

# Challenger School Policies

Handbook for Parents

2024–2025 | **CA**



**CHALLENGER**<sup>®</sup>  
S C H O O L



# Challenger School Policies Handbook for Parents

2024–2025

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# 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 any electronic devices to school that can record, communicate, receive or input data 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

### 2024–2025 Academic School Year

Program	First Day	Last Day
M–F	Aug 19	June 6
MWF	Aug 19	June 6
TTh	Aug 20	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 (AM) half-day classes	8:30–11:30 a.m.
Afternoon (PM) half-day classes	12:30–3:30 p.m.
Kindergarten–Grade 8 classes (K–G8)	8:00–3:00 p.m.

All-day preschool (PS) 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 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 grade 8 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 prevents 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.

### Testing

A placement test is required for all kindergarten through grade 8 applicants, for which a fee will be assessed. (See Billing and Payment Information.)

## Application and Acceptance

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

An application will not be processed unless parents complete the following:

- sign all agreements and forms within the application
- pay the application fee
- pay the tuition deposit (academic year only)
- provide age verification (birth certificate or passport)

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. Testing or submission of an application does not guarantee a child’s acceptance.

## 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

*Marked forms (•) are required for all students unless specific grades are listed after name of form.*

	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.  **Parents must verify information annually.  ***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 each year in early January. Currently enrolled preschool–grade 7 students who meet placement standards are automatically enrolled in the next academic year.

Continuously enrolled students are enrolled into the subsequent grade level, with preschool students maintaining a comparable or other appropriate program. If the next grade 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 placed on a waitlist at the student’s current campus. In the rare circumstance when continuous enrollment is not possible, parents will be notified of an alternative enrollment process and any additional terms, costs, and conditions.

Parents of continuously enrolled students will receive written notification confirming their child’s placement for the next academic year and a link to the annually updated *Challenger School Policies Handbook for Parents*. It is a parent’s responsibility to read and review the handbook annually for updated policies and pricing. Printed copies of the handbook 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.)

Students are not continuously enrolled 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 enroll in the current academic year before the last day of school, will also be continuously enrolled for the next year at the same time. Students who enroll in the upcoming academic year and later enroll in the current academic year will not need to pay a second application fee. Beginning the second year of academic enrollment, continuously enrolled students receive the following benefits:

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

## 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 withdrawn student may return to Challenger pending space availability but will be required to re-apply. A withdrawal from any academic year program (from the current or next year) is considered a break in continuous enrollment, and will result in a loss of continuous enrollment benefits for the next enrollment period.

### 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 grade 8 students only. 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 Comportment 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
M–F	June 17	Aug 2
M–Th	June 17	Aug 1
MW	June 17	July 31
TTh	June 18	Aug 1

All-day preschool through grade 7 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 2024–2025 school year. Priority enrollment consideration for summer programs will be given to Challenger School students (and their unenrolled siblings) who were enrolled for 2023–2024 or who are enrolled for 2024–2025.

## 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

## Academic Year

Almaden	Ardenwood	Berryessa	Harwood	Middlefield	Newark	Saratoga	Shawnee	Strawberry Park	Sunnyvale		Total Cost	Monthly Payments	Daily Rate	Tuition Deposit	Total Days
					P3	P3	P3-4	P4		<b>Preschool Half-Day</b>					
					P3	P3				Mon-Fri AM	\$14,580	\$1,458	\$77.56	\$350	188
					P4	P4				Mon-Fri PM	\$14,580	\$1,458	\$77.56	\$350	188
						P3				Mon/Wed/Fri AM	\$8,940	\$894	\$80.55	\$350	111
						P3				Tue/Thu AM	\$5,650	\$565	\$73.38	\$350	77
<b>Preschool All-Day</b>															
P3-4	P3-4	P3-4	P3-4	P3-4	P3-4	P3-4	P3-4	P3-4	P3-4	Mon-Fri	\$25,780	\$2,578	\$137.13	\$700	188
<b>Elementary All-Day</b>															
K	K	K	K	K	K	K	K	K	K	Kindergarten	\$24,260	\$2,426	\$129.05	\$700	188
G1-5	G1-5	G1-5	G1-5	G1-5			G1-5	G1-5	G1-5	Grades 1-5	\$24,980	\$2,498	\$132.88	\$700	188
G6-8	G6-8	G6-8		G6-8			G6-8	G6-8	G6-8	Grades 6-8	\$27,090	\$2,709	\$144.10	\$700	188
<b>Extended Classtime</b>															
K-G8	K-G8	K-G8	K-G5	K-G8	K	K	K-G8	K-G8	K-G8	AM Session	\$1,719	\$191	\$38		188
K-G8	K-G8	K-G8	K-G5	K-G8	K	K	K-G8	K-G8	K-G8	PM Session	\$4,005	\$445	\$38		188

P = preschool    K = kindergarten    G = grade

## Summer

Almaden	Ardenwood	Berryessa	Harwood	Middlefield	Newark	Saratoga	Shawnee	Strawberry Park	Sunnyvale		Total Cost	Monthly Payments	Daily Rate	Tuition Deposit	Total Days
										<b>Half-Day AM</b>					
		P3	P3		P3	P3	P3	P3		Preschool Mon-Thu	\$1,620	\$810	\$60.00		27
	P4	P4	P4	P4	P4	P4	P4	P4	P4	Kindergarten Prep Mon-Thu	\$1,670	\$835	\$61.86		27
	K	K	K	K			K	K	K	Kindergarten Mon-Thu	\$1,600	\$800	\$59.26		27
	G1-4	G1-4	G1-4	G1-4			G1-4	G1-4	G1-4	Grades 1-4	\$2,590	\$1,295	\$76.18		34
	G5-7	G5-7							G5-7	Grades 5-7	\$2,900	\$1,450	\$85.30		34
<b>All-Day</b>															
P3	P3	P3	P3	P3	P3	P3	P3	P3	P3	Preschool Mon-Fri	\$4,720	\$2,360	\$138.83		34
	P4	P4	P4	P4	P4	P4	P4	P4	P4	Kindergarten Prep Mon-Fri	\$4,840	\$2,420	\$142.36		34
	K	K	K	K			K	K	K	Kindergarten Mon-Fri	\$4,110	\$2,055	\$120.89		34
	G1-4	G1-4	G1-4	G1-4			G1-4	G1-4	G1-4	Grades 1-4	\$5,020	\$2,510	\$147.65		34
	G5-7	G5-7							G5-7	Grades 5-7	\$5,360	\$2,680	\$157.65		34
<b>Extended Classtime</b>															
K-G7	K-G7	K-G7	K-G4	K-G4			K-G4	K-G4	K-G7	AM/PM Sessions	\$360	\$180	\$27		27-34

P = preschool    K = kindergarten    G = grade

# Billing and Payment Information

Tuition and program costs are paid in advance and divided into equal payments toward the total cost. Parents choose a Payment Plan (when to pay) and a Payment Method (how to pay) in the child’s payment contract. Payments are due by the 10th of each payment month.

Parents will sign a payment contract for each program that a child is enrolled in and re-sign when a child’s enrollment changes and/or discount eligibility is affected.

Challenger reserves the right to amend tuition, program costs, and fees and will notify parents promptly if it becomes necessary to adjust prices during the school year.

## Payment Plans

In the payment contract, parents will choose one of the following payment plans that will determine when payment(s) must be submitted:

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

\*Monthly payments do not correspond to the number of school days in the month.

\*\*Pre-payment discount applies.

## Payment Methods

In the payment contract, parents can choose to enable the automatic payment feature and select a custom payment date. Challenger recommends this option to simplify the payment process and ensure that payment is received on time.

If automatic payments are not enabled, parents will need to initiate payment via the parent portal in the payment months defined in the selected payment plan.

Parents will choose either a bank account or credit card as the funding source for submitting electronic payments. Payment of any other type (cash, check, or online bill pay) must be approved by the campus office staff.

Payment by credit card will incur a 3.5% fee which covers the processing of the payment. The amount of the fee is itemized at the time of payment and will not be refunded.

## Discounts

Discounts are applied in the order below to students who meet the stated qualifications. The first discount is applied to the total cost. Additional discounts, thereafter, are applied after each newly calculated reduced total.

**Continuous Enrollment**—a 5% discount is applied to kindergarten–grade 8 academic tuition for students who:

- are enrolled on the last day of the 2023–2024 academic year
- are not withdrawn at any time from the 2024–2025 academic year

**Multiple-Child**—a 10% discount is applied to preschool–grade 8 academic and summer program costs for each child when there are multiple children (siblings) enrolled from the same family at the same time.

**Pre-Payment**—a discount is applied to preschool–grade 8 academic and extended classtime program costs when one of the pre-payment plans below is selected and the student remains enrolled through the end of the 2024–2025 academic year.

- Full Payment—a 2% discount is applied when the total cost is paid in advance by August 31. New applicants enrolled after school has begun and before January 10 qualify for a prorated pre-payment discount for the days enrolled.
- Half Payment—a 1% discount is applied when the total cost is paid in advance in two payments (August and January). This discount is only available to students enrolled by August 31.

## Tuition Deposit

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

The deposit is due immediately when an application is submitted. However, for students continuously enrolled, the deposit is due as indicated below. Once charged, the deposit is non-refundable and non-transferrable except as noted in Refunds.

Date Enrolled for 2024–25	Date Deposit Charged
Before January 31	March 1, 2024
Between February 1 and the last day of school	First day of the month after 30 days from the 2023–24 enrollment date

# Billing and Payment Information Continued

## Extended Classtime

Students who are enrolled in extended classtime are charged a full month of tuition regardless of the number of days enrolled in each month. If a student is not enrolled in extended classtime, he or she may attend the morning and/or afternoon session and will be charged the daily rate for each day attended. (See Program Offerings and Costs.)

## Partial Enrollments (for Academic and Summer)

Late enrollments, early withdrawals, and transfers will result in a prorated total cost that is calculated by applying the daily rate to the number of days enrolled.

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

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:

$$\frac{\text{prorated total cost} - \text{the sum of remaining equal monthly payments} - \text{tuition deposit (academic only)}}{\text{first payment}}$$

Students who are withdrawn from the academic year after May 15, 2025, will not receive a credit for days not enrolled.

## Fees

Fees are due as indicated below.

**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 or a program request is made through the parent portal. No more than one application fee will be assessed per year for each academic and/or summer program.

**Late Payment Fee**—\$35 is assessed for each child with an unpaid balance after the 10th of the month.

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

**Late Pickup Fee**—assessed for each student who is picked up late as shown in chart below.

Late Pickup By	Before 6 p.m.		After 6 p.m.
	Half-day PS	K–G8	PS–G8
1–5 minutes	\$5	Extended Classtime Drop-In Rate	\$15
6–10 minutes	\$10		\$30
11 + minutes	an additional \$5 for each 5 minute increment		an additional \$15 for each 5 minute increment

## 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 waitlist 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 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 parents. 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 grade 8 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 parents first and then, if not successful, individuals listed as emergency contacts for the student. 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.

# Campus Locations

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## California

Executive Region Director (408) 377-2300

**Almaden (408) 927-5771**  
19950 McKean Road, San Jose

**Newark (510) 770-1771**  
39600 Cedar Boulevard, Newark

**Ardenwood (510) 739-0300**  
35487 Dumbarton Court, Newark

**Saratoga (408) 378-0444**  
18811 Cox Avenue, Saratoga

**Berryessa (408) 998-2860**  
711 East Gish Road, San Jose

**Shawnee (408) 365-9298**  
500 Shawnee Lane, San Jose

**Harwood (408) 723-0111**  
4949 Harwood Road, San Jose

**Strawberry Park (408) 213-0083**  
730 Camina Escuela, San Jose

**Middlefield (650) 213-8245**  
3880 Middlefield Road, Palo Alto

**Sunnyvale (408) 245-7170**  
1185 Hollenbeck Avenue, Sunnyvale

## Idaho

Executive Region Director (801) 569-2700

**Boise Bloom (208) 338-9500**  
5551 West Bloom Street, Boise

**Everest (208) 846-8888**  
2020 West Everest Lane, Meridian

## Nevada

Executive Region Director (702) 254-4226

**Desert Hills (702) 410-7225**  
8175 West Badura Avenue, Las Vegas

**Los Prados (702) 839-1900**  
5150 North Jones Boulevard, Las Vegas

**Lone Mountain (702) 878-6418**  
9900 Isaac Newton Way, Las Vegas

**Silverado (702) 263-4576**  
1725 East Serene Avenue, Las Vegas

## Texas

Executive Region Director (512) 341-8000

**Avery Ranch (512) 341-8000**  
15101 Avery Ranch Boulevard, Austin

**Pond Springs (512) 258-1299**  
13015 Pond Springs Road, Austin

**Independence (469) 642-2000**  
10145 Independence Parkway, Plano

**Round Rock (512) 255-8844**  
1521 Joyce Lane, Round Rock

**Legacy (469) 573-0077**  
6700 Communications Parkway, Plano

## Utah

Executive Region Director (801) 569-2700

**Farmington (801) 451-6565**  
1089 Shepard Creek Parkway, Farmington

**Sandy (801) 572-6686**  
10670 South 700 East, Sandy

**Holladay (801) 278-4797**  
4555 South 2300 East, Salt Lake City

**Traverse Mountain (801) 407-8777**  
3920 North Traverse Mountain Boulevard, Lehi

**Salt Lake (801) 487-4402**  
1325 South Main Street, Salt Lake City

**West Jordan (801) 565-1058**  
2247 West 8660 South, West Jordan

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.

### 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.

# 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.