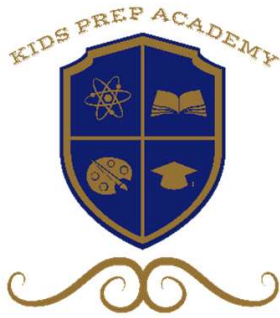


# PARENT HANDBOOK

Kids Prep Academy  
1930 W. Pinnacle Peak Road  
Phoenix, AZ 85027  
623-234-8912

[WWW.KIDSPREPACADEMYAZ.COM](http://WWW.KIDSPREPACADEMYAZ.COM)



Dear Parents:

Enrolling your child in a day care program is probably one of the most important decisions you will ever have to make. You are allowing other people to begin your child's education, to care for them and protect them. We at Kids Prep Academy continually strive to provide the widest variety of programs and to maintain an exceptionally high level of quality care. We intend to guide your child as they grow intellectually, physically, socially, and emotionally during the year through developmentally appropriate and fun activities.

The owner of the facility understands the importance of quality education in a child and takes strong stance on implementing the best education offered. We follow the government common core standards to prepare your child for their first year of kindergarten. We accept all children from ages 2-12. We offer summer programs designed to prepare your child for the next school year to keep them on track with what they will be learning for the next school year.

### **A BRIEF HISTORY BEHIND KIDS PREP ACADEMY**

Kids Prep academy was founded through three foster parents who have seen the struggle with kids and how they are able to develop and learn. We understand the struggle that each child has individually with social, emotional, mental physical and behavioral. We have a passion to help kids by providing a loving, nurturing, and safe place to be. We love our children and want nothing but the best for them. We are proud to announce and welcome your child to kids Prep Academy! We look forward too many years of quality service for you and your child.

Sincerely,

Kids Prep Academy

## **DEPARTMENT OF HEALTH SERVICES**

Kids Prep Academy is regulated by DHS:

150 N 18<sup>th</sup> Ave

Suite 400

Phoenix, AZ 85007

Office: 602-364-2539

Fax: 602-364-4768

### **INSPECTION REPORTS**

Kids Prep Academy has all inspection reports posted and available on-site. If you have any concerns, please see the front desk fir reports.

### **LIABILITY INSURANCE**

Kids Prep Academy holds liability insurance recommended by the state of Arizona and Department if Health Services. Records are kept on file at the site. Please see front desk for information.

### **PESTISIDE PROCEDURES**

- Parents will be notified by email, text and phone call 72 hours prior to the pesticide.
- Facility will post notices of pesticide application time, date, phone number, licensed applicator and company information 72 hours prior to application day.
- Facility will provide the brand, concentration, rate of application and any use restrictions required by the label of the pesticide.

**ALL FORMS MENTIONED IN THIS HANDBOOK CAN BE FOUND IN YOUR  
REGISTRATION PACKET**

### **INTRODUCTION**

This handbook contains information you should know about Kids Prep Academy. Please feel free to contact the center if there is something you would like to know but cannot find in this handbook.

## **OUR PHILOSOPHY**

Our primary objective is to provide day care in a safe and nurturing environment. The center is designed to provide for the needs of children ages 2 years to 12 years old. The center has classrooms for each level of learning. Our learning programs are designed to foster and develop competence in intellectual and social skills as well as emotional and physical needs. At our center we strongly believe in parental involvement. Our strong commitment in this endeavor is evidence through our many programs and activities.

## **EQUAL OPPORTUNITY PROVIDER**

Kids Prep Academy is an equal opportunity provider. Applicants are accepted without regard to race, religion, sex, handicap, national or ethnic origin to all the rights, privileges, programs, and activities made available to the students at the center.

## **GENERAL INFORMATION**

### **REGISTRATION FORMS:**

All applicable forms should be filled out completely. The completed forms provide us with information that will help in understanding your child(ren) better. Forms that need to be filled out before your child enters the center are:

- ENROLLMENT REGISTRATION INFORMATION
- EMERGENCY, INFORMATION, AND IMMUNIZATION RECORD
- PROVIDE A CURRENT SHOT RECORD

- BEST OF CARE
- MEDICAL INFORMATION
- ENROLLMENT AGREEMENT
- SUNSCREEN CONSENT FORM (PARENT PROVIDES SUNSCREEN)
- ORAL HEALTH CONSENT FORM
- PHOTO/VIDEO RELEASE FORM

## **CENTER TEAM**

The administration team at Kids Prep Academy consists of a director, assistant director, teachers, and assistant teachers. Each classroom has a lead teacher and an assistant teacher as needed by age of children and enrollment for that class. Team qualifications and child/teacher ratios meet or exceed local and state requirements. The director is responsible for the overall daily management of our program. If you have any concerns, contact our director. The director may be able to help and if not will leave a message with the teacher and they will call you when they are out of the classroom.

## **PARENT INVOLVEMENT**

Parent involvement is important. **Your child(ren) will benefit most from our program if parents and staff communicate in both formal and informal conversations.** You are welcome to observe and participate in your child's classroom whenever you wish. We encourage you to feel a part of the center by getting involved with your child's future. Kids Prep Academy has a Get Acquainted night, this is a time when you can come and meet the staff and ask questions you have. Our parent's newsletter is a monthly letter to let you know of up-coming events the center is having.

## **ARRIVAL AND DEPARTURE/RELEASE OF CHILDREN**

**We require you to sign your child(ren) in and out each day.** Sign in/out sheets are located at the front desk and digital kiosk. Children will be released only to parents or other adults the

center has written authorization for; this will be kept on file at the center. An identification is required from any adult taking your child(ren). For parents with before and after school children a release form to take the center van or school bus during the year must be filled out and signed.

## **DISCIPLINE**

We use several disciplinary techniques which help children to internalize rules and become self-directed in their behavior. At no time will corporal punishment be used in our center by any team member. The positive discipline techniques we use include the following:

- Distraction and redirection
- A quiet, private talk (looking for the possible cause of his/her action)
- Positive reinforcement for good behavior
- Teaching by example (role modeling)
- An initial warning will be given with encouragement to exhibit proper behavior
- Second warning results in a cool down time (minutes no greater than the age of the child away from the group of children. A time to reflect on his/her actions.)

After two-time outs in one day, the teacher will have a conference in person or by telephone with the parents. The purpose of the conference will be to formulate a plan for behavior modification, which will be followed by the staff and monitored.

We require that parents do not spank their children in the center. Working with the children we help find alternatives to responding physically when faced with stressful situations. We strive to make the center a place where hitting is not acceptable, and it can be confusing if they see that there are exceptions to the rules.

## **NOTE TO PARENTS**

We require parents to follow the center's behavior rules or this can result in dismissal from the center. Behavior issues can also result in exclusion from field trips or other out of the center activities.

- 1<sup>st</sup> step – Talk to parents
- 2<sup>nd</sup> step – Warning letter

- 3<sup>rd</sup> step – Warning letter and conference with parent
- 4<sup>th</sup> step – One week suspension
- 5<sup>th</sup> step – Dis-enrolled

## **MEALS AND SNACKS**

A kitchen operates on the premises and provides breakfast, lunches, and two snacks. All meals are nutritious and served family style and are included in the tuition prices. Weekly menus are posted on the front bulletin board. If your child has any food allergies, please let us know on the medical information sheet. Also, check with the director to see what menu accommodations can be made.

**PLEASE NOTE: A medical note from your physician is required for any exceptions/substitutions from our menu, even if is temporary.**

**For breakfast, if your child is not in the center by the time we clean up, please understand that we cannot feed your child. We are usually cleaned up by 8:15. So please feed them before you bring them in.**

## **REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT**

It is important for all parents to be aware that state laws require that any and all incidents of suspected child abuse or neglect are to be reported to the appropriate agency and it is responsibility of that agency to investigate each reported case.

## **HEALTH INFORMATION**

In order to maintain a healthy environment, we ask you to not bring your child into the center if they are showing signs of illness. You will be contacted if your child shows signs of any of the following symptoms:

- A temperature of 101 degrees or over (orally)
- Discharge from ears or eyes and red eyes
- Vomiting or diarrhea
- Any rash or skin lesion that blisters

- Excessive signs of cold, tiredness, sore throat, running nose, sneezing, or coughing

If your child becomes ill during the center's hours, you will be contacted immediately and requested to pick him/her up. In such cases, the child's parent or guardian will be called and they must pick up or arrange to have another person pick up the child and inform the director of these arrangements. The school office will be used as an isolation room until the parent or authorized person arrives to pick up the child. We require pick up within one hour of notification. Children with a fever should remain home for at least 48 hours after their temperature returns to normal WITHOUT MEDICATION. Also, children who have contacted communicable or contagious diseases or illnesses, including chicken pox, lice, etc., should be kept home. The childcare center should be immediately notified so that parents and be informed for their own child's welfare.

If you do not want standardized medical treatment, please submit what kind of treatment you want.

## **ABSENCE DUE TO ILLNESS**

Please notify the center in the event of illness. Children absent due to a contagious disease may not return to the center without a signed statement from a physician stating that the child is no longer contagious and is ready to return to normal center activities.

## **MEDICATION**

Medication will be administered only with a Medication Form filled out by a parent or guardian. All medications must be in original containers bearing the name of the medicine. Prescription medication needs to have date filled, pharmacy label and number, physician's name, child's name and directions for dosage. Fever reducer is not allowed in the center at any time and cannot be administered.

## **MEDICAL CONDITIONS**

It is important that you inform the director of any allergies or medical conditions your child has. This will assist us in being better prepared to handle any emergencies that may arise. For any chronic conditions, such as asthma, diabetes the parents must provide training to the staff in handling the specific problem and when necessary.

## **EMERGENCY PROCEDURES**



Please keep the front office updated of any changes in your business, home address, and phone numbers so you can be easily located in case of an emergency. First, we will assess the emergency and depending on the seriousness of the emergency we will follow this procedure:

- Minor accidents or injuries such as bumps, bruises, or cuts that seem not to require stitches or further medical care will be treated by staff, who will offer comfort, wash wounds, and apply necessary band-aids. These incidents will be reported in writing to the director and the parents on the day it occurs through the accident, injury and illness report.
- Accidents such as, deep cuts that would require stitches, uncontrollable nose bleeds, large bumps, or bruises (particularly to the head) and possible broken bones, that require further professional treatment, we would call the parents, guardian or person listed on the medical emergency form. An accident report will be filled out by staff member.

In emergency situations such as fractured bones, unconsciousness, extreme fever, large or deep cuts, and serious head injuries followed by vomiting and/or dizziness the staff will do the following:

- 1. Provide first aid and/or CPR
- 2. Call 911
- 3. Call parent or emergency contact person as soon as the safety of the child is assured.

## **REGISTRATION ENROLLMENT**

### **CONFIDENTIALLY**

All information provide to Kids Prep Academy will be considered confidential. Also, with a written request the information will be made available to parents.

### **ENROLLMENT**

Enrollment is open to all children between the ages of 2 years to 12 years old whose needs can be met by Kids Prep Academy. We encourage parents to visit our center to meet our staff, observe the classrooms in progress and obtain enrollment forms. Just call the center and set up an appointment.

## **REGISTRATION**

We are open from 6:30 a.m. to 6 p.m. Sunday through Saturday. A normal full-time week is 6 hours a day. We provide before and after school care program. You must provide a written request for your child to be transported to another school and inform transportation where to pick up and drop off your child.

## **DROP-IN HOURS**

Drop-in hours are the additional hours added to your registration hours. It is important that you adhere to your registered hours unless drop-in arrangements can be made with the classroom teacher and director in advance. Even if arrangements were made in advance, a morning phone call is required, in case we cannot fulfil our arrangement. Sometimes the child we were not expecting, will show up. Then unless there is an available spot you would not be able to bring your child in. If you want to change hours, then there would be an added charge to your normal tuition. Example: Registered for Monday, Tuesday, and Friday but you want to switch days from Tuesday to Thursday. Your tuition stays the same on your normal three days plus a one-day rate is added for the extra day. The same thing applies also if you want to just add to your three days, it's the three-day rate plus your added one- or two-day rate.

## **BILLING INFORMATION**

### **TUITION SCHEDULE**

Registration fee (non-refundable) – Due upon enrolling a child in the program. A separate sheet of tuition fees is enclosed in your packet. If your child is taken out for any reason and you wish to enroll again, you will be required to pay a non-refundable registration fee. Example: take out for the summer and return in the fall, take out to go somewhere else and then return)

### **PAYMENT AGREEMENT**

Tuition payment is due prior to any care given to your child(ren). Monday morning for the week and the first week of the month for monthly payments. If childcare is not paid on Monday for the week, your child will not be allowed in the center on Monday. The teacher

that is opening will have a list of children on Monday morning. If there is a problem with your account, or if you will not be able to pay on the due dates, please talk with the director/owner before bill is due. If you are unable to pay your bill on the due date, you may ask for a payment agreement stating when you will pay the amount due. Payment agreements are for a one-time situation or to change the normal due date to a different day of the week.

## **LATE CHARGE**

If tuition is not paid by Monday before 6 p.m. for weekly payments, a late charge of \$% per day will be added to your account until tuition is paid.

## **DISENROLLMENT FOR NONPAYMENT**

Any account not paid after the due date will be considered delinquent and a past due notice will be sent. Children will be dis-enrolled if any account is two weeks past due. Your account will then be sent to a collection agency.

## **CREDIT/DEBIT/ACH/CASH**

Personal checks are not accepted at Kids Prep Academy. Acceptable payment options are:

- Credit Card
- Debit Card
- Automatic Bank Draft (ACH)
- Cashier's Check
- Money Order

Any declined and returned fees will be assessed at a rate of \$40 per transaction and subject to disenrollment of the child.

## **SOCIAL SERVICE PAYMENTS**

If your child is paid by a government or community agency, be advised that the late fees for the children at the center after 6 p.m. and extra hours are not covered by these agencies. We request that you have caseworker send all contract information to the center before your family begins.

## AFTER NORMAL HOURS

The center is open from 6:30 a.m. to 6 p.m. A late charge of \$1.00 per minute will be added for each child per family. If a family has two children, then a \$2.00 per minute charge will be added and so on. This charge will be added to your next billing.

## HOLIDAYS

Our center will be closed the following holidays:

- New Year's Day
- Memorial Day
- Fourth Of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

### NOTE

- On Christmas eve and New Year's Eve the center will close at 2 p.m.
- Any holidays falling on a Saturday, the center will be closed on Friday and any holidays falling on Sunday the center will be closed on Monday.
- The weeks tuition during a holiday week is the same

## VACATION CREDITS

Kids Prep Academy allows a 50% payment credit for vacations up to two weeks per year. Our year is from September 1<sup>st</sup> to August 31<sup>st</sup>. **To qualify you must notify the center at least two weeks in advance.** Vacations are taken only Monday to Friday. The reason being it makes

scheduling easier, for food, teacher programs, and keeping track of everything. To qualify for vacation credit, your child must be enrolled for six months.

If you are here only during the summer, you are not eligible for vacation weeks.

## **ABSENCE CREDITS**

It is unfortunate that children get sick, sometimes for a lengthy period, but Kids Prep Academy does not give any [payment credit for absences.

## **CLASSROOM POLICIES**

### **BIRTHDAYS**

Parents are encouraged to allow their child to share his/her birthday with the class. If you would like to send in a treat, the teacher will let you know how many will be in that day. The treats cannot be homemade. They must be store bought and wrapped. We always have birthday treats at our afternoon snack period. If you request a morning birthday party because you might want to bring in clown or something, please let us know in advance and we will try to accommodate that special request.

### **BLANKETS AND NAPTIME BUDDIES**

Children should be encouraged to bring in small special blankets, pillows and a small stuffed animal or doll for a naptime buddy from home if they wish. All such items must be brought home on Friday, laundered, then brought back to the center on Monday. These items can stay at the center all during the week. Each item must be labeled with your child's name.

### **CLOTHING AND OUTDOOR PLAY**

Children should be dressed in sturdy comfortable clothing suitable for play. Please identify all clothing with your child's name. Each child always needs a set of spare clothing. This extra change of clothing should include an extra pair of underwear, socks, shorts and shirt for summer, and pants and shirt for winter. These extra clothes should be placed in your child's cubby. Soiled clothing is to brought home and cleaned then brought back the next day.

Weather and health permitting, the children are required by state law to spend time outdoors each day and should have appropriate outdoor wear. All children must always wear shoes. No flip-flops are allowed. Sandals with a front and back strap are allowed. We prefer gym shoes.

This is for your child's safety.

## **FIELD TRIPS AT THIS TIME NOT OFFERED**

Parents will be informed prior to any off campus field trips taken by vehicle. In addition to the registration forms signed we will send a special form with all field trips off campus, to be filled out and signed before your child can participate. All trips with a fee, must be paid prior to the trip or your child will not be allowed to go. All children traveling in a vehicle will be in a seat belt or car seat. Parents are invited and encouraged to participate in all outings.

If your child can not or does not want to go on the field trip that day, your child will not be able to come to the center. This is due to the number of teachers we have and staying in the ratio of then classrooms.

Please note: Behavioral issues may exempt child from field trips. If this does occur, the child will not be allowed at the center on those days.

## **FOOD**

We ask that all candy, gum, soda, any foods are kept out of the center. We provide breakfast, lunch and two snacks.

## **PARENT DONATIONS**

We welcome donations of almost any kind. Things you throw away can often be used in the classroom.

## **PERSONAL HYGIENE**

The center requires hand washing upon entering the center. It would be very helpful if you took your child to the bathroom and helped them wash their hands. Hand washing is also done before each meal, after going to the bathroom and at all appropriate times. Please feel free to provide your child with toothpaste and a child-size toothbrush. Both items should be identified with your child's name. Please fill out the permission form in the registration packet.

## **TOYS**

Except for Show-N-Tell days we request that you check with your child's teacher before

allowing your child to bring toys to school. Sharing personal toys is difficult for younger children. We will not be responsible if a toy is lost or broken. Teachers ask that “adventure toys” (such as superheroes, toy guns, or any kind of weapons) not be brought into the classroom as these toys are often associated with aggressive play. We feel very strongly about this and would appreciate that you follow this policy.

## **PROGRAM AND CURRICULUM**

We at Kids Prep Academy are interested in the growth of the whole child, so the center provides programs that meet the needs of children of all ages.

- Your child will be recognized as an individual whose personal privacy, choice of activities, cultural, ethnic, and religious background shall be respected.
- Our programs include opportunities for your child to have a choice in selecting activities to play alone if desired or with one or several chosen peers.
- The center provides basic activities geared to the age levels and development needs of the children served. The daily program is posted and provides:
  - Regularity in such routines as eating, napping, and toileting with enough flexibility to respond to the needs of the individual.
  - A balance of active and quiet activities
  - Daily indoor and outdoor activities in which the children make use of both their large and small muscle groups
  - Occasional trips and activities away from the center.
  - A supervised nap period for children under six years of age who remain five or more hours or arrive during time. Rest periods are provided for school aged children as needed.
  - The daily program of the center provides experience which promotes individual growth, as well-being, the development of self-help, communication skills and positive self-identity.
- All our programs are pre-planned and provide the following:
- A variety of activities which takes into consideration individual differences in interest, attention span and physical and intellectual maturity.

- Enough materials and equipment to avoid excessive competition and long waits.
- An absence of long waiting periods between activities and prolonged periods during which children must stand or sit.
- Provisions for privacy through arranging a small and quiet area that is easily accessible to the child who seek or need to be alone.
- Our programs consider the stress and fatigue that result from constant pressures and stimulation of long hours in a group setting.
- Activity areas, equipment and material are arranged so that staff is always aware of child's presence and activity.
- Classroom equipment is arranged in orderly and clearly defined areas of interest with enough space in each area for the children to play and the various activities available to them.
- Staff assignments are such that children experience comfortable, on-going relationships with adult, every attempt is made to establish a primary relationship between each child and one adult. As the child becomes older and must change to a new classroom, some regression may occur. This change will be planned, and the child will be allowed "practice" periods in the new classroom. Facility determines when a child moves to the new classroom based on several criteria; birth date, cognition and emotional maturity level, ability to handle transition, etc....
- Although we try our best to keep our center and equipment free from harm, accidents will happen. Active children will get hurt from time to time, some on a regular basis. Our staff will tell you from day to day where these scratches, bumps, bruises and any other sore we are aware of, but sometimes children would rather just play than to let any of the teachers know about the accident. Please try not to get to upset, falling is a part of learning and it is only natural, and it lets you know they are playing hard and having fun.

## **SANITIZING**

Hard surfaces (tables, chairs, counter tops, shelves) are sanitizing with bleach and water. All sanitizing bleach mixtures will be up on a shelf in the storage area, the door locked, while children are present in the center.

## **SPACE AND FURNITURE**



The center provides enough indoor and outdoor space and appropriate furniture to provide for support functions necessary to the program. Indoor and outdoor play materials and equipment suitable for staff to use with all age groups to stimulate learning, growth, health, and development are provided.

## **GENERAL DAILY PROGRAM**

6:30 – 7:30 A.M.	OPEN DOORS/OPEN PLAY
7:30 – 8:00 A.M.	BREAKFAST
8:00 – 10:00 A.M.	MORNING PROGRAM
10:00 – 10:30 A.M.	MORNING SNACK
10:30 – 11:30 A.M.	OPEN PLAY/PLAYGROUND
11:30 – 12:30 P.M.	LUNCH
12:30 – 2:30 P.M.	NAP/QUIET TIME

2:30 – 3:30 P.M.

AFTERNOON SNACK

3:30 – 5:00 P.M.

AFTERNOON PROGRAM

5:00 – 6:00 P.M.

OPEN PLAY/ CLEAN UP

THIS IS THE GENERAL DAILY PROGRAM FOR THE ENTIRE CENTER. THE TIMES OF THE LEARNING PROGRAM KWILL VARY WITH EACH AGE LEVEL.

A DETAILED CURRENT SCHEDULE FOR PROGRAMMING IS POSTED BY THE TEACHER IN EACH CLASSROOM. THE TIME AND DURATION OF THESE ACTIVIES ARE UNIQUE TO EACH CLASSROOM AND THE TEACHER.