

HASSAYAMPA PRESCHOOL PARENT HANDBOOK

AND STATEMENT OF SERVICES 2023-2024

195 EAST COCONINO STREET
WICKENBURG, AZ 85390

(928) 684-6750

www.wickenburgschools.org/HES



District Superintendent: Dr. Barbara Remondini

Principal/Preschool Director: Mrs. Carissa Hershkowitz

Governing Board:

Joe Maglio – President

Ron Alexander

Sandee Gill

Randy Hodges

Susan Webster

HASSAYAMPA PRESCHOOL

195 E. Coconino Street
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928-684-6750
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STATEMENT OF SERVICES

Hassayampa Elementary School is proud to offer an early childhood education program for students ages 3-5. The program offers recreational learning activities that help enhance children's basic social, developmental and educational skills. The program sets the perfect environment for children to learn, grow, and make friends as they participate in various activities such as arts and crafts, group games, creativity development, music and imaginative play.

Eligible Participants: Children ages 3 - 5: three years old by September 1, 2023 who are fully toilet trained

Location: Hassayampa Elementary School
195 East Coconino Street
Wickenburg, AZ 85390

Yearly Calendar: July 31, 2023 through May 25, 2024
*Follows the school's holiday schedule

Times & Fees: \$35 one time registration fee. Program options are listed below.

Part-time Preschool Program (ages 3-5) 8:00 a.m.-11:45 a.m.

4 days a week (Monday - Thursday)	\$2,718 yearly tuition
2 days a week (Monday & Wednesday)	\$1,350 yearly tuition
2 days a week (Tuesday & Thursdays)	\$1,368 yearly tuition

Monthly payments for each program will be due by the first day of the month and they will vary depending on the number of school days in that month. Please see the monthly payment schedule.

FULL-TIME Preschool Program (ages 3-5) 7:30 a.m.-4:45 p.m.

4 days a week (Monday - Thursday)	\$4,228 yearly tuition
2 days a week (Monday & Wednesday)	\$2,100 yearly tuition
2 days a week (Tuesday & Thursdays)	\$2,128 yearly tuition

**All payments are due in full at the beginning of the month.
Please make all checks to Wickenburg Unified School District #9.**

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PRESCHOOL MONTHLY PAYMENT SCHEDULE

Part-time Preschool (ages 3-5) During School Hours 8:00 a.m. – 11:45 a.m.							
MONTH	4 DAYS		MONTH	MON/WED		MONTH	TUES/THURS
July/ August (20)	\$360.00		August (10)	\$180.00		August (10)	\$180.00
September (15)	\$270.00		September (7)	\$126.00		September (8)	\$144.00
October (14)	\$252.00		October (7)	\$126.00		October (7)	\$126.00
November (16)	\$288.00		November (9)	\$162.00		November (7)	\$126.00
December (12)	\$216.00		December (6)	\$108.00		December (6)	\$108.00
January (14)	\$252.00		January (7)	\$126.00		January (7)	\$126.00
February (16)	\$288.00		February (7)	\$126.00		February (9)	\$162.00
March (12)	\$216.00		March (6)	\$108.00		March (6)	\$108.00
April (18)	\$324.00		April (9)	\$162.00		April (9)	\$162.00
May (14)	\$252.00		May (7)	\$126.00		May (7)	\$126.00

FULL-TIME PRESCHOOL (ages 3-5) 7:30 a.m. - 4:45 p.m.							
MONTH	4 DAYS		MONTH	MON/WED		MONTH	TUES/THURS
July/ August (20)	\$560.00		August (10)	\$280.00		August (10)	\$280.00
September (15)	\$420.00		September (7)	\$196.00		September (8)	\$224.0
October (14)	\$392.00		October (7)	\$196.00		October (7)	\$196.00
November (16)	\$448.00		November (9)	\$252.00		November (7)	\$196.00
December (12)	\$336.00		December (6)	\$168.00		December (6)	\$168.00
January (14)	\$392.00		January (7)	\$196.00		January (7)	\$196.00
February (16)	\$448.00		February (7)	\$196.00		February (9)	\$252.00
March (12)	\$336.00		March (6)	\$168.00		March (6)	\$168.00
April (18)	\$504.00		April (9)	\$252.00		April (9)	\$252.00
May (14)	\$392.00		May (7)	\$196.00		May (7)	\$196.00

Tuition is charged for days in school, and not for holidays or breaks. No credit or refunds will be given due to illness or student absence. **All payments are due in full at the beginning of the month.**

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ABSENCES:

If your child will not be attending pre-school as scheduled, please call the office at (928) 684-6750 to report the absence. **Credit will not be issued for days missed unless change of registration form is filled out prior to absence.**

SIGN-IN/OUT:

Sign-in: All participants must be signed in and out daily by a parent or authorized person.

A child may not sign themselves in and/or out. To sign the child in and out, a parent or authorized person must accompany the child to the room and write their full name and time on the authorized form. The teacher or designated staff member is authorized to sign the child in and/or out.

LATE PICK-UP: \$15.00 PER EVERY 15 MINUTES LATE/PER CHILD

A late charge of \$15.00 per every 15 minutes after the scheduled ending of the day (per the school clock) will be assessed for the late pick up of participants. Each family is allowed one warning before a late fee is assessed. Late pick-up fees must be paid prior to the return of the child to school.

Late fees will be as follows: 1-15 minutes - \$15.00; 16-30 minutes - \$30.00, etc.

1st Time:	Written warning - no fee
2nd Time:	Fee plus written warning
3rd Time:	Fee plus possible removal from the program. Removal from the program will be decided by the director.

ILLNESS:

It is important for parents who have children in this program to understand that their child's health affects the health of other children and staff members at the school.

Do not bring your child to school if he/she has any of the following signs or symptoms of being ill:

1. Fever. **A child must be fever-free for 24 hours in order to attend.**
2. Any contagious disease such as strep throat, pink eye, chicken pox, etc.
3. Vomiting.
4. Serious/hard coughing or difficulty breathing.
5. Rash/sores.
6. Diarrhea.
7. Mucus or pus from red eyes.
8. Thick drainage from the nose.
9. Sore throat.

If your child becomes ill during school, a staff member will attempt to contact a parent or authorized designee to pick up the child. While waiting for parent pick-up, children may be placed in the health office area to prevent other children from getting sick. Please notify staff if emergency phone numbers change at any time.

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MEDICATION:

The teacher/staff may administer medication. To authorize giving medication to a child, the parent/guardian must complete a "Medication release Form" and bring the prescribed amount of medication in the original container. Forms are available in the school health office.

EMERGENCIES:

If your child has an accident, injury, or emergency while at the school that requires medical treatment by a health care provider, a staff member will immediately notify the child's parents/guardian. For this reason, it is essential that all forms have current names and phone numbers. A written report will be completed.

ENROLLMENT and WITHDRAW PROCEDURES:

To enroll your child, please complete and return the following items to the school office.

1. **Emergency, Information, and Immunization card. Complete fully, leave no lines blank. If the question/line does not apply, write "none" or "N/A". Each child must have 2 local emergency contacts that do not live with each other or the child, beside the 2 parents/guardians authorized to pick up your child in case of an emergency.**
2. **Copy of birth certificate.**
3. **Copy of immunization records.**
4. **Discipline Policy, signed.**
5. **Fee attendance contract, signed.**
6. **\$35 registration fee.**
7. **Hassayampa Elementary School enrollment paperwork Complete, leave no items blank.**

WITHDRAW -If you decide to withdraw your child from the preschool program, please contact the school office. We request at least two weeks' notification. If the two week notice is not provided, you may be held responsible for the month's tuition.

CHANGE of CLOTHING & BEDDING:

Parents please send a change of clothing in a plastic bag, labeled with your child's name, to keep at school. Clothes will be returned. You may also choose to keep a change of clothing in your child's backpack at all times. **Additionally, parents of children in full-time programs need to provide two sets of naptime bedding. Each week one set will be sent home for cleaning, then returned the following week.**

DES FUNDING:

This program is a Department of Economic Security contracted child care program. You may contact your local DES Child Care office to speak to a DES Eligibility Specialist for more information.

Applications can be completed online -

<https://des.az.gov/services/child-and-family/child-care/how-apply-for-child-care-assistance>.

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FIELD TRIP:

This program will not be attending any off-campus field trips.

FIRE DRILLS

Unannounced evacuation/fire drills must be conducted at least once every 30 days as required by law. Emergency evacuation plans are posted in each classroom.

HAND WASHING:

Since hand washing is the number one preventative measure to avoid the spread of disease, we explicitly teach and monitor hand washing procedures. Procedures involve the use of soap and running water with vigorous and thorough rubbing for at least 20 seconds followed by paper towel drying. The staff and the children wash their hands before meals, after toileting, after contact with bodily fluids, after playtime in the water table, and after re-entry from the outdoor classroom. Additionally, hand washing is practiced after any messy activity. Adults also wash their hands after cleaning or handling garbage.

INSURANCE:

The Wickenburg Unified School District carries liability insurance for all its operations, including this preschool program.

LOST OR STOLEN ITEMS:

The school is not responsible for personal items that are lost or stolen. We strongly recommend that children leave personal items at home.

LICENSING:

This program is regulated by the Arizona Department of Health Services; located at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007, phone number (602)364-4768. Inspection reports are completed by DHS and are available upon request.

MEALS AND SNACKS:

All preschool meals will be served in the classroom. We recommend that students participating in the morning program take advantage of breakfast services. Parents may provide an afternoon snack to students enrolled in the full-day program. Please limit these to healthy snacks. Parents are encouraged to donate individually wrapped snacks for the group.

Students may bring their lunch or purchase from the school cafeteria. Parents wishing to purchase lunch or breakfast for their child should visit the district website for meal costs, daily menus, and to pay or apply for food services. Microwaves and refrigerators are NOT available for home lunches. All meals are served in the preschool classroom.

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PESTICIDE NOTIFICATION:

Hassayampa Elementary School will provide parents/ guardians of children with a written notification of pesticide application at the school site. A notice will be posted on the parent board and at the entrance door 48 hours prior to application and shall remain posted for 72 hours after the pesticide application. Written pesticide information is available upon request.

PROGRAM EXPECTATIONS:

1. The Preschool Program will help teach children to:
 - Take responsibility for their actions.
 - Respect the school rules that guide them during the day.
 - Remain with the group and staff at all times.
 - Take care of materials and equipment properly.
2. The Preschool Program expects parents to:
 - Keep the child's records current and up-to-date.
 - Keep us informed of any address or phone number changes for you or those listed with authorization to pick up your child.
 - Drop-off and pickup your child on time according to the preschool schedule.
 - Pay attention to any communications from the teacher regarding your child's behavior and cooperate in efforts to bring about improvement in the situation.
 - Inform the teacher of any medical concerns or changes for their child.
3. Parents may expect:
 - Their child to be cared for in a safe, supportive, and respectful environment.
 - School personnel and administration to be available to discuss concerns related to their child or the program.
 - To be informed about any misbehavior on the part of their child and invited to meet with the teacher in order to bring about improvement in the situation.
 - To be regularly informed by the teacher about program activities.
 - To receive nurturing care from staff members who are actively involved with the care of your child.

PRESCHOOL STAFF EXPECTATIONS:

- Preschool staff members will work together with parents/guardians to maintain open communication regarding insight into the student's behavior or any changes that may occur.
- Preschool staff members will communicate any injuries or accidents with the parents/guardians.

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- Preschool staff members will provide activities that give participants the opportunity to explore new experiences that will expand learning in a supervised, safe and secure environment.
- Preschool staff members will ensure compliance with the Arizona Department of Health Services.

SUNSCREEN:

There is always some shade available on the preschool outdoor playground. However, it is highly recommended that children wear sunscreen for possible sun exposure.

TOILET TRAINING:

Children **MUST** be toilet trained. Occasionally, accidents will happen, however, if your child has frequent urine and/or bowel accidents (3 or more within a 4 day period) or wears pull ups, then they do not meet this requirement. Please understand that if your child does exhibit signs of not being fully toilet trained, you will be asked to remove your child from the program.

If an accident happens, a parent/guardian is expected to either pick up the child or bring a change of clothes/cleansing products within one (1) hour from the time the parent/guardian is notified. *If a child has three consecutive accidents or a total of five non-consecutive accidents, he/she may be dis-enrolled from this program.*

TRANSPORTATION:

Transportation will not be provided.



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PART-TIME FEE – ATTENDANCE CONTRACT

This form must be completed and submitted with the registration form.

I hereby agree to accept full responsibility for payment of all registration and miscellaneous fees required for my child to attend Hassayampa Preschool Program.

Part-time Preschool (ages 3-5) 8:00 a.m.-11:45 a.m. Please initial the days that you would like your child to attend:

- _____ **A - 4 days a week (Monday - Thursday)** \$2718 yearly tuition
- _____ **B- 2 days a week (Monday & Wednesday)** \$1,350 yearly tuition
- _____ **C- 2 days a week (Tuesday & Thursdays)** \$1,368 yearly tuition

Monthly payments for each program will be due by the first day of each month, and they will vary depending on the number of school days within that month. Please follow the payment schedule below.

Part-time Preschool (ages 3-5) During School Hours 8:00 a.m. – 11:45 a.m.

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FULL-TIME FEE – ATTENDANCE CONTRACT

Full-time Preschool (ages 3-5) 7:30 a.m.-4:45 p.m. Please initial the days that you would like your child to attend:

_____ **A- 4 days a week (Monday – Thursday)** \$4,228 yearly tuition

_____ **B- 2 days a week (Monday & Wednesday)** \$2,100 yearly tuition

_____ **C- 2 days a week (Tuesday & Thursdays)** \$2,128 yearly tuition

Monthly payments for each program will be due by the first day of each month, and they will vary depending on the number of school days within that month. Please follow the payment schedule below.

FULL-TIME PRESCHOOL (ages 3-5) 7:30am-4:45pm							
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May (14)	\$392.00		May (7)	\$196.00		May (7)	\$196.00

Discounts:

_____ 8% discount if annual tuition is paid in full at beginning of school year (July 31)

_____ 5% discount if annual tuition is paid in two payments - July 31 & January 8

Check, money order, or cash can be accepted. Checks payable to **Wickenburg Unified School District #9.**

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Please initial below:

_____ Tuition is due on the first of each month for the exact amount due. (First payment on July 31)

_____ I understand that the entire contracted fee is due every month and that it is based upon days my child is enrolled. No credits or refunds will be given for illness or absence.

_____ I understand that a late fee may be assessed if the payment is made past the due date.

_____ I understand that a late pick-up fee will be assessed at the rate of \$15.00 for every fifteen minutes past the scheduled ending of the day. (1-15 minutes-\$15.00, 16-30 minutes-\$30.00, etc.)

1st time: Written warning - no fee

2nd time: Fee plus written warning

3rd time: Fee plus possible removal from the program.

Removal from the program will be decided by the director.

_____ Withdrawal/change policy: It is the Hassayampa Preschool Policy that prior notice is required to terminate or change your enrollment in the program. If for any reason you decide to change or drop your child's enrollment from the program, notification must be made 2 weeks in advance to the Program Director in order for you to be released from your current contract.

Participant's Name: _____ Enrollment Date: _____

Parent/Guardian Signature: _____ Date: _____

The following information is required by Wickenburg Unified School District and Maricopa County Attorney Check Enforcement Program to enhance their ability to collect and/or prosecute bad check writers.

Parent's name: _____ Driver's License # _____

Address _____ Expiration Date _____

For school office:

I verified that the driver's license information on this form has been verified.

School Staff Signature: _____

Date: _____

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Discipline Policy

At the Hassayampa Preschool Program, our goal is to maintain a safe and orderly environment in which your child can learn. Therefore, we place great emphasis on encouraging appropriate behavior of children to help them develop self-control, self-confidence, and self-discipline. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. The expectations are posted in the classroom and reviewed often with children.

All classroom expectations will be clearly taught and reinforced in a positive manner. At Hassayampa, we HOWL! This is our acronym for Honor, Ownership, Work and Leadership. Students will receive verbal praise when observed meeting expectations. Students struggling with expectations will be verbally reminded of what it looks like to follow the expectations.

HONOR	OWNERSHIP	WORK	LEADERSHIP
Keep hands, feet, and objects to yourself	Use appropriate voice level	Stay in your assigned area.	Help others.
Follow directions and listen to others	Use materials appropriately	Work with quality and care.	Include and encourage others in your play
Move safely throughout the room and on the playground	Be a full-body listener.	Participate by asking questions and communicating respectfully.	Be a problem solver.

To ensure the safety of all participants and staff, the Hassayampa Preschool staff will implement a positive discipline program. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior. Severe behavior will be addressed by the Preschool Director/Principal.

1. Positive redirection and reteach of expectations.
2. Verbal warning for specific unacceptable behavior.
3. Separation from the group with a warning of future consequences for repeated behavior.
4. Separation from the group with a warning and write-up for repeated behavior.
5. Separation from group with a call to parent or guardian and write-up.
6. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
7. Suspension - 1 to 2 days from the program and/or remainder of the day.
8. Repeated aggressive/inappropriate behavior may result in removal from the program with approval from the Preschool Lead Instructor and Preschool Director/ Principal.

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Hassayampa Preschool reserves the right to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put participants and staff in danger.

I have read the Hassayampa Preschool Discipline Policy and fully understand the process to be used for discipline issues.

Participant's Name

Parent/Guardian Signature

Date