



Statement of Services

Sun Valley Preschool provides a fun, positive, happy, and safe environment in which young children will grow and learn to interact with one another. Our preschool is housed in the Sun Valley Charter School building. Our goal is to encourage a love of learning and strong self-esteem by promoting and providing students with many opportunities for success. This may be your child's first school experience; it is important that this experience be a successful one. We want to help each child develop self-discipline and learn healthy patterns of interaction with others, as well as gain familiarity with the school, library, computer lab, playground, and future teachers.

School Location

5806 S. 35th Avenue, Phoenix, AZ 85041

Phone: (602)692.4914 **Fax:** (602)276.6298

School Hours

The school day begins Monday Through Friday promptly at 7:55 a.m. and ends at 3:00 p.m. for full-day students and at 12:00 p.m. for the core-instruction day students. Our teachers have other responsibilities following school hours and we must ask parents to have children picked up promptly at dismissal time.

Before and After School Program

Sun Valley Preschool offers a before and after school care program Monday through Friday for an additional charge from 6:00 a.m. until 7:55 a.m. before school and 3:00 p.m. until 6:00 p.m. afterschool.

Holidays and Breaks

Sun Valley Preschool and the before and after school care program will be closed during these holidays and breaks:

- Labor day, Veteran's day, Thanksgiving holidays, M.L. King day, President's day, Spring holiday and Memorial day
- We have 2 weeks of break in October, 2 weeks in December and 2 weeks in March

Please see our calendar for more information.

Site Supervision

Director: Tanae Morrison

Assistant Director: Orquidea Cibrian

Lead Teacher: Yahaira Carrillo

Lead Teacher: Jill Moseley

Teacher Assistant: Allyssa Preciado

Cost

There is a registration fee of \$100.00 per child.

The weekly tuition cost is \$150.00 per student including meals for full day and \$100.00 dollars per student for core –instruction day, also paid weekly.

The tuition payment is due on or before the first day of each week, even if it is a short week due to holiday. Bi-weekly and monthly payments are encouraged. Payments should be made out to Sun Valley Preschool.

No partial credits will be given for students attending less than a full week.

Sun Valley Preschool will give a discount of 20% on the tuition fee of a second sibling enrolled in the program for as long as both students remain enrolled in the preschool program.

Late Fees

A service charge of \$25.00 will be added if payment is not received by the end of business day on the first day of each school week.

If payment is not received by the end of business day on the first day of the school week the student will not be allowed to return until the payment has been received.

There will be a \$25.00 fee for any returned check.

If you elect to utilize our after school program there is a separate cost of \$15.00 per day per child. This program operates from 6:00am to 7:55am and 3:00 pm – 6:00 pm Monday through Friday. The before and after school program is not available during school intersessions. Please refer to our Sun Valley Preschool calendar for exact dates of intersessions.

Refunds

There are no refunds or partial week credits given.

Enrollment

Sun Valley Preschool serves children from 3 to 5 years old. Children need to be toilet trained, although accidents are understandable. Children will be enrolled either in a full-day session five days per week or a core-instruction day, also five days a week. Applications for enrollment in the Preschool component of Sun Valley Preschool are available by contacting the school office at (602) 692-4914. Withdrawals from the school must be notified in writing two weeks prior to the last day of attendance. Charges will continue to accrue until written notice is received.

Student Behavior Expectations

We try to help each child understand that we have rules that must be followed for safety and health. We stress the importance of caring, honesty respect and responsibility. Each teacher will follow rules about acceptable behavior that reflect realistic expectations for the age and development of the children. The entire Sun Valley Preschool staff uses positive methods of discipline, which encourage self-control, decision-making, cooperation and positive self-esteem. A child will never under any circumstances be physically punished, humiliated, or threatened.

If a child misbehaves, a staff member will always take the child aside to speak to him/her about the incident. A child may be asked to choose a different activity or a staff member may redirect him/her to another area.

Time-out is used as a last resort when all other strategies have been exhausted. Time-out involves having a child sit briefly away from the group to regain self-control. A staff member will then talk to the child about the incident and offer a positive alternative behavior.

Transportation and Field Trips

Sun Valley Preschool does not provide transportation or fieldtrips.

Parental Participation and Access

Parents of enrolled preschool students have access to the areas where his or child is receiving services. Parents are encouraged to volunteer in their child's classroom and to support school initiatives and programs.

Classroom Learning Centers

- **Writing Center:** A writing center allows preschool aged children to investigate early forms of writing - experience stories through pictures, retelling of stories, scribble writing, and book making. Materials include a wide variety of paper, pre-made blank books, crayons, markers, scissors, tracers, magazines to cut and glue. Also included materials to enhance fine motor development such as beads, stamps, lace-ups, and hole punchers.
- **Quiet Corner:** In this corner, the children have the opportunity to relax and read. This area is equipped with a comfortable reading area and a selection of books. Children who like looking through books and/or need a place to be peaceful will often seek out his corner
- **Dramatic Play:** The house corner provides opportunities for make-believe and role-play. Pretending to be people in situations they've experienced helps give children a sense of the adult world. It gives them opportunities to work together, express their feelings and ideas and use language to communicate their role and respond to others' needs and requests. Dress up clothes, dolls, stuffed animals, hats, masks, props, and puppets are things that are included here.
- **Construction Center:** Preschool children use blocks to build structures that go up, out or around and in the process deal with the spatial and structural problems of balance and enclosure. They also deal with similarities and differences and create patterns in their structures. The Construction Center provides adults with the opportunity to observe children exploring, building cooperatively, sorting, grouping, comparing and arranging objects and role-playing. A wide variety of materials are included in this area.
- **Art Center:** Exploring and using art materials allow preschool children to express original ideas, improve their coordination, develop small muscle skills, and learn to recognize colors, shape design and textures. Materials should include a wide variety of paint, collage materials, fabrics, clay cornstarch, chalk and markers.
- **Math Center:** Exploring activities through manipulatives lay the groundwork for abstract concepts such as comparing, classifying, ordering, pattern blocks, sequence blocks, measuring cups, toy clocks and a wide variety of sorting materials.
- **Magnets:** Magnets afford children the opportunity to explore the properties of polarization in a developmentally appropriate, fun, manipulative center. Center materials include magnetic marbles, pattern blocks, letters, numbers, and shapes.
- **Cooking Center:** Cooking offers a special treat for pre-kindergarten children, allowing them to do things adults do. As they measure ingredients, children learn about measurement and volume. While kneading dough, peeling carrots, or stirring pudding, children develop their physical skills and increase their vocabulary

Medication

As a service to our parents, the office staff will administer medication prescribed by your physician. All medications (prescriptive and over the counter), including topical are given as a courtesy at 12:00 and/or 3:00. Medication must be in the original container with the child's name on the label, as well as the prescription number, name of the medication, dosage and expiration dates. Please add the child's room number. A permission to administer medication form can be found in the school office and it must accompany the medication. The form will be applicable for no more than 10 days.

Medical/Dental Emergency Plan

In the event that a child suffers a medical/dental emergency while at our center, the staff person in charge will immediately contact the Director. She will make every effort to contact the parents or designated person. If the situation requires immediate medical assistance, 911 will be called. One staff person will accompany child to the hospital. At least one staff person will stay with the remaining children.

Accident or Injury

If a child is injured during the day and medical attention is required, the parent will be notified to come pick up their child. If the situation is an emergency, the parent will be asked to meet the staff member and the child at the closest hospital emergency room. It is vital for parents to keep emergency information up-to-date and inform staff of temporary or permanent changes of address, phone numbers, emergency contact people and immunizations.

Accident Report

An accident report will be written when your child is injured. When picking your child up please sign and date the report and leave at the preschool for your child's file. You will receive a copy of the report.

Incident Report

If your child harms another child or staff, you will receive a report notifying you of the incident. When picking your child up please sign and date the report and leave at the Preschool for your child's file. You will receive a copy of the report.

Pesticide Notifications

Parents are notified 48 hours prior to the use of pesticide treatments on site. Notifications are posted in each preschool room.

Insurance/Licensing

Sun Valley Preschool carries liability insurance, available on site for review, in compliance with the Arizona Department of Health Services. The Arizona Department of Health Services Bureau of Childcare Licensing approve Sun Valley Preschool license. Our center is subject to inspection by the Arizona Department of Health Services Bureau of Childcare Licensing, Maricopa County Health Department, and the fire department. Our license is posted on the Parent's board in the front foyer. Copies of inspection reports are available upon request.

**Arizona Department of Health Services
Bureau of Childcare Licensing
150 North 18th Avenue
Phoenix, AZ 85020
602.364.2539**