# Logo  Description automatically generated TUITION RATES

##### 2025 – 2026 School Year

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

|  |  |  |
| --- | --- | --- |
| Monday – Friday | 9:00am – 11:20am | $950.00 |
| Monday – Friday (Lunch) | 9:00am – 12:20pm | $1180.00 |
| Monday – Friday (Extended Day) | 7:00am – 2:45pm | $1390.00 |
| Monday – Friday (Clubhouse) | 7:00am – 4:30pm | $1515.00 |
| Mon/Wed/Fri | 9:00am – 11:20am | $600.00 |
| Mon/Wed/Fri (Lunch) | 9:00am – 12:20pm | $745.00 |
| Mon/Wed/Fri (Extended Day) | 7:00am – 2:45pm | $885.00 |
| Mon/Wed/Fri (Clubhouse) | 7:00am – 4:30pm | $1070.00 |
| Tuesday/Thursday | 9:00am – 11:20am | $400.00 |
| Tuesday/Thursday (Lunch) | 9:00am – 12:20pm | $500.00 |
| Tuesday/Thursday (Extended Day) | 7:00am – 2:45pm | $565.00 |
| Tuesday/Thursday (Clubhouse) | 7:00am – 4:30pm | $715.00 |

**Schedule Options (4s Program)**

|  |  |  |
| --- | --- | --- |
| Monday – Friday | 8:30am – 11:20am | $950.00 |
| Monday – Friday (Lunch) | 8:30am – 12:20pm | $1180.00 |
| Monday – Friday (Extended Day) | 7:00am – 2:45pm | $1390.00 |
| Monday – Friday (Clubhouse) | 7:00am – 4:30pm | $1515.00 |

**Before School Care/Early Morning Drop-Off**

This program is full for all age groups. Please speak to the front office to join the waitlist.

###### Drop-In Options (subject to availability)

|  |  |  |  |
| --- | --- | --- | --- |
| Early Morning7:00am – 8:30am (pre-k) 7:00am – 9:00am (minis – 3s) | Extended Day 12:20pm-2:45pm | Clubhouse 2:45pm-4:30pm*+Extended Day Pricing* | Lunch Bunch 11:20am-12:20pm |
| Drop In $25.00*Subject to Availability* | Drop In $35.00*Subject to Availability* | Drop In $25.00*Subject to Availability* | Drop In $15.00 |

***Tuition Payment Schedule = ten monthly installments from August 1st – May 1st.***

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



## Mini Twos Program

### Your child’s educational journey can begin as a Mini Two *(18-months old starting September 1st 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



## Threes 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.



## Fours 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



## Optional Programs

Flexible Scheduling Options

Optional Before & Afterschool Childcare from 7:00 AM – 8:50 AM and 2:45 PM– 4:30 PM

Optional Lunch – Your child eats a lunch they like (because you packed it) in their classroom. Language blooms during this important part of the day, while good manners and friendship grow. Lunch is available from 11:20 AM. – 12:20 PM Students eat with friends from 11:20 AM – 12:00 PM, recess from 12:00 PM – 12:20 PM

###### EXTENDED DAY:

CASY’s Extended Day Program runs daily from 12:20 PM to 2:45 PM and was designed to give students quality preschool experience in a structured environment like our morning program. Low ratios provide for close supervision. Daily activities include academics, phonics, math, science, story time, craft projects, art, puzzles, building, housekeeping, and more.

Many of the activities reinforce what goes on in the mornings. In addition to our structured afternoons, we allow for supervised free-play during our Extended Day Program, as we recognize that less structured free-play encourages creativity, cooperative learning, listening and communication skills, too. Supervision and activities are directed by regular CASY Preschool Teachers.

Extended Day Program Activities include:

###### Mondays: Yoga & Spanish (alternating weeks)

Yoga: Downward dog, flamingo pose, half-moon, bridge, and cobra poses – children love to move their bodies and will enjoy our thirty-minute yoga session. We practice relaxation, discover dynamic stretches, and belly breathing techniques all while conducting appropriate safe poses. Yoga helps students develop physical strength, flexibility, calm minds, open hearts, self-confidence, relaxation, and concentration. Taught by Ms. Amber, this is a great afternoon activity for children to move their body and find their center. Namaste.

Spanish: Hola amigos! Our Ms. Amber adds fun to the day, teaching a foundation of Spanish. She emphasizes colors, numbers, names of body parts, songs, and practice common phrases. The students also enjoy reading Spanish books as a group! Since language learning requires a great deal of practice and application, starting early is a great advantage.

###### Tuesdays: Music

You won’t want to miss out on the fun in our newest afternoon program. This program is designed to engage young children in the world of music through fun and interactive activities. Students will participate in singing, dancing, and playing musical instruments in a safe and nurturing environment. Our longtime and beloved music teacher, Ms. Kristen, will guide students through a variety of musical genres and styles, helping them develop a love for music at an early age. Join us every Tuesday for a harmonious and joyful experience that will inspire a lifelong appreciation for the arts in your child.



###### Wednesdays: Karate Zoo

Join Sensei Connie every Wednesday as she transforms our classroom into a dojo! Using an appropriate curriculum designed for children ages 3-6, this high-energy class teaches the fundamentals of martial arts combined with important life skills. Students will practice and perform two skills in each class to progress and conquer new goals.

###### Thursdays: Little Artists

Let’s get inspired! Ms. Brittany and Ms. Morgen’s Little Artists class will explore the wonderful world of art through fun, hands-on, and creative activities while using various art mediums. This unique learning experience places emphasis on having fun while tapping into each student’s creativity! The benefits of art for children extend far beyond the classroom and will stay with a child well into adulthood. This class will not only enhance students’ creative abilities, but it will also encourage imagination, build fine motor skills, boost self-esteem, and improve communication skills.

###### Fridays: Science Explorers

Fostering a curious mind might be the greatest gift we can give a preschooler. Ms. Mouna helps our science explorers improve their logic, ability to predict, vocabulary and observation skills while having fun with science. This interactive class puts our students to creativity to the test and gives them new perspective on problem solving.

###### SUMMER SCHOOL

The perfect blend of academics, arts, and fun make our camps your best choice for summer. Student testing confirms that much academic progress is lost over the summer months. Our summer program is designed to continue your students’ growth in academics (always with fun activities) in a fun camp-like atmosphere.

**CASY PRESCHOOL CALENDAR 2025-2026**

|  |
| --- |
| **February 2026** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
| 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 |
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| **March 2026** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
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| 8 | **9** | **10** | **11** | **12** | **13** | 14 |
| 15 | **16** | **17** | **18** | **19** | **20** | 21 |
| 22 | **23** | **24** | **25** | **26** | **27** | 28 |
| 29 | **30** | **31** |  |  |  |  |
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| **September** |
| 1 | No School - Labor Day |
| 10 | Early Release 12:20pm |

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| **August 2025** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
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| 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** | 30 |
| 31 |  |  |  |  |  |  |
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| **September 2025** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
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| 7 | **8** | **9** | **10** | **11** | **12** | 13 |
| 14 | **15** | **16** | **17** | **18** | **19** | 20 |
| 21 | **22** | **23** | **24** | **25** | **26** | 27 |
| 28 | **29** | **30** |  |  |  |  |
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| **August** |
| 4 | Meet the Teacher 4:00pm - 5:30pm |
| 5 | First Day of School |
| 27 | Early Release 12:20pm |

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| **October 2025** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
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| 12 | **13** | **14** | **15** | **16** | **17** | 18 |
| 19 | **20** | **21** | **22** | **23** | **24** | 25 |
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| **October** |
| 8 | Early Release 12:20pm |
| 13-17 | Fall Break |
|  | *Fall Break Camp Available* |
| 31 | Trunk or Treat |

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| **April 2026** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
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| 12 | **13** | **14** | **15** | **16** | **17** | 18 |
| 19 | **20** | **21** | **22** | **23** | **24** | 25 |
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| **November** |
| 5 | Early Release 12:20pm |
| 11 | No School - Veterans Day |
| 26-28 | No School - Thanksgiving Recess |

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| **February** |
| 16 | No School - Presidents Day |
| 25 | Early Release 12:20pm |
| 26-27 | Picture Day |

**March**

|  |  |
| --- | --- |
| 16-20 | No School - Spring Break |
|  | *Spring Break Camp Available* |

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| --- | --- |
| **April** |  |
| 1 | Early Release 12:20pm |
| 3 | No School - District Recess |

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| --- | --- |
| **May** |  |
| 6 | Early Release 12:20pm |
| 21 | Early Release & Last Day for Students |
| 25 | No School/Camp - Memorial Day |

Summer Camp Calendars TBA

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| **May 2026** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
|  |  |  |  |  | **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** | 30 |
| 31 |  |  |  |  |  |  |
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| **June 2026** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
|  | **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** | **30** |  |  |  |  |
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| **November 2025** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
|  |  |  |  |  |  | 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 |
| 30 |  |  |  |  |  |  |
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| **December 2025** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
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| 14 | **15** | **16** | **17** | **18** | **19** | 20 |
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| **December** |
| 19 | Early Release 12:20pm |
| 22-31 | No School - Winter Break |

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| --- | --- |
| **June** |  |
|  | Summer Camp Calendars TBA |
| 19 | No School - Juneteenth |

Calendar Templates by Vertex42.com https://[www.vertex42.com/calendars/](http://www.vertex42.com/calendars/)

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| **January 2026** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
|  |  |  |  | **1** | **2** | 3 |
| 4 | **5** | **6** | **7** | **8** | **9** | 10 |
| 11 | **12** | **13** | **14** | **15** | **16** | 17 |
| 18 | **19** | **20** | **21** | **22** | **23** | 24 |
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| **July 2026** |
| Su | **M** | **Tu** | **W** | **Th** | **F** | Sa |
|  |  |  | **1** | **2** | **3** | 4 |
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| **January** |
| 1-2 | No School - Winter Break |
| 19 | No School - Martin Luther King Jr. Day |
| 28 | Early Release & Family Night |

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| **July** |  |
|  | Summer Camp Calendars TBA |
| 2 & 3 | No Summer Camp - 4th of July Weekend |

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| **Key** |
| **No School** |
| **Half Day - 12:20pm Dismissal** |
| **School Event/Reminders** |

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| REGISTRATION FORM2025-2026 School Year |
| **Child Information** Date Completed  |
| **1st Child (Required)** |  |  |  |  |
| Last Name |  | First Name | MI | Nickname |
| GenderMale Female |  | Age | Birth Date | Birth City/State: |
| Existing medical conditions, medications and/or special attention your child may require |
| Allergies |  |  |  |  |
| Is your child napping (*for extended day/clubhouse students only; all mini 2s and 2s must nap)?*Yes No |
| Photos: I give permission for CASY to post a photo/video of my child on:Social Media Pages Website School Emails (CASY Parents Only) |
| Photos: May we take and maintain a photo of your child for security purposes?Yes No |
| **Desired Schedule (Required)** |  |  |  |  |
| Program |  |  | Days of the Week Mon-Fri | MWF | T/TH |
| Early Morning Drop Off |  | Morning Class |
| Lunch EXD |  | CLUB |
| **2nd Child** |  |  |  |  |
| Last Name |  | First Name | MI | Nickname |
| GenderMale Female |  | Age | Birth Date | Birth City/State: |
| Existing medical conditions, medications and/or special attention your child may require |
| Allergies |  |  |  |  |
| Is your child napping (*for extended day/clubhouse students only; all mini 2s and 2s must nap)?*Yes No |
| Photos: I give permission for CASY to post a photo/video of my child on:Social Media Pages Website School Emails (CASY Parents Only) |
| Photos: May we take and maintain a photo of your child for security purposes?Yes No |
|  |
| **Desired Schedule** |  |  |  |  |
| ogram |  |  | Days of the Week Mon-Fri | MWF | T/TH |
| Early Morning Drop Off |  | Morning Class |
| Lunch EXD |  | CLUB |

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**How did you hear about us?**

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**Primary Guardian Information**

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

|  |  |  |
| --- | --- | --- |
|  | **1st Primary Guardian (Required)** |  |
| Last Name | First Name | MI | Relationship to Child |
| Email Address | Work Phone | Cell Phone |
| Occupation | Employer | Work Address | Work Hours |
| **2nd 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**

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|  |  |  |
| --- | --- | --- |
|  | **1st Contact/Pickup (Required)** |  |
| Last Name | First Name | Relationship to Child |
| Cell Phone | Able to pick up all children in family |
|  |  | Not able to pick up the following children: |
|  | **2nd Contact/Pickup (Required)** |  |
| Last Name | First Name | Relationship to Child |
| Cell Phone | Able to pick up all children in familyNot able to pick up the following children: |
|  | **3rd Contact/Pickup (Required)** |  |
| Last Name | First Name | Relationship to Child |
| Cell Phone | Able to pick up all children in familyNot able to pick up the following children: |

# CONFIDENTIAL STUDENT HISTORY

(NEW STUDENTS ONLY)

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? No 

\_\_\_

\_\_\_

Yes \_

*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

# AKNOWLEDGEMENT 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.

\_ \_ No

\_ Yes

\_\_\_

\_\_

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

\_ \_ No

\_ Yes

\_\_\_

\_\_

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.

\_ \_ No

\_ Yes

\_\_\_

\_\_

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:  |  |

# ABOUT OUR PROGRAM

2025-2026 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 Jackie Onofry | School Director Director of Education |
| School Phone Number: | 480-661-1930 |  |
| School Fax Number:School Email Address: School Website: | 480-317-7063admin@casypreschool.com 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. 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 be incurred 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 (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 availability 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.

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 polices 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 offense**: Parents will be notified via email, text, or phone call from teachers. Parents will also receive a written incident report.

**2nd 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.

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

**4th offense:** The action taken for a 4th 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 to correct the behavior. Please assist us in speaking with and working with your child at home on how to correct problematic behaviors.

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

Developmental Screenings

CASY Preschool employees utilize the CDC’s milestone checklist to assess the progress of our students. If a teacher notes that a student is not meeting the milestones for his or her age, they will work with administration to complete the CDC’s milestone checklist to track development. Parents will be advised to meet with your child’s healthcare provider to review the checklist. *Please note that these checklists are not a substitute for standardized, validated developmental screening tool. A specialist will be required to perform an official evaluation.* Your physician will be able to supply you with referrals if they feel additional screenings are necessary. At the same time, you seek a referral to a specialist, call your local public school to request a free evaluation to find out if your child qualifies for intervention services. You do not need to wait for a doctor’s referral or a medical diagnosis to make this call. ***If you or your child’s teachers are concerned about your child’s development, don’t wait to seek help. Early intervention on developmental concerns can make a significant difference for your child.***

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.

Procare App

Upon enrollment, parents/guardians will be sent a link to join Procare. Procare will be used to sign students in and out of school, communicate with members of CASY Preschool, receive updates and photos, and much more. Parents/guardians will need to download the app prior to the child’s first day of school. Other authorized pickups will receive a code to sign-in/out at the front desk.

Administration can assist with the Procare onboarding process.

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 they are on our property.

During drop off time, parents are to escort children to their assigned classrooms where they will sign in using the Brightwheel app. 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. During dismissal times, parents and/or authorized adults will pick their child up from their assigned classroom and sign the child out using the Brightwheel app. 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 to billing accounts 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 the 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. Under no circumstances will children be allowed to leave 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, 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.

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. Parents have access to school areas where children receive 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. The Director or front office administrator will be responsible for administering all non-emergency medication.

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 <https://www.instagram.com/casypreschoolaz/?hl=en> (@casypreschoolaz).

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 doing 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 for child safety seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life, and to 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’ symptom(s) 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 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-](https://www.cdc.gov/flu/business/stay-home-when-sick.htm) [when-sick.htm](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.

# BITING POLICY & GUIDELINES

We are committed to providing a safe and nurturing environment for every child. We recognize that biting can be a common behavior among young children, especially in a preschool setting. However, it is our goal to minimize instances of biting through proactive prevention strategies, effective support for the hurt child, and appropriate interventions for the child who bites.

###### Prevention Strategies

1. **Educating Teachers and Staff**: All staff members will receive training on child development, social-emotional learning, and best practices for managing unpredictable behaviors such as biting.
2. **Frequent Communication**: Open communication between teachers and parents will be established to foster a collaborative approach to addressing behaviors that may lead to biting.

###### Creating a Safe Environment:

* + Classrooms will be set up with age-appropriate materials that promote sharing and cooperative play.
	+ Clearly defined areas for different types of play (e.g., active play, quiet play) will be established to reduce overstimulation.
1. **Routine and Structure**: A consistent daily schedule will help children feel secure, reducing anxiety or frustration that may lead to biting incidents.

###### Social-Emotional Learning:

* + Implementing programs that teach children about emotions, empathy, and conflict resolution.
	+ Regular role-playing activities will be included to give children tools to express their feelings verbally.
1. **Positive Reinforcement**: Recognizing and celebrating positive interactions among peers to encourage appropriate social behaviors.

###### Supporting the Recipient of the Bite

1. **Immediate Aid**: As soon as a biting incident occurs, the teacher will attend to the child's injury, ensuring they are physically and emotionally supported.
2. **Emotional Validation**: Teachers will acknowledge and validate the injured party’s feelings, reassuring them that they are safe and cared for.
3. **Communication with Parents**: Parents of the child who was bitten will be notified about the incident, explaining what transpired and the steps taken to support their child.
4. **Follow-Up**: Teachers will engage in follow-up discussions with the injured party, checking in to ensure they feel secure during playtime and helping them process their feelings regarding the incident.

###### Interventions for the Child Who Bites

1. **Understanding Behavior**: Teachers will work to identify triggers or patterns that lead to biting behavior, such as frustration, inability to communicate needs, or conflicts with peers.
2. **Calming Breaks**: A break away from the activity at hand may be used immediately after biting to help the child reflect on their behavior; however, this will be communicated as a teachable moment rather than a punishment.
3. **One-on-One Support**: Teachers may provide additional one-on-one time with the child after an incident to discuss feelings, teach coping strategies, and model appropriate play behaviors.
4. **Behavior Monitoring**: A record of behaviors will be maintained to identify any persistent patterns that may require further intervention and support. (Continued on the next page) 

###### Steps to Follow for Excessive Biting

1. **Assessment**: If a child bites more than three times in a two-week period, the teachers will conduct an assessment coupled with observations to better understand the underlying causes of the behavior.
2. **Parent Meeting**: A meeting will be scheduled with the parents/guardians to discuss the findings, share concerns, and collaboratively develop an action plan.
3. **Individualized Behavior Support Plan**: Depending on the assessment and observation findings, a tailored behavior support plan may be developed, outlining specific interventions, strategies, and goals for the child.

###### Teacher Shadowing Option:

* + If biting persists despite interventions, parents may choose to pay for an additional teacher to shadow the child for a specified period to provide more focused support and supervision, reducing the likelihood of further incidents.
	+ Alternatively, a *temporary suspension* may be necessary if biting behavior becomes unmanageable or poses a safety concern for other children.
1. **Review and Adjust**: The effectiveness of the plan will be reviewed biweekly, and adjustments will be made based on the child’s progress and continued input from parents and staff.
2. **Documentation**: All incidents will be documented, and parents will be informed at each stage of the process to ensure transparency and collaborative efforts.

While biting can be a challenging behavior in preschool settings, our comprehensive biting policy aims to support all children and families while maintaining a safe and loving environment. Through proactive strategies, timely interventions, and open communication, we believe that we can reduce biting incidents and foster positive social interactions among children.

CDC/SGH# or name: 18034

**Arizona Department of Health Services Bureau of Child Care Licensing**

#### Emergency, Information and Immunization Record Card

|  |  |  |
| --- | --- | --- |
| **Child’s Name:** | **Date Enrolled:** | Updated: |
| **Home Address (#, Street, City, State, Zip Code):** | **Date Disenrolled:** |
| **Home Phone:** | **Date of Birth**: | **Sex: male female** |

|  |  |
| --- | --- |
| **Parent or Guardian Name**: | **Home Address (#, Street, City, State, Zip Code):** |
| Cell Phone (optional): | **Contact Telephone Number:** |
|  |
| **Parent or Guardian Name**: | **Home Address (#, Street, City, State, Zip Code):** |
| Cell Phone (optional): | **Contact Telephone Number:** |

**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.)**

|  |  |
| --- | --- |
| **Name**: | **Contact Telephone Number**: |
| **Name**: | **Contact Telephone Number**: |
| Name: | Contact Telephone Number: |
| Name: | Contact Telephone Number: |

##### If Medical care is necessary, call:

|  |  |  |
| --- | --- | --- |
| **Health Care Provider\*** | **Name**: | **Contact Telephone Number**: |

\*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.

**In case of injury or sudden illness, I request that this individual be called first:**

##### The following individual(s) may NOT remove my child from the facility:

Name(s):

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:

|  |  |
| --- | --- |
|  | Copy of current official documented immunization record attached |
|  | Religious Beliefs exemption form signed by parent/guardian attached |
|  | Medical Exemption form signed by physician and parent/guardian attached |
|  | 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**

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

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:** |

G:\Forms\Emergency Information and Immunization Record Card (9/18)

**Automated Payment Processing**

Safe. Convenient. Easy.

**Procare**

SOL.UTION5

We are excited to offer the safety, convenience and ease of Tuition Expres5'::;'\_a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD**

I (we) hereby authorize CASY PRESCHOOL to initial credit card

charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indica ed below (Section B). To properly affect the cancellation of his agreement, I (we) are required to give

10 days written notice. Credit union members: please contact your credit union or verify account and routing numbers

**for** automatic payments, Check with the center **for** accepted credit card types,

**COMPLETE ONE SECTION ONLY**

**SECTION A (Credit Card)**

A 3% processing fee is automatically applied to credit card transactions

Cardholder Name Phone#

Cardholder Address City State Zip

Account Number Expiration Date

Cardholder Signature Date

**SECTION B (Bank Account)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_-\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone# | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address |  |  |  |  City, State & Zip  |  | Zip |
|  |  |  |  |  |  |  |

Routing Transit Number (Sample Below) Account Number (Sample Below ) [ ]  Checking [ ]  Savings Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Y,;i. N,n,.., 0001**!<Im• !'!fll'M own** 11'.Tli 1111J -oooo. **11'".111-liii ATTACH VOIDED CHECK HERE** $**!: Pl.!if'** DEPOSIT **SLIPS NOT** ACCEPTED **Amooi.u.\_1n;** II'.! =**2 -u• t*****flEff*** Stree **AJT,-,,**1"1: (OJ1) <iO!FOOOO**Al** ••1124567891 01234567B91 100011 |
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|  | ROUTING NUMBER | ACCOUNT NUMBER | CI-IECK NUMBER |

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| **FOR**  | **OFFICIAL USE**  | **ONLY** |
| Date **Received****Employee Signature** |

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