



**SuCasa**  
Preschool

Parent  
Handbook  
2026-2027

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## Kaymbu Download



## Jovial Homepage



[www.jovial.org/sucasa/hello/sign/in](http://www.jovial.org/sucasa/hello/sign/in)



## Mission of Su Casa Family Ministries

Su Casa exists to connect and empower both the Latino immigrant and broader Memphis community by creating a safe place to learn together in God's grace.

## Mission of Su Casa Preschool

The mission of Su Casa Preschool is to provide an exceptional Christian, dual language education specifically for children from low income, immigrant Spanish-speaking homes.

## Vision of Su Casa Preschool

We aim to partner with you as parents to provide your infants through preschoolers a safe and nurturing environment where they can reach appropriate developmental milestones and prepare for their entry into kindergarten.

**School Contact Info**  
901-3209-0909



[www.sucasapreschool.org](http://www.sucasapreschool.org)  
[preschool@sucasamemphis.org](mailto:preschool@sucasamemphis.org)

   
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### Executive Director

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### Preschool Director

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### Administrative Assistant

**Lizeth Garcia**

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## Hours of Operation

Su Casa Preschool (SCP) is open Monday - Friday. Classes begin at 8:15 am and end at 3:00 pm.

- Before Care Hours (\$400/year): 7:00 am - 8:00 am
- After Care Hours (\$750/year): 3:00 pm - 5:30 pm



SCP office hours are from 8:00 am - 4:00 pm. You can visit our website to schedule a visit with us or use the QR code above.

## Calendar

Our school year is based on the Memphis-Shelby County Schools' (MSCS) calendar. Our schedule is subject to change based on the MSCS final calendar. A printed calendar is passed out monthly; any changes will be shared via Kaymbu.

## Inclement Weather Policy

Our school closes anytime MSCS closes. Please check your Kaymbu for messages regarding inclement weather days. We do not refund tuition or make up missed days.

# Admission Criteria

## Ages of Children

SCP is open to children who are 6 weeks - 4 years old by Aug. 15, 2025. 5 year olds who are not yet eligible for Kindergarten may also apply.

## Demographics

We do not discriminate on the basis of race, ethnicity, socioeconomic status, gender, or religious affiliation. As a mission-based ministry, there are several things to note:

- Our mission is to Latino immigrant families. 70% of our available spaces will be given to families where one (or both) parent(s) emigrated from a Spanish-speaking country.
- Our mission is to exhibit God’s grace from a Christian worldview. While we acknowledge that our families may have other religious views, our classroom instruction will only present a Christian worldview.
- We also give preference to those who do not have other options for quality childcare.

## Waiting List

Children are enrolled as space is available; students can only be added to the waiting list *after* the registration form is completed *and* the registration fee is paid. Families on the waiting list receive priority entrance as soon as a space becomes available; this includes priority enrollment the following school year if no spot became available during the year.

We do prioritize families who more closely align with our mission, siblings of students, and staff children. We also encourage enrollment from Su Casa Family Ministries’ ESL classes and Iglesia Esperanza.

# Process for Admission

1. Take a tour of SCP.
2. Complete the online Registration Form and pay the Registration Fee.
3. When space is available, pay the Materials Fee.
4. Complete online enrollment paperwork via Jovial portal.
5. Complete an in-person paperwork and teacher interview session.
6. Begin the first day!

### Students MUST have:

- Copy of Birth Certificate
- Copy of Immunization Record and Well-Child visit

### Students do NOT need:

- Social Security Card





## Drop Off & Pick Up Procedures

Traffic in the parking lot is one-way; this is for everyone's safety. Park in the main parking lot, NOT in the driveways or under the awnings or you will be asked to move your car. The main door opens for 25 minutes during arrival and dismissal. Please walk your child in, greet the teachers, and help your child wash their hands.

In the lobby, sign your child into their classroom using the QR code that matches their classroom. All children MUST be signed in before being left for the day. SCP cannot be responsible for children not properly signed in by the parent(s).

### Morning Arrival

Arrive between 8:15 am - 8:40 am.  
Late arrivals of more than 5 minutes may be turned away.

- If you have an appointment, please send a message via Kaymbu.
- NO arrivals are permitted after 11:00 am.

### Afternoon Dismissal

Door opens 2:45 pm - 3:10 pm.  
After 3:10, students are sent to after care and a late fee of \$7.50 is added to your account.

- Aftercare closes at 5:30pm. At 5:31 an additional \$15 + \$1 per minute fee is added.

Children struggle when their routine is changed so we do everything possible to maintain the learning environment. To help with this, you must notify us via Kaymbu before picking up your child early for a non-emergency situation. **NO pickups are permitted after nap time has begun (12:00-12:30 pm)**. In case of an emergency, call and send a message as soon as possible so we can prepare your child.

If you need someone else not on your list to pick up your child, call the school and send a message in Kaymbu for instructions.

## Before and After Care

To enter/exit before and/or after care, drive to the back parking lot behind the school and ring the doorbell at the far left door. The staff will assist you from there.



## What to Bring

Label all items with your child's name in permanent marker. All children can bring a small backpack (not required).

### Infants:

- Diapers, bottles, breastmilk, pacifier.
- Formula (if you are not using the school-provided formula).
- 2 changes of clothes (1 for backpack, 1 for school).

### Toddlers:

- Diapers, water bottle, stuffed animal for nap.
- 2 changes of clothes (1 for backpack, 1 for school).

### PreK:

- Diapers/pull ups, water bottle, stuffed animal for nap.
- 2 changes of clothes (1 for backpack, 1 for school).

### JrK:

- Water bottle, stuffed animal for nap.
- 2 changes of clothes (1 for backpack, 1 for school).



## What NOT to Bring

- Open shoes or slippers
- Shoes with laces
- Personal toys
- Sweets (candy, gum, cookies, etc.)
- Valuables (toys, jewelry, money, etc.)

These items make the teachers' jobs harder! Help make it easier to care for your child by leaving these things at home.



# Fees and Payments

All payments are non-refundable.

## Registration and Materials Fees

Registration fee of \$100 per child must be paid to hold a space each year.

Annual materials fee of \$200 per child is due by May 1 to continue holding a space.

## Tuition

Tuition is billed over 10 months from July 1 - April 1. Cost for the year is determined by your child's age on August 15th.

Full tuition covers up to 65% of the cost of your child's care. The other 35% requires extensive fundraising. We encourage you to help us close the gap by becoming a monthly donor to Su Casa and helping us find other donors. The QR code below will help you set up a tax-deductible gift.

## Tuition Payments

Payments are due by the 5th of the month. A late fee of \$25 is added after the 5th. Consecutive late fees may increase in cost. No student can attend if the balance is not paid by the last day of the month.

## Sliding Scale Scholarships

If you need financial assistance, you can request a scholarship. Complete the *Scholarship Request Form* in Jovial and your request will be reviewed. Scholarships only apply to tuition, not fees, and are limited.

## Discounts

A referral discount is available!! For each student you bring to us, let us know and we'll add a \$250 credit (per semester they complete) to your account.

## Yearly Tuition Costs

Infants (6w - 15m):	\$10,500
Toddlers (16m - 30m):	\$8,500
PreK (2.5 - 4 years):	\$7,500
JrK (4 by Aug. 15)**:	\$0.00

\*\*contact us to see if you qualify

<b>Additional Costs:</b>
Registration: \$100
Materials Fee: \$200
Before Care: \$350
After Care: \$750
Drop in: \$7.50/day After 6pm: \$15 + \$1/minute

Scan Here





## Request for Paperwork

While we may not always seem busy, it takes a lot of work to make sure that your child is well cared for. Please turn in any paperwork that needs signed or filled out by Wednesday in order for it to be returned to you by Friday. It may take us up to a week to get your form(s) back to you.

Tax information and payment receipts can be downloaded from your Jovial portal.

## Withdrawals

A two-week written notice is required for all withdrawals. If less than two weeks' notice is given, parents will be responsible for any continued charges in tuition. Request the *Program Withdrawal Form* from the office and send a message via Kaymbu.

**There are no refunds on payments to SCP.**

## Therapy Visits

We welcome your child's therapist to come work with them at SCP. We will need a signed *Therapy Permission Form* from you. You can find this form on your Jovial portal. Please also send us a message via Kaymbu to help us prepare for their visit.

All therapists will be required to show ID and to sign in/out from their visit. We do not allow entry to visitors who have not been authorized via the permission form. This is a safety measure for you and your child.

If your child attends therapy off-campus, please remember that we do not permit pickups during nap time (beginning at 12:00pm or 12:30 for older children). If your appointment falls during that time, plan to pick your child up early.



## Health and Wellness

If your child is absent, send a message via Kaymbu so we can excuse them.

If your child gets sick at school, we will call you and your emergency contacts. Please do your best to arrive within 30 minutes. Students will not be permitted to return until they have been 24 hours symptom free or they have a doctor's note.

If your child needs medication while at school (prescription or over-the-counter), fill out the *Authorization to Administer Medication* on your Jovial portal. The medicine must be in the original container and given to the office.

### Staying Home is Best If:

Your child has:

- A fever of 100.4 or more in the last 24 hours
- Diarrhea/vomiting in the last 24 hours
- Undiagnosed rash or bumps
- Discharge from ears or eyes or pink eye (conjunctivitis)
- Head lice
- Chicken pox or measles
- Hand, foot, mouth
- Covid-19, Flu, RSV
- Any other contagious disease



If we are unsure, we'll ask for a doctor's clearance note.

## Immunizations

TN law requires that all students have up-to-date immunizations on file. Students cannot attend classes if their certificate expires.

Parents can provide an exemption waiver in place of an immunization record.

Students must also have a yearly well-child visit. SCP will work to provide assistance in completing these.

## Allergies

Medication for life-threatening allergies can be kept in the classrooms. It must be in the original container, have the child's prescription, and an action plan signed by a doctor.

All other allergies should be noted in your Jovial portal and discussed with the office so we can make arrangements.

## CACFP Meal Service

SCP provides breakfast, lunch, and an afternoon snack to all children in the program. These meals are included in the cost of tuition.

For infants under 1 year, SCP provides formula as well as baby cereal and baby food. You can use our formula or provide your own breastmilk or formula.

For children 1 year old and up, we provide full meals. These meals have strict health regulations; menus are posted at the beginning of each week. Our chef serves both traditional Latin foods and American foods throughout the week.



Milk (1% or whole) is a requirement at both breakfast and lunch. A non-dairy substitute is available with a written request; use the *Milk Substitution Form* in Jovial.

Because of federal regulations, any other substitutions require a doctor's note.

## Birthdays and Parties

We love to celebrate at SCP! We hold several special party days during the year and we are happy to have your help with these.

### Classroom Parties

Several of our events are classroom-only parties. Teachers will contact parents if they need help with supplies for these events. Parents should not plan to attend.

### Family Events

A few times during the year, we have family-friendly events. Parents, grandparents, and/or friends are invited to join us at these events. We will let you know what to bring. Most families will take their children home at the end of the event; we will give instructions on how to sign them out after the event.

### Birthdays

If you would like to send something for your child's birthday, please contact the office. Classroom birthday parties must be held at the end of the day--2:30 pm-- and be planned in advance through the office.

## Parent Responsibilities

### Kaymbu

All parent communication goes through Kaymbu. You will receive daily “moments” as well as any messages here. Your child’s daily report and quarterly portfolio of development will be here as well. You can also share “moments” from home with us!

### Jovial

Jovial is our online portal for paperwork and payments. You must use your unique login to access this page. Let us know if you need a new link.

### Parent-Teacher Conferences

Twice a year we hold 20-minute parent-teacher conferences. **Attendance is mandatory for all families.** We will hold sign-ups at least a week in advance.

### Parent Workshops

Parent workshops cover developmental or academic topics to help you keep becoming the best parent you can be! We bring in behavioral specialists to give you tips, provide Q&A, and share ideas. Two workshops are held during the school day and two at night. Food and childcare are provided as well as giveaways and prizes! These are open events so feel free to invite other families!

### Family Events

At least once per quarter, we hold a family-friendly event. We encourage parents to come with their child and spend time making memories together. Most of these are potluck-style events so we will let you know what to bring.

Our annual events include: Field Day, Fall Festival, Su Casa Family Christmas--Around the World, Easter Party, and an End of Year Picnic.

At both Christmas and End of Year, we unite with program participants from all of Su Casa Family Ministries to celebrate together.

## Ways to Stay Involved

- Join the Parent Advisory Committee (quarterly meeting)
- Sign up to bring a staff meal (monthly)
- Sign up to host Stay and Play (quarterly)
- Assist in a class during assessment week (3x year)
- Sign up to help sanitize toys (monthly)
- Host Teacher Appreciation Week (1st week of May)
- Find new monthly donors for Su Casa! We exist because of donations!



# Our Curriculum

## Who is God?

At our preschool, we focus on 4 key concepts as our foundational Christian curriculum:

1. God made us.
2. God loves us.
3. God wants a relationship with us.
4. God has a plan for us.

From these, we learn the character of God and how to be like Him. We focus on our key verse:

### Galatians 5:22-23

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control; against such things there is no law.

## HighScope

Our curriculum focuses on active participatory learning-- teaching children foundational skills for learning through play and engagement. Teachers find what interests the children and build on that.

Whole child development is central to our work so we spend our time in each of these areas daily. We observe children and share those observations with you through the "moments" you receive daily via Kaymbu. Teachers save ~3 moments per child each day and use these to build lessons and activities for the next day.

If you need help accessing your moments on Kaymbu, please let us know. We know how precious it is to see your child in action!

You can learn more about HighScope here:



## HighScope Areas of Development



Approaches to Learning



Physical Development and Health



Mathematics



Science and Technology



English as a Second Language



Social and Emotional Development



Creative Arts



Social Studies



Language, Literacy, and Communication



## Common Concerns

### Hitting, Biting, “No!” and Playing Alone

These are normal developmental stages and we treat them accordingly. While it's not pleasant for a child to experience, we do not punish children for their development. If your child is struggling to move through this stage, we will work alongside you to find solutions. If your child is hurt by another child, we will continue to support them as well.

**We actively avoid expelling preschoolers.**

### Potty Training

Each child learns to use the bathroom in their own time. When your child is ready, we'll be here to help! Please let us know when you start training at home.

### Nap Time

We have a quiet rest time in all classrooms. Children who do not sleep will be offered a quiet toy or book for rest time and will be encouraged to stay on their cots.

### Incident Reporting

Sadly, accidents happen with active little people. If your child is injured in a non-serious, non-emergency situation, you will receive a written report at the end of the day. For non-emergency injuries with an open wound, you will receive a phone call as well. In an emergency situation, we will contact 911, you, and your emergency contacts.



## Other Policies

### Emergency Drills

We conduct one fire drill per month and one additional drill (tornado, earthquake, etc.) per quarter.

### Inspections and Visitations

We are regulated by TN DHS and have a lot of inspections and monitoring visits. We grant access to all required personnel from the state and federal level. However, NO ONE is allowed to enter our building that does not have the proper paperwork and/or identification. We take the safety of our families very seriously.

### Raising Complaints or Issues

If you have any issue, please bring it to the directors in person or in writing. We believe in a Biblical model of reconciliation aimed at creating a safe space so we ask that you go directly to the directors with any concerns. We will do our best to resolve it quickly.

### Privacy Policy

SCP maintains a strict privacy policy. Families' information will not be shared unless permission is given for a specific circumstance. Photos/videos of the classrooms and activities help us raise support for the school; only families who give permission for this use will be included. While many of our grants require information from the school, the information we share does not have family names connected so it cannot be traced back to you. If at any time you feel your privacy has been compromised by SCP, please let us know and we will do our best to resolve it quickly.

### Handbook Amendments

SCP reserves the right to amend the policies in this handbook at the discretion of the directors. Any changes to the handbook will be communicated to the parents/guardians. If an issue arises that is not expressly discussed in this handbook, the director will handle the situation using professional judgment and the guiding principles of the school.





901-329-0909

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