

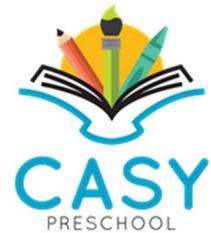
(Creative Arts School for Youth, Inc)

CASY Preschool Student and Family Handbook 2021-2022

10409 E. McDowell Mountain Ranch Road
Scottsdale, AZ 85255

480-661-1930
CASYPreschool.com

CASY is where we provide an academically-enriched environment that helps develop the interpersonal, intellectual, and physical skills needed to be successful in a child's educational journey!



ALL ABOUT CASY

Welcome to our CASY Family

CASY Preschool was founded in 1985 with a focus to provide an academically-enriched environment that helps develop the interpersonal, intellectual, and physical skills needed to be successful in a child's educational journey. Our legacy is a strong one, interwoven by a wonderful community of long-time families and long-time teaching staff. In fact, several of our current CASY parents were CASY students thirty-some years ago!

School Information

Hours of Operation: Monday – Friday 7:00am – 6:00pm
Closed on school holidays

Team of Directors: Lauren Siemon School Director
Jackie Onofry Director of Education

School Phone Number: 480-661-1930
School Fax Number: 480-317-7063
School Email Address: admin@casypreschool.com
School Website: casypreschool.com

School Address: 10409 East McDowell Mountain Ranch Road, Scottsdale, AZ 85255

Regulation of Our Facility

CASY Preschool is regulated by the Arizona Department of Health Services
150 N. 18th Ave, Suite 400
Phoenix, AZ 85007
Phone: 602-364-2539
Fax: 602-364-4768

Inspection Reports

Please note that each inspection report issued by the Arizona Department of Health Services is available on campus. Please see a Director to view these reports.

Liability Insurance Coverage

CASY Preschool carries liability insurance as required by state regulations. CASY's insurance coverage is available for review upon request.

Description of Services

Our preschool offers part-time and full-time care for children 18 months, two, three, four, and five-year old children.

Pesticide Use on Campus

It is our policy that we will display our yearly pesticide schedule in the front lobby. The dates, times, and chemicals used can be found on said document. Please see a Director to view this document. Notifications will be emailed out 48 hours before a pesticide is applied on campus.

Monthly Tuition

Tuition is due on the 1st of each month. When the 1st falls on a weekend, tuition will be due the following business day. Tuition is arranged into 10 monthly payments beginning on August 1st. Tuition is based on the number of school days within the school year; therefore, tuition is the same each month and will not be modified due to absences. A 10% sibling discount is automatically applied toward tuition for the second enrolled child and a 15% discount is applied for the third enrolled child.

Accepted Forms of Payment

Payments can be made by personal checks, cashier's checks, money orders, cash, or by Visa, Discover or MasterCard.

Late Fees

Tuition received 3 days past the due date will be subject to a \$35.00 late fee. An additional \$15.00 will incur for tuition received 10 days past the due date. Returned checks or declined credit cards due to insufficient funds are subject to a \$40.00 Fee. Note: future tuition payments must be paid by cashier's check, money order or cash.

Students who are not picked up at their assigned dismissal time will be assessed a late pick up fee of \$10.00. Students who are not picked up within 10 minutes past their dismissal time will be charged an additional fee. If you are unable to pick up your child on time, please notify our front office by calling at (480)-661-1930.

Registration Fee

Registration fees are due annually upon enrollment. All registration fees are non-refundable.

CASY Family Registration Fee \$200.00 for the first child / \$100.00 additional children

New Family Registration Fee \$300.00 for the first child / \$200.00 additional children

Waitlists

Families can elect to be placed on a waitlist if the program(s) they desire are currently full for no additional charge. Classrooms and programs are filled at the discretion of CASY administration. Families will be notified by CASY Preschool upon availabilities and have 24 hours to accept the available schedule.

Curriculum

CASY Preschool offers a warm, nurturing environment where children can feel safe, cared for and valued. Our school tailors a unique and enriching curriculum which combines the Arizona State Early Learning Standards, music and art. With a focus on individualized learning plans, our curriculum is accelerated to prepare every child for success in Kindergarten. We will help foster the developmental, social, and communicative skills needed to help a child feel a part of a classroom and understand the world around them. We provide the perfect balance of Arts and Academics to create a well-rounded child who can thrive based on their natural talents and skill.

Registration & Enrollment

To complete enrollment, all documentation, immunizations and annual registration fees must be submitted. The registration fee is non-refundable unless the student has not been accepted by CASY. Registration paperwork will ask families to provide us with important contact information. Please notify the school as soon as any phone numbers or email addresses change. Our registration paperwork will ask for other important information regarding your child. For his or her safety, please make sure all documents are filled out completely and accurately.

Immunization Requirements

CASY Preschool follows the Arizona Department of Health Services immunization requirements (please refer to attachment below). All enrolled students are required to have an updated immunization record on file. If an immunization record becomes out-of-date, CASY administration will notify parents in writing. Parents have 15 calendar days after the date of notification to provide the school with the updated immunization record. Failure to do so will result in the child being unable to attend school until the proper documentation is provided. Immunizations can be faxed to 480-314-7306.

An exemption form must be completed and signed by a medical professional for students who have a delayed immunization schedule.

Students who lack proof of immunity against any disease listed on the vaccination requirements will not be permitted on campus at any time between the start and end of an outbreak.

Classroom Placements

A child's age as of September 1st is used as a guideline for classroom placement. To ensure fairness and consistency among admission, this guideline is firm and not up for negotiation. To enroll, all students must be 18 months or older by September 1st of the upcoming school year. Admission will not be granted to students who turn 18 months after the September 1st cutoff date. Students will be placed in age appropriate classes throughout their entire school day (early morning – clubhouse).

Classes are configured to provide the best preschool experience for all students. CASY takes several factors into consideration when placing a child. For this reason, teacher requests are not guaranteed or always granted.

Potty Training

Mini Twos and Twos students do not need to be potty-trained to attend. All children enrolled in the Threes or Pre-K classes must be potty-trained to attend. This is a state requirement and cannot be negotiated.

While we are very understanding that accidents do happen, students enrolled in our Threes or Pre-K classes may be sent home to “retrain” if several accidents reoccur on a regular basis.

Additional Programs

Tuition does not cover additional school programs, such as Winter Intersession, Spring Intersession and Summer Camp. Enrollment forms for additional programs will be made available to families in advance. Parents must enroll children for additional programs in advance for students to attend. Any additional programs are subject to cancelation due to insufficient registration.

Termination of Services

A 30-day notice is required, in writing, for withdrawal from our program. No financial adjustment will be made for sudden withdrawals. Financial adjustments will also not be made for end-of-the semester withdrawals (December or May).

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child, other children in the class, and the well-being of everyone at the school. Every effort will be made to correct a situation before a final decision is made (i.e. redirecting behaviors, providing choices, offering families resources or other interventions). Disenrollment may be a result of the following:

- Abuse of other children, staff, or property by child or parent/guardian.
- Continued violation of policies by child or parent/guardian.

- Disruptive or dangerous behavior by child or parent/guardian.
- The school's inability to meet the child's needs or the parent's/guardian's expectations.

This is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

Behavioral Policies

Learning boundaries and appropriate behaviors in a classroom setting is a part of growing at Preschool. At CASY, our teachers provide learning opportunities for the children to gain a deeper understanding of empathy, self-expression, and self-control. Our policies are designed to help manage unacceptable behaviors and remain a safe environment for everyone.

The following behaviors are, but not limited to, biting, hitting, spitting, kicking, bodily harm with physical force or objects, inappropriate or aggressive language, hostile or inappropriate touch. Immediate action will be provided.

1st offence: Parents will be notified via email, text, or phone call from teachers.

2nd offence: Child will be dismissed for the remainder of the school day with a written report of incident.

3rd offence: Child will be dismissed for the remainder of the school day with a written report of incident. Child will not return to school until *Parent Conference* with teachers and administration takes place to determine appropriate behavioral plan to ensure safety on campus for future.

Administration holds the right to assess and evaluate any additional inappropriate behaviors not listed above that may take place on campus and determine best course of action based on the safety needs of the students and staff.

Dropping Off Your Child

All children, regardless of age, are always to be with an adult, especially when exiting your vehicle in our parking lot. Please lock your car, as we cannot be held responsible for any personal belongings taken from your vehicle while it is on our property.

During drop off time, parents are to escort children to their assigned classrooms where they will sign in on a sign-in sheet. It is especially important that parents sign-in daily. Once the child is signed in, and in the teachers care, parents are free to leave campus.

Picking Up Your Child

All approved adult for picks ups must wear a name badge upon entry to the school. Name badges help teachers quickly identify approved personnel. Extra name badges are located at the front desk. During dismissal times, parents and/or authorized adults will pick their child up from their assigned classroom and sign the child out on the sign-out sheet. Please make sure to sign-in and out daily.

We kindly ask that students are picked up at their designated dismissal time. If you are going to be late, please call the front office as soon as possible. A late fee will be assessed towards the students account for all late pick-ups. All students must be picked up from school by 6:00pm. If we do not receive a call from you confirming you are running late and we cannot reach you or your emergency contacts after 6:00pm, we may be required to call local authorities to help assist with the situation. Staff members are not permitted to take a child home with them or drop a child off at their house, regardless of parent permission.

Releasing Your Child

Please fill out necessary paperwork if someone other than a parent/guardian is picking up your child. We will only release a child to his or her parents/guardians and the individuals listed on the child's emergency

contact and/or approved pick up form. We will not release a child to anyone under the age of eighteen, including siblings.

Authorized contacts will need to provide the school with a government-issued photo identification card before we can release the child to their care. Once an ID has been approved, an authorized contact will receive a name badge. This name badge is always to be used during pick up. Under no circumstances will children be allowed to leave the school unsupervised.

Absences

Please notify the school via email or voicemail if your child is going to be absent. If your child is ill, you must notify us of the nature of the illness, particularly if it is contagious. No credit, refunds or make-up days shall be made for absences. Tuition must still be paid in full.

Non-Discrimination Policy

CASY will provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. This policy governs all aspects of our schools' operations.

Children with Special Needs

We act in compliance with the Americans with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. Our goal is to meet the individual needs of the children within the structure of our program. We will make reasonable accommodations to allow children with disabilities full and equal enjoyment of our programs in the most integrated setting appropriate to their needs. We will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if we can meet each child's needs in our group preschool setting.

Parent Involvement

We welcome parents of enrolled students in our preschool to join us for various classroom or school wide activities, celebrations, or events. We will inform parents through newsletters and emails of upcoming events. Parents who wish to volunteer should speak to their child's teachers to work out a plan. Parents may opt to bring in snacks for classroom or school events. Please note that all snacks must be store bought for allergy purposes. Parents are encouraged to ask for any allergy restrictions prior to bringing in a snack. Any parent who volunteers to assist or attend any activity on campus is expected to behave in a respectful and appropriate way towards all children. All parent volunteers must sign-in at the front desk and may be required to wear a "Parent Volunteer" badge. Parents have access to school areas where children received childcare services.

Holidays and Birthdays

Holidays reflect the cultural and ethnic diversity of our families and provide the children with an opportunity to learn about each other. We strongly encourage families to share their own traditions with their child's class. We ensure that all holiday experiences are developmentally appropriate, reflective of the diversity of the families in our program and are meaningful to the interests of the children. Your child's birthday is also a very special time for him or her. We encourage you to bring in a special birthday snack on your child's birthday to celebrate with his or her classmates. Please remember that all snacks must be store bought to ensure the safety of children who may have allergies.

Field Trips & Transportation

CASY Preschool does not coordinate or participate in field trips. We do not provide transportation to and from school. In addition, CASY staff members will not provide transportation to and from school in their personal vehicle.

Administration of Medication

CASY Preschool will only administer medication to students who have a medical consent form filled out by a parent or a legal guardian. Medical consent forms need to be completed for every prescription medication, including an EpiPen. Medication brought to the school must be in its original packaging with a valid prescription label. All medication doses will be documented on a child's medical consent form, which will be kept in their student file. All medication will be stored in a locked filing cabinet in the office except for EpiPens. EpiPen's will remain in the student's classroom and out of reach from any child.

Social Media

We encourage families to engage with us both at school and on social media. Our Facebook and Instagram pages are an excellent source of informative school updates, helpful parenting tips, and fun interactive media. These online communities will provide the school with a place to share stories of wonderful experiences had at the school, as well as cute pictures of our students. We will only post photos of students on our social media pages if parents grant CASY permission.

Newsletters

To keep you informed, we publish and distribute monthly classroom newsletters. These newsletters contain important information regarding the classroom's curriculum, upcoming events, and parent resources. Newsletters will be made available to all parents of enrolled students.

Outdoor Activities

Outdoor play is an essential part of your child's day. We will monitor the weather throughout the day to ensure the safety of the children. Please be sure to dress your child appropriately for outdoor play. In the summertime, children will not play outside, apart from water days, due to extreme heat. An indoor recreation room will be set up during the summer months to ensure that children are still getting physical activity.

Student Accidents

After an accident, injury or medical emergency occurs, you will receive an incident report describing how the incident happened and the actions taken by a qualified staff member. Parents will also be notified of severe accidents and emergencies by phone. Teachers will notify parents of students who sustain a scrape, scratch, bump, etc. that day by phone or with a note.

Emergency Medical Procedure

If your child becomes ill or incurs a minor injury while in our care, our staff will perform basic first aid to treat the illness or injury. If the illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport them to a medical care facility for treatment. In the event of a medical emergency, we may act under the authority of the signed medical emergency consent form, found in the registration packet, that and take the emergency measures deemed necessary for the medical care and protection of your child. If we cannot contact you, we will make continuous efforts to contact you or

someone listed by you as an emergency contact. Please keep all current contact information, emergency medical information, and authorization for medical treatment current.

Fire Drills

We conduct fire drills regularly. Parents, staff, and children will not always be aware of drill dates or times, as this is the most effective way to assess the success of emergency plans. During a fire drill, parents may not sign their children in or out of the building. They must wait until the child has returned to his or her class.

In the event of a real fire or emergency, a Director will inform classroom staff that the school will be evacuated. Parents will be notified as soon as possible. If it becomes necessary to remove the children from school property, your child will be able to be picked up at our evacuation site – the parking lot across the street (N 104th St, Scottsdale, AZ 85255).

Mandated Reporting of Suspected Child Abuse or Neglect

As stewards of childcare providers and educators, we take our responsibility of child safety seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life, and in varying degrees. Our staff have been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the **law requires us to report all cases of abuse or neglect**. This includes any self-reported instances of potential abuse from a child. Please understand that this is our legal responsibility. CASY Preschool is only responsible for reporting suspected abuse or neglect and not responsible for the investigation.

ILLNESS POLICY & GUIDELINES

The following signs and symptoms are the guidelines that CASY Preschool follows. Please use these guidelines when deciding on your child's wellness for the school day. If your child displays any of these symptoms, please do not send your child to school. It is a good rule of thumb to keep children home if their symptoms impact their baseline behavior and demeanor. If a child's symptom(s) will prevent them from completing regular school activities, they should stay home and rest.

Teacher will call the parent or guardian and ask them to take the child home if the following signs and symptoms are noticed.

Fever: 100.4 degrees Fahrenheit or above. To return to school, student must be fever-free for without the use of fever reducing medication, such as acetaminophen or ibuprofen.

<https://kidshealth.org/en/parents/fever.html>

Nasal Discharge: Any yellow or green discharge from the nose is one of the most common first signs of illness. This is a sign of infection. Please keep your child at home. Your child may return to school when discharge is clear again.

Vomiting or Diarrhea: Students may return to school after being symptom free for 72 hours or in 24 hours with a doctor's note.

Persistent Cough & Congestion: Symptoms like cough and mild congestion can be tricky when deciding whether to keep your child at home. It is best to monitor their behavior and make note of any changes. If your child has a mild cough but there are no changes to their behavior, chances are they are well enough to attend school. On the other hand, if they have been coughing all night, have a persistent deep and/or wet cough, and noticeable changes in their usual behavior, they should stay home from school.

Pink Eye: white or yellow eye discharge, matted eyelids, and redness of eyelids and surrounding skin. Students can return 24 hours after treatment has begun.

Unusual spots or rashes: Many rashes can be symptoms of contagious illnesses like meningitis or measles. Students cannot return to school until they are seen and cleared by a healthcare provider.

Common Illnesses: Requiring students to stay home until symptoms subside

Flu: Individuals with suspected or confirmed flu should stay home from work at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness. <https://www.cdc.gov/flu/business/stay-home-when-sick.htm>

Pink Eye: white or yellow eye discharge, matted eyelids, and redness of eyelids and surrounding skin. Students can return 24 hours after treatment has begun.

Strep Throat: Students can return 24 hours after treatment has begun and are fever-free.

Hand, Foot & Mouth: Students can return to school after fever has been gone for 24 hours without fever reducing medication **and** blisters are dried up.

ILLNESS POLICY & GUIDELINES: *COVID-19*

If a student comes down with a fever and any of the following symptoms, students and faculty must stay home at least 3 days (72 hours) after symptoms have subsided. Please note that this policy is subject to change with the evolving COVID-19 research. If you suspect that you, your child, or any other member of your family has come down with COVID-19, please consult with a medical provider for diagnosis and consideration for COVID-19 testing.

- Fever of 100.4 or above
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (unless previously known to have allergies)
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Persons with **COVID-19 who have symptoms** may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since resolution of fever without use of fever-reducing medication **and** improvement in respiratory symptoms (e.g. cough, shortness of breath, symptoms mentioned above); **and**
- At least 10 days have passed since symptoms first appeared or proof of negative test results.

Persons who tested positive with no symptoms –

- If you continue to have no symptoms, you can return to school after 10 days have passed since diagnosis.

Persons who had close contact (less than 6 feet for 15 minutes or more) with someone who tested positive with COVID-19 –

- You must isolate and contact your healthcare provider to establish when you can return based on exposure date and sequela of exposure.

If you, your child, or other members within your family have tested positive for COVID-19, you must notify the school immediately.

Helpful Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html>

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html