



Kachina Country Day School

6602 E. Malcomb Drive, Paradise Valley, AZ 85253

Telephone: 480.951.0745 Fax: 480.951.1267

POLICIES AND PROCEDURES

WELCOME

Welcome to Kachina Country Day School. Our programs have been designed to provide your child with a successful educational experience. We are delighted to welcome you and are sure that the time you and your child spend with us will prove exciting and rewarding. Feel free to ask questions at any time. We encourage your active participation.

ADMISSION REQUIREMENTS

Children must be at least 20 months of age for enrollment. Toilet training is not a prerequisite. Enrollment of the young preschool child is contingent upon developmental readiness.

To enroll, you must complete and sign the registration form and pay the annual, non-refundable, registration / activity fee. To guarantee placement, a non-refundable guarantee deposit is due by May 1st prior to the "school year". The guarantee deposit is equal to one monthly tuition installment. (Or, if paying annually, 1/9 of the non-discounted annual tuition fee.) BEFORE your child may attend classes, you must provide the school with an annually updated Emergency Information and Immunization Record Card.

PAYMENT OF FEES

Tuition for the 9 month September - May "school year" program may be paid annually in advance with a discount, or in 9 monthly installments. A guarantee deposit, which serves as the ninth monthly installment, is due May 1st before the "school year" and guarantees the child placement in a class. The guarantee deposit is non-refundable. If you change your child's schedule during the year, your guarantee deposit will be adjusted accordingly. The next payment of tuition is due by September 1st. All remaining installments are due the first of the month and will be assessed a late charge of \$25 if not paid by the 5th of the month. A \$25 fee will be charged for all NSF checks received. Statements are sent as a courtesy, however, tuition is due on the first of each month regardless of date or receipt of statement.

If paying tuition on an annual basis, to qualify for the full 10% discount, full payment must be received by May 1st. If registration is after May 1st, the discount is reduced by 1% per month thereafter. (Payment of tuition by the annual method includes a guarantee deposit amount of 1/9 of the non-discounted annual tuition fee.) Families with more than one child enrolled in the preschool receive a 5% sibling discount per child.

There are no "make-ups" of any type for absence or illness.

ATTENDANCE and ILLNESS

Regular attendance is important. Please notify us if your child will be absent due to illness. You may call the school as early as 7:30 AM. Children may re-enter school as soon as fever and energy levels have returned to normal for at least 24 hours. Your teacher may request that you take your child to the school nurse before admitting the child to the classroom if there is any evidence of illness. We will notify you if your child develops symptoms of illness while at school.

DROP-OFF and PICK-UP

Preschool children must be walked to the classroom, delivered into the care of the teacher and signed in. All children must be signed out at pick-up time. Everyone, parents included, must show a pick-up pass or a "Permission to Pick-Up" form, to pick up a child from the school.

Passes are issued to parents. Extra passes are provided so that parents may give them to car pool drivers or caretakers who are authorized to pick up children from school. If you wish your child to be picked up by someone who has not been authorized with a pass, you must fill out a "Permission for Pick-Up" form and turn it in to the school office. The person picking up your child must go through the school office and obtain a copy of the permission form in order to collect your child from the classroom. If we don't know the person, we will require proof of identification. We will not release a child to anyone who is not authorized.

All school programs begin at 9:00 AM. Children can be brought to school at 8:45 AM. Extended Day students are enrolled from 7:30 AM - 5:30 PM. Dismissal time for the Morning Program is 11:30 AM. Dismissal time for the Mid-Day Program is 1:00 PM. Dismissal time for the Full Day Program is 3:00 PM. Dismissal time for Extended Day Programs is 5:30 PM. Children must be picked up at these times.

If you have an emergency and cannot make it to school at dismissal time, call the office and we will provide emergency sitting until you arrive. There is a charge for emergency sitting, currently \$5.00 per hour or any portion thereof, and must be paid when you arrive to pick up your child. **After 5:30 PM, the late pick up fee is \$25.00 must be paid when you arrive to pick up your child, no exceptions.**

VACATION and HOLIDAYS

The preschool academic year at Kachina runs from September through May and incorporates a holiday & vacation schedule.

SCHEDULE CHANGES

If you wish to change your child's class or program schedule, you must request the change through the school office. It is not sufficient to only notify the teacher.

WITHDRAWAL POLICIES

A written two week notice is required for withdrawal from any program. If applicable, any refunds or adjustments will be made on that basis. No withdrawal adjustments of any type will be made for the months of December or May. Without written notification, tuition installments will continue to be billed, and payable, regardless of intent to withdraw. You must notify the office in writing if you plan to withdraw. It is not sufficient to only notify the teacher. **REGISTRATION FEE and GUARANTEE DEPOSITS ARE NEVER REFUNDABLE.**

Illness

Preschool students may take a temporary leave of absence from the program due to extended illness.

There are two financial options: 1) You may continue paying tuition to hold your child's place in the program; 2) You may temporarily withdraw from the program and place your child on a waiting list for reentry to the program at a later date. You must notify the school office of any temporary withdrawal intentions. Tuition will be prorated from the date of notification and unused tuition may be credited to a future period in the school term. Your registration fee and guarantee deposit will remain credited to you for the remainder of the school term.

Readiness

Enrollment at Kachina is contingent upon the developmental readiness of the preschool child. If in our evaluation, your child proves not to be ready, the child may be temporarily withdrawn from the program. Tuition will be prorated from the date of notification and unused tuition may be credited to a future period in the school term. Your registration fee and guarantee deposit will remain credited to you for the remainder of the school term.

DISCIPLINE

The teacher is responsible for ensuring the emotional and physical well-being of each child. Logical consequences and time-out are used to teach positive self-discipline.

HEALTH and SAFETY

Accidents & Injuries

Minor injuries are treated by the school nurse or a Red Cross Certified staff member. You will receive a written report if your child sustains any minor injury. If a more serious accident should occur, you will be called immediately. Paramedics will be called if necessary.

Medications

Medications may be administered at school under the following conditions: The parent must supply the medication in its original container and also, must complete a medical instruction form, which allows school personnel to administer the medication. This form shall be effective for a maximum of one week. The medication must be stored in the school office and administered by the school nurse or a Red Cross Certified staff member. Medications can be kept at school for a maximum of only one week.

Fire Safety

Fire drills are held regularly to help children and staff remain familiar with the safety routine. Fire evacuation plans are posted in each classroom and in the school office.

FIELD TRIPS

Teachers may plan class field trips for children 4 years and older. A general permission slip is included in the registration form. Specific permission slips are provided parents at the time of each trip. They should be signed and returned to school as soon as possible before the activity. If a permission slip has not been returned, but the general permission is on file in the registration form, a telephoned permission will allow the student to participate in the field trip. If you are driving on the field trips, you must provide the school with a copy of your driver's license and a copy of your auto liability coverage.

CLOTHING

Comfortable, washable play clothes are recommended for school. Preschoolers should bring a complete clothing change. Extra clothes can be left at school and should include training pants or disposable diapers, if appropriate. All clothing should be labeled with first and last names. Appropriate shoes should be worn for playground activities.

NAPS and QUIET TIME

Preschool children enrolled in a full day program have a nap or quiet time in the early afternoon.

PROBLEM RESOLUTION

We encourage our parents to maintain an open line of communication with their child's teacher. Should further assistance be necessary, please contact the Preschool Director. If there is a billing concern, contact the Business Office. Should either of these steps fail to address your concerns, contact the Executive Director.

Kachina Country Day School is insured. Kachina Country Day School does not provide transportation.

Kachina Country Day School is regulated by the Arizona Department of Health Services, 150 N. 18th Ave., Suite 400, Phoenix, 85007, 602 364-2539. Inspection reports are on file in the school office and are available for review upon request.