



## **Parent Handbook**

**&**

## **Statement of Services**

**2018-2019 Academic School Year**

**2323 W. Parkside Ln, Phoenix, AZ 85027**

**602-938-5517 ext. 327**

**Fax: 602-938-1179**

A Choice Services, LLC. Preschool

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**ALL items on the checklist must be received to complete your child's enrollment.**

**Your child may not attend school until ALL items have been received.**

## **Mission Statement**

Adams Traditional Beginnings views each child as a unique individual in both talent and need. Adams Traditional Beginnings will strive to create a learning experience in a safe and nurturing environment; giving each child the confidence to explore new things, develop problem solving skills and express creativity. Our goal is to prepare your child for his/her transition into an academic kindergarten.

## **Our Program and Curriculum**

Adams Traditional Beginnings offers a well-balanced curriculum designed to develop each child to his/her fullest potential by offering small and large group activities, independent exploration and teacher-guided learning. Your child will be learning language and pre-reading skills, exploring math and science concepts while improving social and communication skills. Every day your child will be exposed to different play opportunities encouraging independent problem-solving and introducing critical thinking skills. Music, art, and movement will be used to develop both fine and gross motor skills in a fun and meaningful way. A heavy emphasis will be placed on modeling positive citizenship, responsibility and respect for each other through positive social interaction. Adams Traditional Beginnings is one of few licensed preschools to offer the highly acclaimed Spalding Language Arts and Singapore Math Early Concepts. Our preschool utilizes the Core Knowledge Scope and Sequence in alignment with Adams Traditional Academy's curriculum and high standards.

## **Our Staff**

Adams Traditional Beginnings is proud to offer quality instruction to your child. The commitment and dedication our staff has for caring about the whole child is our priority. Our teachers are CPR and First Aid certified, hold valid fingerprint clearance cards, have passed background checks, and have extensive experience working with children. Our teachers will have the appropriate training needed to integrate the Spalding and Singapore Math programs into their daily lesson plans.

## **Hours of Operation**

Classes are held Monday through Friday from the hours of: 8:15 a.m.-3:15 p.m. (excluding all school holidays). Morning drop off starts at 7:40 a.m. If you require an earlier drop off, Adams Traditional Beginnings offers a before and after care program. For more information please pickup the Eagles' Nest Before and After School Care Handbook. Additional fees apply. Morning half-day students not picked up by 11:30 will be charged a \$20 late pick-up fee.

## **Who the Program is For/Program Progression**

ATB is a two year preschool program designed to prepare children for kindergarten. Similar to an elementary school program, students are grouped by their age at the first day of the school year and remain with their class through May. Year one is 3 year olds turning 4, year two is 4 year olds turning 5. If they have entered as a late entrance three year old, that child would enter a 3 turning 4 class for their second year at ATB and then a 4 turning 5 class the year after that. Kindergarten admission is explained in AZED.gov as a child who has turned five by September 1st of the current year.

## **Age Requirements/Early Entrance**

The ATB license is for children who are three years old or older. We are not able to accept any child before his/her third birthday. If your child is turning three in the month of August after the first day of school and you wish to enroll, the student's enrollment documents must be completed and tuition paid by the first day of school to hold your child's seat.

Students turning three between September 1st and October 31st will be accepted as seats are available after their birthday. Enrollment packets will be accepted up to two weeks before the child's birthday. Early entrance students receive what becomes a bonus partial year of enrollment. See the section "Program Progression" for details. Students who turn three after October 31st will also be required to complete a readiness evaluation with the parent present or enroll in a Mini 3's class that will be offered at the beginning of the second semester. Mini 3's class will begin in January 2019 with a minimum enrollment.

## **Toileting**

Adams Traditional Beginnings holds a state license for three year olds who are fully potty trained. A child who is potty trained is capable of using child size and adult size toilets, recognizes the need to use the restroom without reminders and can independently manage cleaning themselves and redressing. An occasional belt, zipper, or button may require an adult's assistance. If a child is experiencing three or more accidents in a week, we reserve the right to place your child on a re-training plan that will include time away from school.

## **Registration**

The registration fee is \$75.00 per child and must accompany the enrollment packet to retain your child's seat in a class. The registration fee is **NON-REFUNDABLE**, and there are **no** sibling discounts on registration fees. A **NON-REFUNDABLE** deposit of \$200 for half-day students and \$350 for full-day students is also due at the time of registration. **The deposit represents a prepayment of tuition that will apply to the FINAL tuition due.**

## **Program Options and Tuition**

Programs are available to 3-5 year olds.

5 full-days: Monday - Friday, 8:15 a.m. - 3:15 p.m.	\$6,300.00 annually
5 half-days: Monday - Friday, 8:15 a.m. - 11:15 a.m.	\$3,500.00 annually
5 half-days: Monday - Friday, 12:15 p.m. - 3:15 p.m.	\$3,500.00 annually

## **Lunch option:**

Lunch is available to full-day students at their class' assigned lunch time. Children are welcome to bring a lunch from home or may purchase a hot lunch for \$3.00 per meal or \$.35 for milk. Meals must meet state licensing component requirements. A lunch menu will be sent out monthly and an account will be established for your child. A lunch menu, along with the free and reduced lunch application, are available in the school's website. Students enrolled in the morning half-day program will not have the option to stay through lunch.

## **Enrollment/Disenrollment**

The preschool annual tuition covers the days Adams Traditional Beginnings is in session as shown by the school calendar. Students who enroll after the first day of school will be charged prorated tuition at the regular daily rate. **Students who withdraw prior to the end of school, will be charged the daily rate stated below based on their days of enrollment (not attendance).** Student absences from the program do not generate a refund. To hold the student's seat, tuition is required for all absences. If you do not wish to pay the tuition to hold the student's place, your student must be withdrawn from the program. **A thirty-day written notice is required to withdraw a student from the program.** Re-enrollment in the program is based on available seats and no guarantee of placement is possible.

Five day full-day daily rate is \$37.80

Five day half-day daily rate is \$21.00

## **Payments**

Cash, check, or money order payments may be made in the school office. No change will be given for on-site cash payments. Checks should be made payable to ATB. Payment can be made to either the front desk or in one of the payment drop boxes located in the multi-purpose room and the front office. When utilizing the payment drop box, a payment envelope must be filled out completely to ensure proper processing of your payment. Do not place cash in the payment drop boxes. A \$12 return check fee will be assessed for any returned check. Credit card payments may be made online via our website ATBchoice.org or go directly to the payment site at www.choiceacademiespayonline.org. Credit Cards are not accepted on campus. Upon request, the annual tuition fee may be broken into 9 equal installments. Absences will not warrant prorating fees. **All fees are due on or before the first school day of each month.** A late fee of \$25.00 will be assessed after the 5th school day in the month. When fees are being paid late, payment will not be accepted unless paying all fees in full including late fees. If fees remain unpaid, upon the first day of those services, the student will not be allowed to attend class. There are no refunds given for registration fees paid.

## **Discounts**

**10% Multi-child discount.** First child's tuition remains full price. Additional siblings receive 10% off preschool tuition. No discount applies to the registration fee.

**25% Employee discount.** Applies to children of qualifying Choice Academies, Inc. employees. Not eligible for multi-child discount, and no discount applies to the registration fee.

## **Before and After Care**

The Eagles' Nest before and after care program offers a safe and nurturing environment to enrich the lives of our students. This program will provide families the security and confidence that their child is in the care of competent and skilled staff members. The Eagles' Nest Program is an opportunity for students to rest, snack, and enjoy organized activities. Children will be excited to attend our program. Activities will include games, music, and supervised play.

### **Our Staff**

All members of our staff are CPR and First Aid certified, hold valid fingerprint clearance cards, have passed background checks, and are well-trained in the care of young children.

### **Hours of Operation**

Monday through Friday

(Closed on all school holidays)

Before Care: 6:30 a.m. to 7:40 a.m.

After Care: 3:30 p.m. to 6:00 p.m.

### **Registration Fee**

A non-refundable registration fee of \$50.00 per child is due at the time of program enrollment with a completed contract.

### **Payment of Fees**

**Fees are due in advance each Monday for your child's participation for the week.**

Payment is considered late if not paid **before** your child's first day in attendance and a \$10.00 late payment fee will be assessed. A statement will be sent home each Monday reflecting charges for your child's participation in the program. If a balance remains owed on the statement, payment is due immediately before your child can return to the Before or After Care program. Checks returned will be assessed a \$12.00 returned check fee.

### **Contact Information**

Mrs. Ryder, Program Director  
Phone: 602-938-5517 ext. 328  
E-mail: [dryder@jtbchoice.org](mailto:dryder@jtbchoice.org)

Mrs. Preston, Account Clerk  
Phone: 602-938-5517 ext. 106  
E-mail: [cpreston@choiceacademies.org](mailto:cpreston@choiceacademies.org)

### **Program Fees for Registered Children**

#### **Before Care:**

- \$100.00 per month regardless of time attended, must be prepaid.
- \$60.00 for two consecutive weeks, must be prepaid one week before the first week of services.
- \$40.00 for one week of service, must be prepaid one week before services.
- \$10.00 daily rate, this is a good option if you only need a few days of services for the month.

#### **After Care:**

<b>Hour Block 1 between</b> 1 to 60 minutes	\$7.00 per day
<b>Hour Block 2 between</b> 61 to 120 minutes	\$11.00 per day
<b>Hour Block 3 between</b> 121 to 165 minutes	\$13.00 per day

**After 6:00 p.m.:** \$5.00 late pick-up fee in addition to \$1.00 for every minute he or she is in the program past 6:00 p.m.

#### **Early Release After Care:**

<b>Hour Block 1 between</b> 1 to 60 minutes	\$7.00 per day
<b>Hour Block 2 between</b> 61 to 120 minutes	\$11.00 per day
<b>Hour Block 3 between</b> 121 to 180 minutes	\$13.00 per day

**Anytime beyond 3 hours is a \$25.00 flat rate,  
\$22.50 for each additional child.**

### **Children Not Registered**

Unregistered students will be charged a flat drop-in rate, regardless of time used, as follows:

Before Care:	6:30 to 7:40 a.m.	\$20.00 per day
After Care:	3:30 to 6:00 p.m.	\$20.00 per day
Early Release After Care:		\$35.00 per day

## **Dress Code/Uniform**

Adams Traditional Beginnings enforces a dress code for the preschool students. It is slightly different than the elementary school. Please make sure you have the correctly colored shirts.

Bottoms: Boys—pants or shorts in khaki or navy blue.

Girls—shorts, skorts, jumpers, polo dresses, pants, or capris in khaki or navy blue.

Tops: Boys and Girls—Any solid t-shirt that is navy blue, red, or white, or polo shirt that is navy blue, red, or white. No logos or designs unless it is a school logo shirt. T-shirts with the school logo will be available at the Meet the Teacher event and throughout the year in the preschool office. Spirit shirts may be worn on Fridays. Orders for spirit shirts will be taken at various times throughout the year. In colder weather, your child may layer a sweatshirt or sweater over their shirt. No clothing with tears, rips or holes. NO designs or decorations on clothing.

Shoes: Boys and Girls—Sneakers are preferred, otherwise, closed-toe and closed-heel shoes with socks are allowed. No light up shoes, shoes with wheels, or boots are allowed at school. Shoes should fit properly to remain on the child comfortably.

Socks: Socks must be white, navy, red, khaki, or black.

Please make sure to send your child with an extra outfit including uniform shirt, bottoms, underwear and socks labeled in a Ziploc bag. You may also donate lightly worn uniforms to the front office.

## **Calendar and Holidays**

Adams Traditional Beginnings will follow the same academic school year calendar as Adams Traditional Academy. We will close on all school recognized breaks and holidays. There may be opportunities for holiday and intersession camps depending on student need and staff availability. Please refer to page 8 of this handbook for the school calendar.

## **Birthdays**

Parents who choose to recognize their child's birthday at school are asked to keep favors small and sealed in order to accommodate children with allergies and with respect to children who cannot purchase favors for the classroom.

## **Snacks**

Snack menus are posted weekly inside and outside of each classroom and in the lobby. Scheduled morning and afternoon snacks will be provided in accordance with the state nutritional requirements.

Morning snack 9:30 a.m.

Afternoon snack 2:30 p.m.

## **Late Pick-Up Policy and Fees**

If your child has not been picked up by the end of his/her scheduled pick-up time, he/she will be sent to the Eagles' Nest After Care Program if it is available. **The after care program begins at 3:30 p.m.** Please see the Eagles' Nest handbook for more information regarding the program. Morning half-day students not picked up by 11:30 a.m. will be charged a \$20.00 late pick-up fee. Any child left one hour beyond the close of the Eagles' Nest will be considered abandoned, and the proper authorities will be notified.

## **Parent Visits and Communication**

Parents are highly encouraged to be a part of their child's education. There will be many opportunities for volunteering on campus, in class, at events, and project preparation from home. We ask that you keep in mind the flow of the class and distraction level created by an unannounced visit. Other than usual pick-up time, please stop by the school office to sign-in/sign-out and to retrieve a name tag to observe or to retrieve your child. We value the open communication and connection between your family and our school. Conferences, emails, and phone calls outside of class hours should be used for addressing more lengthy topics of discussion.

## **Special Needs Programs**

A special needs program is not currently offered.

## **Student School Records/Updates**

It is extremely important the school receive prompt updates regarding any address, phone number and parent employment changes, as well as any illness, allergy, or family circumstances that may need to be on record. Never hesitate to inform the school of anything that may be affecting your child personally. Our staff is obligated to keep information you share confidential, as it may assist in handling situations that may arise during their day.

## **Lockdown, Fire Drill and Evacuation**

Periodically, a fire drill or lockdown will be conducted during the school day. The children will practice proper procedure for lining up, where to evacuate away from the building, the importance of following instructions, remaining quiet and calm, and to remain with the group. It is helpful if parents have a discussion with their young children regarding these safety practices.

## **Discipline Guidelines**

The teachers and administration at Adams Traditional Beginnings will use every opportunity to reinforce proper behavior and redirect improper behavior. If a student exhibits behavior that is harmful to himself, others or property, or acts disrespectfully or defiantly, consequences will be imposed. Time out, either in class or another classroom, losing recess or other privileges, phone call to the parents, removal from school for the remainder of the day, and suspension from school are the forms of discipline used in accordance with the age and circumstances of the infraction. If the student's behavior continues to disrupt or interfere with the objectives of Adams Traditional Beginnings, the student's enrollment will be terminated with no refund granted. Snacks and meals will not be withheld for discipline purposes. Toileting accidents will be handled discretely and in a caring manner.

## **Transportation/Field Trips**

There is no transportation available to and from our facility at this time. There will only be in-house field trips for preschool students.

## **Licensing**

Adams Traditional Beginnings is regulated by the Arizona Department of Health Services, Bureau of Child Care Licensing located at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. Arizona Department of Health Services can be reached via phone at, 602-364-2539, toll-free 800-615-8555, fax 602-364-4768. Inspection reports from the Arizona Department of Health Services are available on site.

## **Insurance**

Liability insurance for Adams Traditional Beginnings is carried by Choice Services, LLC. through Hanover Insurance Company. Documentation of the liability insurance coverage is available for review on site.

## **Pest & Weed Control**

Adams Traditional Beginnings routinely has the premises sprayed for pesticide. A notice will be posted on the Parent Information Board a minimum of 48 hours before the pesticide is applied to the facility's premises and remain posted for 48 hours after application. Records will be maintained and may be accessed on site.

**Insect Control** is done monthly by Griffin Pest Control.

1. Posting of pest control will be 48 hours in advance of application.
2. Posting will include name of chemical/s, concentration, and location of application.
3. MSDS of each applied pesticide is located within the pest control binder.
4. The pest control binder includes license, insurance, MSDS, and a record of applications for a 24 month period.
5. Notice will remain posted for 48 hours after the pesticide application.

**Weed Control** is done quarterly by Arizona Weed Guard.

1. Posting of pest control will be 48 hours in advance of application.
2. Posting will include name of chemical(s), concentration, and location of application.
3. MSDS of each applied pesticide is located within the pest control binder.
4. The pest control binder includes license, insurance, MSDS, and a record of applications for a 24 month period.
5. Notice will remain posted for 48 hours after the pesticide application.

### **Parking Lot and Campus Safety**

Please follow all directional arrows in the parking lot and drive at slow, safe speeds to ensure the safety of our families and staff. If a vehicle is found to be unlawfully parked, we reserve the right to have it towed. **Do not block fire lanes.** Adults are asked to treat other drivers with respect in an effort to model proper behavior to their children. Your preschooler will be in the presence of a qualified staff member at all times while on campus.

### **Pick-up/Drop-off Location**

Adams Traditional Beginnings  
2323 W. Parkside Ln.  
Phoenix, AZ 85027

Pick-up and drop-off will occur on the south side of Adams Traditional Beginnings. A parent or authorized adult will park in designated parking spaces and is responsible for picking up and dropping off the child directly to his/her classroom. **Do not drop your child off in the parking lot and leave. A parent or authorized adult will be responsible for the sign-in and sign-out of the student.**

### **Daily Sign-In and Sign-Out**

Only individuals listed on the emergency blue card will be allowed to pick-up students from class. If a student participates in the Eagles' Nest Before and After School Care Program, an authorized staff member may clock the child in and out to transition between extended care and preschool. Otherwise, a responsible person listed in the student's file will be required to sign-in the student each morning and sign-out the student each afternoon in accordance with state requirements. In the event your child will be picked up by someone not listed on your blue card, you must inform the front office. Proper identification must be presented before the release of the child.

#### **Electronic Clock-In/Clock-Out Procedures**

1. Go to one of the 4 computers in the foyer
2. Click on the "Child" Icon
3. Type in YOUR personal four digit pin number
4. VERIFY YOUR CHILD'S NAME APPEARS
5. Press Enter

Clock-in your child each morning at drop-off and clock-out your child each afternoon at pick-up.

**You may clock-in your child beginning at 7:40 a.m. Any time before 7:40 a.m. is considered before care and you will be charged accordingly.**

Once you have completed the electronic clock-in, the receptionist will allow entry into the hallway. Please proceed to the sign-in sheets located with the teachers. If you are dropping off after 8:15 a.m. you will sign-in your child at his/her classroom in the book located on the shelf by the door.

The sign-in sheets are audited by the state and are required to be filled in properly. If for any reason an error is present on your child's sign-in sheet, a staff member is REQUIRED to ask for you to correct the line item. Please assist us in keeping these records clear and precise by following these guidelines:

1. Make certain you are signing your full name on YOUR child's line.
2. Please allow appropriate time at drop-off and pick-up. Do not PRE-SIGN any line for any reason.
3. Due to the nature of our state audits, please note the exact time to the minute, as it looks suspicious or recreated if all the times signed-in/signed-out are rounded and identical each day.
4. Please make sure your signature is clear and legible.
5. Please instruct anyone picking up for you that this process is extremely important and to have identification ready.



## **Emergency and Medication Policy**

Proper authorization forms will be required to have the school nurse or staff administer any prescription medication. Only medication prescribed and in its original container with doctor's instructions posted will be administered at school. All medications are kept under lock and key. In case of illness, a parent will be contacted for the child's retrieval within a reasonable time frame. When a parent cannot be reached, the secondary contact person from the enrollment information will be contacted. In case of fire, accident, evacuation or other school emergency, Adams Traditional Beginnings will follow procedures appropriate for the circumstances and authorities will be called upon for assistance.

## **Health Policy**

We care greatly for the well being of our families and staff. For that reason we want to keep the spread of illness and infection to a minimum. If your child has experienced any of the following in the past 24 hours, please keep him or her home.

- |                                       |   |
|---------------------------------------|---|
| 1. Fever of 100 or more*              | 6. Conjunctivitis                         |
| 2. Vomiting                           | 7. Unexplained rash                       |
| 3. Persistent diarrhea                | 8. Head lice                              |
| 4. Flu symptoms                       | 9. Rapid or labored breathing             |
| 5. Severe cold symptoms (green mucus) | 10. Other contagious illness or infection |

A phone call or email is needed when your child is absent. Please notify the school and state the reason for the absence. **Students are welcome to return once symptom free for 24 hours without the aid of medication.** A slight cough and slight runny nose, as long as it is clear, is not reason enough to keep a child home.

If your child becomes mildly ill while at school, we will keep them comfortable and isolated from the rest of the class. You will be notified immediately to pick up your child. If you are not reachable, the emergency contacts listed on the **Blue** card will be called and asked to pick up your child in a timely manner. We ask that you inform the school of any contagious illnesses so we can post an alert on the information board and send home proper notification.

**INJURY:** If your child is injured and needs anything beyond simple first aid treatment, the teacher will determine whether there is time to consult a parent by phone or pursue emergency services first. An accident report will be filled out and any first aid given by the school will be noted within 24 hours. When a child needs to be transported, parents will be notified to meet at the hospital and a teacher will accompany the child to the hospital. All emergency phone numbers are kept by the phone in each teaching area.

**ALLERGIES:** Any child with an allergy is required to be posted on our Parent Information Board in each class room with the necessary procedures if contact with the allergen occurs.

**HAZARDOUS MATERIALS:** All toxic and hazardous items will be kept out of the reach of children.

**CLEANING:** Tables and counters will be sanitized routinely throughout the day. Restroom cleanliness will be monitored frequently. Professional cleaning services will be utilized daily.

**INFECTION CONTROL:** Children will be instructed and assisted to keep hands clean especially after toileting and in preparation for snacks and meals.

## **Immunizations & Emergency Contacts**

A child's immunization records are required at the time of registration. The Department of Health Services requires that the immunization record provided by a parent is from a health care provider. The record must contain all current, age-appropriate immunizations. If a staff member finds that an immunization is necessary, a notice will be sent. The family will then have ten days to update the records before the student is restricted. See the registrar for more information. It is the parent's responsibility to make sure that the information on the blue "Emergency Information and Immunization Record Card" is filled out and kept current. It is **extremely** important that all home, business, and emergency contacts are correct. You will need to list at least two local emergency contacts on the blue emergency card (these contacts must be at different addresses from each other and different from the parent). No one may remove your child from the school unless listed on the blue card. **The emergency information and immunization blue card must be filled out completely. This is a state requirement.**

## Online Payment Information

Choice Academies accepts payments made through Edutrak, an online payment system. Payments for all school programs and activities are accepted. You may even make your tax credit donation online!

Credit card and debit card transactions have a \$2.00 per use fee. You are under no obligation to use this system, Cash and checks are still accepted at the front office for all payments for all programs. We do not accept credit cards on campus.

It is easy to get started. Our online payment site is [www.choiceacademiespayonline.org](http://www.choiceacademiespayonline.org). You will need a Family Key to get started only if you will be paying for lunch online. To receive a family key, contact Ms. Maddox at 602-938-5517 ext. 105 or email [dmaddox@choiceacademies.org](mailto:dmaddox@choiceacademies.org). For all other transactions, you can simply log on to make your purchase. Once you are logged into the website, go to the school of your choice (ATB) and select the icon for the payment you are making. Follow instructions to complete your payment. If you need assistance completing an online payment, contact the business department at 602-938-5517.