

# Alpine Academy Preschool

2018-2019

## PARENT HANDBOOK

5200 E. Cortland Blvd, Ste.A-22

Flagstaff, Arizona 86004

928-526-3200

alpineacademypreschool@gmail.com

### Staff

Owner/Acting Director/Teacher .....	Frank Edenhofer
Owner/Director /Teacher .....	Heather Edenhofer
Teacher Aid .....	Brittany LeFebvre
Teacher Aid .....	Sophia Katoney

### Hours of Operation:

Alpine Academy Preschool will be open from 6:30 until 6:00 p.m., Monday through Friday. During snow delays and/or closures, we recommend families follow the prevailing safety precautions called for by ADOT. We will be on regular schedule on Public School Snow Days and Snow Delay Days. We observe the following holiday and vacation closures.

### SCHOOL EVENTS and CLOSURE CALENDAR 2018-2019

#### 2018

Jan.1 .....	New Years Day No Class
Jan. 15 .....	Martin Luther King Day No Class
Feb. 19 .....	Presidents Day No Class
May 28 .....	Memorial Day No Class
May 31 .....	Graduation Program , Thursday
July 4 .....	Independence Day No Class , Wednesday
Sept 3 .....	Labor Day No Class

October 31	.....	Halloween Party , Wednesday
Nov.22-23	.....	Thanksgiving, No Class
Dec. 24-25	.....	Christmas Break No Class

**2019**

Dec 31 & Jan 1	.....	New Years Holiday, Mon & Tues No school
Jan. 21	.....	Martin Luther King No school
Feb. 14	.....	VALENTINES DAY PARTY, Thursday
Feb. 18	.....	Presidents Day No school
May 27	.....	Memorial Day No school
May 29	.....	Graduation Program & Party

June 3	.....	1 <sup>st</sup> day of Summer School
July 4 & 5	.....	Independence Day, Thurs & Fri , No School
Aug 13	.....	First day of new school year, Monday
Sept 2	.....	Labor Day, Monday No Class
Oct.31	.....	HALLOWEEN PARTY, Thursday
Nov. 11	.....	Veterans Day No Class, Monday
Nov. 23-24	.....	Fall Holiday No Class
Dec. 21	.....	Winter Holiday Party
Dec.25	.....	Winter Break Wednesday No Class
Jan 1	.....	New Years Day, Wednesday, No Class

**OUR MISSION**

Alpine Academy Preschool is dedicated to providing children ages three through six a stimulating, educational and enriching experience. It is our belief that through a solid social, emotional and academic foundation, small class sizes, and optimum student/teacher ratios, children learn best to experience and understand their world.

**PHILOSOPHY STATEMENT**

WE BELIEVE that children are important.

WE BELIEVE that children mature at their own pace and that their individualism must be respected and valued.

WE BELIEVE in the child's right to move, to play and to explore.

WE BELIEVE working with parents as partners to benefit the child and to provide support to all types of families.

WE BELIEVE that child care centers must be safe, nurturing, child oriented and playful.

WE BELIEVE in providing a curriculum that is multi-cultural, anti-bias, developmental, engaging, informative, relevant and fun.

WE BELIEVE in child care that is responsive to the needs of the community.

WE BELIEVE in protecting the environment and setting an example that children can follow.

WE BELIEVE in respecting teachers and teaching as a profession.

WE BELIEVE in promoting diversity and celebrating the rich and varied heritages that constitute the world community.

WE BELIEVE in treating all people with honesty, kindness and respect.

WE BELIEVE that children are the world's most valuable resource and deserve to be cherished.

## CURRICULUM

Alpine Academy Preschool is dedicated to providing each child with a nurturing environment with interesting, challenging and age appropriate activities that engage the imagination and enhance cognitive skills. We strive to equip your child with those skills necessary (emotionally, socially, and academically) to

be ready to enter and be successful in Kindergarten. This is achieved through play such as music and rhythm, language, fine and gross motor activities, dramatic play, cooking, science, creative media and outside experiences throughout the community at large. We also help to enhance and promote each child's sense of positive self image, individuality and creativity. Every child is encouraged to participate in all types of play. Through play and hands on activities, children develop the skills needed to understand and appreciate the world around them and the people in it. One of our goals is to connect families with their community and available resources. Alpine Academy Preschool children are given the skills and challenges to encourage critical thinking while laying strong foundations for reading, math, science and social studies.

Alpine Academy Preschool welcomes all children regardless of race, color, creed, ethnic or national origin or religious belief. We present our programs with multi cultural interests in mind and we explore these unique customs and beliefs as part of our regular curriculum.

Our staff are selected not only on the basis of educational qualifications and experience but also on the basis of attitude. Teachers are chosen who exhibit real dedication to teaching and a genuine concern for children. Our teachers have several years experience in the early childhood or other related fields.

## REGISTRATION AND TUITION

Alpine Academy Preschool is for children ages two through five years. Your child must be completely potty trained and able to attend to their own toilet needs independently. Pull ups are not allowed and do not constitute a potty trained child. Staff will help in an emergency situation. Children are escorted to the restroom door but are given the respect and privacy they deserve after this point.

It is understood that a child who is admitted is enrolled for the entire month. As a convenience to our families we break this monthly tuition fee into weekly increments. Parents or legal guardians are required to give written notice to the school 30 days prior to withdrawal. Fees paid upon registering your child are never refundable, no exceptions. All documents in the registration packet must be completed and returned to the preschool by the first day of school in order for your child to be able to attend. Daycare fees are due each Friday for the following week.

## CHARGES, FEES & PAYMENT REQUIREMENTS

Tuition fees are based monthly. Tuition for the year may be paid in full at any time or in monthly installments due on the first of each month. If the full year's tuition is paid during the month of September a 5% discount is given. Tuition costs remain the same regardless of holidays, absences, family vacations, illness, snow closures or school break vacations. **Fees are based on the space reserved for your child, not**

**your child's attendance.** A \$25 fee will be charged for checks that are returned for insufficient funds. Tuition that is not received on time will cause your child's space to become eligible to another student and child care will not be provided until all fees are paid. A 5% discount is given to those families with more than one child enrolled at the same time.

**Non-refundable enrollment fees:**

\* \$75 registration fee in addition to one week tuition. If you choose to drop the program for any reason, you must notify the school in writing 30 days in advance. Fees collected for registration and the week's tuition will not be refunded under any circumstances, no exceptions, your child's space is available to them during the notification period. The prepaid fees will be applied to the month following the drop date.

**Fees and Attendance Times: 6:30-6:00**

Monthly Fees		Half Day	
Monday through Friday	700.00 /mo.	Or \$175/ week.	450.00/mo. or 100.00/wk
Four Days per week	560.00 / mo	or \$140/ week	360.00/mo. or 80.00/wk
Three Days per week	420.00/ mo	or \$105/week	270.00/mo. or 60.00/wk
Two Days per week	300.00/ mo	or \$ 75/ week	200.00/mo. or 50.00/ wk

All classes will be limited to a maximum depending on the classroom with at least one teacher and one aide staffed. Alpine Academy Preschool does not accept drop in students.

**STUDENT PICK UP AND DROP OFF**

Parents must accompany their child to the classroom each morning and sign the In/Out attendance sheet, (full name signature, no initials please). No child will be allowed to attend school without an adult accompanying them to the classroom. Children are NOT allowed to play unsupervised by a parent or guardian on the playground at ANY time.

Please pick up your child promptly as it can be very stressful for them to be waiting on a parent or guardian who is late. Late child pick up fees begin at \$5 per minute after 6:00 pm. Only those people designated by the parent/guardian on the emergency contact card are eligible to sign out a child. Otherwise, arrangements must be made in advance with the teacher along with a note signed by the parent and photo identification of the person picking up the child. Parents who pick up their child consistently late may lose their child's care spot.

Parents with divorce custody issues must provide the school with court notarized agreements if restrictions on parental pick up or drop off are required. Alpine Academy Preschool will adhere to all state and local

legal requirements when addressing the welfare of our students. Should it be determined parental conduct on school premises is to the detriment of the child or staff, the proper authorities will be contacted.

### **TRANSPORTATION PROCEDURES**

Alpine Academy Preschool does not provide transportation for attendance to or from the school at this time.

### **DISCIPLINE AND GUIDANCE PROCEDURES**

The goal of discipline is to help children develop self control. Physical discipline or corporal punishment will never be used. It is our objective to keep children from hurting themselves or others. Our action to behavior problems is to redirect the child, thereby allowing them to gain self control. Children will be involved in interesting activities both free choice and structured throughout the class period, which limits the potential for discipline problems in the first place. However, should a severe discipline problem exist, the parent will be notified and consulted and may be called to remove the child from the facility if requested. No child will be allowed to remain in the program long term if a suitable solution by the teacher and parent can not be achieved. This is assessed on a case by case basis. This is to ensure a safe environment for all students enrolled.

### **IMMUNIZATIONS**

Alpine Academy Preschool adheres to the State regulation that all children show proof of all immunizations as required by the Arizona Department of Health Services. A statement of exemption for medical reasons (must include physicians signature) or religious purposes will be provided to those families who do not to immunize their child due to the two reasons just mentioned. Families with personal preference exemptions or partial exemptions without medical verification cannot be enrolled, as this places us out of compliance with our licensure requirements by the state of Arizona.

### **INSURANCE**

Alpine Academy Preschool carries its own liability insurance policy.

### **MEDICATION AND FIRST AID**

We do not administer any medications without written directions from a physician. Parents are required to provide sunscreen for their child. You must notify us if your child has been given ANY medications so

that we may prevent potential injuries during school hours. Children should not be medicated in order to mask symptoms in order to send them to school. If your child should suffer an injury during school hours, first aid will be administered to clean the wound but not to medicate. Parents will be notified if necessary.

### EMERGENCY MEDICAL PROCEDURES

Call 911 (In case of major medical emergency)

Call parent- if unable to reach the parent we will call emergency person on file.

In the case that no emergency person can be contacted and emergency treatment is required, we will proceed as advised by paramedics.

All communicable diseases will be reported to the proper agencies and parents will be notified of potential exposure to their child.

### PARENT RESPONSIBILITIES

Monthly calendars, letters and schedules are provided to each family prior to the start of the next month. Please be sure to **READ THE PAPERWORK PROVIDED** as it will include information regarding school functions and upcoming activities.

It is the parent's responsibility to bring your child to school properly fed and clothed for the current weather conditions. Parents must make the choice whether to send a child to school or not. Please refer to the handout "Should Joey Stay Today?" Any child who comes to school with a fever, coughing severely or has green mucus will not be admitted. Please be considerate of other students and families. If your child comes to school ill and passes it on to others, chances are he/she will become ill again from another student. Any child who is not immunized due to religious beliefs or other reason must not come to school when notified of a communicable disease exposure until given notice the exposure period has passed. As we cannot anticipate every situation each child may experience before coming to school, it is the parent's responsibility to inform the teacher or director of any problems the child may be having. It is our intention to communicate openly with parents and we believe that problems are most easily resolved when all parties have an opportunity to make adjustments to the satisfaction of everyone involved.

Parents who have shared custody or custody disputes *must* provide the school a valid court document which states any limitations on visitation or pick up of the child from our facility. Alpine Academy Preschool staff will always take into consideration the best interest of the child while in our care. Parental

disputes that request staff involvement beyond the dictations of the court will not be tolerated.

Employees of Alpine Academy Preschool are not allowed to provide child care for current families outside of the regular scheduled classroom hours.

### **CLASSROOM PARTICIPATION**

Parents are welcome in the classroom whenever they are able to attend. Arrangements must be made with the teacher. If parent participation disrupts either the class flow or the child's behavior, then a re-evaluation is necessary. It is not necessary to have a special talent or ability as your presence alone is very positive for your child. Encouraging your child to participate in all the classroom activities will help make them feel more at ease and part of the group. We request that parents adhere to the classroom routines when participating at school. Please do not bring younger siblings to class during volunteer time as this is disruptive to the classroom routine. We ask that you offer the same respect and courtesy to the teacher and classroom as you would in any other professional setting. Please take cell phone conversations outside of the building.

### **FIELD TRIPS AND CLASSROOM VISITORS**

All field trips require parental consent and signature on school permission forms prior to leaving. There will be two teachers present on all field trips; all are CPR and first aid certified. Parents will be notified prior to any out of school planning. All parent volunteers are welcome and encouraged. We will be scheduling classroom guests from the community to visit and share exciting topics with the children. Some of our visitors are parents who have an activity that they want to share with the class. Any and all suggestions regarding visitors are always welcome.

### **CONFERENCES AND PARENT PROGRAMS**

Parents are always welcome to call the director or teacher to speak with them regarding their child any time of the year. Sometimes it is more helpful to have observed in the classroom prior to a conference, however, it is not necessary. Parents will be informed of their child's progress and will be asked if there are any other concerns that need to be addressed. Throughout the year we will have parent/child activities and parties to celebrate holidays or special events.

### **SCHOOL RULES AND GUIDELINES**

- Tuition is due by the first of each month. Unpaid tuitions may make your space available to another student.
- Only parents or authorized adult guardians (16 years or older) may sign students in or out of the classroom.
- Please do not bring toys, food, drink or candy into the classroom unless otherwise requested.
- Please no weapons of any sort either real or toy form.
- Please dress your child appropriately for the weather. We will go outside to play every day unless the weather is very severe. Please, no flip flops without heel straps if possible. Coats, boots and mittens are necessary in the winter months.
- We request that you notify us if your child will not be coming to school.
- Do not bring your child to school medicated. This includes; cough medicine and fever reducers. Parents of sick children will be called immediately. Please see sick policy.
- Please arrange times to help with your teacher.
- You must notify us if your child has had or is being treated for a contagious condition(i.e. conjunctivitis, strep, fifth disease etc.)
- Parents, please do not change or dispose of diapers in the facility as we are not licensed for any diapering activities.
- Any pets brought to the school must be leashed and kept away from school entrances. We frequently have allergies related to pets. Please be considerate and remove pet waste.
- Alpine Academy Preschool is a non- smoking facility. Smoking is not permitted in the building or on any part of school grounds including the front stoop area.
- Please be considerate and finish your cell phone conversations before entering the building.

#### ADMINISTRATION AND STAFF

The director is responsible for the over all direction of the program, teacher training and evaluation, registration, admissions and school relations with all other outside entities. All staff has had either Early Childhood Development training or currently holds an educational degree and/or has worked extensively with children at this level of development. All licenses are posted and available for review. All staff will continue to further their education through in-service or other programs as required by AZDHS and school policies.

All staff are CPR and First Aid trained.

All staff are fingerprinted through Arizona Department of Public Safety.

Alpine Academy Preschool is regulated and licensed through Az.Dept.of Health Services. Inquiries regarding this facility and its inspection reports are available upon request.

Arizona Department of Health Services

Office of Child Care Licensure

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