

little leaders ★ pre-k

Parent Handbook

School Year: 2023 - 2024

LOCATIONS

ALA-Anthem

4380 N. Hunt Highway
Florence, AZ 85132
(480) 344-9800

ALA-Gilbert South

1750 E. Riggs Rd.
Gilbert, AZ 85298
(480) 344-9894

ALA-Mesa

4507 S. Mountain Rd.
Mesa, AZ 85212
(480) 420-2110

ALA-Signal Butte

22512 S. Signal Butte Rd.
Queen Creek, 85142
(480) 344-9893

ALA - San Tan Valley

34696 N Village Ln
Queen Creek, AZ 85142
(480) 420-2100

ALA- Applied Tech

7729 E. Pecos Rd.
Mesa, AZ 85212
(480) 896-9960

ALA-West Foothills

17608 W. Olive Ave.
Wadell, AZ 85355
(623) 288-6240

REGULATION OF FACILITY

Facilities are regulated and/or in compliance with the Arizona Department of Health Services (AzDHS). Any questions or concerns you may have about this or any other child care licensed facility may be addressed to:

Arizona Department of Health Services
Division of Assurance and Licensure Services
Bureau of Health and Child Care Review Services
Office of Child Care Licensure
150 North 18th Avenue Suite 400
Phoenix, AZ 85020-4610
(602) 364-2539 (800) 615-8555 (602) 861-0674 – FAX

The campus' Parent/Student Handbook will apply to any situation or policy not included in this Handbook.

We reserve the right to update this handbook at any time and without notice.

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ALA Vision

Learn, Lead, Change the world!

ALA Mission

In support of the family, provide the best educational experience to as many students as possible in a moral and wholesome environment.

ALA Values

Little Leaders are taught the RAISE values as part of their learning experience. These universal values are woven into daily lessons across all subject areas and your Little Leader will be encouraged to try hard each day to live up to these values.

PRESCHOOL OFFERING, COSTS AND ELIGIBILITY

Half Day Options	Days	Times	Price Per Month
AM	MWF	8:15-11:15 am	\$235.00
AM	MTWTHF	8:15-11:15 am	\$350.00
PM	MWF	11:45-2:45 pm	\$235.00
PM	MTWTHF	11:45-2:45 pm	\$350.00
Full Day Options	Days	Times	Price Per Month
Full	MTWTHF	8:15-2:45 pm	\$595.00

*All classes are based on availability and are subject to change

Little Leaders welcomes potty-trained students ages 3-5.

- Students must be three years old to enroll in Preschool. Enrollment of three year old students will cease after December 31st of each school year.
- Students must turn four by August 1st to enroll in the Pre-Kindergarten class.
- Students who turn five prior to May 31st of the previous school year, may be enrolled in Pre-K upon approval.

REGISTRATION FEE

There is a non-refundable \$100.00 registration fee due within 7 days of enrollment.

ENROLLMENT

Families will enroll students using the online application through Infinite Campus. The following documents will be required for registration:

1. The child's birth certificate
2. The child's record of vaccinations
3. Proof of residency
4. Emergency card

TUITION AND PAYMENT PROCEDURES

Monthly payments are due on or before the 1st day of the month of service. A late fee of \$35.00 will be assessed for payments received after the 5th of the month. All late fees will be assessed immediately on the 6th of the month. Failure to make payment on all late fees and tuition before 3pm on the 10th day of the month may result in disenrollment or withdrawal of the student from the Little Leaders program. To be eligible to reapply, the account must be current, will be subject to the waitlist, and to a new registration fee.

Note: Tuition is not refundable for absences due to illness or vacation

AVAILABLE DISCOUNTS

Military: 10% off monthly fee (must be verified by current military ID)

ALA (K-12) Sibling: 10% off monthly fee

Prepay Full School Year: 10% off total fee (non-refundable) if received (a) within 30 days of enrollment and (b) more than 3 months prior to the last day of school.

Employee's Children: Check with Site Administrator for further details.

**One discount per family*

ACCEPTABLE FORMS OF PAYMENT:

- Checks
- Cash
- Online payments (major credit cards accepted)

Online payments can be made through the Infinite Campus Portal.

Non-Sufficient Funds (NSF) or returned checks will be charged a \$35 fee per check. You may be required to provide a cashier's check or money order for future payment transactions.

A late pick-up fee will be charged if preschool children are not picked up within 15 minutes after class dismissal. The site clock determines the late pick up time.

- 16-30 minutes late = \$15.00
- 31-45 minutes late = \$30.00
- 46-60 minutes late = \$45.00

WITHDRAWAL POLICY

If tuition payment is ten (10) days late, the child may be withdrawn from the program.

PRESCHOOL AND PRE-KINDERGARTEN CURRICULUM

The curriculum is developmental and academic in nature. Although there are universal and predictable sequences in a child's growth and development, each child moves through this development at their own rate. Little Leaders lessons are aligned to the Arizona Early Learning Standards and connected to the Core Knowledge Sequence.

The curriculum resources build early literacy and mathematical foundational skills. It addresses all areas of a child's development including: language, literacy, and communication; social and emotional development; mathematics; science and technology; social studies, physical development and health; fine arts; and approaches to learning.

WHAT YOUR CHILD WILL NEED

When you tour the facility, your child's teacher will talk directly about the requirements for his/her class, in general all students need to have the following supplies:

- Regular sized backpack with first and last name on it.
- Lunch box (if eating lunch at school) with first and last name on it.
- Water bottle with first and last name on it.
- A complete change of clothes (in a zip-sealed bag) in their backpack at all times with first and last name on it.
- Full Day Students: A blanket or towel to be used for cover at naptime to be sent home for washing each Friday.

We ask that students refrain from bringing items from home that are considered unsafe or a distraction.

DRESS CODE & UNIFORM REQUIREMENTS

- Red, white, navy blue, or ALA polos. A Little Leaders shirt is also acceptable.
- Any color bottoms. Jeans, athletic shorts, and leggings in good condition are allowed.
- Shorts, skirts, or dresses must be no shorter than mid-thigh when standing.
- Girls should wear shorts underneath dresses and skirts.
- Shirts and bottoms should be appropriate size and clean
- Closed toed shoes are required for safety.
- Hair should be above the collar for boys. Extreme hairstyles are not allowed.

STAFF PERSONNEL

Designated, qualified staff members including, but not limited to the Health Aide, Nurse, Administrative Staff, and Teacher's Assistants, Substitute Teachers, and Specials Teachers, will assist the Little Leaders classrooms and students with day to day duties.

DISCIPLINE AND GUIDANCE

The Little Leaders discipline plan reflects the ALA R.A.I.S.E. values (Respect, Accountability, Integrity, Service, and Excellence.) In addition to our values, we use positive discipline to create an environment conducive to learning. Staff facilitates the development of self-control in children by designing classroom environments which emphasize routine and consistency. Staff use positive guidance techniques such as modeling, natural consequences, encouraging expected behavior, redirecting children to a more acceptable activity, direct teaching of appropriate behavior,

positive redirection, setting clear limits and instruction in problem solving skills. Staff help children foster a respect for self, others, and property. Children are taught to develop skills to help them make appropriate choices and resolve conflict. Although our program promotes positive reinforcement and redirection, harmful behaviors are not tolerated. Students who repeatedly display physical or verbal aggression toward other classmates or staff members, may be disenrolled from the program.

SPECIAL NEEDS

Our goal at Little Leaders is to serve as many families and students as possible, including students of all abilities. Our preschool program however, does not offer special education services to our students, though these services may be available when they move into the public charter program, which begins in Kindergarten. If your preschool child requires special education services, we encourage you to work through other local providers, which may include a local district school to ensure your student accesses the services they need.

DAYS AND HOURS OF ATTENDANCE FOR LITTLE LEADERS PROGRAM

<p><u>Full Day: 6 ½ Hour Program</u></p> <p>Monday, Tuesday, Wednesday, Thursday and Friday 8:15 am-2:45 pm</p> <p><u>Half Day: 3 Hour Morning or 3 Hour Afternoon Sessions</u></p> <p>Monday, Wednesday, Friday 8:15 am-11:15 am or 11:45 pm-2:45 pm</p> <p>Monday, Tuesday, Wednesday, Thursday and Friday 8:15 am-11:15 am or 11:45 pm-2:45 pm</p>

DAILY SCHEDULE

This list provides a general idea of the daily routine of your child's day.

HALF DAY PROGRAM

Meet & Greet	10 minutes
Circle Time/Story Time	20 minutes
Learning Centers with Small-Group Instruction	60 minutes
Snack Time	10 minutes
Circle Time/Story Time	20 minutes
Outdoor Time	30 minutes
Circle Time/Story Time	20 minutes

Closing

FULL DAY PROGRAM

Meet & Greet	10 minutes
Circle Time/Story Time	25 minutes
Learning Centers with Small-Group Instruction	60 minutes
Snack Time	10 minutes
Circle Time/Story Time	25 minutes
Outdoor Time	25 minutes
Lunch	30 minutes
Read Aloud: Children's Choice	15 minutes
Quiet Time	60 minutes
Songs and Fingerplays	10 minutes
Circle Time/Story Time	25 minutes
Learning Centers with Responsive Instruction	30 minutes
Outdoor Time	25 minutes
Closing	10 minutes

HOLIDAYS/SCHEDULE CHANGES

Little Leaders Preschool and Pre-Kindergarten classrooms observe all holidays in accordance with the ALA calendar.

DAILY SIGNING IN AND OUT

Students must be signed in and out by a parent, guardian, or another adult specified and approved by the parent or guardian written on the student's Emergency Card. Written permission for pickup by a designated individual must be provided prior to the time of pickup. Designated emergency contacts must present a government-issued photo ID each time a student is checked in or out. The elementary school drop off/pick up car line will not be available for preschool-aged students. Little Leaders must be escorted to the designated check in/out area.

HEALTH INFORMATION

HAND WASHING

Hand washing is a part of the daily routine in the preschool setting. It not only helps children to remain healthy, but it promotes a healthy lifestyle. At a minimum, children wash their hands when they enter every day, after using the restroom, and before and after eating a meal or snack.

IMMUNIZATIONS

Parents of children entering the preschool program will need to provide verifiable documentation

of immunizations required by law. Any immunizations received after school starts will need to be shared with the health aide. If you need help in determining if your child requires immunizations, please contact the school health aide. According to the Arizona Department of Health Services Child Care Licensing, the only exemptions allowed for preschool children are for medical or religious reasons. If your child requires an exemption for either of those reasons, please let the school know so you can fill out the appropriate form.

Per A.R.S. §15-871 and A.A.C. §R9-6-701-708, before a child may attend the Little Leaders program, their parent/legal guardian must provide the child's immunization record to school staff. The immunization record is typically given to parents/legal guardians by their doctor or clinic, and must show the date each required vaccine dose was received as well as the signature or stamp of the health care provider.

Acceptable forms of immunization records to enter school include:

- A copy of the Arizona Lifetime Immunization Record.
- A copy of the vaccine administration record from the health care provider.
- A computer-generated immunization record from the Arizona State Immunization Information System (ASIIIS) or from an immunization registry of another state.
- A signed and dated Arizona School Immunization Record -ASIR109R form completed by a school the child has attended (a copy is acceptable).
- An immunization record generated by a school's immunization software system, as long as the school name, school address, school contact person, child's name, child's date of birth, and child's immunization dates are included.
- A signed and dated immunization record or school/child care immunization record from another state.

LITTLE LEADERS IMMUNIZATION REQUIREMENTS

Authorized school personnel must review each child's immunization record(s) prior to the time of enrollment. Children must obtain required immunization(s) or sign a medical or religious exemption form prior to attending school or they may be excluded until (s)he is compliant with the requirements. If a child requires more than one dose of a specific type of vaccine, the child may continue to attend school during the minimum interval between doses. In the event of an outbreak of a vaccine-preventable disease, children who are exempt may be excluded from school until the risk period of exposure ends. Varicella (Chickenpox): Students attending school in Arizona prior to 9/1/2011 with parental recall of chickenpox disease are allowed to continue attendance with parental recall of disease. Students enrolling for the first time after 9/1/2011 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs. Parental recall of disease will not be accepted. Please provide proof of completion of these immunizations to your campus health office as soon as possible.

ILLNESS

Children who are ill or who have had a fever or vomiting in the past 24 hours **will not be allowed to remain at school**. If a child becomes sick during the day, the staff will bring the child to the health office and the health aide (or other designated staff) will care for the child. So that the child does not infect other children, he/she will remain in the health office until an authorized adult arrives to take the child home. The school staff will call the parents/guardians to pick up the child. If no one can be reached, the health aide or secretary will call the other authorized persons listed on the emergency card until someone is reached. It is expected that the child will be picked up immediately.

The Little Leaders program appreciates your cooperation in maintaining a healthy school environment. Please keep your child home from school if they have any of the following symptoms:

Chicken pox	Exclude until all blisters are scabbed over and dry and fever free 24 hours without the use of fever reducing medications
Pink Eye	Exclude until completed 24 hours of appropriate treatment and signs and symptoms greatly reduced
Fifth Disease	Exclude until fever free for 24 hours without the use of fever reducing medications
Diarrhea	Exclude until no diarrhea, cramping or fever for 24 hours, students must be able to tolerate a normal diet
Coxsackie virus	Exclude until fever free without use of medication and Doctor note to return (Hand, Foot & Mouth Disease)
Head Lice	Exclude until the student has been treated. Before returning, the student should be examined by trained staff and can return with a visible reduction of nits. Students with live lice present will be sent home.
Impetigo	Exclude as long as untreated sores are present or until sores have been treated by antibiotics
Flu (Influenza)	Exclude until symptoms subside and the individual is fever-free for 24 hours without the use of medication.
Measles (Rubella)	Exclude from the time of onset of illness through the 4 th day after rash occurs. Please contact the campus immediately if your child has been diagnosed with Measles
MRSA	Exclude from school if sores cannot be covered and bandage

	kept dry and intact
Mumps	Exclude until swelling subsides and child is fever free (or 9 days after the onset of swelling)
Ringworm	Cover affected areas and exclude if infected
Rosella	Exclude until fever free 24 hours without the use of medication.
Scabies	Exclude until treatment has been completed
Strep Throat	Exclude for at least 24 hours after the first dose of antibiotics and student is fever-free
Scarlet Fever	Exclude for at least 24 hours after the first dose of antibiotics and student is fever-free
Tuberculosis	Exclude until written permission to return by Doctor
Whooping Cough	Exclude for 5 days and may return with Doctor note
COVID-19	Exclude for 10 days from the day of symptom onset. If asymptomatic, exclude for 10 days from the first positive PCR/Antigen test date. Contact the campus if your student or anyone in your household is positive for COVID-19.

MEDICATIONS

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- The parent/legal guardian must provide written permission to administer the medicine to the student. Appropriate forms are available at each campus' health office.
- The parent/legal guardian must sign-in the medication at the campus health office. Students are prohibited from dropping off medication.
- ALL medication, including naturopathic remedies, must come to the campus health office in the prescription container as provided by the pharmacist. Written directions from the physician or pharmacist must be provided and must include the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- Alternate route medications, other than oral, will need to be approved on a case by case basis by the Health Director.
- School Administration may designate a school employee to administer the medication if that employee has completed health aide training.
- Two (2) or more school employees may volunteer to serve as diabetes care assistants in an

emergency as follows:

- The parent/ legal guardian must provide the school with an unexpired glucagon kit prescribed for the student by an appropriately licensed healthcare professional or nurse practitioner.
- The parent/legal guardian supplying glucometers for diabetic students will ensure they are in proper working order and be responsible to maintain the glucometer and run controls per the recommended guidelines of the manufacturer.
- The volunteer diabetes care assistant must provide ALA with a written statement, signed by an appropriately licensed health professional, that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. §15-344.01.
- A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
- ALA, employees of ALA, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to ALA policy and this regulation.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.
- Medications must be given to the health aide by the parent, together they will count in the medication, go over administration instructions and verify the quantity being provided.
- Each prescription medication must be accompanied by a standing provider order. This order contains the following information; authorization for an ALA employee to administer by parent and provider, a release of information for purposes of clarifying the order along with route, dose, time and medication details.
- Each **prescription** medication must be provided by the parent in the original pharmacy container, labeled with the child's name, date, medication, dosage, time and directions for administration at school, the prescription number, and the prescriber's name. If medication samples are given by the medical provider, they must be accompanied by that provider's written order, containing complete administration information. The parent may ask the pharmacist to label two containers: one for the school and one to keep at home.
- A new physician's order must be presented for any changes of any medication.

EMERGENCY PROCEDURES

Minor injury: Children will receive basic first aid treatment at school, an email or written notification will be sent to the parents/guardians.

Other injury: First aid will be administered and the parent/guardian will be notified by telephone to pick up the child for further care. If the parent/guardian cannot be located, a person listed on the

emergency card will be called to take the child for further care.

Life threatening injury: In case of serious accidents, the paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital or doctor's office by ambulance. Parents/guardians will be notified as quickly as possible.

NOTE: It is the responsibility of the parents/guardians to update any changes for emergency contacts.

TRANSPORTATION FOR PRESCHOOL

Student transportation is not provided.

FIELD TRIPS

As much as possible, we bring the fun to the classroom. From time to time there may be off-campus activities, but parents will be responsible to provide transportation for their students. When off-site activities are held, there may be additional fees required which will be communicated to parents in advance.

LUNCH AND SNACKS

Lunch - Full Day Students: Students may bring lunch from home or lunch is also available from the school's food service provider. A monthly school lunch calendar is available online, and will be sent home each month. The school lunch option may be requested the same day, billable daily and payable through Infinite Campus.

Snack - Full Day and Half Day Students: Students are required to bring at least one snack each day. Your student's teacher may request that you bring an additional snack for your child as needed.

FOOD FROM HOME

Due to state policy, we can not allow parents to bring food in for celebrations that are high in sugar (i.e. cake, cookies, cupcakes, etc.) Acceptable foods are fruit and/or low-sugar or no-sugar prepackaged items. No food prepared at home is allowed.

PARENT/SCHOOL COMMUNICATION

There are a variety of ways you can communicate with your child's teacher. Always feel comfortable in calling either directly to your child's classroom and leaving a voicemail, emailing your teacher, and/or calling the office to leave a message. Staff should contact you within 24 hours of receiving your call/email. If you have a specific question or concern and would like to meet with your child's teacher, please contact them directly to schedule an appointment.

PARENT INVOLVEMENT

Staff is committed to involving parents in the education of their children. Parents are an integral part of the learning process and a variety of opportunities for parental involvement will be offered

throughout the school year.

- Opportunities for parents to learn about our curriculum and developmentally appropriate learning activities for young children will be available.
- We will offer parents the opportunity to visit their child's classroom and personally observe the wonderful activities in which their child participates.
- We will request that parents complete a yearly satisfaction survey so that we can continue to improve in the achievement of our goals.

VISITING THE CLASSROOM

Only persons having a purpose and authorization to be in the classrooms will be allowed access. Parents/guardians are always welcome to visit the classroom and have access to any areas that their child is receiving services. It will be necessary for you to sign in at the office and get a visitor's badge.

FIRE DRILLS

Unannounced fire drills are practiced on campus by each class at least monthly as required by law.

PESTICIDES

Intention to apply pesticides on the school campus will be posted 48 hours in advance of the pesticide application.

INSURANCE

Documentation of liability insurance coverage is available for review upon request.

INSPECTION REPORTS

Inspection reports of this facility are available upon request.

CHILD FIND

Child Find is a component of the IDEA. Child Find is the ongoing obligation of American Leadership Academy to locate, identify, and evaluate all children with disabilities who are in need of special education and related services within the enrolled population of the school. Arizona Early Intervention Program ("AzEIP") provides early intervention support and services to families of eligible children by providing children ages birth to three (3) years the support and services to achieve desired outcomes related to the children's needs. Contact AzEIP at 602-532-9960 or complete an online referral at www.azdes.gov/azeip if you have a child 0-3 years of age that you suspect may have a disability. If you have a child aged 3-5, who is not enrolled in kindergarten, contact your local public school to learn about preschool evaluation procedures.

AzDHS EMPOWER PROGRAM

The Little Leaders Preschool and Pre-Kindergarten Program participates in the AzDHS Empower Program. This program encourages children to live healthy lives and provides activities for the classroom to learn about sun safety, healthy eating habits, healthy life choices, and healthy physical activity.

PHOTO RELEASE

When completing your child's application through Infinite Campus, all families will be asked to sign permission on a photo release form for us to take photos or videos of your child. This includes individual pictures, group pictures, pictures for the school newsletter or classroom newsletter, and videos made throughout the day.

That permission may be revoked at any time. If permission is revoked at a later date, the parent must sign a new form indicating that decision.

MEDIA RELEASE FORM ELECTRONIC/PRINT MEDIA

Because of the intense interest in public education, print and electronic media representatives sometimes request to visit schools for stories about programs and current events. In accordance with such activities, district policy requires parental approval be obtained before the media may take close up pictures of students, or use a student's photo in non-school publications. Please indicate by checking the appropriate box whether you will allow your child to be interviewed and photographed by the print and/or electronic media.

District Media: In the interest of promoting the successful programs of the American Leadership Academy and improving outside communications, the district is increasingly using and distributing photographs and video footage of students in our schools. This agreement constitutes permission to use photographs and video footage of the student named below in presentations about our schools, programs, and people which may be distributed to by the American Leadership Academy. All photographs and video footage shall remain the sole property of the American Leadership Academy. I understand that no compensation will be made to me for this use.

World Wide Web & Internet Publishing: The American Leadership Academy recognizes the limitless potential for research, information and communication provided by the Internet and World Wide Web. Therefore, American Leadership Academy encourages the creation of school and district Web pages for publication on the Internet. However, all Web publications are subject to the following terms:

- Student work may be published only as it relates to a curricular-related or school activity.
- All Web page documents may include only students' first names.
- No confidential student information shall be published or linked to a Web page, unless

authorized by the district.

- No names may be associated with pictures.

Child's Name (Please print using first and last name): _____

_____ Yes, I give permission for my child to participate in any public or school media publication.

_____ No, I do not consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.

Signature: _____ Date: _____

Please return this signed page to the ALA Office or Little Leader Teacher.