



Program Information

Submission of paperwork does not guarantee placement in our summer school program. Due to limited availability, all families will receive email confirmation from admin@casypreschool.com when their child(ren) are officially enrolled. CASY reserves the right to cancel classes/programs due to low enrollment. Parents will be notified in advance upon any cancelations. Thank you in advance for your understanding.

Important Information for Students Heading into Kindergarten

Session 2 (June 7th – July 2nd) will be reserved for a Kindergarten Readiness Program. The remainder of summer school sessions will be centered towards social learning and themed learning.

Important Information for Students Heading into the Mini Twos Program

Unfortunately, we will not be able to accept enrollments into our 2021 summer school program for students who will be enrolled in the Mini Twos Program in the Fall. We sincerely apologize for any inconvenience this may cause.

Questions/Concerns

During the summer, if you have any questions or concerns regarding your child's experience, we encourage you to contact the front office during the day in person, by phone or by email. Please note that the front office is opened from 8:00am – 4:00pm Monday – Friday.

Summer School Teachers

We are very excited to announce that several of our wonderful teachers from the regularly scheduled school year are joining us for the summer! We have a very enthusiastic and energetic team ready to bring fun and education into the classroom. All teachers have been CPR and First Aid certified, possess a valid fingerprint clearance card, and have passed an annual background check.

Summer School Hours

CASY Preschool is open from 7:00am to 6:00pm Monday – Friday. All summer school classes begin at 9:00am. Students who are enrolled in our Extended Day and Clubhouse Programs are eligible for early morning drop-off. Early morning drop-off and drop-in after care programs are available as well. Please see the tuition sheet for pricing.

Classroom Ratios

Students will be assigned to classes with other students within their age group.

Twos Classroom: 1 teacher to 6 students. 2 teachers to 14 students maximum.

Threes Classroom: 1 teacher to 10 students. 2 teachers to 16 students maximum.

Fours Classroom: 1 teacher to 13 students. 2 teachers to 21 students maximum.

Kindergarten Readiness Classroom: 1 teacher to 15 students. 2 teachers to 21 students maximum.



Daily Operations

At 8:50am students who are enrolled in our early morning drop-off program will transition to their assigned classroom. All classes will begin at 9:00am. When students arrive, they will have an opportunity to participate in free play and activities before transitioning into the daily activities. Attendance will be taken from 9:15am-9:30am. Please contact the office if your child will be absent or late.

Morning Class Time

Each classroom's activities will vary, depending on the age group. All scheduled activities are age appropriate. Morning class consists of free play, circle time, arts & crafts, story time, snack & recess.

Lunch/Snacks

Each child who is enrolled to stay through our lunch program will be required to bring a packed lunch daily. Lunches will be stored in our refrigerators, unless noted otherwise. CASY Preschool does not have enough resources to heat up every child's lunch, so we kindly ask families to pack a cold lunch or use a thermos. Please make sure that your child's lunch box or bag is labeled with his or her first and last name.

CASY provides snacks throughout the day for all students. Snack calendars are made available for parents to review each month. Parents are welcome to provide their own snack if they so choose. We kindly ask all parents to notate ANY food allergies on the application form below.

Extended Day

Extended Day Program runs from 12:30pm to 2:45pm. All enrolled Extended Day students will transition from their morning class to their afternoon assigned classroom. Extended Day students have the option to participate in activities or nap. Parents must decide what program their child will attend on the application form. Students must participate in the napping program if they are two years old and/or not fully potty trained. Extended Day daily activities include free play, story time, group activity, art project, snack & recess.

In addition to the regular daily schedule activities, we offer various specials throughout the week.

- Monday – Science
- Tuesday – Spanish
- Wednesday – Gymnastics
- Thursday – Yoga
- Friday – Fitness

Drop-in rates are available for our Extended Day Program, subject to availability (see pricing below).



Clubhouse

Clubhouse operates from 2:45pm to 6:00pm. Students enrolled in Clubhouse will focus on social activities, such as group projects, group games, free play, recess, craft-making, etc. Drop-in rates are available for our Clubhouse Program, subject to availability (see pricing below).

What Students Should Bring to School

- Reusable water bottle
- Packed lunch labeled with students first and last name (if applicable)
- Extra clothing inside a gallon sized Ziploc bag
- Backpack/bag labeled with the students first and last name
- Diapers/Wipes (if applicable)
- Comfort item (optional for nappers)
- Personal snack (optional)

Arizona Weather & Recreation Time

Due to the extreme heat, recess time will not take place outside. All recreational activities will take place in one of our larger classrooms. This classroom will be converted to a safe indoor recreation room featuring a bounce house, gymnastics mats and indoor playsets.

CASY will host water days once every two weeks. During our water days, students will have an opportunity to play on our inflatable waterslide outside. Water days will take place in the mornings only. Please be sure to dress your student appropriately on water days and do not forget to apply sunscreen and/or send your student to school with a hat. We kindly ask that all students wear their swimwear to school on water days and bring an extra set of clothing to change into. Teachers will assist students (if needed) into their dry clothing after water activities.

Summer School Policies & Procedures

Payments

Payments are due by 3:00pm each Friday for the following session. Payments for multiple summer school sessions can be made in full. CASY preschool accepts cash, personal checks or automatic withdrawal from a savings or checking account. Automatic payments require a Tuition Express waiver to be completed. Please see the front office for details.

Payment Due Dates

- Session 1: Friday, May 21, 2021
- Session 2: Friday, June 4, 2021
- Session 3: Friday, June 18, 2021
- Session 4: Friday, July 2, 2021
- Session 5: Friday, July 16, 2021
- Session 6: Friday, July 30, 2021



Changing Schedules

Students are locked into their desired schedules upon enrollment and cannot change schedules unless there is availability. Schedules and schedule changes are not guaranteed until confirmed by the Director. Students can enroll in different schedules each session, if desired.

Absence Policy

- Please notify our front office (480-661-1930) if your child will be absent or late.
- Please be aware that if your child is absent from school for any reason there are no opportunities to make up that time.
- There are no refunds or credits for missed days due to illness, injury, or family activity.

Student Drop-Off & Pick-Up

To mitigate the spread of COVID-19, all students drop-offs and pick-ups will take place at each classroom's emergency exit door, located on the perimeter of our buildings.

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. Late fees may apply for repeated tardiness. 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.

Administration will ask unidentified individuals for a photo I.D. for verification purposes before a child is dismissed from our program. To add someone to your pickup list, you must do it in person or by email. No one can be added to the emergency card over the phone. This is for everyone's safety.

Illness Policy

We are concerned with the health and welfare of each child at our school. To prevent illnesses from spreading, please do not send your child to school when they are ill or possibly contagious. No credits or changes will be made if your child is sent home sick.

If your child becomes sick while at school, he/she will be assessed by our staff and given any necessary First Aid. Parents will be contacted and asked to pick their child up if their child is displaying any of the following:

- Temperature over 100 degrees
- Severe cold with cough
- Severe pain or discomfort, including ear or throat
- Rashes that cannot be identified or have not been diagnosed by a physician
- Vomiting
- Diarrhea
- Head lice (can return after treatment)
- Unusual behavior (i.e., extreme lethargy)



- Any infected skin area
- Contagious diseases such as measles, chicken pox, mumps, rosella, pink eye, or impetigo.

Upon notification, we require that your child be picked up within one hour. Children sent home from school because of illness may not return until they are:

- Free of symptoms for 24 hours
- On the appropriate medication for 24 hours, and/or
- Have a physician's note stating that the student is not contagious.

We kindly ask that families notify us if their child is out with a contagious illness so we can pass information concerning potential exposure to other students. No child's name will ever be mentioned.

Illness Policy: 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

Medication

All medication must be turned in at the front desk with a completed Medication Consent Form. These forms are available at front office. Parents must provide any cautionary information specific to the medication. **All medication MUST be labeled and stored in the original prescription container and have a valid and visible expiration date.** Medications will be stored in a secure area that is inaccessible to students. All pill medications must be given as a one day supply each morning, and the bottle will be returned at the end of the day. Inhalers and Epi-pens can be left at school for the entire summer. Please do not send your child to school with medicine in their bag or pocket. This includes inhalers and epi-pens.

Injury

If your child receives a minor injury (i.e., scrape, cut, bruise, bump, etc.) while at school, they will receive necessary first aid and care from their teacher and the Director.

If your child becomes seriously injured while at school, the Director will contact you immediately. If we feel it is medically necessary, we will contact 911 immediately. The Director will accompany your child to the hospital and stay with the child until a parent arrives. Once at the hospital, our staff will not authorize any medical treatment. All injured students will be taken to HonorHealth Scottsdale Shea Medical Center.

Incident reports will be filled out for all minor injuries/incidents. A copy of each incident report will be sent home.

Discipline Policy

It is CASY Preschool's goal to provide a healthy, safe and secure environment for all students. Students are expected to follow rules and to interact appropriately in a group setting.

School Rules:

- To treat myself, others and our school with Care, Honesty, and Respect



- To follow directions and instructions from teachers
- To stay with my group and teachers at all times
- To keep hands, feet and all other body parts to myself
- To respect the school facilities, equipment and property
- To use appropriate language and actions at all times.
- To Have Fun!

If your child chooses to disobey school rules, we will take the following steps:

1. Staff will redirect the student to a more appropriate behavior and remind him/her of the school rules.
2. If the behavior persists, the student will lose privileges, such as a reduction of recess time or the privilege to use a specific toy. Persistent behaviors will be documented in incident reports.
3. If a child's behavior at any time threatens the immediate safety of themselves, other children, or staff, parents will be notified and expected to pick up the child immediately.
4. Continuing disruptive behavior may result in a suspension or expulsion from the program.

If your child is being sent home because they are not following the school rules, or they are being disruptive to the rest of the students, he/she will be placed in the office until they are picked up. Students must be picked up within one hour. Please note that if you are contacted to pick up your child from school due to behavior issues, you will not receive a credit/refund for that day.

If the school decides to terminate your child's enrollment due to behavior issues, you will not receive a credit/refund for the session that the student was terminated.

Lost & Found

Our staff makes every effort to ensure that your child will return home with everything that he/she brought to school. Please put your child's name on everything they wear or bring to school. Our Lost & Found shelf is located in the entry hallway of the school. Please check the Lost & Found periodically for any missing items.

Fire Drills

Our staff conducts a random fire drill every session. This is for the safety of the students and to ensure that if there were an emergency, the school can get the students out of the building and accounted for very quickly.



MAY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	Session 1: May 24th – June 4th
							May 31 Memorial Day – No School
30	31						

JUNE 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	Session 2: June 7th – 18th
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	Session 3: June 21st – July 2nd
27	28	29	30				



JULY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
							Session 4: July 6th – 16th
4	5	6	7	8	9	10	July 05 No School
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	Session 5: July 19th – 30th
25	26	27	28	29	30	31	

AUGUST 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	Session 6: August 2nd – 13th
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	August 18 First Day of School
22	23	24	25	26	27	28	
29	30	31					



Summer School Schedule Options & Session Tuition Rates

Monday – Friday	9:00am – 11:20am	\$350.00
Monday – Friday (Lunch)	9:00am – 12:20pm	\$423.00
Monday – Friday (Extended Day)	7:00am – 2:45pm	\$548.00
Monday – Friday (Clubhouse)	7:00am – 6:00pm	\$598.00
Mon/Wed/Fri	9:00am – 11:20am	\$222.00
Mon/Wed/Fri (Lunch)	9:00am – 12:20pm	\$267.00
Mon/Wed/Fri (Extended Day)	7:00am – 2:45pm	\$342.00
Mon/Wed/Fri (Clubhouse)	7:00am – 6:00pm	\$414.00
Tuesday/Thursday	9:00am – 11:20am	\$148.00
Tuesday/Thursday (Lunch)	9:00am – 12:20pm	\$178.00
Tuesday/Thursday (Extended Day)	7:00am – 2:45pm	\$228.00
Tuesday/Thursday (Clubhouse)	7:00am – 6:00pm	\$276.00

Additional Schedule Options

Early Morning 7:00am-Drop Off		Extended Day 12:20pm-2:45pm		Clubhouse 2:45pm-6:00pm <i>+Extended Day Pricing</i>		Lunch Bunch 11:20am-12:20pm	
1 Day/Wk	\$60.00	1 Day/Wk	\$80.00	1 Day/Wk	\$48.00	Drop In	\$10.00
2 Days/Wk	\$85.00	2 Days/Wk	\$160.00	2 Days/Wk	\$96.00		
3 Days/WK	\$110.00	3 Days/WK	\$240.00	3 Days/WK	\$144.00		
4 Days/Wk	\$130.00	4 Days/Wk	\$320.00	4 Days/Wk	\$192.00		
5 Days/Wk	\$145.00						
Drop In	\$17.50 <i>Subject to Availability</i>	Drop In	\$32.00 <i>Subject to Availability</i>	Drop In	\$32.00 <i>Subject to Availability</i>		



Schedule Sign-Up for Each Session

Please check desired schedule for each session. When signing up for Early Morning Drop-Off, please write the number of days your child will be attending in the box. Do not check the Early AM box if you are signing up for EXD or Club. Early AM is included with those schedules. **Schedules are not guaranteed until confirmed by the Director.** Space and scheduling options are limited.

Available Sessions	Early AM	T/TH	T/TH Lunch	T/TH EXD	T/TH CLUB	MWF	MWF Lunch	MWF EXD	MWF CLUB	M-F	M-F Lunch	M-F EXD	M-F CLUB	Parent Initials
Session 1														
Session 2														
Session 3														
Session 4														
Session 5														
Session 6														

Important Information for Students Heading into Kindergarten

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Important Information for Students Heading into the Mini Twos Program

Unfortunately, we will not be able to accept enrollments into our 2021 summer school program for students who will be enrolled in the Mini Twos Program in the Fall of 2021. We sincerely apologize for any inconvenience this may cause.



Summer School Application Form

Student Name: _____

Date of Birth ____/____/____

Gender: Male / Female

Mom Name: _____ Dad Name: _____

Address: _____

Mom Cell # : (____) _____ - _____ Dad Cell # : (____) _____ - _____

Mom Email: _____

Dad Email: _____

Emergency Contact (other than guardians): _____

Emergency Contact Phone Number: (____) _____ - _____

Will your child be napping (EXD/CLUB students only)? Yes No

Does your child have any allergies? Yes: _____ No

Individuals authorized to pick my child up (other than legal guardians mentioned above):

1. _____ Phone #: _____
2. _____ Phone #: _____
3. _____ Phone #: _____
4. _____ Phone #: _____

*Any photos or video footage taken while your child is at summer school may be used for promotional purposes in print media and/or internet promotion. No financial remuneration is available should such a picture or video be used. Initial if you **DO NOT** wish your child's photo to be used throughout the school or on our website. _____*

By signing, parents agree that they have read and understand all CASY Preschool's terms & conditions and policies.

Parent/Guardian Signature: _____ Date: _____