

# HASSAYAMPA PRESCHOOL ATTENDANCE CONTRACT AND DISCIPLINE POLICY

2023-2024

195 EAST COCONINO STREET  
WICKENBURG, AZ 85390

(928) 684-6750

[www.wickenburgschools.org/HES](http://www.wickenburgschools.org/HES)



**Preschool Lead Teacher:** Mrs. Melissa Calvin  
**Principal/Preschool Director:** Mrs. Carissa Hershkowitz  
**District Superintendent:** Dr. Barbara Remondini

**Governing Board:**  
Joe Maglio – President  
Ron Alexander  
Santee Gill  
Randy Hodges  
Susan Webster

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195 E. Coconino Street  
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## 2023-2024

### 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.

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

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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							
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)	\$224.00
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

**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.)

1<sup>st</sup> time: Written warning - no fee

2<sup>nd</sup> time: Fee plus written warning

3<sup>rd</sup> 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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## 2023-2024 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.

**LIVE THE COYOTE WAY!**

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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.

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

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Participant's Name

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Parent/Guardian Signature

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Date