

# Center for Academic Success

Preschool Parents' Handbook

2018





**Center for Academic Success Preschool Parents' Handbook**  
**900 Carmelita Drive**  
**Sierra Vista, AZ**  
**520-439-3526**

**MISSION STATEMENT**

Center for Academic Success Preschool will provide a quality educational program through age-appropriate activities. We will help each child develop intellectual and physical growth, and social interaction and a positive self- image.

**PHILOSOPHY**

Center for Academic Success Preschool will seek to enrich the social, physical, cognitive, emotional and educational growth of the individual child. This will be facilitated in a safe, healthy, environment through the cooperation of parents, teachers, and the center Director; this philosophy regards parents as the primary educators of their children. Parents' participation is a valued component of this program.

**INSURANCE**

The Center for Academic Success Preschool carries insurance to cover all enrolled children while on the premises if an accident or incident occurs.

**ENROLLMENT OF CHILDREN**

Parents should contact the director of the center to receive a registration form. The following completed forms are required by the State of Arizona, before a child can begin his/her first day:

**A.** Child enrollment form/emergency form: This must be complete and on file by the first day of school to ensure the availability of emergency phone numbers and parental consent for emergency medical care.

**B.** Child immunization record: All students must be in compliance with the regulations set forth in the Day Care Immunization Record Form to be completed by parents.

**C.** Field trip permission form

**D.** Tuition agreement

**E.** Policies acknowledgement form

**F.** Each child must be signed in/out daily by parent or emergency contact listed on enrollment forms. **Emergency contact must present a picture identification card.**

**G.** Every child must be completely potty trained and out of diapers/pull-ups to be enrolled at CAS Preschool. If a child has more than 3 accidents in a two week time frame then the child will be considered not potty trained. Parents will then be asked to remove their child from the preschool.

**\*\*All life changes should be brought to the Center Director's attention as soon as possible (death, separation, divorce, layoffs, moves, etc.) This is important to help with transitions for your child.**

### **ARRIVAL AND DISMISSAL**

**In the interest of safety, please observe the following rules:**

**A.** If your child will not be in attendance at preschool and day care, please call. Staff depends on this knowledge to carry out classroom duties. A call will be made one-half hour past the sign in time if the daycare has not heard from you.

**B.** Center for Academic Success Preschool is responsible for your child when he/she is signed in by the parent or authorized person. Both the correct time and the individual's name (upon leaving) must be recorded.

**C.** Please come into the classroom to pick up your child. We do understand that emergencies arise. If someone other than a parent or the designated person is picking up your child, please notify the office in writing. **It is not our policy to release children to anyone under the age of sixteen.** For your child's protection, photo identification is required! No Exceptions!

### **PARENT ACCESS TO THE CENTER OF ACADEMIC SUCCESS**

Parents have access to the areas on the facility premises where enrolled children are receiving child care services. Individuals that do not have enrolled students in the Preschool must check in with the Preschool office. Anyone assisting at the Preschool that is not a CAS employee is considered a volunteer and must check in with the front office and sign the visitor's log.

### **HOURS OF OPERATION (Please read carefully)**

Center for Academic Success Preschool is open Monday through Friday from 6:30 AM to 5:30 PM. Please call the preschool if you are going to be later than 5:30. You will be charged \$2.00 per minute for every minute after 5:30. If CAS Preschool is not notified of a late pick-up by 5:45 and the child/children are still in our care we will call Child Protective Service and have them pick up your child. Consistently picking your child up after 5:30 may result in the withdrawal from CAS Preschool.

### **HOLIDAYS**

**\*\*Parents/Guardians are required to fulfill the tuition agreement during stated holidays\*\* Except Thanksgiving week will be prorated and No Tuition is due the time we are closed for Christmas Break. During this time you are still responsible for payment of New Year's Day if it falls in that week unless vacation day is used. \*\***

Center for Academic Success Preschool observes the following holidays:

- **New Year's Day**
- **Martin Luther King Day**
- **President's Day**
- **Spring Break 1 week**
- **Good Friday**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veterans Day**
- **Thanksgiving Holidays ( Thanksgiving day and day after)**
- **Christmas Break (We are closed every year for Christmas Break Dates vary by year)**

#### **VACATION DAYS / SICK DAYS**

- A. Families enrolled **full time** will be permitted 5 vacation days during the school year. **Families enrolled part time receive vacation days in the amount of days that they are scheduled to attend each week.** This time must be pre-arranged two weeks in advance with the Director. Failure to do so will result in tuition payment for the time absent. You may use a vacation day for a Holiday that we are closed by submitting the request in writing.
- B. Families enrolled **full time** will be permitted 5 sick days per year without paying full tuition for days absent. **Families enrolled part time receive sick days in the amount of days that they are scheduled to attend each week.** Written notification of sick days is required in order for credit to be given.

#### **TUITION / REGISTRATION RATES: \*\*\* Tuition Rates Effective 9/1/2017\*\*\***

##### **Registration:**

\$50.00 Per. year for the first child, \$25.00 Per. year for the second child and a **\$25.00 registration fee is owed if the child is only enrolling for the Summer Program.**  
(NON-REFUNDABLE)

##### **Full Time Rates Preschool:**

5 days full time-6 hours or more per day-\$140.00 per week  
4 days full time-6 hours or more per day-\$125.00 per week  
3 days full time-6 hours or more per day-\$ 95.00 per week  
2 days full time-6 hours or more per day-\$ 65.00 per week

##### **Part Time Rates Preschool:**

5 days part time-Under 6 hours per day-\$105.00 per week

4 days part time-Under 6 hours per day-\$ 97.00 per week

3 days part time-Under 6 hours per day-\$80.00 per week

2 days part time-Under 6 hours per day-\$55.00 per week

**Drop In Daily Rates Preschool:**

Part time day-under 6 hours-\$30.00 per day

Full time day –6 hours of more-\$35.00 per day

**SCHOOL AGE SUMMER PROGRAM:**

**Full Time Rates School age:**

5 days full time-6 hours or more per day-\$80.00 per week

3 days full time- 6 hours or more per day-\$65.00 per week

2 days full time- 6 hours or more per day-\$45.00 per week

**Part Time Rates School age:**

5 days part time- under 6 hours per day-\$67.50 per week

3 days part time- under 6 hours per day-\$50.00 per week

2 days part time- under 6 hours per day- \$35.00 per week

**Drop In Daily Rates School age:**

Part time day-under 6 hours-\$20.00 per day

Full time day -6 hours or more-\$25.00 per day

**\*\*\*Children enrolled in Center for Academic Success Summer School program till 1pm are charged \$ 50.00 a week.\*\*\***

**SCHOOL AGE CARE:**

**Registration Fee \$25.00 per child.**

**Part Time Daily Rates:** Under 6 hours per day-\$17.50 per day

**Full Time Daily Rates:** Over 6 hours per day-\$20.00 per day

**DISCOUNTS:**

The following discounts are available with proper documentation.

A. If more than one child enrolled in Preschool and attending from the immediate family a 10% discount from the full tuition fee is offered and is applied to the child(ren) with the lowest tuition rate(s).

B. If either parent/guardian is actively serving in the U.S. Military, Border Patrol or First Responders a 10% discount from the full tuition fee is offered.

These discounts are only available to those accounts when full tuition is paid in advance. Discounts are not applicable on any fees, Agency Co-Pays, or special program promotions and cannot be combined with any other discount or promotion.

**TUITION / PAYMENT**

**Tuition is due and payable on Monday of every week for that weeks attendance.**

**\*\*\*Tuition is payable for children regardless of physical attendance unless vacation schedule and /or schedule change forms have been submitted and approved by the Preschool\*\*\*** Written notification of sick days is required in order for credit to be given.

Payments **NOT** received by 5:30 p.m. every **Wednesday** of each week will accrue a **\$10.00 late fee per day** until the balance is paid in full. The child may not return to school the following week until the prior week's balance is paid in full.

In the event of a returned check

- A. \$25.00 fee plus any bank fees accrued will be charged to the check writer in the event of a returned check. Immediate payment including fees must be paid by money order or cash.
- B. Center of Academic Success Preschool will no longer be able to receive payment by check from the identified person listed on the returned check. Payments must be made in the form of money order or cash.
- C. The Center for Academic Success Preschool has the right to take whatever steps necessary to collect any monies owed to them. These steps include contacting the Sheriff's Department for theft of services and/or reporting nonpayment to a debt collection agency.

### **WITHDRAWAL PROCEDURE**

**A.** A child will be withdrawn from the Preschool by mutual agreement between the parents or guardians, the teachers, and the Director if the child's adjustment to the program is unsatisfactory.

**B.** A child will be dismissed if there is a general lack of cooperation by the parents in:

1. Filling out and returning required forms in a timely manner.
2. Paying fees or making arrangements to do so.
3. Abiding by all procedures stated in the Center for Academic Success parent handbook.

**C.** A family will be dismissed if a parent becomes belligerent or disrespectful to the staff.

**D. In all cases of withdrawal by parents, two-(2) week's prior written notice shall be required. If two-(2) week's prior notice is not given, regular payment will be required for the two week period.**

### **HEALTH POLICIES**

The policy of Center for Academic Preschool is to maintain and protect the health of all children and to reduce the risk or spread of disease and illnesses to children. The Arizona

Department of Health Services/Childcare Licensure mandates that a licensee shall not permit an enrolled child to remain at the facility if a staff member determines that the enrolled child shows signs of illness or infestation. The director may send any child home whose health seems questionable upon arrival at school or while class is in session. Children will be sent home for the following illnesses:

Sore throat, Inflammation and drainage of the eye, fever, rash, vomiting, diarrhea, coughing, nasal drainage, communicable disease (i.e. Pink eye, chicken pox, ringworm...) and other illnesses having potential to affect the health of other children. Children will also be sent home if lice or nits are discovered and will need a Dr. note to return. If a child requires immediate medical attention, 911 and the parent/guardian will be called and the child will be taken to Sierra Vista Regional Community Hospital Emergency Room or an appropriate facility.

## **ILLNESSES**

**A.** Each child who is ill with:

**Fever (99.9) and/or has following symptoms:**

**Vomiting**

**Cough**

**Measles**

**Diarrhea**

**Rosella**

**Unexplained rash**

**Strep throat**

**Chicken pox**

**Colored nasal discharge**

**Headache**

**Or other communicable diseases and conditions which would be detrimental to his/her own learning or to the health of other children may not be brought to the center or will be sent home from the center.**

**B.** If a child becomes ill at the center, the parent or designated person shall be notified to pick up the child immediately. Until that adult arrives, the child will be isolated from the other children, but within sight and hearing of a staff member. The parent/designated person must arrive within one half hour of receiving information concerning the sick child.

**C.** It is our policy that tuition payment is made for absences due to illness unless a sick day is used.

**D.** If a child is found to have a communicable disease (pink eye, chicken pox, ringworm, scarlet fever, or lice) the center must be notified. The Director will notify all parents with children in the center.

**E.** If a child has a suspected illness or communicable disease and is sent home from the center a doctor's note is required for re-admission to the center.

**F.** If a child is sent home with a fever of 99.9 he/she must remain out of the center for the following day and until the child has returned to normal temperature for 24 hours without medication.



## **MEDICATION**

If your child/children need medicine during the time they are at school the director or assistant director will administer the medicine. The medicine must be signed in with the director or assistant director. The medicine must be prescribed by a physician with the child's name, dosage, frequency, doctor's name and telephone number. CAS Preschool will not administer over the counter medicines. Parents must sign consent and a release form allowing CAS Preschool staff to administer any medication.

## **ACCIDENT LOG**

Teachers will complete accident reports as needed for any incidents that may cause harm to an enrolled child. Parents are required to sign accident reports and return to the front office in a timely manner. Accident reports are stored in the Preschool office for 24 months. If there is a question about a report, please contact the Preschool Director.

## **NUTRITION POLICIES**

All meals and snacks are included with tuition. All meals/snacks will meet the USDA requirements.

## **SPECIAL DIETS**

Please make sure the Preschool Staff are made aware that your child has special dietary needs or is allergic to any foods or materials. An action plan including a physician's written instructions will be required to be on file at all times. All food allergies are posted in each classroom and in areas where food is prepared.

## **MEALS AND SNACK SCHEDULE**

**Breakfast – 8:00AM**

**Lunch - 11:30 AM**

**Afternoon Snack - 2:30 PM**

\*Children that are not in the building before meal times will not be served. If your child arrives after the meal times listed above your child will not be able to receive a meal. Parents and guardians that arrive after said meal times are welcome to accompany your child in the CAS cafeteria and eat the meal with him/her there.

## **COMPONENTS OF MEALS**

**Breakfast shall consist of at least one item from each of the following categories:**

- A. Fruit or juice.
- B. Cereal, whole grains or enriched bread produce.
- C. Milk or milk product.

**Lunch will consist of at least one item from each the following categories:**

- A. Milk or milk product.
- B. 2 vegetables or 1 vegetable and 1 fruit or 2 fruits (fruit can be 100% fruit juice).
- C. Meat or protein product.
- D. Bread product.

### **CHILD ABUSE**

Center for Academic Success Preschool Staff is legally mandated to report any suspected abuse or neglect to Child Protective Services.

### **INSPECTIONS**

The Center for Academic Success Preschool must meet all state mandated inspections. These inspection results will be available for parent’s review by contacting preschool director. The inspections are as follows:

- Fire Inspection – Sierra Vista Fire Marshall
- Health Inspection – Cochise County Health Department
- License Inspection – Arizona Department of Health Services (Office of Child Care License) 400 W. Congress, Suite 100, Tucson, AZ 85701. 520-628-6540 .If you would like to view the inspection reports, please contact the director or assistant director. The files are located in Preschool Director’s office in a labeled folder in the file cabinet.

### **EDUCATIONAL PROGRAM**

An ongoing educational program is designed for each room in accordance with the age level of each child. The Lesson Plans are posted sent home with the parents and located in each classroom by the Parent Board. Monthly News Letters are posted at the first of every month. **We offer parent teacher conferences the first and second semester each school year.** Early Learning Standards created by the Arizona Department of Education will also be implemented in the curriculum throughout the school year focusing on:

- \*Social Emotional Growth
- \*Language and Literacy
- \*Mathematics
- \*Social Studies/Science
- \*Approaches Learning Standards
- \*Health
- \*Fine Arts
- \*Physical Development
- \* Safety

### **EDUCATION AND CURRICULUM POLICY**

In each age group the center will provide a lesson plan in each room with opportunities for children to have:

- A. A safe and secure environment.
- B. Active and quiet activities
- C. Outdoor and indoor activities.

- D. Individual and group activities.
- E. Free and structured time.
- F. Protection from excess fatigue and over stimulation.
- G. Respect and consideration for others

## **CHILD ASSESSMENT**

- Assessment of children's growth and development is an ongoing process and conducted during daily routines. These assessments will cover the 4 Domain areas Social, Emotional, Physical and Cognitive Development.
- Our program uses a variety of methods to observe children that include but are not limited to Anecdotal notes, Developmental check list, work samples, parent teacher conferences that are held twice a year and parent surveys.
- For each child teachers will collect the following:
  - Anecdotal Notes:** 1 domain per week; reflecting all 4 domains each month
  - Work Sample:** 2 per month in at least 2 of the 4 domains.
  - Developmental Checklist:** Two or more in each category is to be observed and documented each month.
- Children's assessments portfolios can be found in each classroom and accessible to parents at any time.

## **SCREENING/REFERAL**

Assessments and observations are completed in each classroom. We communicate and work closely with every Parent/ Guardian of every child to make sure each child(ren) needs are met. If at any point the staff/parent feels concern and would like further information we have Child Find Referral information located in the office. If your child(ren) has an I.E.P. or parent/ staff see concern in certain milestones, a meeting will be scheduled to include the following ( Director, parent, teachers and any person involved) to make sure our school is equipped to provide the quality care for that child.

## **CHILD TRANSITION**

### **Transition into Preschool:**

Parents we want this special time to run as smooth as possible for you and your little one. Before enrolling we encourage the parents and the child to come by C.A.S. Preschool before starting. This gives you the opportunity to visit the classroom, meet the teacher and the students. We offer a free day to come in and sit with your child during the morning activities to help your child feel welcome and safe. On the first day child will have their name displayed on their coat hook, cubby, daily file and on their portfolio.

**Transition within the program:**

It is exciting learning new things and growing with our friends. It can also be scary sometimes moving into a new classroom. When your child has graduated from one class to another, we slowly start introducing them to the new room and new teacher. Your child will visit the new teacher, different times of the day, two weeks prior to being moved up. You will also have the opportunity to meet with the teacher and discuss your child needs and any concerns you have.

**Transition to Kindergarten:**

Teachers will start introducing books, materials and songs about Kindergarten about 2 months before the transition. We offer Kindergarten Round up for children graduating. This allows your child to meet the teacher and visit the classroom. Parents are invited to attend on this day. When your child successfully complete preschool we send home their assessment files and all work at that time. This will allow you to share information with his new teacher. If parents have any concerns or questions we will have end of the year parent teacher conferences and can discuss any concerns at this time. The last weeks leading to the end of the school we will have Preschool Graduation for all family and friends to attend. This is a happy

**VOLUNTEERS**

Parents are always welcomed and encouraged to make classroom visits. Please be sure to sign in and out as a parent volunteer in the Volunteer Log book located at the front desk. All visitors are required to wear a visitors badge while on campus. If someone would like to become a regular volunteer they must complete a staff file to keep on the premises.

**PARKING**

Preschool parents are required to park in designated parking areas located on the campus of the Center for Academic Success. At no time is parking allowed in the marked fire lanes. Refusal to cooperate with this policy could result in your child's withdrawal from the Center for Academic Success. Parents dropping off preschool children are welcome to park in the visitor parking spaces located behind the cafeteria.

**REST PERIOD/NAP TIME.**

All children enrolled at CAS Preschool are required by state law to have a mental break or rest period.

The 3-4 year old class will be offered a 1-1/2 hour rest time (as stated by the State of Arizona) with story time.

The 4-5 year old class will be offered a 1-1/2 hour (as stated by the State of Arizona) with story time.

## **DISCIPLINE POLICIES**

Discipline means, “To teach our children appropriate behavior so that they have a healthy relationship with others and a good sense of their own self-worth.” To achieve this, we must recognize the positive things children do and show respect for the individual growth of each child. Sometimes a child may have difficulty sharing, listening, or following the rules in general. If this occurs, time away from the group either alone or with a teacher, may be needed. This allows the child to work through his/her feelings or anger or frustration. He/she will then be guided back into the group’s activities as soon as behavior permits. Teachers may not, in any way, harm a child physically, verbally, or mentally. Children will not have food withheld nor will they be asked to perform demeaning tasks as a negative reinforcement of a behavior.

### **Positive Guidance**

Teachers will set rules and enforce them in a positive manner. Discipline will be designed to help the child develop self-control, self-esteem and respect for the rights of others. Below are steps that will be taken to ensure positive guidance if behavioral circumstances arise.

#### **Communication**

1. Teacher to Parent
  - a. Develop a behavior modification.
2. Director/Parent/Teacher
  - a. Review of behavior modification.
3. Dismissal of Child

### **Redirection of Children**

It is the responsibility of the teacher to anticipate and avoid discipline problems whenever possible by steering the child to alternate activities. If a child is infringing upon the rights of others or hurting himself/herself or another child, immediate intervention will be taken. Time-outs are appropriate only for over age 3 and will be used when:

- A. The child has been warned several times and continues disruptive behavior.
- B. The child is hurting himself/herself or other children.

C. The other children cannot continue their activities because of a child's disruption.

\*Time-outs are sometimes used but will not be longer than minutes per their age. The student will remain within sight of a teacher at all times. Positive reinforcement and explanations will be given to the child to correct behavior.

### **Effective Communication with Children**

Rules are constantly explained so that the child comprehends school rules. Discipline is consistent and daily routines are established so students identify teacher expectations. Conferences can be scheduled at any time during the year with director and teacher to discuss your child's progress.

### **Procedures for Biting/Hitting**

Center for Academic Success Preschool understands that biting/Hitting is typical in normal early childhood development; however, we also believe in the best interest of all children placed in our care. Our employees set limits for aggressive behaviors, such as biting or hitting, that have the potential to harm others. Therefore, the following policy will apply to all children enrolled.

1. The parent of the aggressive child will be notified verbally upon pick-up about any biting or hitting incidents. Teachers-Parents-Director will work together to change a child's aggressive behavior devising a plan to try to modify the behavior.
2. In the event that aggressive behavior continues a child may be suspended for 1-3 days. A child may only return to the center after the parents have discussed an action plan with teacher and Director to modify the aggressive behavior.
3. If the aggressive behavior cannot be resolved then a child may be dismissed from the center.

### **TRANSPORTATION**

No transportation provided by CAS Preschool.

### **CLOTHING**

Daily activities often include painting, pasting and outdoor play. For your child's comfort, please dress him/her casually. The staff encourages the children to accept responsibility for taking off, putting on and hanging up their sweaters and coats without assistance. This aids in the development of the child's independence and self-confidence.

### **SHOES/FOOTWEAR**

All children are required to wear closed toed shoes to school at all times. Flip flops, sandals or other footwear that allow toes to be exposed are forbidden. Parents will be notified to bring the proper footwear if a child is not in compliance with this rule.

### **TOYS**

The rooms are supplied with age appropriate toys, books and educational games. To avoid damage or loss, our policy is to disallow children from bringing toys and unnecessary items from home. We are not held responsible for lost items.

### **FIELD TRIPS**

Field trips will be taken periodically throughout the year. The Center of Academic Success will follow and comply with Arizona Department of Childcare Licensure statute R9-5-518 whenever a field trip occurs.

### **APPLICATION OF PESTICIDES**

Written pesticide information will be made available to a parent upon a parent's request, at least 48 hours before a pesticide is applied on a facility's premises. Containing:

1. The brand, concentration, rate of application; and any use restrictions required by the label of the herbicide or specific pesticide;
2. The date and time of the pesticide application;
3. The pesticide label and the material safety data sheet; and
4. The name and telephone number of the pesticide business licensee and the licensed applicator.

### **EMERGENCY MEDICAL PROCEDURES**

Staff will assess the situation and if needed call 911. All incidents will require parent notification accompanied by an accident report. Questions concerning these policies should be directed to the Preschool office.

## **Handbook 2017-2018**

**Please complete this form and return to the Director.**

**This will be placed in your child's permanent file.**

**TUITION ACKNOWLEDGEMENT**

I \_\_\_\_\_ agree to pay the weekly tuition based on the preschool program I have selected for the current school year. **I recognize that payments are due on Monday of each week but no later than Wednesday of every week. I understand that if payment is not received by 5:30 pm Wednesday every week a \$10.00 late fee per day will be added for every day after said due date.** I am aware my child may not return to school the following week until the prior week's balance is paid in full. I recognize 5 sick days and 5 vacation days are allotted for Full time children and Part Time children will receive the amount of days that they are scheduled to attend each week for the school year beginning July 1<sup>st</sup>-June 30<sup>th</sup>. **I understand that once these sick and vacation days are exhausted I will be required to pay in full each week for the program selected even for days the school is closed on stated Holidays.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POLICIES ACKNOWLEDGEMENT**

I \_\_\_\_\_ have read the policies of the Center for Academic Success Preschool and understand that I am responsible to abide by these policies. I am aware that failure to follow any of the policies or procedures stated in The CAS Preschool Handbook may result in the dismissal of my child.

Signature \_\_\_\_\_

Date \_\_\_\_\_



