

# HASSAYAMPA PRESCHOOL PARENT HANDBOOK

AND  
STATEMENT OF SERVICES

195 EAST COCONINO STREET  
WICKENBURG, AZ 85390

(928) 684-6750

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



# HASSAYAMPA PRESCHOOL

195 E. Coconino Street  
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## STATEMENT OF SERVICES

Please note: Some items may change due to the COVID-19 pandemic.

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. Parents will have access to the preschool classroom, following social distancing guidelines and our district's plan for reopening.

**Eligible Participants:** Children ages 3 - 5: three years old by September 1, 2020; must be fully toilet trained

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

**Yearly Calendar:** August 3, 2020 through May 27, 2021

**Times & Fees:** \$35 one time registration fee

### **Part-time Preschool Program (ages 3-5) 8:00am-12:00pm**

<b>4 days a week (Monday - Thursday)</b>	\$2070 yearly tuition
<b>2 days a week (Monday &amp; Wednesday)</b>	\$1,332 yearly tuition
<b>2 days a week (Tuesday &amp; Thursdays)</b>	\$1,386 yearly tuition

### **Full-Day Preschool Program (ages 3-5) 7:15am-4:45pm**

<b>4 days a week (Monday - Thursday)</b>	\$4,228 yearly tuition
<b>2 days a week (Monday &amp; Wednesday)</b>	\$2,072 yearly tuition
<b>2 days a week (Tuesday &amp; Thursdays)</b>	\$2,156 yearly tuition

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.**

**Please make all checks to Wickenburg Unified School District #9.**

In the event of prolonged school closure, the District would communicate any potential refunds.

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## PRESCHOOL MONTHLY PAYMENT SCHEDULE

Part-time Preschool (ages 3-5) During School Hours 8:00 AM – 12:00 PM							
MONTH	4 DAYS		MONTH	MON/WED		MONTH	TUES/THURS
August (17)	\$306.00		August (9)	\$162.00		August (8)	\$144.00
September (17)	\$306.00		September (8)	\$144.00		September (9)	\$162.00
October (13)	\$234.00		October (6)	\$108.00		October (7)	\$126.00
November (15)	\$270.00		November (8)	\$144.00		November (7)	\$126.00
December (11)	\$198.00		December (5)	\$90.00		December (6)	\$108.00
January (15)	\$270.00		January (7)	\$126.00		January (8)	\$144.00
February (15)	\$270.00		February (7)	\$126.00		February (8)	\$144.00
March (15)	\$270.00		March (8)	\$144.00		March (7)	\$126.00
April (17)	\$306.00		April (8)	\$144.00		April (9)	\$162.00
May (16)	\$288.00		May (8)	\$133.00		May (8)	\$144.00

Full Day Preschool (ages 3-5) 7:15am-4:45pm							
MONTH	4 DAYS		MONTH	MON/WED		MONTH	TUES/THUR
August (17)	\$476.00		August (9)	\$252.00		August (8)	\$224.00
September (17)	\$476.00		September (8)	\$224.00		September (9)	\$252.00
October (13)	\$364.00		October (6)	\$168.00		October (7)	\$196.00
November (15)	\$420.00		November (8)	\$224.00		November (7)	\$196.00
December (11)	\$308.00		December (5)	\$140.00		December (6)	\$168.00
January (15)	\$420.00		January (7)	\$196.00		January (8)	\$224.00
February (15)	\$420.00		February (7)	\$196.00		February (8)	\$224.00
March (15)	\$420.00		March (8)	\$224.00		March (7)	\$196.00
April (17)	\$476.00		April (8)	\$224.00		April (9)	\$252.00
May (16)	\$448.00		May (8)	\$224.00		May (8)	\$224.00

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## ABSENCES:

If your child will not be attending pre-school as scheduled, please call the office at (928) 684-6750 and 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. 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.**

<b>1<sup>st</sup> Time:</b>	Written warning
<b>2<sup>nd</sup> Time:</b>	Fee plus written warning
<b>3<sup>rd</sup> Time:</b>	Fee plus 3-day suspension
<b>4<sup>th</sup> Time:</b>	Possible removal from the program

## 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 will 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 at the school.

## **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.

## **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.

## **ENROLLMENT/DISENROLLMENT PROCEDURES:**

To enroll your child in this program parents must complete and return the following to the school office located at 195 E. Coconino Street, Wickenburg, AZ 85390.

1. **Registration form. Complete, leave no items blank.**
2. **Blue Immunization card. Complete, 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.**
3. **Copy of birth certificate.**
4. **Copy of immunization records.**
5. **Discipline Policy, signed.**
6. **Fee attendance contract, signed.**
7. **\$35 registration fee.**

If you decide to disenroll your child from this program, please contact the school office, giving 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 DES contracted child care program. Call 602-542-4248 to find out if you qualify for child care assistance.

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### **FIELD TRIP:**

This program will not be attending any field trips.

### **FOOD AND SNACKS:**

Breakfast is available for \$1.25 per day in the school cafeteria for those attending before school programs. Breakfast is served between 7:30 and 7:55. We recommend that students participating in the morning program take advantage of this service. An afternoon snack will be served each day.

### **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 (do not send toys).

### **LICENSING:**

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

### **LUNCH:**

Students may bring their lunch or purchase from the school café. Parents wishing to purchase lunch or breakfast for their child can do so at the following additional cost of **\$2.90** per day. All students have accounts in the café, and parents may pay ahead instead of sending in money daily. **Checks for lunch accounts should be made out to Wickenburg Unified School District #9.** Microwaves and refrigerators are not available for lunches sent from home. Students eat lunch in the classroom.

### **PESTICIDE NOTIFICATION:**

Hassayampa Elementary School will provide parents/ guardians of children, who are enrolled in the preschool program, 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.

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## 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.
  - It is vital for the safety of your child to 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 children 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 children will be cared for in a safe, supportive, consistent, respectful environment.
  - They may visit with the school personnel and administration about concerns related to their child or the program.
  - They will be told about any misbehavior on the part of their child and will meet with the teacher in order to bring about improvement in the situation.
  - They will be regularly informed by the teacher about program activities.
  - To receive nurturing care from staff members who are actively involved with them.

## 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.
- 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:

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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 5 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. The staff will ensure that students in the before school and after school program arrive at their appropriate classrooms or destinations on the school property.



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## 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.-12:00 p.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)**      \$1,332 yearly tuition
- \_\_\_\_\_ **C- 2 days a week (Tuesday & Thursdays)**      \$1,386 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 AM – 12:00 PM

MONTH	4 DAYS		MONTH	MON/WED		MONTH	TUES/THURS
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## FEE – ATTENDANCE CONTRACT

**Full Day 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)**                      \$2,072 yearly tuition

\_\_\_\_\_ **C- 2 days a week (Tuesday & Thursdays)**                      \$2,156 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 Day Preschool (ages 3-5) 7:15am-4:45pm							
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May (16)	\$448.00		May (8)	\$224.00		May (8)	\$224.00

**Discounts:**

\_\_\_\_\_ 8% discount if annual tuition is paid in full at beginning of school year (Aug 3)

\_\_\_\_\_ 5% discount if annual tuition is paid in two payments - August 3 & January 4

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. (First payment on August 4)

\_\_\_\_\_ 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

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

3<sup>rd</sup> time: Fee plus 3 day suspension

4<sup>th</sup> time: Removal from Program

\_\_\_\_\_ 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.

\_\_\_\_\_ I understand that it is **MY** responsibility to notify my child's teacher of my child's after school schedule.

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 verify 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 a 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 rules are posted in the classroom and reviewed often with children.

Classroom rules children are expected to follow are:

- 1) Be safe by keeping your hands, feet, and objects to yourself
- 2) Be respectful and kind to others
- 3) Be responsible for yourself and your play area
- 4) Be a good listener especially to your teacher

To ensure the safety of all participants and staff, the Hassayampa Preschool staff will implement a positive discipline program. Children involved in our program are expected to follow the rules and direction of the preschool staff. 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
2. Verbal warning for specific unacceptable behavior.
3. Separation from group with a warning of future consequences for repeated behavior.
4. Separation from 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 with 1-3 suspensions will result in removal from the program with approval from the Preschool Lead Instructor and Principal.

Hassayampa Preschool reserves the rights 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