**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 Academy building. Our goal is to encourage a love of learning and strong self-esteem by promoting and providing students with many opportunities for success. We help each child to develop self-discipline and learn healthy patterns of interaction with others, as well as gain familiarity with the school, library, playground, and future teachers.

**School Locations**

**Phoenix South Mountain**

**2675 W Baseline Rd., Phoenix, AZ 85041**

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

**Avondale**

**1515 N 117th Ave., Avondale, AZ 85041**

**Phone: (623)600.7660**

**School Hours**

The school day begins Monday Through Friday promptly at 7:30 a.m. and ends at 3:00 p.m. for students. Our teachers have other responsibilities following school hours so we must ask parents to have children picked up promptly at dismissal time. There will be a charge of 2 dollars per minute charged starting at 3:15 unless your child has signed up for the after school program.

**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 7:30 a.m. before school and 3:00 p.m. until 6:00 p.m. afterschool. If you are interested in having your child attend, please inform the Assistant Director and they can check for availability. Once approved, your child will be enrolled into the program. The cost of the program is $25.00 per child per week and it is due along with tuition each week.

**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 time in October, in December/January and 2 weeks in March

Please see the preschool calendar for the dates.

**Site Supervision**

Executive Director: Tanae Morrison

Director: Lori Laspada

**Tuition Cost**

There is a registration fee of $125.00 per child that is due upon enrollment. The weekly tuition cost is $200.00 per student for 5 full days and $150.00 per student for 3 full days. The tuition payment is due on or before Thursday prior to services being rendered. If it is a short week due to a holiday, full tuition rates still apply. If paying by check, payments should be made out to Sun Valley Preschool. There will be a $25.00 fee for any returned check. If a check is returned the school will no longer accept checks for payment. Payments may be made through our school website.

Sun Valley Preschool gives a sibling discount of 20%. As long as both students remain enrolled in the preschool program the discount will be given. The discount is calculated based on oldest sibling’s tuition.

**Late Fees**

A $25.00 late charge will automatically be added if payment has not been received on or before the end of the office business day (4pm) Friday prior to services being rendered. 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. If the parents do not reach out to a director and the balance is not paid within 2 weeks the child will automatically be withdrawn from the program. A re-enrollment fee will be charged to the child’s account and will be due prior to any new services being rendered.

**Before and After School Program**

If you elect to utilize our Before and After School Program there is a separate cost. The cost of the program is $25.00 per week. The program operates from 6:00 am to 7:30 am 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 three full-day session five days per week. Applications for enrollment into the Preschool are available by contacting the school office.

**The following items must be turned into Sun Valley Preschool prior to starting:**

Completed Enrollment forms

Emergency Information and Immunization Form

Birth Certificate

Immunization Record

Best of Care Form

Registration Fee

First week of tuition paid in full

**Withdrawals**

If you are planning to withdraw you’re child from the program, you must notify the Assistant Director in writing two weeks prior to the last day of attendance. Charges will continue to accrue until written notice is received and your child has been formally withdrawn.Withdrawal forms will be made available to you in both the classroom as well as at the front office. Payment of 2 weeks tuition is required starting from the date the Withdrawal Form is turned in. Anyone who terminates services and has a balance that is outstanding will have 30 days to settle the account. All accounts not settled within 30 days may be turned over to a collection agency. Additional fees will be added to cover the collection fee.

**Student Behavior Expectations**

At Sun Valley Preschool, we stress the importance of kindness, honesty, respect and responsibility. Each teacher will model 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 as well. Think time is used as a last resort when all other strategies have been exhausted.  Think time 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. The child will be made aware that he/she is cared about and that it is the behavior that cannot be accepted.

**Transportation and Field Trips**

Sun Valley Preschool does not provide transportation or field trips.

**Parental Participation and Access**

Parents of enrolled preschool students have access to the areas where their child is receiving services. Parents are encouraged to volunteer in their child’s classroom and to support school initiatives and programs. If interested in volunteering, please contact the Assistant Director.

**Classroom Learning Centers**

* **Writing Center:**  A writing center allows preschool aged children to investigate early forms or 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, and lacing cards.
* **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/her 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.
* **Block Center**:  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.
* **Dramatic Play Center**: In this area children can role play, have social interaction, and engage in cooperative play. Cooking also 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 and a courtesy to our parents, a Director or director’s designee will administer medications that are prescribed by your physician. We know that you know your child best and ask that you give medicines before and after school hours. If the medication has to be given during school hours we will need the following:

* Medication Consent Forms must be completed and signed before any medications will be given. The form will be applicable for no more than 10 days unless the physician’s order requires it to be administered for an extended period.
* A medication consent form can be found in the school office, the classroom, as well as in the Asst. Director’s office and it must accompany the medication.
* Medication must be in the original container with the child's full 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.
* The medications will be given as directed by your child’s physician.

**Sickness**

If your child is sick and becomes ill or if your child is sent home sick from school they must remain home for at least 24 hours. Children need to be symptom and medication free before returning. Please do not give your child a fever reducer and bring them to school as we want to keep all of the kids and staff as healthy as possible. If your child is sick, we encourage you to take them to a doctor to ensure that they aren’t contagious. Upon returning to school, please bring a note from the doctor stating that your child is no longer contagious and is well enough to attend school. Please provide the doctor’s note to the Assistant Director upon arrival. You may give the note to your child’s teacher in the Assistant Director’s absence.

Please keep your child home if they have the following:

* Fever of 100 degrees or higher
* One episode of vomiting
* Diarrhea
* Difficulty breathing, runny nose, or severe cough
* Any unusual rash

\*\*\*If you know that you are keeping your sick child home, please call the preschool by 9am to report their absence.

**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 there is any incident that happens during the course of the school day, you will receive a report notifying you of what happened. 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. Depending upon the severity of the incident, your child’s teacher or the Assistant Director may contact you as well.

**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**