Statement of Services

Preschool

3, 4 & 5 Year Olds

2024-2025



449 E Southern Ave.,
Phoenix, AZ 85040
Phone: 602.243.8531 | Fax: 602.243.8516
www.Advance-U.com

Hours of Operation:
Monday through Friday
K-3 8:30 am – 3:00 pm | 12:30 pm
PK 8:00 am – 3:00 pm | 12:30 pm

Student Name: _____ Date of Birth: _____

Ages:

Advance U provides preschool services for 3, 4 and 5 year olds not yet ready for kindergarten. Our Preschool Program is specifically tailored to the needs of our students.

Enrollment Process:

Advance U maintains an open enrollment policy and accepts students throughout the school year based on open spots. Once the enrollment paperwork is complete the student may begin classes the following day. Class starts at 8:00 AM. Students should arrive at 8:00 AM to ensure a smooth first day and a proper welcoming to our program.

Transition Process from Home to Program:

Advance U maintains an open door policy and provides opportunities for campus tours and classroom observations. Families are strongly encouraged to visit our campus prior to enrollment to ensure proper placement in the program, which meets the needs of the child. We highly recommend all new students spend two (2) hours in the classroom with their parent(s) prior to their first day of school in order to address any questions or concerns immediately.

Transition Process within Program:

Our preschool classes are assigned by age, assessment data, and teacher recommendations. Class assessments are conducted in July and December or as needed to balance class sizes due to student progression or enrollment fluctuations. Students will transition from classes based on the criteria indicated above.

Once a student is identified for an internal transfer, a transition meeting is held between the director, teacher, and parent to discuss the process. Subsequently, the student will spend two (2) hours per day for up to two (2) consecutive days in the new class to gain familiarity with the teacher, structure, expectations, and to build relationships with peers. Director, teacher, and parent will reconvene to address any questions or concerns regarding the transition.

Transition Process from Program to Exit (Kindergarten):

Advance U operates a Kindergarten program within the same building as the Preschool program. Students and families are introduced to the Kindergarten teacher and classroom at the beginning of the school year. Events such as “Kindergarten Roundup” and “Kindergarten Here We Come” are conducted throughout the year to expose students and families to the structure and expectations of Kindergarten.

Curriculum:

Our program is geared toward preparing students to enter kindergarten by utilizing a developmentally appropriate series of curricula implemented in our kindergarten class (Arizona Early Learning Standards, The Creative Curriculum, Teaching Strategies GOLD, and Beyond Textbooks). Lesson plans are collaboratively designed, between the Preschool and Kindergarten teachers to meet all state standards and are available for review. Lesson plans are posted in the classroom weekly and copies are available upon request.

Dress Code:

Advance U does not adhere to a strict uniform policy. Children can wear pants, shorts, skirts, and jumpers with any top unless otherwise specified. Uniform tops may be required for special events. Clothing must be in good repair. Tennis shoes are preferred, close-toed shoes are required at all times. No flip-flops and no “heely’s” or similar shoes are allowed for the safety of students. If your child is out of dress code, a call will be made to the parent/guardian and the student will be sent to the office to await a change of clothing from home. All preschool students must have one change of clothing on hand at all times.

_____ ***Please initial here that you have read and understand this section***

Sign-In & Sign Out:

Parents/Guardians are required to sign their child in and escort them into their classroom or to a designated drop off staff member. At the end of the day a designated person is required to pick them up from the room or from a designated staff member at dismissal. A photo ID is required of parent(s), guardian(s), or anyone else that is authorized to drop off or pick up your child. **Authorized persons must be at least 18 years of age.**

_____***Please initial here that you have read and understand this section***

Fees:

Tuition is $650.00 a month. A NON-REFUNDABLE $75.00 registration fee is due at enrollment. Payment may be made by cash, check, money order, cashier's check or credit card. There are two (2) options, please indicate your payment choice below:

☐ I/We wish to make (12) monthly installment payments of **$650.00 per month**. First payment is due upon enrollment with subsequent payments due by the 1st of each following month. If payment is not received by the 10th of the month a late payment fee of $25.00 will be added to tuition fees. ***Fees that remain unpaid by the 15th of the month will terminate this contract and the child's space will be filled by a student on the waiting list.***

_____***Please initial here that you have read and understand this section***

☐ I/We wish to make weekly installment payments of $162.50 per week. First payment is due upon enrollment with subsequent payments due each Friday/or last school day of the week for payment of the next week. If payment is not received by the end of the week, on Friday a late payment of $25.00 will be added to tuition fees. ***Fees that remain unpaid by the end of the next week on Friday will terminate this contract and the child's space will be filled by a student on the waiting list.***

_____***Please initial here that you have read and understand this section***

We provide an exceptional learning environment at a reduced rate to ensure all families have access to a quality education. The fees for the program have been calculated based on the cost of operation and curriculum, with a view to maintain a minimal rate for parents during our current economic climate. For those reasons, refunds/reduced rates for family discounts, unscheduled vacations or illness will not be made.

_____***Please initial here that you have read and understand this section***

You will be charged $25.00 for any check returned by your bank as unpaid for insufficient funds or any other reason. After a check has been returned once, you will be responsible for paying in cash or by money order for the remainder of the school year.

_____***Please initial here that you have read and understand this section***

Our low tuition rates are based on enrollment not attendance. For that reason, families are required to pay the full tuition if you choose to take a vacation during the school year anytime other than the school scheduled vacations.

_____***Please initial here that you have read and understand this section***

You may withdraw from the program at any time; however, payment in full will still apply for any partial month attended. No refunds for partial months attended will be issued.

_____***Please initial here that you have read and understand this section***

D.E.S. Students:

We accept D.E.S. Parent/guardian is responsible for any portion of the tuition fee not paid by D.E.S. Please discuss coverage with your provider for details. You will be provided with an estimate of your responsibility for each month which will be due at the beginning of the following month. ***Fees that remain unpaid by the 15th of the month will terminate this contract and the child's space will be filled by a student on the waiting list.***

_____***Please initial here that you have read and understand this section***

Late Pick Up:

Late pickup will result in a charge of $1.00 per minute/per child after scheduled pickup time. This fee is due upon pickup.

_____***Please initial here that you have read and understand this section***

Philosophy:

We consider the education of our students a partnership between parent/guardian(s) and school. Children are very impressionable and learn important study habits and behaviors during these early formative years, most often modeling the behavior they are exposed to. It is our expectation that parents will support our educational efforts at home by: (1) providing an area free from distraction for children to do homework; (2) reading with your child(ren) for at least fifteen minutes each day; (3) encouraging healthy eating habits; (4) providing a consistent bedtime and ensuring children get a minimum of 8 hours of uninterrupted sleep each night; (5) ensuring children get to school on time and are ready to learn.

Parents with concerns regarding their child's education are encouraged to contact the school and request a parent/teacher conference.

Participation:

Families are always welcome in the classroom and your help as a volunteer is greatly appreciated; however, staying with your child on a daily basis may not give your child the freedom of expression and independence school is expected to provide. By staying and helping (anything over 2 hours on a daily basis), state requirements must be fulfilled and you will be required to be fingerprinted and have a clearance card.

Liability Insurance:

Provided by the Philadelphia Indemnity Insurance Company. A copy of the insurance is available upon request.

Medication Policy:

Only prescription medication in the original pharmaceutical container, with instructions and the child's name, will be administered. No over the counter medicine will be administered by staff unless it is sent in by the parent in the original, unopened container with written instructions from the parent. A medication form must be filled out and signed by the parent that states specific instructions of dosage, when to be given and possible side effects. All medication will be kept in the first aid station.

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Emergency Procedures:

If your child has a fever at/above 100 degrees, you or an emergency contact will be called to pick up your child immediately. Your child needs to be fever-free for 24 hours without medication before he/she will be allowed to come back to school. If your child should throw up in class, you or an emergency contact will be called and someone will need to come and pick up your child immediately. Please keep him/her home for at least 24 hours or until symptoms have subsided before returning to school. You must list an emergency contact in case you are unable to pick up your child. If you are phoned, you or another designated person will have one hour to pick up your child.

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Medical:

If your child has a communicable illness, a physician's note must be provided to the school, stating that he/she is no longer contagious before being readmitted to the class. Also, the viable physical symptoms must not be present when your child returns. If your child shows signs of a communicable illness that we know is present in the school and you are called to come pick up your child, a note from the doctor will be required to return to school. For example, Pink Eye is a common but highly communicable illness with signs of crusty eyes that are red, itchy and/or hurting. Staff/teachers are not physicians, so if your child displays signs of Pink Eye you will be contacted and a note from the doctor will be required to determine the diagnosis.

If your child is injured and the teacher deems it necessary, 9-1-1 will be called first, then the parent/guardian. Parents/Guardians are financially responsible for all emergency assistance. All teachers are CPR and First Aid trained. If your child is not immunized for medical reasons, religious beliefs, or laboratory evidence, a request for exemption from immunization must be filled out (see front office for form). In the event of an outbreak of a vaccine preventable disease for which you can't provide proof of immunity of your child, your child will not be allowed to attend school until the risk period ends.

_____***Please initial here that you have read and understand this section***

Pesticide Application Policy

If we need to apply any type of pesticide at Advance U, you will be notified through a posting on our front door at least 48 hours before application.

_____***Please initial here that you have read and understand this section***

Inspection Reports:

Advance U is licensed by the Arizona Department of Health Services – Child Care Facilities. All inspection reports are available upon request.

_____***Please initial here that you have read and understand this section***

Enrollment/Disenrollment Procedures

Upon return of the completed enrollment packet with proof of address, state ID/license immunization record, proof of identity and age, and $75.00 registration fee, your child will be enrolled in the preschool program. Children will be removed from the program if payment is more than 2 weeks delinquent. In addition, a child could be removed (withdrawn) if the child's behavior is posing a threat to themselves or others.

_____***Please initial here that you have read and understand this section***

Transportation

Transportation will not be provided by Advance U. Transportation to and from school is the responsibility of the parent.

Field Trips

We will offer field trips during the school year. Parent participation and chaperones will be requested. Parents/chaperones will be responsible for transporting their child to and from the field trip.

Discipline policy

Advance U believes that offering an age appropriate, caring, and safe environment to children is the most important step in supporting positive behaviors. Encouraging children to make good choices and show respect for others and the classroom is what we strive to achieve here at Advance U. Students will receive appropriate consequences for behaviors based on our Consequence Matrix.

_____***Please initial here that you have read and understand this section***

Facility Regulation: Arizona Department of Health Services (ADHS)

150 N 18th Ave, Suite 400
Phoenix, AZ 85007
(602) 364-2539 OR 1-800-615-855

By signing this:

I _____ parent/guardian of _____, hereby understand and agree to all of the aforementioned policies and procedures of the Advance U's Preschool/Kindergarten Readiness Program.

_____ _____

Signature Date