



STATEMENT OF SERVICES

Little Sunbeams Preschool
A Reggio Emilia Inspired School

SCHOOL HOURS
6:30am-6:00pm

EARLY PRESCHOOL:	2 year-olds	DROP-IN RATES: upon availability	Hourly rate: \$20
PRESCHOOL:	3 year-olds	Half day (4 hrs): \$75	Late pick up: \$1 per min.
PRE-KINDERGARTEN:	4 & 5 year-olds	Full day (8 hrs): \$75	Early drop off: \$1 per min.
		Full day+ (8+ hr): \$85	(5+ mins before start/after end time)

For 7-10 months contract, monthly tuition is based on a yearly amount divided into 10 equal monthly payments.

TRADITIONAL SCHEDULE ENROLLMENT PLAN	MONTHLY TUITION	RED DAYS (See school calendar) (25, 17, or 8 days between Aug-May)	EXTENDED HOURS (per hour)
FULL DAYS: 8:00-4:00			
A MTWTHF (up to 184 days per year)	\$886	add \$120 per month	OPTION 1: payment plan added to tuition add \$80 per month
B MWF (108 days per year)	\$589	add \$93.5 per month	add \$70 per month
C TTH (76 days per year)	\$450	add \$47 per month	add \$60 per month
HALF DAYS: 8:00-12:00 OR 12:00-4:00			
D MTWTHF (up to 184 days per year)	\$675	add \$92.5 per month	add \$70 per month
E MWF (108 days per year)	\$480	add \$75 per month	add \$60 per month
F TTH (76 days per year)	\$375	add \$39 per month	add \$50 per month
			OPTION 2: drop-in rates due at time of services

<p>WHAT TO EXPECT</p> <ul style="list-style-type: none"> -Extra caring, professional staff -Reggio Emilia Inspired: child-centered curriculum, art studio (atelier), natural materials, provocations (centers with intent), teachers as observers and facilitators, beautiful and organized spaces -Kindergarten readiness program -Spanish from the start -Teacher/Parent daily messages -CPR/First Aid certified personnel -Degreed head teachers -Special programs: summer camp, weekend & vacation play days -Indoor and outdoor play area -State Licensed Facility 	<p>TUITION & FEES</p> <ul style="list-style-type: none"> -Registration fee: \$175 (per school year regardless of time of enrollment, per family, non-refundable) -Tuition is due by the first day of each month regardless of holidays, vacation, weekends and days missed. \$25 fee for by-weekly payments. -Free online payments available -\$25 fee for any late payments. -\$55 fee for any schedule change -Add \$55 to tuition for children not toilet trained. -NO REFUNDS ON REGISTRATION FEE, MISSED DAYS, OR PREPAID MONTH TUITION UPON WITHDRAWAL. 	<p>DISCOUNTS</p> <ul style="list-style-type: none"> -10% discount for military families. ID is required -10% discount for enrolled sibling. -10% discount when total balance is paid for the year -10% discount when employed at Little Sunbeams -10-30% discount if qualified for a family scholarship when enrolling more than one child. Tax forms required. <p>ONLY ONE discount may apply per family</p>	<p>LUNCH/SNACKS & HEALTH</p> <ul style="list-style-type: none"> -Child brings lunch, snacks, and water bottle in self-iced lunch box. -ALL food items are NUT-FREE <p>EMPOWER: A STATE HEALTH PROGRAM</p> <ul style="list-style-type: none"> -Hats & sunglasses for outdoor activities -Only 2 juice drinks per week from home. -Monthly dental care instruction -1 hour of physical activity each day <p>GUIDELINES FOR CONTAGIOUS ILLNESSES</p> <ul style="list-style-type: none"> Daily Temperature check Regular hand washing School dismissal when ill Regular sanitizing of facilities Fully Vaccinated staff
<p>Where every child shines in 100 ways and more! 4850 N. Litchfield Road, Suite 104 Litchfield Park, AZ 85340 (623) 935-0422 mylittlesunbeamspreschool.com info@mylittlesunbeamspreschool.com <i>2023-2024 school year Effective January 2023</i></p>			

<p style="text-align: center;">CHECKLIST TO ENROLL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-register online or in person <input type="checkbox"/> Submit registration fee of \$175 through the school App (Brightwheel) to secure a spot <input type="checkbox"/> Enroll for an available spot by completing online or in person: <ul style="list-style-type: none"> Brightwheel student information Family/Child Information form Media Release form Parent Agreement State Emergency Information and Immunization Record form <input type="checkbox"/> Provide a copy of child's current immunization records <input type="checkbox"/> Provide a photocopy of child's birth certificate <input type="checkbox"/> Submit your enrollment packet in person, by email, or by mail to: info@mylittlesunbeamspreschool.com <ul style="list-style-type: none"> Little Sunbeams Preschool 4850 N. Litchfield Suite 105 Litchfield Park, AZ 85340 <input type="checkbox"/> Phone or in-person interview with school director <p style="text-align: center;">TO DISENROLL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete a withdrawal form 2 weeks prior to leaving <input type="checkbox"/> No refunds available <input type="checkbox"/> Unpaid balances are due upon submitting a withdrawal form 	
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<p style="text-align: center;">CULTURE OF CHILDREN</p> <p>At Little Sunbeams, we believe that children come first, and are the center of our school. They come to our school capable of making learning visible, and making positive choices to impact their own learning environment.</p> <p>Children agree to make choices that help themselves and others to:</p> <p style="text-align: center;">BE SAFE LEARN DO THEIR BEST WORK</p> <p>Caregivers agree to provide:</p> <p style="text-align: center;">LOVING ENCOURAGEMENT POSITIVE REDIRECTING *EMERGENT CURRICULUM</p> <p>Parents agree to participate in:</p> <p style="text-align: center;">DAILY COMMUNICATION CURRICULAR ACTIVITIES SCHOOL EVENTS</p> <p>*Emergent curriculum: the teacher stands next to the child and not in the front, acknowledging and implementing children's ideas into the everyday curriculum which may result in students' designs and solutions to real-life concerns.</p>	
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<p style="text-align: center;">HEALTH INFORMATION</p> <p>-Health Alerts are sent home electronically to notify parents of any break out of a contagious illness or hazardous contamination. Any special instructions to the parents will accompany the alert notice.</p> <p>-A child must be picked up within an hour after receiving notification that he/she has symptoms of a contagious illness or contamination.</p> <p>-ANY medication (prescription or over-the-counter) MUST have a COMPLETE consent form on file before the school administers it to a child.</p> <p style="text-align: center;">ACCIDENTS & EMERGENCIES</p> <ul style="list-style-type: none"> -Little Sunbeams follows ADHS regulations to address accident & emergencies. -Emergency plans are posted in every room, accessible to the school personnel. -Emergency supplies are stored in every classroom: first-aid kits, water, snacks, blanket, etc. -All staff is CPR and FIRST AID certified. -Medical information of a child is accessible to all staff. List of children with allergies is posted in each room. -Little Sunbeams will notify any emergency by phone, text, or Brightwheel message as follows: <ul style="list-style-type: none"> Red Emergencies: need immediate evacuation or medical attention-parent phone notification is made within 30 minutes of the accident Yellow Emergencies: need rest and observation at home-within 1-hour parent call and pick up Green Emergencies: need minor care (wash & bandaids)--within 8-hour parent notification, including verbal notification at pick up. 	
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<p style="text-align: center;">IMPORTANT PROVISIONS</p> <p>-Little Sunbeams has an <u>open-door policy</u>: parents can come to the facility at any time when in operation. However, expect hand sanitizing, signing -in, and other possible precautions to ensure security.</p> <p>-Little Sunbeams <u>liability insurance</u> through Catlin Specialty Ins. Co. as required by R9-5-308 and is available onsite for your review.</p> <p>-Little Sunbeams is licensed and regulated by Arizona Department of Health Services 150 North 18th Avenue Phoenix, Arizona 85007 602-542-1025</p> <p>-Inspection reports provided by ADHS and Goodyear Fire Department are available onsite upon request.</p> <p>-Notices are posted on the premises 48 hours before a pesticide is applied to the facilities.</p> <p>-Little Sunbeams does not provide transportation for students.</p> <p>-When field trips are scheduled, parents provide own transportation and are responsible for their child at all times. A permission slip is provided with all the information necessary and requires the parent signature to acknowledge such information.</p>	
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