around its facilities as part of a pest control program. Chemical air fresheners are also used on premises. Prior notice and information is available from campus management upon written request.

## Insect Repellent and Sunscreen

Challenger does not provide or administer insect repellent or sunscreen.

# Disputes

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## **Domestic Disputes**

Parents should not involve Challenger staff in issues related to family disputes, divorce, separation, child custody, or visitation. Challenger will not make judgments or assertions about the suitability of one parent or another. Challenger is not able to enforce parent time schedules and will not deny parental access without an appropriate court order. If either parent or responsible party seeks to involve Challenger in domestic or custody matters, that individual will be responsible for all costs and legal fees incurred by Challenger and its employees.

## **Arbitration of Disputes**

Parents who have a legal or other claim against Challenger or any of its officers or employees that cannot be resolved through negotiation with Challenger, including, but not limited to, any dispute arising from the attempt to enroll or enrollment in

Challenger, agree by signing the application to submit the dispute to binding arbitration in accordance with the rules of the American Arbitration Association (“Association”). The arbitration will be conducted at the office of the Association closest to the campus in which the child is enrolled. If space is not available in the office of the Association, then the arbitration will be held at a facility in reasonable proximity to the Association office.

## **Class Action Waiver**

Any dispute resolution proceeding, whether in arbitration or in court, will be conducted only on an individual basis and not in a class, consolidated, or representative action, nor in a private attorney general capacity.

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## **California Legal Requirements**

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The California State Department of Social Services requires all licensed preschools to notify parents of the Department’s right to interview children or staff without prior consent and to inspect, audit, and copy child or child care center records upon demand during normal business hours.

California law requires Challenger School to notify parents of preschool students that drinking water is tested for lead contamination levels no less than every five years. Test results are posted online by the State Water Resources Control Board and are also available upon request.

To comply with Challenger’s employee code of conduct, employees must:

- Be warm and caring to students in order to show support, understanding, and encouragement, such as offering a genuine smile or giving a hug, a pat on the shoulder, a “high-five,” or a handshake;
- Be decisive, firm, confident, and resolute when correcting a child’s action but may not speak to or touch children in an angry, punishing, sexual, sexually suggestive, demeaning, or ridiculing manner;
- Never leave children unattended or unsupervised;
- Never be alone with a student.

# Contact Information

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## School Locations

### California

Almaden	19950 McKean Road	San Jose, 95120	(408) 927-5771
Ardenwood	35487 Dumbarton Court	Newark, 94560	(510) 739-0300
Berryessa	711 East Gish Road	San Jose, 95112	(408) 998-2860
Harwood	4949 Harwood Road	San Jose, 95124	(408) 723-0111
Middlefield	3880 Middlefield Road	Palo Alto, 94303	(650) 213-8245
Newark	39600 Cedar Boulevard	Newark, 94560	(510) 770-1771
Saratoga	18811 Cox Avenue	Saratoga, 95070	(408) 378-0444
Shawnee	500 Shawnee Lane	San Jose, 95123	(408) 365-9298
Strawberry Park	730 Camina Escuela	San Jose, 95129	(408) 213-0083
Sunnyvale	1185 Hollenbeck Avenue	Sunnyvale, 94087	(408) 245-7170

### Idaho

Boise Bloom	5551 West Bloom Street	Boise, 83703	(208) 338-9500
Everest	2020 West Everest Lane	Meridian, 83646	(208) 846-8888

### Nevada

Desert Hills	8175 W. Badura Avenue	Las Vegas, 89113	(702) 410-7225
Lone Mountain (Summerlin)	9900 Isaac Newton Way	Las Vegas, 89129	(702) 878-6418
Los Prados	5150 N. Jones Boulevard	Las Vegas, 89130	(702) 839-1900
Silverado (Green Valley)	1725 East Serene Avenue	Las Vegas, 89123	(702) 263-4576

### Texas

Avery Ranch	15101 Avery Ranch Blvd.	Austin, 78717	(512) 341-8000
Independence	10145 Independence Pkwy.	Plano, 75025	(469) 642-2000
Legacy	6700 Communications Pkwy.	Plano, 75024	(469) 573-0077
Pond Springs	13015 Pond Springs Road	Austin, 78729	(512) 258-1299
Round Rock	1521 Joyce Lane	Round Rock, 78664	(512) 255-8844

### Utah

Farmington	1089 Shepard Creek Pkwy.	Farmington, 84025	(801) 451-6565
Holladay	4555 South 2300 East	Salt Lake City, 84117	(801) 278-4797
Salt Lake Preschool	1325 South Main Street	Salt Lake City, 84115	(801) 487-4402
Salt Lake Elementary	1325 South Main Street	Salt Lake City, 84115	(801) 487-9984
Sandy	10670 South 700 East	Sandy, 84070	(801) 572-6686
Traverse Mountain	3920 N. Traverse Mtn. Blvd.	Lehi, 84043	(801) 407-8777
West Jordan	2247 West 8660 South	West Jordan, 84088	(801) 565-1058

## Executive Region Director

Challenger School genuinely cares for all students. We invite parents to contact their Executive Region Director at any time should they have concerns that have not been satisfactorily addressed by the campus administration.

CA (408) 377-2300

ID/UT (801) 569-2700

NV (702) 254-4226

TX (512) 341-8000

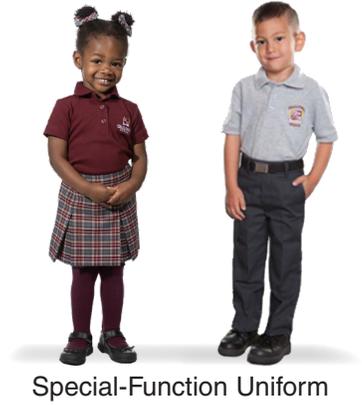
### Uniform Provider

The Challenger School student uniform must be purchased from the ScholarWear uniform company. Visit [www.ScholarWear.com](http://www.ScholarWear.com) to view photos and place orders. If they match those supplied by ScholarWear, socks, leggings, and belts may be purchased from alternative sources.

### Uniform

	Boys	Girls
Polo Shirt	• ▲	• ▲
Pants	• ▲	•
Skirt		• ▲
Shorts	•	•
Pullover Sweater	•	•
Sweater Vest	•	•
Cardigan		•

- Standard Uniform Days—Monday and Tuesday
- ▲ Special-Function Uniform Days—Picture days, Christmas Sing, and Spring Program



### Dress Requirements

Preschoolers must wear uniforms on standard and special function days. Preschoolers may wear their uniforms on other days of the week if they wish. Attire should be clean and practical for very active play.

#### Shirts

Shirts do not have to be tucked in.

#### Skirts

Pants **may not** be worn under skirts. When wearing skirts, black bike shorts that are shorter than the length of the skirt are encouraged, or ankle-length black leggings are acceptable.

#### Shoes

Shoes must be safe and practical for active play. Wheeled shoes, flip-flops, light-up shoes, sandals, Uggs-style boots, etc. and shoes with open toes or heels are not permitted. Snow boots are to be worn only outside.

#### Socks

Socks must be solid white, black, navy, gray, or burgundy. Girls' options include knee-highs, anklets, or tights.

#### Belts

Belts are optional for girls and boys. If worn, belts must be stretchable so that students can pull up or down their pants or shorts without unbuckling the belt.

#### Hair

- Hair must be combed or brushed and trimmed.
- Extreme or unnatural styles or coloring are not permitted; neither are styles/lengths obstructing eyes.
- Ponytails and shaved heads are not acceptable for boys.

#### Jewelry

- Girls may wear jewelry in modest amounts. Earrings must be small (not loose); only one pair may be worn.
- Boys may not wear earrings; neck jewelry must be under clothing.
- No facial or tongue jewelry is permitted.

### Uniform Provider

The Challenger School student uniform must be purchased from the ScholarWear uniform company. Visit [www.ScholarWear.com](http://www.ScholarWear.com) to view photos and place orders. If they match those supplied by ScholarWear, socks, leggings, and belts may be purchased from alternative sources.

### Uniform

	Boys	Girls
Skirt, Blouse, Cardigan, and Tie		• ▲
Oxford and Tie	• ▲	
Pants and Belt	• ▲	•
Pullover Sweater	• ▲	•
Sweater Vest	•	•
Polo Shirt	•	•
Shorts and Belt	•	•



Special-Function Uniform

- Standard Uniform Days—Monday through Friday
- ▲ Special-Function Uniform Days—Picture days, Christmas Sing, Spring Program, competition events, assemblies, and other campus- or region-specific days

### Dress Requirements

#### Uniforms

- Special function uniform items may be worn separately or together on standard days.
- Uniforms must be clean, in good condition, and worn as specified by the school’s administrators. Skirts, pants, and shorts are to be appropriately sized, worn from the waist, and not shorter than mid-thigh.
- Blouses and shirts are to be tucked in.
- Only a plain white t-shirt, undershirt, or camisole is to be worn under shirts.
- Jackets, windbreakers, and coats are to be worn only outdoors.
- Pants **may not** be worn under skirts. When wearing skirts, black bike shorts that are shorter than the length of the skirt are encouraged, or ankle-length black leggings are acceptable.

#### Belts

Boys and girls must wear a black, brown, or navy belt with pants or shorts.

#### Socks

Socks must be solid white, black, navy, gray, or burgundy. Girls’ options include knee-highs, anklets, or tights.

#### Shoes

- Shoes must be white, black, brown, gray, or navy with non-marking soles and be suitable for PE activity.
- Wheeled shoes, flip-flops, light-up shoes, sandals, Uggs-style boots, etc. and shoes with open toes or heels are not permitted. Classic boots are acceptable if adaptable for PE activities. Snow boots are to be worn only outside.

#### Hair

- Hair must be combed or brushed and trimmed.
- Extreme or unnatural styles or coloring are not permitted; neither are styles/lengths obstructing eyes.
- Boys’ hair must be trimmed above the collar and ears. Ponytails, mohawks, facial hair, or shaved heads are not acceptable.

#### Jewelry

- Girls may wear jewelry in modest amounts. Earrings must be small (not loose); only one pair may be worn.
- Boys may not wear earrings; neck jewelry must be under clothing.
- No facial or tongue jewelry is permitted.