

# HASSAYAMPA ELEMENTARY PRESCHOOL



251 SOUTH TEGNER STREET  
WICKENBURG, AZ 85390

(928) 684-6750 • (928) 684-6791 FAX

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

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## STATEMENT OF SERVICES:

Hassayampa Elementary School is proud to offer an early childhood education program for students ages 4-5. The program offers recreational learning activities that will 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.

**Eligible Participants:** Preschool: Children ages 4 - 5 who are fully toilet trained

**Location:** Hassayampa Elementary School  
251 South. Tegner Street  
Wickenburg, AZ 85390

**Yearly Calendar:** August 9, 2016 through May 25, 2017

**Times & Fees:** **\$35 one time registration fee**  
Please see our two different programs shown below  
Fees are based on number of days in preschool

### **Part-time Preschool Program (ages 4-5) 8:00-11:00am**

**5 days a week (Monday – Friday) \$2500 yearly tuition**

10 equal payments of \$250 due 1<sup>st</sup> of month OR 20 equal payments of \$125 due 1<sup>st</sup> and 15<sup>th</sup> (Aug.-May)

**4 days a week (Monday- Thursday) \$2070 yearly tuition**

10 equal payments of \$207 due 1<sup>st</sup> of month OR 20 equal payments of \$103.50 due 1<sup>st</sup> and 15<sup>th</sup> (Aug.-May)

### **Full-Day Preschool Program (ages 4-5) 7:30am-5:00pm**

**5 days a week (Monday-Friday) \$5,050 yearly tuition**

10 equal payments of \$505 due 1<sup>st</sup> of month OR 20 equal payments of \$252.50 due 1<sup>st</sup> and 15<sup>th</sup> (Aug.-May)

**4 days a week (Monday - Thursday) \$4,100 yearly tuition**

10 equal payments of \$410 due 1<sup>st</sup> of month OR 20 equal payments of \$205 due 1<sup>st</sup> and 15<sup>th</sup> (Aug.-May)

Tuition is charged for **180 days** in school for full-time and 148 days for part-time and not for holidays or breaks. No credit or refunds will be given due to illness or student absence.

**Please make all checks to Wickenburg Unified School District (WUSD).**

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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 PROCEDURES:

**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>	Removal from the program

## ILLNESS:

It is important for parents who have children in this program to understand that their child's health effects the health of other children and staff members at the school.

Do not bring your child to school if they have 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. 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.

## **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 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.**

## **ENROLLMENT AND WITHDRAWAL PROCEDURES:**

To enroll your child in this program, parents must complete and return the following items to the school office located at 251 S. Tegner Street, Wickenburg, AZ 85390.

1. **Registration form. Complete, leave no lines 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/guardian authorized to pick up your child in case of an emergency.**
3. **Copy of immunization records.**
4. **Discipline Policy, signed.**
5. **Fee attendance contract, signed.**
6. **\$35 registration fee.**
7. **Copy of birth certificate.**

If you decide to withdrawal your child from this program, please contact the school office. We request that a two-week notification is provided.

## **LICENSING:**

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

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## **FOOD SERVICES:**

Students may bring their lunch or purchase a lunch from the school café. Parents wishing to purchase lunch or breakfast for their child can do so at the cost of **\$2.60** per day for lunch and **\$1.25** for breakfast. We recommend that students participating in the morning program take advantage of this service. An afternoon snack will be served for students in the full-day program. All students have accounts in the cafeteria, and parents may pay in advance rather than sending in money daily. **Checks for food services should be made out to Wickenburg Unified School District or WUSD.** Microwaves and refrigerators are not available for lunches sent from home. If you decide to send your child with a home lunch, please provide healthy options which includes milk or 100% fruit juice (no soda). If your child does not have milk or 100% fruit juice packed with the lunch, it will be provided from the cafeteria with the applicable charge.

## **INSURANCE:**

The Wickenburg Unified School District carries liability insurance for all its' operations, including this pre-school program.

## **TRANSPORTATION:**

Transportation will not be provided.

## **FIELD TRIP:**

This program will not be attending any off-campus field trips. All activities outside of the approved preschool areas will be considered "field trips". Preschool children may be invited to participate in Hassayampa Elementary School events such as Safety Day, Field Day, as well as other assemblies. Parents will be notified in writing of any of these events ahead of time with complete details of the activity. Permission slips must be signed and returned for all students to participate.

## **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.

## **DES FUNDING:**

The program is a DES contracted child care program. Call 602-244-2678 to find out if you qualify for child care assistance.

## **CHANGE of CLOTHING:**

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.

## **PESTICIDE NOTIFICATION:**

Wickenburg Unified School District will provide parents or guardians of children who are enrolled in our programs written notification of pesticide products used at the school. A warning sign will be posted

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on the parent board and the main entrance door 48 hours prior to application and shall remain posted for 72 hours after application.

## **PARENT ENGAGEMENT and EXPECTATIONS:**

Parents are welcome and highly encouraged to visit our program and participate in activities with their child. Our Hassayampa goal is to build relationships that will last through all of your child's school years. We would love if you could contribute at least one hour per month as a volunteer to our program. To become an approved volunteer, please obtain a volunteer packet from the front office.

Additionally, in your role as the parent, Hassayampa Preschool expects parents to:

- ☛ Keep your child's records current and up-to-date. It is critical to your child's safety to keep us informed of any address or phone changes for you or those listed as authorized to pick up your child.
- ☛ Keep your drop-off and pick-up times are consistent and according to 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 staff of any health concerns with your child.
- ☛ Ensure that your child is well-rested and prepared for the day. This means that he or she has an established bed time which ensures adequate and age-appropriate sleep.
- ☛ Supply a change of clothes in case of an accident.
- ☛ Wash and return napping sheets each week.
- ☛ Keep lines of communication open with staff to ensure your child has an excellent preschool experience!