

# REGISTRATION FORM

2023 - 2024 School Year



## Child Information

Date \_\_\_\_\_

1 <sup>st</sup> Child			
Last Name	First Name	MI	Nickname
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Age MO / YR	Birth Date	Birth City/State City: _____ State: _____
Existing medical conditions, medications and/or special attention your child may require			
Allergies			
Is your child napping ( <i>for extended day/clubhouse students only; all mini 2s and 2s must nap</i> )? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Photos: I give permission for CASY to post a photo/video of my child on: <input type="checkbox"/> Social Media Pages <input type="checkbox"/> Website <input type="checkbox"/> School Emails (CASY Parents Only)			
Photos: May we take and maintain a photo of your child for security purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Desired Schedule			
Program <input type="checkbox"/> Early Morning Drop Off <input type="checkbox"/> Morning Class <input type="checkbox"/> Lunch <input type="checkbox"/> EXD <input type="checkbox"/> CLUB		Days of the Week <input type="checkbox"/> Mon-Fri <input type="checkbox"/> MWF <input type="checkbox"/> T/TH	
2 <sup>nd</sup> Child			
Last Name	First Name	MI	Nickname
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Age MO / YR	Birth Date	Birth City/State City: _____ State: _____
Existing medical conditions, medications and/or special attention your child may require			
Allergies			
Is your child napping ( <i>for extended day/clubhouse students only; all mini 2s and 2s must nap</i> )? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Photos: I give permission for CASY to post a photo/video of my child on: <input type="checkbox"/> Social Media Pages <input type="checkbox"/> Website <input type="checkbox"/> School Emails (CASY Parents Only)			
Photos: May we take and maintain a photo of your child for security purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Desired Schedule			
Program <input type="checkbox"/> Early Morning Drop Off <input type="checkbox"/> Morning Class <input type="checkbox"/> Lunch <input type="checkbox"/> EXD <input type="checkbox"/> CLUB		Days of the Week <input type="checkbox"/> Mon-Fri <input type="checkbox"/> MWF <input type="checkbox"/> T/TH	

How did you hear about us? \_\_\_\_\_

## Primary Guardian Information

*Names(s) of person(s) with whom child is living*

1 <sup>st</sup> Primary Guardian			
Last Name	First Name	MI	Relationship to Child
Email Address	Work Phone	Cell Phone	
Occupation	Employer	Work Address	Work Hours
2 <sup>nd</sup> Primary Guardian			
Last Name	First Name	MI	Relationship to Child
Email Address	Work Phone	Cell Phone	
Occupation	Employer	Work Address	Work Hours
Which guardian should be called first?			
Home Resident Street Address	Apt#	City	Zip Code
Mailing Address (if different than above)	Apt#	City	Zip Code

## Emergency Contacts and Authorized Pickups

1 <sup>st</sup> Contact/Pickup	
Last Name	First Name Relationship to Child
Cell Phone	<input type="checkbox"/> Able to pick up all children in family <input type="checkbox"/> Not able to pick up the following children:
2 <sup>nd</sup> Contact/Pickup	
Last Name	First Name Relationship to Child
Cell Phone	<input type="checkbox"/> Able to pick up all children in family <input type="checkbox"/> Not able to pick up the following children:
3 <sup>rd</sup> Contact/Pickup	
Last Name	First Name Relationship to Child
Cell Phone	<input type="checkbox"/> Able to pick up all children in family <input type="checkbox"/> Not able to pick up the following children:

# CONFIDENTIAL STUDENT HISTORY



This confidential form is to help CASY Preschool support the growth and development of your child while creating a safe, stable, and healthy environment for all children. By providing complete information about your child, you will be assisting us in creating a positive experience for your child while in our care.

**Instructions:** This form is to be completed by a parent/guardian and must be on file at CASY Preschool on or before a child's first day of attendance. If additional space is needed, please attach a separate sheet of paper.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Guardian Completing this Form: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

What is your preferred method of communication? \_\_\_\_\_

## **School History**

Has your child attended a preschool/childcare center in the past? Yes \_\_\_\_ No \_\_\_\_

If yes, what was the name of the preschool/childcare center? \_\_\_\_\_

What did you like most about your child's previous preschool/childcare center?

What did you like the least?

## **Social & Behavioral History**

Has your child been exposed to social group settings with peers? Yes \_\_\_\_ No \_\_\_\_

Does your child prefer to play alone or with other children? Alone \_\_\_\_ Other Children \_\_\_\_

Please list a few of your child's favorite activities, toys and/or books: \_\_\_\_\_

Please list a few of you child's dislikes or fears: \_\_\_\_\_

How do you know when your child is:

Happy? \_\_\_\_\_

Sad? \_\_\_\_\_

Mad? \_\_\_\_\_

Tired? \_\_\_\_\_

Hungry? \_\_\_\_\_

## **Other Information**

Does your child have any physical disabilities or special needs? Yes \_\_\_\_ No \_\_\_\_

If yes, what are they? \_\_\_\_\_

Does your child have any health issues that we should be aware of?    Yes \_\_\_\_\_    No \_\_\_\_\_

*If yes, please explain:* \_\_\_\_\_

Is there anything else you would like to share with us about your child that you feel would help us create a positive environment and relationship for your child?

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# ACKNOWLEDGEMENT FORM



I give permission for CASY to distribute my phone number to other CASY parents to be used for school activities.

Yes       No

I give permission for CASY to distribute my email address to other CASY parents to be used for school activities.

Yes       No

I give permission for CASY to place a photograph of video of my child on CASY social media pages.

Yes       No

I give permission for CASY to place a photograph of video of my child on CASY's website.

Yes       No

I give permission for CASY to use a photograph of my child in advertisements (flyers, brochures, magazine articles) for CASY.

Yes       No

I give permission for CASY to use a photograph of video of my child in emails sent only to other CASY families.

Yes       No

I have received a copy of the CASY Handbook, and I understand and agree to all policies stated within.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Required Forms to Complete Enrollment

1. Registration Form
2. Emergency Card
3. Confidential Student History
4. Copy of Immunizations
5. Tuition Express Form (optional)
6. Acknowledgement Form

## Tuition Information

Your tuition will be:

/MONTH

Required Deposit:

\$200.00

\$300.00

Other: \_\_\_\_\_

## Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

CDC/SGH# or name: 18034

**Arizona Department of Health Services  
Bureau of Child Care Licensing  
Emergency, Information and Immunization Record Card**

<b>Child's Name:</b>	<b>Date Enrolled:</b>	Updated:
<b>Home Address (#, Street, City, State, Zip Code):</b>		<b>Date Disenrolled:</b>
<b>Home Phone:</b>	<b>Date of Birth:</b>	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
Cell Phone (optional):	<b>Contact Telephone Number:</b>

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
Cell Phone (optional):	<b>Contact Telephone Number:</b>

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:  
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>

If Medical care is necessary, call:

<b>Health Care Provider*</b>	<b>Name:</b>	<b>Contact Telephone Number:</b>
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\*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>	
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The following individual(s) may NOT remove my child from the facility:

Name(s):
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Custody papers have been provided and are on file at the facility.  yes  no

Telephone Authorization Code (optional): \_\_\_\_\_

**Immunization Information**

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

[www.azdhs.gov/phs/immun/index.htm](http://www.azdhs.gov/phs/immun/index.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

**Medical Information**

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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## ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY

### Child Care, Preschool, or Head Start (School year 2020-2021)

- Requirements are shown below as stated in [Arizona Administrative Code, R9-6-702, Table 7.1 \(B\)](#) and Table 7.2
- Please review the [Arizona Immunization Handbook for Schools and Child Care Programs](#) along with the [Vaccine Flowchart Resource](#) for further information and details about school immunization requirements and exemptions.
- Vaccines must follow minimum intervals and ages to be valid. See page 2 for minimum interval and catch-up schedule information.
- A vaccine-administration 4-day grace period applies in most situations.



Vaccine	2-3 months	4-5 months	6-11 months	12-14 months	15-17 months	18 months – 59 months
<b>HepB</b> Hepatitis B	<b>1 dose</b> (May get dose 1 at birth and dose 2 as early as 1 month of age)	<b>2 doses</b>	<b>2 doses</b> (May receive dose 3 as early as 6 months)	<b>3 doses</b> (Final dose must be given at 24 weeks of age or older)	<b>3 doses</b>	<b>3 documented doses</b> (Final dose must be given at 24 weeks of age or older)
<b>DTaP</b> Diphtheria, Tetanus, and Pertussis	<b>1 dose</b>	<b>2 doses</b>	<b>3 doses</b>	<b>3 doses</b>	<b>4 doses</b>	<b>4 documented doses</b>
<b>Hib</b> <i>Haemophilus influenzae</i> type b	<b>1 dose</b>	<b>2 doses</b>	<b>2-3 doses</b>	<b>2-3 doses</b> (A Hib dose at/after 12 months is required for all children under 5 years)	<b>3-4 doses</b> (or 1 dose at or after 15 months of age)	<b>3-4 documented doses</b> <b>OR</b> <b>1 dose at or after 15 months of age</b>
<b>Polio</b> IPV	<b>1 dose</b>	<b>2 doses</b>	<b>2 doses</b>	<b>3 doses</b>	<b>3 doses</b>	<b>3 documented doses</b>
<b>MMR</b> Measles, Mumps and Rubella	Not given before 12 months of age			<b>1 dose</b>	<b>1 dose</b>	<b>1 documented dose</b>
<b>VAR</b> Varicella (chickenpox)	Not given before 12 months of age			<b>1 dose</b>	<b>1 dose</b>	<b>1 documented dose</b>
<b>HepA</b> Hepatitis A	Not given before 12 months of age  <b>The Hepatitis A vaccine series (2 doses) is REQUIRED in Maricopa County for children 1-5 years of age, but is recommended in all other counties.</b>			<b>1 dose</b>	<b>1 dose</b>	<b>2 documented doses</b>

## ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY – Minimum Interval/Catch-up Guidance

### Child Care, Preschool, or Head Start (School year 2020-2021)

- A child who is missing vaccines required for their age must get a dose of needed vaccines within 15 days of enrollment; after 15 days the child may not attend without documentation that the child has received the required vaccinations or started the series.

Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
<b>HepB</b> Hepatitis B	Dose 1	Birth	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>Final dose of HepB vaccine must be given at 24 weeks of age or older. If HepB dose 3 was given before 24 weeks of age, a 4<sup>th</sup> dose is required.</li> <li>Some children may receive a birth dose and then a combination vaccine resulting in a total of 4 (or more) doses. At long as the minimum intervals between doses <b>and</b> receipt of final dose at 24 weeks of age or older are met, 4+ doses meet requirement.</li> </ul>
	Dose 2	4 weeks	At least 8 weeks between dose 2 & 3 (or final)	
	Dose 3	24 weeks	At least 16 weeks between dose 1 & 3 (or final) AND at/after 24 weeks of age	
<b>DTaP</b> Tetanus, Diphtheria, and Pertussis	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>A child may receive a dose of DTaP at or after 4 years of age; although not required for attendance in child care/preschool, this dose is usually given in preparation for attendance in kindergarten. Minimum age for final dose (# 4 or #5) is 4 years of age and at least 6 months since previous dose.</li> </ul>
	Dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	Dose 3	14 weeks	At least 6 months between dose 3 & 4	
	Dose 4	12 months	-	
<b>Hib</b> <i>Haemophilus Influenzae type b</i>	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>If all 3 doses given are PedvaxHib, only need 3 total doses; dose 3 must be at or after 12 months of age.</li> <li>A Hib dose at or after 12 months is required for all children under 5 years of age.</li> <li>Only one dose is required if the first/only dose is given at or after 15 months of age.</li> <li>Hib is not given after 5 years of age unless child has a medical condition.</li> </ul>
	Dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	Dose 3	14 weeks	At least 8 weeks between dose 3 & 4	
	Dose 4	12 months	-	
<b>Polio</b> IPV or OPV	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>Only 3 doses are required for kindergarten entry if the 3<sup>rd</sup> dose was received at or after the child's 4<sup>th</sup> birthday and at least six months after the 2<sup>nd</sup> dose.</li> <li>OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of country of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. (The U.S. currently does not give anything other than IPV (inactivated polio vaccine) whereas some foreign countries still give the OPV (oral polio vaccine).</li> </ul>
	Dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	Dose 3	14 weeks	At least 6 months between dose 3 & 4	
	Dose 4	4 years	-	
<b>MMR</b> Measles, Mumps and Rubella	Dose 1	12 months	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>If MMR dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>Must get the same day as varicella OR at least 28 days apart (this rule also applies to live nasal influenza doses).</li> </ul>
	Dose 2	13 months	-	
<b>VAR</b> Varicella (chickenpox)	Dose 1	12 months	-	<ul style="list-style-type: none"> <li>If varicella dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>Must get the same day as MMR OR at least 28 days apart (this rule also applies to live nasal influenza doses).</li> </ul>
<b>HepA</b> Hepatitis A	Dose 1	12 months	At least 6 months between dose 1 & 2	<ul style="list-style-type: none"> <li>If HepA dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>Children 1 – 5 years of age are required to obtain dose 1 within 15 days of enrollment in child care, preschool or Head Start. Dose 2 is due 6 months after dose 1.</li> </ul>
	Dose 2	18 months	-	

# TUITION RATES

2023-2024 School Year



## Schedule Options (Mini 2s/2s Program/3s Program)

Monday – Friday	9:00am – 11:20am	\$872.00
Monday – Friday (Lunch)	9:00am – 12:20pm	\$1053.00
Monday – Friday (Extended Day)	7:00am – 2:45pm	\$1268.00
Monday – Friday (Clubhouse)	7:00am – 4:30pm	\$1384.00
Mon/Wed/Fri	9:00am – 11:20am	\$553.00
Mon/Wed/Fri (Lunch)	9:00am – 12:20pm	\$663.00
Mon/Wed/Fri (Extended Day)	7:00am – 2:45pm	\$807.00
Mon/Wed/Fri (Clubhouse)	7:00am – 4:30pm	\$974.00
Tuesday/Thursday	9:00am – 11:20am	\$369.00
Tuesday/Thursday (Lunch)	9:00am – 12:20pm	\$441.00
Tuesday/Thursday (Extended Day)	7:00am – 2:45pm	\$538.00
Tuesday/Thursday (Clubhouse)	7:00am – 4:30pm	\$650.00

## Schedule Options (4s Program)

Monday – Friday	8:30am – 11:20am	\$872.00
Monday – Friday (Lunch)	8:30am – 12:20pm	\$1053.00
Monday – Friday (Extended Day)	7:00am – 2:45pm	\$1268.00
Monday – Friday (Clubhouse)	7:00am – 4:30pm	\$1384.00

## Additional Schedule Options

Early Morning 7:00am-Drop Off		Extended Day 12:20pm-2:45pm		Clubhouse 2:45pm-4:30pm <i>+Extended Day Pricing</i>		Lunch Bunch 11:20am-12:20pm	
1 Day/Wk	\$70.00	1 Day/Wk	\$93.00	1 Day/Wk	\$53.00	Drop In	\$11.00
2 Days/Wk	\$99.00	2 Days/Wk	\$176.00	2 Days/Wk	\$185.00		
3 Days/WK	\$126.00	3 Days/WK	\$264.00	3 Days/WK	\$166.00		
4 Days/Wk	\$151.00	4 Days/Wk	\$352.00	4 Days/Wk	\$223.00		
5 Days/Wk	\$169.00						
Drop In	\$21.00 <i>Subject to Availability</i>	Drop In	\$38.00 <i>Subject to Availability</i>	Drop In	\$38.00 <i>Subject to Availability</i>		

**Tuition Payment Schedule = ten monthly installments from August 1<sup>st</sup> – May 1<sup>st</sup>.**

**Tuition is not prorated throughout the school year.**

# 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.

# ABOUT OUR PROGRAM

2023-2024 School Year



## **Our Mission**

CASY's mission is 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.

## **School Information**

Hours of Operation: Monday – Friday 7:00am – 4:30pm  
Closed on 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 E. McDowell Mountain Ranch Road, Scottsdale, AZ 85255

## **Regulation of Our Facility**

CASY Preschool is regulated by the Arizona Department of Health Services  
150 N. 18<sup>th</sup> 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 1<sup>st</sup> of each month. When the 1<sup>st</sup> falls on a weekend, tuition will be due the following business day. Tuition is arranged into 10 monthly payments beginning on August 1<sup>st</sup>. 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: for insufficient funds, 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

**Refund Policy**

All tuition, registration fees, drop-in fees, and deposits are non-refundable. Disenrollment without a 30-day notice will not result in a refund for any tuition for days not used during that month. Prorating and adjustments to tuition will be made only for those who submit a 30-day notice, per our policy. Credits and/or refunds will only be processed if there are clerical billing errors posted to the account holders ledger.

**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 1<sup>st</sup> 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 1<sup>st</sup> of the upcoming school year. Admission will not be granted to students who turn 18 months after the September 1<sup>st</sup> 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.

### **Lunches**

CASY Preschool does not provide lunch for students. Students who stay for lunch will need to bring a packed lunch from home daily. CASY does not have the means to heat lunches for multiple students at once, so we ask that all lunches are ready-to-serve meals. Please note that lunches are stored in your child's classroom cubby. Please use thermoses to keep food warm or ice packs to keep food cold, if necessary.

### **Additional Programs**

Tuition does not cover additional school programs, such as 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 Preschool, 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.

**1<sup>st</sup> offense:** Parents will be notified via email, text, or phone call from teachers. Parents will also receive a written incident report.

**2<sup>nd</sup> offense:** If there is a second offense within a five-week period, a parent teacher conference will be recommended. Depending on the severity of the incident and the time frame since the prior incident, administrators will work with the teachers to come up with a corrective plan of action.

**3<sup>rd</sup> offense:** Upon the third offense, the parent will be issued a formal notification, which acts as a final warning.

**4<sup>th</sup> offense:** The action taken for a 4<sup>th</sup> offense within the five-week timeframe, will be left to the discretion of the administration. This includes but is not limited to suspension from school and/or termination of services. If suspension is recommended, to hold your child's space in our program, tuition will be due regardless of absenteeism. CASY Preschool reserves the right to decide the amount of time based on the circumstances surrounding the incidents.

The purpose of suspending a child for habitual harmful behaviors is mainly to ensure the safety of the classmates, not as a means to correct the behavior. Please assist us in speaking with and working with your child at home on how to correct problematic behaviors.

*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 4:30pm. If we do not receive a call from you confirming you are running late and we cannot reach you or your emergency contacts after 4:30pm, 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 you 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, trading days, 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 won 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. Follow us on Facebook at <https://www.facebook.com/CASYPreschoolAZ/> and on Instagram at [@casypreschoolaz](https://www.instagram.com/casypreschoolaz/?hl=en).

### **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.



## **Mini Twos Program**

Your child's educational journey can begin as a Mini Two (*18-months old starting September 1<sup>st</sup> of the school year*) at CASY! Our Mini Twos program incorporates exploration, socialization and education to present the students to the excitement of school! The curriculum provides inviting activities that promotes the learning process with the support of our highly trained and devoted teachers. Most importantly, the students will start to learn a sense of self, social awareness, and how to be apart of a classroom. Music Class and Art Masterpiece activities are incorporated daily.

*This is a snapshot of what the Mini Twos, CASY Program offers.*

### **Core Academic Concepts:**

Colors, Counting, Shapes, Learning through Song, Active Listening with Stories and Circle time, Identification of People, Places, Things, Body Part Recognition, Discovery through Art

### **Social-Emotional Development:**

Communication skills with others (verbal and non-verbal), Expressive Language and Active Listening, Sharing and Playing exploration, Self-comfort, Empathy, and Independence

### **Physical Developmental Concepts:**

Balance/Coordination, Marching, Expressive Language, Self-awareness with Bodily Function, Independent Feeding, Climbing on playground, Sensory Exposure and Learning



## **Twos Program**

CASY's Twos program is designed to enhance your child's curiosity of the world around them while playfully exposing them to the foundation of academic success. We use connecting play and stimulating activities to formulate routine within the classroom experience that motivates the child and constantly exposes them to something nurturing and energizing! During this process, they will also be guided to increase language skills with others and find their voice. Music Class and Art Masterpiece activities are incorporated daily.

*This is a snapshot of what the Twos, CASY Program offers.*

### **Core Academic Concepts:**

Colors, Shapes, Numbers/Counting, Letters and Sounds, Rhyming, Introduction to Writing Utensils and Grip Strength, Creativity through Art (Music and creating with variety of materials), Classroom Routine and Structure

### **Social-Emotional Development:**

Furthering Communication Skills, Active Listening and Expressive Language, Sharing and Appropriate Play with Peers, Identification of Family, Friends, and Peers, Empathy and Compassion, Social Awareness, Self-Soothing, Independence with Comfort

### **Physical Developmental Concepts:**

Sensory Exposure and Understanding, Body Movement skills, Social Space and Awareness, Throwing/Catching a ball, Lining up with Peers, Pedaling a Bike, Jumping, Walking Downstairs, Potty Training



## **Three's Program**

Our dynamic Three's Program embraces the readiness of the students for more learning adventures and challenges. Academic foundation starts to form, and a deeper understanding of core subjects is established. Dramatic play and educational centers are part of the daily routine to enhance the learning experience. Students are encouraged to develop true friendships, speak their minds, and discover their individual interests and strengths! Music Class and Art Masterpiece activities are incorporated daily.

*This is a snapshot of what the Threes, CASY Program offers.*

### **Core Academic Concepts**

Literacy and Language introduction, Numbers and Mathematic Introduction, 1:1 Correspondence, Counting, Handwriting/Fine Motor skills, Writing and Recognition of name, Science and Social studies Introduction, Cultural Awareness and Understanding

### **Social-Emotional Development**

Group and Partnership Activities, Interactive Projects at-home, Forming True Friendships and Cooperative play, Pretend and Fantasy Play, Understanding the Outside World, Independent Feelings, Body, and Mind.

### **Physical Developmental Concepts**

Gross Motor Skills, Participation in Weekly Physical Education Class through Jump Bunch, Fine Motor Skill of Drawing People or Things, Kicking/Throwing a Ball with others, Group Sport with Directives.



## **Four's Program:**

Our purposefully planned Pre-K program provides students with tools to be successful in Kindergarten. The students will gain the foundations of core subjects such as Literacy, Language, Mathematics, Science, and Social Studies. In addition, our program strongly focuses on individual social- emotional development and physical developmental milestones to help foster confidence, positive self-esteem, and social readiness for the next step in their academic journey. Our students leave CASY feeling academically prepared, motivated, and eager to jump into Kindergarten!

*This is a snapshot of what the Fours, CASY Program offers. +*

### **Core Academic Concepts**

Literacy and Language foundation, Numbers and Mathematics Foundation, Introduction to Addition and Subtraction, Sight Words and Reading Introduction, 1:1 Correspondence, Concept of Time and Daily Routine, Learning Personal Phone Number, Address, and Family Specifics

### **Social-Emotional Development**

Learning Emotional Intelligence and Empathy through Games and Stories with Peers, Forming Meaningful Friendships, Identifying Other's Feelings and Experiences, Self-Reflection and Expression, Setting Individual Goals for Self, Making Independent Decisions with Cognitive Understanding

### **Physical Developmental Concepts**

Sensory Activities, Gross Motor Skills, Participation in Weekly Physical Education Class through Jump Bunch, Fine Motor Skill of Drawing with Multi-Step Direction, Participation in Group Sports or Activities



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## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) CASY Preschool to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

**COMPLETE ONE SECTION ONLY** *Note: a 2.7% processing fee is automatically applied to all credit card transactions.*

### SECTION A (Credit Card)

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### SECTION B (Bank Account)

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_____ Address		_____ City	_____ State    Zip
_____ Bank or Credit Union Name	_____ Bank or Credit Union Address	_____ City	_____ State    Zip
_____ Routing Transit Number (see sample below)		_____ Account Number (see sample below)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
_____ Authorized Signature		_____ Date	

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