

# LIL' EINSTEINS PRESCHOOL

MOLDING THE MINDS OF TOMORROW

## PARENT HANDBOOK 2017-2018



## **FACILITIES SERVICES/DIRECTORS**

Early childhood education offered is part-day preschool classes for children ages two to five years old. Children must be potty trained.

All of our teachers are Arizona certified teachers who hold a teaching certificate in the state of Arizona. Our directors/owners hold Masters degrees. Each classroom has an instructional aide.

**Bridgett Greenberg** has been an early educator for the past thirteen years. She has her Masters in Education and Curriculum. Bridgett also has a BA in Psychology with a focus on early childhood development. Prior to teaching, Bridgett worked as a social worker developing a repoire with children catering to the task of lowering child drop out rate and raising school attendance. Bridgett lives nearby with her husband Donald, their 11-year-old son Ethan, 8-year-old son Jackson, and 6-year-old son Gavin.

**Kendra Hall** has been teaching early education for seventeen years and has her Masters in Early Childhood Education, with a Reading Endorsement. She has the reputation of a highly-qualified teacher in local districts. Her qualifications consist of teacher of the year, a mentor teacher, and curriculum leader in her school district. Kendra and her husband Chris are also nearby our school. She has a daughter Taylor, who is 15 and a 12-year old son whose name is Parker.

**Lisa Campo** has been an early educator for fourteen years and has her Masters in Leadership with a reading endorsement. She has been a cheer coach, developed and created early childhood curriculum, along with being a team leader in local districts. She resides nearby with her husband Frank and two sons Caden, who is 14, a 12-year-old son Carter, and her 9-year-old daughter Ava.

## 2016-2017 Schedule

Registration is a **nonrefundable \$125.00** fee to be paid at time of enrollment. (The registration fee will apply to unlimited tickets to winter and graduation performances.) First and last month's tuition will be due by the first day of class. A 30day written notice is required to withdraw your child from school. **Please make note that classes are subject to change based upon enrollment.**

### **2-3-year-old program (children must be potty trained)**

T/Th 8:45-11:45 \$210.00/mo

### **3-4 year-old program (3 by September 1st)**

T/Th 8:30-11:30 \$210.00/mo

T/Th 8:45-11:45 \$210.00/mo

T/Th 11:45-2:45 \$210.00/mo

T/Th 12:30-3:30 \$210.00/mo

T/Th 8:30-2:45 \$320/ Full Day

### **4-5 year old 3 day and 2 day program (4 by September 1st )**

MWF 8:30-12:00 \$280.00/mo

MWF 8:45-12:15 \$280.00/mo

MWF 12:30-3:30 \$255.00/mo

T/Th 8:30-11:30 \$210.00/mo

T/Th 11:45-2:45 \$210.00/mo

### **4-5-year-old 2 day FULL DAY**

T/Th 8:30-2:45 \$320.00/mo

### **4-5-year-old 3 day FULL DAY**

MWF 8:30-2:45 \$435/mo

4-5 year old M-F afternoon \$365.00 per month (talk to Director regarding details!!)

Lunch bunch offered daily MWF 12:00-1:00 T/Th 11:45-12:30 \$5.00/day

## CHILD ENROLLMENT AND DISENROLLMENT PROCEDURES

All enrolled children must be at least two years old and completely potty trained. Diapers and disposable training pants are not allowed as we are not licensed for diapering children.

Before attending the facility, a child must have a completed emergency Information and Immunization Record Card and proof that the child's Immunizations are current. The registration fee of \$125.00 is due at enrollment.

**First and last month tuition is due on the first day of class.** This will apply to August and May's tuition.

When a child withdraws parents must provide at least a one month written notice.

Management reserves the right to withdraw a child when monthly tuition is two weeks past due.

All effort is made to accommodate every child who enrolls. However, when a child's behavior becomes dangerous to others or disruptive to classroom environment a child may be withdrawn by management without notice.

## TUITION AND FEES

Tuition for Fall 2017-2018

T/Th 3 hours \$210.00 per month

T/Th **full day** \$320.00 per month

MWF 3.0 hours \$255.00 per month

MWF 3.5 hours \$280.00 per month

MWF **full day** 435.00 per month

Registration/Materials Fee: \$125 upon registration.

Late Payment Fee: Tuition received after the 5<sup>th</sup> of the month will incur a 10% late payment fee.

Disenrollment for non-payment: If a child's tuition accounts are not current by the 15<sup>th</sup> of the month, management reserves the right to disenroll the child. Any unpaid balance may be sent to collections.

Disenrollment Notice: Parents must give one month written notice. Failure to do so will result in the family being charged next months tuition.

Returned Checks: The parent will be charged any bank fees incurred by Lil' Einsteins Preschool and a \$25.00 penalty. Money orders or cash are required after two bounced checks.

Late Pick-Up Fees: To keep the flow of traffic we are strongly enforcing pick up times. Children must be picked up at the end of class. Late pick-up fees will be charged at a rate of \$1.00 per minute starting 5 minutes after the end of class.

There are no discounts for sick or vacation days. Your tuition payments hold your child's enrollment spot. All tuition and fees are non-refundable.

### **CHILD ADMISSION AND RELEASE REQUIREMENTS**

Children are released only to adults who are listed on their child's Emergency Information and Immunization Record Card as an authorized pick-up. Parents may authorize a pick-up not listed on the information card by written notice.

All children must be signed-in and signed-out each day on the child's sign-In and out sheet. Date, time of day, and the adult's signature must be entered correctly.

### **DISCIPLINE AND POSITIVE REINFORCEMENT**

Having consistent expectations both at home and school is very reassuring to children. We will implement positive reinforcement in the classroom while trying to redirect behaviors that affect the learning environment. Your classroom teacher will hand out their discipline policies the first week of school. Please contact the teacher if you have any questions regarding this.

### **PARENTS PARTICIPATION**

Parents are always welcome. There are also opportunities for parents to volunteer at school. We encourage you to be a part of your child's school experience. If at any time you would like to join our class you are welcome to do so.

### **EMERGENCIES/MEDICATIONS**

We do not store or administer medications. In case of an emergency where immediate medical treatment is required paramedics will be called first. Parents and/or emergency contacts will be called as soon as possible after paramedics are notified.

# **POLICIES/PROCEDURES**

## **SICK CHILD POLICY**

Please keep your child home if he or she exhibits any of the following symptoms: Diarrhea, fever, severe coughing, redness of eyelids with discharge (pink eye), unusual spots, rashes, infected skin, patches, sore throat, vomiting, or lice.

A child must be fever free for 24 hours without the aid of fever reducing medication before attending.

If a child becomes ill while at the school parents will be notified using the phone numbers provided. Once parents are notified the child must be picked up.

## **LICENSING AND INSURANCE**

Lil' Einsteins Preschool is licensed and regulated by the Arizona Department of Health Services. Reports are available upon request at 150 North 18<sup>th</sup> Ave., Suite 400, Phoenix, AZ 85007-3244; (630)364-2539. Liability insurance is carried as required by the state.

## **INSPECTIONS**

Inspection reports are located at 150 North 18<sup>th</sup> Ave., Suite 400, Phoenix, AZ 85007-3244; (630)364-2539 and at Lil' Einsteins Preschool in the directors classroom.

## **IMMUNIZATIONS**

Arizona law requires all children to be immunized. Please provide us with a copy of your child's current immunization record if you have not already done so.

## **PERSONAL BELONGINGS**

Please make sure that your child's personal belongings are labeled with their first and last name. Also include a child's extra change of clothing that is labeled in a Ziploc bag. The children will keep their extra change of clothes in their backpacks in case needed. Please do not send toys to school as we cannot accept responsibility for lost items. We also ask that you send your child with a water bottle that is labeled with their name on it.

## **PESTICIDE PROCEDURE**

Monthly pesticide services are performed. Postings prior and after service are located on the front door. Files are maintained regarding history. (R9-5-302)

## **SAFETY**

For your child's safety our doors remained locked at all times. Codes are chosen by parents. Please do not share your code with anyone else or let anyone else into the building while picking up or dropping off. Parents must sign their child in and out of their assigned classroom. Children will not be released to anyone other than those listed on the emergency card. Bathroom breaks are given during classroom times. Only one child at a time is permitted in the bathroom. Teachers cannot assist a child with toileting.

## **FIELD TRIPS**

Throughout the year we will have at least one field trip scheduled off the premises. However, parents are required to accompany their child and drive them to the facility. We will also have field trips come to us! Additional information will be provided throughout the school year.

## **TRANSPORTATION**

No transportation will be provided by Lil' Einsteins Preschool.

## **SNACKS**

We have a small and nutritious snack and juice break. The children socialize and work on table manners. Through out the year we will be scheduling snack donations. We ask parents to please donate a nonperishable, healthy snack or juice to school on your scheduled day.

## **BIRTHDAYS**

Birthdays are a special time for young children. If you wish to bring a treat to add to that days snack please let us know.

## **SCHOOL CALENDAR**

Our school year begins on the second Monday of August and ends in May on the Friday before Memorial Day. Other than these start and end dates the school follows the Chandler Unified School District Schedule. Please see the current year calendar for details.

Lil' Einsteins Preschool will also offer a summer camp program.

## **EXTRACURRICULAR ACTIVITIES**

### **Lunch Bunch**

**Music**-Taught once a week in our class curriculum

**Ipad Instruction**-Taught once a week in our class curriculum

**Parents Night Out**-Once a month

### **Summer Camps**

### **Spanish Enrichment**

## **DISCOUNTS**

We provide a 5% discount for siblings.

|



# PARENT HANDBOOK RECEIPT

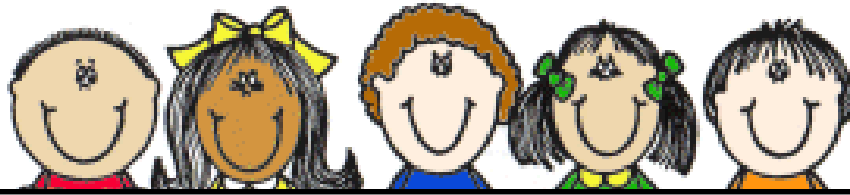
I have read and understand the policies and procedures of the Lil' Einsteins Preschool Parent Handbook. I agree to comply with all current and future policies and procedures. I understand that I will be informed of policy or procedure changes as they occur.

---

Parent/Guardian Signature

---

Parent/Guardian Signature



## LIL' EINSTEINS PRESCHOOL

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact(s) (Name & Phone #):  
\_\_\_\_\_  
\_\_\_\_\_

Is this your child's 1<sup>st</sup> experience in Preschool? If no how long have they gone and where? \_\_\_\_\_

### First Choice:

Child's Name(Last): \_\_\_\_\_ (First) \_\_\_\_\_

Date of birth: \_\_\_\_\_

Days: \_\_\_\_\_

Time: \_\_\_\_\_

Fee: \_\_\_\_\_

### Registration Fee: \$100.00

Attach Copy of immunizations

Total Paid\$ \_\_\_\_\_ check # \_\_\_\_\_