



ACORN PRESCHOOL

290 W. OAK AVENUE
FLAGSTAFF, AZ 86001
928 779 2505

WWW.ACORNPRESCHOOL.COM

REGISTRATION FORM 2011-2012

Date: _____

Student name _____

DOB _____

Parents names _____

Address _____

City, State, Zip _____

Home phone _____

Cell phone _____

Email address _____

Class times and monthly fees:

Monday through Thursday Pre-k only 9:00-12:00 \$ 290 _____

Monday through Thursday Kindergarten only 9:00 - 2:30 \$ 360 _____

Monday through Friday 9:00-12:00 am only \$ 360 _____

Mon., Wed., Fri. 9:00-12:00 \$ 215 _____

Tuesday and Thursday 9:00-12:00 \$ 145 _____

Monday Through Thursday 9:00-3:30 +Fri till noon \$ 580 _____

**Afternoon care available m-th 12:00-3:30 please see director
for fees and availability**

Registration fees consist of one month's tuition and a one time \$65 fee. All fees paid to register your child are non-refundable, no exceptions. Fees are applied to your last full month.

_____ I understand the above no refund policy.

Paid by: check _____ cash _____

Registration fee \$65 _____

Last month tuition \$ _____

Total registration fees paid \$ _____

****students must attend the morning session in order to stay the full day. There are minimum student enrollment requirements for each pm session, please contact director for fees and information****



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CONFIDENTIAL INFORMATION

Student name _____ Nickname? _____
Mother's name _____ Occupation _____
Workplace _____ ph# _____
Father's name _____ Occupation _____
Workplace _____ ph# _____
Home telephone numbers _____ cells _____
Names and ages of other children living at home _____

Are there other adults living in your home who are also your child's caregiver?
If yes, relationship to child _____

List any current and previous preschool experience your child has had/how often
attended _____

Does your child have any speech problems we need to be aware of?(stuttering, no speech, deaf?)

Is English your child's primary language? If not, what is? _____
Does your child have any special needs that we need to be aware of?(Emotional issues, behavioral
problems, new baby to family etc.) _____

Does your child have any physical challenges? _____

Is your child allergic to any foods or substances?(ie grasses, latex, dairy, nut products?) _____

Is your child taking any medications? _____ If yes, which ones? Why? _____

Does your child exhibit any of the following behavior?(withdrawn, biting, hitting, kicking, spitting)
If yes, under what circumstances? _____

Either parent: do you have a special skill, ability or language that you would be willing to share
with our class or demonstrate to the children? _____

Does your child enjoy playing with other children? _____ What ages? _____



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PARENT EXPECTATION

What is your purpose in enrolling your child in the program?(check all that apply)

- childcare while working
- Educational experience for child
- Time for parent to spend away from child
- Social experience for child
- Other _____

What do you expect your child to learn while in this program? _____

What hours do you need or would like your child to participate in this program? _____

Do you have other children enrolled in the Flagstaff School District? If so, which school and ages _____

What concerns your most about placing your child in this program? _____

Are you free to participate in daytime activities in this program? During what hours? _____

Would you be willing to attend field trips, parties or parent programs? _____

Do you speak a language other than English? If so, what is it? _____

What kind of additional services do you need?

- Community resource information
- Free immunizations
- Information on special concerns? (please explain)
- DES assistance



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FEEES AND REFUND POLICY

Tuitions are based on the entire nine month school year. For convenience tuitions are broken down into the same fee monthly for nine months, beginning in September and ending in May. Enrollment is for the ENTIRE school year. Tuition fees are the same each month regardless of number of weeks or vacation schedules.

Tuition fees are to be paid by the 5th of each month. A late fee of \$25.00 will be assessed if tuitions are received after the 5th of each month unless prior discussion with the director. Parents must notify the director before the first of the month **30 days prior in writing**, to dropping a student from the program. Otherwise, all fees received will be applied to the current month. Registration fees paid are non-refundable.

Late pick up fees will be assessed after the third time a parent picks up their child more than 10 minutes late. \$5.00 will be assessed for ever minute over the 10 minute grace period unless prior arrangements have been made.



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SHOULD JOEY STAY TODAY?

Certain signs and symptoms in children may suggest the presence of a communicable disease. These children should not be in the group setting. The child may return when he/she is no longer sick or contagious to others, and he feels able to join in room activities.

- FEVER:** 100 Axillary (under the arm) or oral temperature:101 F.or Higher. The child may return when he has been fever free for 24 hours without the use of fever-reducers such as Tylenol, ibuprofen or aspirin.
- BREATHING:** Difficult breathing, weezing or hard coughing.
- DIARRHEA:** Two or more abnormally loose stools in the previous 24 hours.
- EYE/NOSE DRAINAGE:** Mucous or pus draining from red eyes or thick, cloudy drainage from the nose.
- SORE THROAT:** Sore throat, when fever or swollen glands are present.
- SKIN PROBLEMS:**Rash-Undiagnosed rashes with fever, or other signs of Illness
Infected Sores-sores with crusting, or yellow or green drainage which cannot be covered by clothing or bandages
- ITCHING:** Persistent itching (or scratching) of body or scalp.
- UNUSUAL COLOR:** Eyes or skin yellow (jaundice)
Stool- grey or white
Urine- dark, tea colored

These symptoms suggest hepatitis and should be evaluated by a health care provider.

Tell us about any illness your child has. We want to know, even if your child stays home. If you take your child to a doctor, write down the name of the illness. Have plans for picking up a child who becomes sick during the day. If you can't leave work, make sure we have the number of someone who can come for him right away.



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SICK POLICY

We will post in each classroom if the class has been exposed to an infectious disease such as chicken pox, measles, fifth disease, conjunctivitis (pink eye) or lice, to name a few. Those children who are not immunized must remain out of school until the contagion period has been deemed over. This can be as long as two weeks.

However, we will not post each time a child has a cough or runny nose. We will send your child home if they have a fever, uncontrollable cough or excessive green mucous.

If your child requires **any medication**, and this includes cough syrup, cold medicine, Tylenol or ibuprofen, **do not bring your child to school**. Should a child become ill at school, we will call the parent and separate the child from the class until they are picked up.

Common sense should prevail upon you to keep your child home when they exhibit symptoms such as a **green mucous** in the nose (evidence of an infection), continual weeping eyes or excessive coughing. We trust you, the parent, to be able to make those judgements prior to bringing your child to school.

We will assess on a case by case basis as to whether to allow a child to attend school or whether to call a parent to come pick up a child from school.

Acorn Preschool

PARENT HANDBOOK/STATEMENT OF SERVICES

290 W. Oak Ave.

Flagstaff, Arizona 86001

928 - 779 – 2505 or 928-779-1792

heatheredenhofer@aol.com

Staff

Director/TeacherMrs. Heather Edenhofer
Teacher.....Mrs. Jackie Baldi
TeacherMrs. Alyssa Buck
TeacherMrs. Michelle Despain
Instructional Aid.....Mrs. Jenni Townsend
Instructional Aid..... Miss Stephanie Mills

Hours of Operation:

Acorn Preschool will be open from 8:50 until 3:30 p.m., Monday thru Friday. We follow the FUSD closures/delay calendar unless otherwise noted. If a snow day closure is called by FUSD then Acorn Preschool is closed. During snow delays, classes will begin at 10:00 a.m. and end at the regular times. Please check the local television and radio stations for any delays or closures or the FUSD website,(www.fusd1.org/snow/) We observe the following holiday and vacation closures.

School/Holiday Calendar 2009

August 20..... Orientation meeting
August 24 Fall classes begin
Sept. 7 Labor Day
Sept. 23 Back to School night
Oct. 12 In-Service
Nov. 11 Veterans Day
Nov. 25-27 Thanksgiving Holiday
Dec. 21 -Jan. 1..... Winter Break

2010

Jan.4 YYYYYYYYYYYYYYYYYY..... School Resumes
Jan. 18 Martin Luther King
Feb. 15 President=s Day
Feb.26 In-service Day
Mar.15-19 Spring Break
Apr.23 -26 YYYYYYYYYYYYYYYYYY..... Spring Holiday
May ? TBA..... Ice Cream Social
May 14 Science Festival
May 21 Last Day of School

OUR MISSION

Acorn Preschool is dedicated to providing children ages three through five a stimulating, educational and enriching experience. It is our belief that through a solid social and emotional foundation, children learn best to experience and understand their world.

PHILOSOPHY STATEMENT

WE BELIEVE that children are important.

WE BELIEVE that children mature at their own pace and that their individualism must be respected and valued.

WE BELIEVE in the child=s right to move, to play and to explore.

WE BELIEVE working with parents as partners to benefit the child and to provide support to all types of families.

WE BELIEVE that child care centers must be safe, nurturing, child oriented and playful.

WE BELIEVE in providing a curriculum that is multi-cultural, anti-bias, developmental, engaging, informative, relevant and fun.

WE BELIEVE in child care that is responsive to the needs of the community.

WE BELIEVE in protecting the environment and setting an example that children can follow.

WE BELIEVE in respecting teachers and teaching as a profession.

WE BELIEVE in promoting diversity and celebrating the rich and varied heritages that constitute the world community.

WE BELIEVE in treating all people with honesty, kindness and respect.

WE BELIEVE that children are the world=s most valuable resource and deserve to be cherished.

CURRICULUM

Acorn Preschool is dedicated to providing each child with interesting, challenging and age appropriate activities that engage the imagination and enhance cognitive skills. We strive to equip your child with those skills necessary (emotionally, socially, and academically) to be ready to enter Kindergarten. This is achieved through play such as music and rhythm, language, fine and gross motor activities, dramatic play, cooking, science, creative media and outside experiences throughout the community at large. We also help to enhance and promote each child's sense of positive self image, individuality and creativity. Every child is encouraged to participate in all types of play. Through play and hands on activities, children develop the skills needed to understand and appreciate the world around them and the people in it. One of our goals is to connect families with their community and available resources.

Acorn Preschool welcomes all children regardless of race, color, creed, ethnic or national origin or religious belief. We present our programs with multi cultural interests in mind and we explore these unique customs and beliefs as part of our regular curriculum.

Our staff are selected not only on the basis of educational qualifications and experience but also on the basis of attitude. Teachers are chosen who exhibit real dedication to teaching and a genuine concern for children. All teachers are certified for Early Childhood Education or have earned a degree in Elementary Education.

REGISTRATION AND TUITION

Acorn Preschool is for children ages three to five years. Your child must be completely potty trained and able to attend to their own toilet needs independently. Pull ups are not allowed. Staff will help in an emergency situation. Children are escorted to the restroom door but are given the respect and privacy they deserve after this point.

It is understood that a child who is admitted is enrolled for the entire school year. Parents or legal guardians are required to give written notice to the school 30 days prior to withdrawal in order to receive any refund that *may* be due. Open registration will begin during the first full week of April 2009. Class sizes will be limited; therefore, we must go by a first come first served basis. A mandatory Orientation day will be held on Thursday August 20, 2009. All documents in the registration packet must be completed and returned to the preschool by the first day of school in order for your child to be able to attend.

*****Classes begin August 24, 2009*****

Acorn Preschool is in session from August 24, 2009- May 21, 2010. As much as possible, we adhere to the Flagstaff Unified School District (FUSD) schedules with regards to holidays, vacations and snow schedules. We do this as a matter of convenience but our

stated on page one as the FUSD schedule has been known to change throughout the school year due to snow closures.

CHARGES, FEES & PAYMENT REQUIREMENTS

Tuition is based on nine monthly installments. For your convenience, tuition for the year may be paid in full at any time or in monthly installments due on the first of each month. If the full year's tuition is paid during the month of September a 5% discount is given. Tuition costs remain the same regardless of holidays, absences, and illness or school break vacations. Fees are based on the space reserved for your child, not your child's attendance. A \$25 late fee will be added if payment is received later than the fifth of each month. A \$25 fee will be charged for checks that are returned for insufficient funds. Tuition that is not received for the month may cause your child's space to become eligible to another student. A 10% discount is given to those families with more than one child enrolled at the same time.

Non-refundable enrollment fees:

* \$65 registration fee in addition to one month's tuition. If you choose to drop the program for any reason, the fees collected for registration and the month tuition will not be refunded under any circumstances.

CLASS TIMES AND FEES:

MWF	9:00-12:00	\$200 /mo.
TTH	9:00-12:00	\$140 /mo
M-F	9:00-12:00	\$340 /mo.
M-F	9:00-3:30	\$525 /mo.

There are a minimum number of 8 students required for each class offered. All classes will be limited to a maximum of 16 (or 12 depending on which classroom) with at least one teacher and one aide staffed in each class. Parents will be notified of any changes prior to the orientation. Class substitution or switching is not permitted.

STUDENT PICK UP AND DROP OFF

Parents must accompany their child to the classroom each morning and sign the In/Out attendance sheet (full name signature, no initials please). No child will be allowed to attend school without an adult accompanying them to the classroom. Children are NOT allowed to play unsupervised by a parent or guardian on the playground at ANY time. Children

should not arrive earlier than 10 minutes before the start of class. Teachers will need time to prepare the classroom during this time. Children may be picked up within 10 minutes before the end of class times.

Please pick up your child promptly as it can be very stressful for them to be waiting on a parent or guardian who is late. **Late child pick up fees begin at \$5 per minute after 12:01 am classes and 3:31 pm classes.** Only those people designated by the parent/guardian on the emergency contact card are eligible to sign out a child. Otherwise, arrangements must be made in advance with the teacher along with a note signed by the parent and photo identification of the person picking up the child.

Parents with divorce custody issues must provide the school with court notarized agreements if restrictions on parental pick up or drop off are required. Acorn Preschool will adhere to all state and local legal requirements when addressing the welfare of our students. Should it be determined parental conduct on school premises is to the detriment of the child or staff, the proper authorities will be contacted.

TRANSPORTATION PROCEDURES

Acorn Preschool does not provide transportation for attendance to or from the school at this time.

DISCIPLINE AND GUIDANCE PROCEDURES

The goal of discipline is to help children develop self control. Physical discipline will not be used. It is our objective to keep children from hurting themselves or others. Our action to behavior problems is to redirect the child to another activity thereby allowing them to gain self control. Children will be involved in interesting activities both free choice and structured throughout the class period, which limits the potential for discipline problems in the first place. However, should a severe discipline problem exist, the parent will be notified and consulted. No child will be allowed to remain in the program if a suitable solution by the teacher can not be achieved after consulting with the parent. This is assessed on a case by case basis. This is to ensure a safe environment for all students enrolled.

IMMUNIZATIONS

Acorn Preschool adheres to the State regulation that all children show proof of all immunizations as required by the Arizona Department of Health Services. A statement of exemption for medical reasons (must include physicians signature) or religious purposes will be provided to those families who do not to immunize their child due to the two reasons just

mentioned. Families with personal preference exemptions or partial exemptions without medical verification can not be enrolled, as this places us out of compliance with our licensure requirements by the state of Arizona.

INSURANCE

Acorn Preschool carries its own liability insurance policy.

MEDICATION AND FIRST AID

We do not administer any medications. This includes sun screen. Parents are required to administer sun screen prior to class each day as needed and before field trips.

You must notify us if your child has been given ANY medications so that we may prevent potential injuries during school hours. If your child should suffer an injury during school hours, first aid will be administered to clean the wound but not to medicate. Parents will be notified if necessary.

EMERGENCY MEDICAL PROCEDURES

Call 911 (In case of major medical emergency)

Call parent- if unable to reach the parent we will call emergency person on file.

In the case that no emergency person can be contacted and emergency treatment is required, we will proceed as advised by paramedics.

All communicable diseases will be reported to the proper agencies and parents will be notified of potential exposure to their child.

PARENT RESPONSIBILITIES

Monthly calendars, letters and schedules are provided to each family prior to the next month beginning. Please be sure to **read** the paperwork provided as it will include information regarding school functions and upcoming activities.

It is the parent=s responsibility to bring your child to school properly fed and clothed for the current weather conditions. Parents must make the choice whether to send a child to school or not. Please refer to handout AShould Joey Stay Today?@ Any child who comes to school with a fever, coughing severely or has green mucus will not be admitted. Please be considerate of other students and families. If your child comes to school ill and passes it on to others, chances are he/she will become ill again from another student. Any child who is not immunized due to religious beliefs or other reason must not come to school when notified of a communicable disease exposure until given notice the exposure

period has passed. As we cannot anticipate every situation each child may experience before coming to school, it is the parent=s responsibility to inform the teacher or director of any problems the child may be having.

Parents who have shared custody or custody disputes *must* provide the school a valid court document which states any limitations on visitation or pick up of the child from our facility. Acorn Preschool staff will always take into consideration the best interest of the child while in our care. Parental disputes that request staff involvement beyond the dictations of the court will not be tolerated.

CLASSROOM PARTICIPATION

Parents are welcome in the classroom whenever they are able to attend. Arrangements must be made with the teacher, **AFTER YOUR CHILD HAS BEEN IN SCHOOL FOR THE EQUIVALENT OF TWO WEEKS.** If parent participation disrupts either the class flow or the child=s behavior, then a re-evaluation is necessary. It is not necessary to have a special talent or ability as your presence alone is very positive for your child. Encouraging your child to participate in all the classroom activities will help make them feel more at ease and part of the group. We request that parents adhere to the classroom routines when participating at school. We ask that you offer the same respect and courtesy to the teacher and classroom as you would in any other professional setting. Please take cell phone conversations outside of the building.

FIELD TRIPS AND CLASSROOM VISITORS

All field trips require parental consent and signature on school permission forms prior to leaving. There will be two teachers present on all field trips; all are CPR and first aide certified. Occasionally, we will be going on out of school field trips which may be walking trips adjacent to the property or may require some parents to accompany the class. Parents will be notified prior to any out of school planning. All parent volunteers are welcome and encouraged. We will be scheduling classroom guests from the community to visit and share exciting topics with the children. Some of our visitors are parents who have an activity that they want to share with the class. Any and all suggestions regarding visitors are always welcome.

CONFERENCES AND PARENT PROGRAMS

Conferences will be held once in the fall and once in the spring. Parents are always welcome to call the director or teacher to speak with them regarding their child any time of the year. Sometimes it is more helpful to have observed in the classroom prior to a conference, however, it is not necessary. Parents will be informed of their child's progress and will be asked if there are any other concerns that need to be addressed. There will be two parent programs each year. Each teacher presents the progress in their classrooms differently. One program is in the fall (November or December) and the other is at the end of the year. Throughout the year we will have parent/child activities and parties to celebrate holidays or special events.

SCHOOL RULES AND GUIDELINES

- Tuition is due by the *first* of each month. Late fees of \$25 will apply after the 5th unless prior arrangements have been made. Unpaid tuitions may make your space available to another student.
- Only parents or authorized adult guardians (16 years or older) may sign students in or out of the classroom.
- **Adults only** are allowed to open or manipulate doors, gates and latches both inside the building and out. Please be sure to allow only your child to pass through doors and gates with you.
- Children must be accompanied by an adult at all times on any school grounds, this includes the playground areas as well.
- Children should not arrive earlier than 10 minutes before the start of class.
- Children may be picked up within 10 minutes before the end of class times. - Class switching, substitutions or make-ups are not permitted.
- Please be considerate by not interrupting classes in session or by allowing siblings to interrupt.
- **Please do not bring toys, food, drink or candy** into the classroom unless otherwise requested. Please no weapons of any sort either real or toy form.
- Please dress your child appropriately for the weather. We will go outside to play every day unless the weather is very severe. ***Please, no flip flops without heel straps.*** Coats, boots and mittens are necessary in the winter months.
- We request that you notify us if your child will not be coming to school.
- Do not bring your child to school medicated. This includes; cough medicine and fever reducers. Parents of sick children will be called immediately. Please see sick policy.
- Parents are encouraged to help out in the classrooms however, not until after the equivalent of first two weeks of school have passed. No exceptions. Please arrange times with your teacher.

- You must notify us if your child has had or is being treated for a contagious condition(i.e. conjunctivitis, strep, fifth disease etc.)
- The circular driveway is for quick pick up and drop off **only**. If you need a little more time please park in the parking lot.
- Parents, please do not change or dispose of diapers in the facility as we are not licensed for any diapering activities.
- Any pets brought to the school must be leashed and kept away from school entrances. Please be considerate and remove pet waste.
- Acorn Preschool is a non- smoking facility. Smoking is not permitted in the building or on any part of school grounds.
- During prescribed burns, staff may deem it necessary to keep children inside the building instead of playing outdoors to protect them from inhaling smoke.
- Please be considerate and finish your cell phone conversations before entering the building.

ADMINISTRATION AND STAFF

The director is responsible for the over all direction of the program, teacher training and evaluation, registration, admissions and school relations with all other outside entities. All staff has had either Early Childhood Development training or currently holds an educational degree and/or has worked extensively with children at this level of development. All licenses are posted and available for review. All staff will continue to further their education through in-service or other programs as required by AZDHS and school policies.

All staff are CPR and First Aid trained.

All staff are fingerprinted through Arizona Department of Public Safety.

Acorn Preschool is regulated and licensed through Az.Dept.of Health Services.

Inquiries regarding this facility and its inspection reports are available upon request.

Arizona Department of Health Services
 Office of Child Care Licensure
 1500 E. Cedar Ave.Ste #22
 Flagstaff, Az 86001

ACORN PRESCHOOL IS FULLY ACCREDITED BY THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC).