



# Thunderbird Christian Elementary

Training Children for Eternity

2024-2025 School Year

## General Information Sheet

<p><b>Contact Information</b></p>	<p>School Office Manager: Zak Adams          Phone: <b>(480) 991-6705 (Call or Text Message)</b>          Email: <b>office@thunderbirdelementary.com</b>          Address: 7440 East Sutton Drive, Scottsdale, AZ 85260          Office Hours: Mon-Thur 8:00 am to 4:00 pm; Fri 8:00 am to 1:00 pm          Principal: Chandra Young          Email: Chandra@thunderbirdelementary.com          Website: www.thunderbirdelementary.org</p>
<p><b>Before &amp; After School Care Program</b></p>	<ul style="list-style-type: none"> <li>• <b>Morning Time of Operation: 7:30 am – 7:45 am</b> (7:45am – 8:15 am Monday-Friday, no charge for care).</li> <li>• <b>Afternoon Time of Operation: 3:45 pm – 5:30 pm</b></li> <li>• <b>Friday afternoon time of operation: 12:30 pm – 3:30 pm</b></li> <li>• Contact aftercare (602) 580-3833             <ul style="list-style-type: none"> <li>- Fees: \$8.00 per hour/per student (billed in 15 min. increments)</li> <li>- Late pick-up fee: \$30 per hour per student after 5:30 pm</li> <li>- Please call Aftercare if you are going to be late</li> </ul> </li> </ul>
<p><b>Hot Lunch Program</b></p>	<ul style="list-style-type: none"> <li>• Monday through Thursday, a hot lunch is available for purchase from the TAA cafeteria for \$8.00 per meal.</li> <li>• <b>A 2-week menu will be emailed to parents with instructions to sign up and pay for lunches online by the Business Manager of TAA</b></li> <li>• Orders are due by the Thursday before the menu is in effect.</li> <li>• If your child forgets a lunch, a simple lunch may be provided by the school for a fee of \$8.00</li> <li>• The office will attempt to contact you to pay for the <b>emergency meal</b> but if we don't get permission within 15 minutes of the attempt a lunch will be provided. Please come to the office to pay for any emergency lunches that were needed. Any unpaid fees will be added to your student's bill at the end of the month.</li> <li>• If you DO NOT want your child to be provided an emergency lunch please inform the office.</li> <li>• No lunch period on Friday</li> </ul>
<p><b>Half-Day Friday &amp; Early Dismissal Days</b></p>	<ul style="list-style-type: none"> <li>• <b>After-school care is offered every Friday</b> (unless otherwise announced) at the regular rate</li> <li>• There is no lunch period on Fridays or Early Dismissal Days</li> <li>• There is NO AFTER-SCHOOL CARE on scheduled <b>Early Dismissal Days</b></li> <li>• Scheduled Early Dismissal Days:             <ul style="list-style-type: none"> <li>○ First day of school</li> <li>○ All Parent-Teacher conferences</li> <li>○ Christmas Program Preparation</li> <li>○ Spring Concert Preparation</li> </ul> </li> </ul>
<p><b>Field Trips</b></p>	<ul style="list-style-type: none"> <li>• <b>Students must wear the required TCE Field Trip Shirt.</b></li> <li>• Students must have written permission and signed consent-to-treatment forms on file with the school to participate in field trip activities.</li> <li>• Student supervision &amp; safety is the primary purpose for parental involvement on our field trips.</li> <li>• <b>Volunteer drivers must have their insurance information and a background check on file in the TCE office.</b></li> </ul>

<p><b>Discipline Procedures</b></p>	<ul style="list-style-type: none"> <li>• <b>Each classroom has published classroom rules and procedures, and all initial action begins with the classroom teacher.</b></li> <li>• If behavior necessitates further action, the administration will be involved and will notify parents/guardians.</li> <li>• Disciplinary action, when necessary, is designed to be <b>REDEMPITIVE</b>, remedial, and corrective rather than punitive.</li> <li>• If these efforts fail to bring positive results, the matter will be referred to the School Board.</li> <li>• The Student Handbook is on our website for more in-depth information.</li> <li>• Students must sign a Student Commitment Agreement saying they have read and will abide by the information in it.</li> </ul>
<p><b>Personal Technology Usage</b></p>	<ul style="list-style-type: none"> <li>• <b>MP3 Players, Electronic Games, Toys, etc., ARE NOT TO BE BROUGHT TO SCHOOL.</b> If any of these items are used during school hours, they will, at the discretion of the teacher, be confiscated and held at school until a parent or guardian claims them.</li> <li>• <b>If Cell phones are brought to school, they are to be left in the provided cellphone storage and may be used only with permission in the school office.</b></li> </ul>
<p><b>Attendance Policy</b></p>	<ul style="list-style-type: none"> <li>• Students need to be present regularly and on time in order to receive optimum benefits from the school program.</li> <li>• <b>Excessive absence and/or tardiness may affect your child's grades and eligibility to continue attending TCE.</b></li> <li>• Please call or text the office phone before the beginning of the school day to let us know if a student will be tardy or absent.</li> <li>• The school will endeavor to call the parent primary guardian of an absent or tardy student if contact has not been made by her/his parents prior to the beginning of the school day.</li> </ul>
<p><b>Concern Policy</b></p>	<ul style="list-style-type: none"> <li>• <b>The success of the school depends in large measure upon the fullest cooperation between parents and teachers.</b></li> <li>• To address a concern: <ul style="list-style-type: none"> <li>- <i>Step 1.</i> Talk directly to the teacher or staff member involved. Please make an appointment for the conference. If this does not resolve the issue, then</li> <li>- <i>Step 2.</i> Discuss the matter with the principal. <ul style="list-style-type: none"> <li>*A request to have concern written may be required</li> <li>* Step 1 will be reviewed, and a joint conference with the teacher will be scheduled</li> </ul> </li> <li>- <i>Step 3.</i> The school board is ready and willing to hear legitimate concerns regarding the school or teacher, provided earnest effort has been made by the parent and teacher to clear up the matter and when those efforts have been unsuccessful.</li> <li>- <i>Step 4.</i> The Arizona Conference Superintendent of Education may be helpful when the above procedures have not brought satisfaction.</li> </ul> </li> </ul>
<p><b>Dress code</b></p>	<ul style="list-style-type: none"> <li>• All students are required to have <u>at least 1 Red TCE Logo Polo.</u></li> <li>• TCE Logo Polos must be worn for field trips and school pictures.</li> <li>• <b>Throughout most of the school week, students will need to wear a plain dark blue, light blue, red, or white polo shirt.</b> Students may wear khaki/navy shorts or pants, or a similar skirt/skort, or jumper for girls.</li> <li>• Friday's have a more casual Dress Code. Students are allowed to wear TCE Friday t-shirts and jeans (as in accordance with the full dress policy found in the handbook)</li> </ul>