

# LIL' EINSTEINS PRESCHOOL

MOLDING THE MINDS OF TOMORROW

## PARENT HANDBOOK 2026-2027



3369 E. Queen Creek Rd., Ste 104, Gilbert, AZ 85297 480-558-4551

## **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.

Our teachers hold a degree in Education. Our directors/owners hold Masters degrees. Each classroom has an instructional aide.

**Bridgett Greenberg** has been an early educator for the past 22 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 repertoire with children catering to the task of lowering child drop out rate and raising school attendance. Bridgett lives nearby with her husband Donald. They have a 20-year-old son Ethan, 17-year-old son Jackson, and 15-year-old son Gavin.

**Kendra Hall** has been teaching early education for 26 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 24 and an 11-year old son whose name is Parker.

**Lisa Campo** has been an early educator for 23 years and has her Masters in Educational Leadership. She has been a cheer coach, developed and created early childhood curriculum, along with being a team leader in local districts. She has two sons Caden, who is 23, a 21-year-old son Carter, and her 18-year-old daughter Ava.

## **2026-2027 School Year-(August 2026-May 2027)**

Registration is a nonrefundable \$150.00 fee to be paid at time of enrollment. First and last month's tuition will be due by the first day of class. A 30-day written notice is required to withdraw your child from school. Please make note that classes are subject to change based upon enrollment.

**Note: Classes are subject to change based on enrollment. A 30-day written notice is required to withdraw your child from school. Please include your child's immunizations if we do not have them on file.**

I authorize Lil' Einsteins to charge my card on file

Please see attached check for registration fee

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

T/Th 8:30-12:00 \$410.00/mo

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

T/Th 8:30-12:00 \$410.00/mo

T/Th 11:45-2:45 \$390.00/mo

T/Th 8:30-2:45 \$500.00/mo

MWF 8:30-12:00 \$475.00/mo

M-F 8:30-12:00 \$865.00/mo See Director for details

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

MWF 8:30-12:30 \$485.00/mo

T/Th 8:30-12:30 \$430.00/mo

T/Th 11:45-2:45 \$390.00/mo

M-F 8:30-12:30 \$900.00/mo See Director for details

M-F 8:30-2:45 \$1,100.00/mo See Director for details

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

T/Th 8:30-2:45 \$500.00/mo

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

MWF 8:30-2:45 \$610.00/mo

## **CHILD ENROLLMENT AND DISENROLLMENT PROCEDURES**

Lil' Einsteins Preschool is a part time preschool for 2-5 year old children. We offer classes between the hours of 8:30-2:45 M-F with various options available based on the child's age. 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 completed an emergency Information and Immunization Record Card and proof that the child's Immunizations are current. The registration fee of \$150.00 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 one month's 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 the classroom environment, a child may be withdrawn by management without notice.

### **DISENROLLMENT PROCEDURE**

In certain circumstances it may be necessary for the Director to discontinue a child's enrollment at Lil' Einsteins. This decision is based on the best interest and well-being of all children and staff. Incident reports will be filled out on all serious behavior infractions. Termination of enrollment may be a result of the following:

\*\*Abuse of other children, staff or property by child or parent

\*\*Continued violation of Lil' Einsteins Preschool policies by child or parent.

\*\*Disruptive or dangerous behavior by child or parent

\*\*Non-payment of tuition-Disenrollment for non-payment: If a child's tuition accounts are not current, or not paid for the upcoming month of service, 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 month's tuition.**

## **TUITION AND FEES**

Registration/Materials Fee: \$150 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 month's tuition.

Returned Checks: The parent will be charged any bank fees incurred by Lil' Einsteins Preschool and a \$50.00 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.

## **OUR PROGRAMS**

### **2-3 YEARS-EARLY PRESCHOOL**

Our 2-3 year old program allows varied opportunities to develop skills for entering into social groups, developing friendships, learning to help, and other pro-social behaviors. We work on developing fine motor skills in age-appropriate ways while enhancing

sensory-motor integration. Controlled gross motor movement including balance, strength, and coordination are introduced. Children's vocabulary and language acquisition grows exponentially, which is why literacy and vocabulary through conversations, experiences, books are of great importance. Exposure to fine motor skills, Zoo Phonics, with writing and cutting as well as early mathematical thinking is part of our activity center-based curriculum.

### 3-4 YEAR OLDS

The preschool program at Lil' Einsteins Preschool is like no other. Our curriculum is in line with the NAEYC guidelines to meet the developmental and social needs of each child. Language arts, Phonics, Science, Math, Music, and much more are covered daily. The use of songs and games and literacy through access to books, experiences that help them understand pictures can represent real things, phonics, patterning and rhyming are essential to build that reading foundation. Fine motor strength and writing is encouraged at this age as well as mathematical thinking, patterning, counting, and finding math in everyday situations. Technology and foreign language are also a critical component at the Preschool.

### 4-5 KINDERPREP CLASSES

Lil' Einsteins prides ourselves on educating children since 2007 with glowing recommendations from Kindergarten teachers. Our Kinderprep classes are designed to prepare children with the necessary skills to be successful learners in their transition to Kindergarten. Our curriculum is aligned with Pre-K learning goals with emphasis on Kindergarten readiness. The development of physical and social skills as well as a strong foundation in literacy, phonics and math is established at this age.

### 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. Our motto is progression not perfection. We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the school frequently, so they are all familiar with the guidelines. Please keep in mind that there may be disagreements between children. Young children have a hard time expressing their feelings. We will try to prevent problems by establishing expectations and consequences, providing positive guidance, redirecting when appropriate,

discussing inappropriate behavior, and encourage making amends when offense involves another person.

We communicate with parents should a discipline problem arise that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution.

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. Please contact your child's teacher to set up a time to volunteer in the classroom.

## **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 school parents will be notified using the phone numbers provided. Once parents are notified the child must be picked up.

We currently have a drop off at the front entrance of the school. Parents will drop off and sign their child in and or out and a Director will take your child to their designated classrooms. We ask that you keep your child home at any sign of illness.

## **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.

## **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 they are 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 48 hours prior to spraying. Files are maintained regarding history. (R9-5-302)

## **SAFETY**

For your child's safety our doors remained locked at all times. 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 break. The children socialize and work on table manners. Children should bring their own peanut and nut free snacks to enjoy during class. If they are in our full day option, they will need to bring an am and a pm snack as well as their lunch.

## **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 the first full week 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.

## **EXTRACURRICULAR ACTIVITIES**

**Lunch Bunch-additional fees apply**

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

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

**Summer Camps**

**Spanish Enrichment** included in classroom curriculum

**Program performances for winter and graduation at QCPAC**

## **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.

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Parent/Guardian Signature

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Parent/Guardian Signature

# 2026-2027

The following is a contract made between:

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Mother/Guardian

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Father/Guardian

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Phone

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Email

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Address

To provide preschool classes for:

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Male/Female \_\_\_\_\_ (child's DOB) \_\_\_\_\_

## Important information

To Secure your child's spot for the August 2026-May 2027 school year

1. Pay the enrollment fee in the amount of \$150.00 (this is a one-time per school year fee that is non-refundable)
2. **Pay LAST month's tuition by August 1, 2026** (This will be applied to your May 2027 tuition OR your child's last month attendance if 30-day notice is given)
3. Complete and sign this form
4. Complete emergency contact form (attached)
5. Return immunizations by August 1, 2026

Lil' Einsteins charges yearly tuition. This total is divided into 10 equal payments and is due by the 5<sup>th</sup> of the month to avoid late fees. Lil' Einsteins follows the Chandler School District calendar for breaks and holidays. We have two weeks off for Fall, Winter, and Spring Break. **Monthly tuition will remain the same each month regardless of breaks, holidays, illnesses, or personal vacations.** A 30-day notice is required if withdraw prior to the 10-month school year.

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(signature)

There is No School on field trip days. We are closed one day for parent teacher conferences.

By signing below the parent/guardian is agreeing to abide by the policies set forth in this contract

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Signature

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Date

*Space below reserved for staff use*

Enrollment fee date paid _____	Envelope _____	Immunization _____
Emergency form received _____	First month _____	last month _____

## 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: \$150.00**

Attach Copy of immunizations

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

# INTERNET USE AGREEMENT

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by Lil' Einsteins Academy Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Educational software will also be used to reinforce curriculum.

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- \*Internet sessions will be supervised by a teacher
- \*Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material
- \*Students and teachers will be provided with training in the area of Internet safety
- \*Uploading and downloading of non-approved software will not be permitted
- \*Virus protection software will be used and updated on a regular basis

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Please review the above Internet Use Policy, sign and return this permission form to the school's Director

Name of Student \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian

As the parent or legal guardian of the above child, I have read the above information and grant permission for my son or daughter or the child in my care to access the Internet. I understand that the Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety.

I accept the above paragraph

I **do not** accept the above paragraph

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph

I **do not** accept the above paragraph

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dear Parents:

We will be taking pictures of activities as the year progresses. However, we cannot publish these pictures unless we have signed authorization from parents. We will be posting some of the pictures on our school website along with school directories and albums in the future. Please mark below your preference and return to your child's teachers.

Thanks in advance for your help!

The Lil' Einsteins Preschool Team

**I DO** give permission for Lil' Einsteins Preschool to publish my child's picture and/or name.

**I DO NOT** give permission for Lil' Einsteins Preschool to publish my child's picture and/or name.

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Child's name

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Parent's printed name

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Parent's signature

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Date

**Arizona Department of Health Services**

**Bureau of Child Care Licensing**

**Emergency, Information and Immunization Record Card**

Child's Name:	Date Enrolled:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female
Home Address:		
Date of Birth:	Date Disenrolled:	Updated:

Parent or Guardian Name:	Home Address:
Phone:	Email Address:

Parent or Guardian Name:	Home Address:
Phone:	Email Address:

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted: (Pursuant to R9-5-304.B and R9-5-716, at least two contact persons are required.)**

Name:	Contact Telephone Number:

**If Medical care is necessary, call:**

<b>Health Care Provider*</b>	Name:	Contact Telephone Number:
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\*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.  
I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>	
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**The following individual(s) may NOT remove my child from the facility:**

Name(s):
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Custody papers have been provided and are on file at the facility.  yes  no

Telephone Authorization Code (optional): \_\_\_\_\_

### **Immunization Information**

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

<https://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#schools-home> or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

### **Medical Information**

Is child allergic to food, other substances, or needs a modified diet?  No  Yes  
If yes, describe symptoms, name foods or substances to be avoided or modified, and the procedure to follow if reaction occurs:

Is child usually susceptible to infections and if so, what precautions need to be taken?  No  Yes  
If yes, list precautions:

Is child subject to convulsions and what should be our procedure if one occurs?  No  Yes  
If yes, specify procedure:

Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)?  No  Yes  
If yes, list precautions:

Additional comments:

Other special instructions:

This <b>Emergency Information and Immunization Record Card</b> is accurate and complete, front and back, and was provided by:		
Parent/Guardian PRINTED Name:	SIGNED Name:	DATE: