

# HANDBOOK



3071 W HUNT HWY., SUITE 104

SAN TAN VALLEY, AZ 85142

480-664-8979

*Lil' Einsteins Academy, a home away from home....*

*developing children as lifelong learners.*

## MISSION STATEMENT

Lil' Einsteins Academy exists to provide a safe, developmentally appropriate environment for preschool and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social, emotional, physical and cognitive development. Our goal is instill the love of learning in and encourage children's desire to be life-long learners under the guidance of qualified teachers.

## ABOUT US

Lil' Einsteins was established in 2007 in Gilbert, AZ. Our mission is to empower and support children and their families in the transition from home to school, while exposing children to a variety of modalities to best meet their learning style. As educators and parents, we set out to establish a facility with dedicated, well-trained, compassionate teachers to instill the love of learning to our most precious assets. The owners, Directors, and many of our teacher's children have gone through the program. We continue to hold ourselves and our staff to those high standards with low child-teacher ratios, quality education, program flexibility, all at an affordable price. Our families become part of our extended family at Lil' Einsteins.

## PROGRAM DESCRIPTION

### ONES (12-24 MONTHS)

This is the age of discovery. Children are beginning to develop their independence but still have a great need for one on one affection and attention. Each day brings a new discovery to meet those developmental landmarks in your child's growth. This age can be a diverse time, as some are beginning to name objects and others are talking in two and three syllable word sentences, others are starting to walk while some are veteran walkers. Gross motor skills are introduced in a variety of opportunities that support development including jumping, climbing, carrying, throwing, and much more. Music, books, movement, and discovery are essential components at this age, encouraging each child to be fully engaged.

## **2-3 YEARS-EARLY PRESCHOOL**

Our 2-3 year old program allows varied opportunities to develop skills for entering into social groups, developing friendships, learning to help, and other pro-social behaviors. We work on developing fine motor skills in age appropriate ways while enhancing sensory-motor integration. Controlled gross motor movement including balance, strength, and coordination are introduced. Children's vocabulary and language acquisition grows exponentially which is why literacy and vocabulary through conversations, experiences, books are of great importance. Exposure to fine motor skills with writing and cutting as well as early mathematically thinking is part of our activity center based curriculum.

## **3-4 YEAR OLDS**

The preschool program at Lil' Einsteins Academy is like no other. Our curriculum is in line with the NAEYC guidelines to meet the developmental and social needs of each child. Language arts, Science, Math, Music, and much more are covered daily. The use of songs and games and literacy through access to books, experiences that help them understand pictures can represent real things, phonics, patterning and rhyming are essential to build that reading foundation. Fine motor strength and writing is encouraged at this age as well as mathematical thinking, patterning, counting, and finding math in everyday situations. Technology and foreign language is also a critical component at the Academy.

## **4-5 KINDERPREP CLASSES**

Lil' Einsteins prides ourselves on educating preschool age children since 2007 with glowing recommendations from Kindergarten teachers. Our Kinderprep classes are designed to prepare children with the necessary skills to be a successful learner in their transition to Kindergarten. Our curriculum is aligned with pre-k learning goals with emphasis on Kindergarten readiness. The development of physical and social skills as well as a strong foundation in literacy and math is established at this age.

## CHILD ENROLLMENT

Children must be 12 months old to enroll at the Academy.

Before attending the facility, a child must have a completed emergency Information and Immunization Record Card and proof that the child's Immunizations are current. The registration fee of \$100.00 is due at enrollment.

Registration fee and first week or first month's (for preschool only) is due at time of enrollment.

When a child withdraws parents must provide at least a one month written notice.

## TERMINATION OF ENROLLMENT AND DISENROLLMENT PROCEDURE

In certain circumstances it may be necessary for the Director to discontinue a child's enrollment at Lil' Einsteins Academy. This decision is based on the best interest and well being of all children and staff. Incident reports will be filled out on all serious behavior infractions. Termination of enrollment may be a result of the following:

\*\*Abuse of other children, staff or property by child or parent

\*\*Continued violation of Lil' Einsteins Academy policies by child or parent.

\*\*Disruptive or dangerous behavior by child or parent

\*\*Non-payment of tuition-Disenrollment for non-payment: If a child's tuition accounts are not current by the 15<sup>th</sup> of the month, (preschool only program) or not paid for the upcoming week of service, management reserves the right to disenroll the child. Any unpaid balance may be sent to collections.

**Disenrollment Notice: Parents must give one-month written notice. Failure to do so will result in the family being charged next month's tuition.**

## TUITION AND FEES

Registration/Materials Fee: \$100 annual registration upon enrollment and is due on the anniversary date of your initial enrollment when your child enrolls consecutive years.

**Preschool Plus Program:** Auto payment withdraw is mandatory. Please see form at the end of our handbook. In certain circumstances there may be a choice to “opt out” of auto pay, cash or check can be made in person at the front office and an additional week must be paid. A \$25.00 late fee will be assessed per student if payment is not received by the close of business on the Wednesday following the due date. Weekly tuition is due on Fridays for the upcoming week for our Preschool plus program. Payment is due at the time of registration.

**Preschool Only Program:** Late Payment Fee: Tuition received after the 5<sup>th</sup> of the month will incur a 10% late payment fee for preschool classes. Tuition received late on a weekly basis will be charged a \$25.00 late fee if not received by the close of business on the Wednesday following the due date.

**Tuition Fees/days closed:** Tuition fees are not adjusted for school closure, family vacations/holidays or sick days for both preschool and preschool plus program. Sick days cannot be made up or transferred. There are no discounts for sick or vacation days. Your tuition payments hold your child’s enrollment spot. All tuition and fees are non-refundable.

(Preschool Plus Program) We are closed on the following days: New Year’s Day, President’s Day (staff in-service training day,) Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day.

The Preschool program follows the school calendar published on our website and coincides with the surrounding districts calendar. Tuition is broken down in monthly payments for the 10-month-preschool program and breaks and holidays are included in the pricing.

**Returned Checks:** The parent will be charged any bank fees incurred by Lil’ Einsteins Academy and a \$25.00 penalty. Money orders or cash are required after two bounced checks.

**Late Pick-Up Fees:** To keep the flow of traffic we are strongly enforcing pick up times. Children must be picked up at the end of class. Late pick-up fees will be charged at a rate of \$1.00 per minute starting 5 minutes after the end of class.

We provide a 10% discount for siblings.

## **DISCIPLINE AND POSITIVE REINFORCEMENT**

Having consistent expectations both at home and school is very reassuring to children. We will implement positive reinforcement in the classroom while trying to redirect behaviors that affect the learning environment. We have provided a discipline policy at the end of these packet to be signed and returned to Lil' Einsteins Academy.

Children will not be allowed to hurt themselves or others. Hitting, kicking, biting, etc will be dealt with on a case-by-case basis to determine the best course of action. Possibilities include: redirection, help solving the problem and parent conference. Parents will always be kept informed and to create the best atmosphere for all of the children.

## **PARENTS PARTICIPATION**

Parents are always welcome. There are also opportunities for parents to volunteer at school. We encourage you to be a part of your child's school experience. If at any time you would like to join our class, you are welcome to do so.

## **EMERGENCIES**

Our staff is certified in infant and child CPR and First Aid. If we required we will administer medical attention to the level of our training. Parents will be notified of any minor injuries through on "Ouch Note." If further emergency cared is necessary, 911 will be called and the parents will be notified immediately.

## **POLICIES/PROCEDURES**

### **SICK CHILD POLICY**

Please keep your child home if he or she exhibits any of the following symptoms: Diarrhea, fever, severe coughing, redness of eyelids with discharge (pink eye), unusual spots, rashes, infected skin, patches, sore throat, vomiting, or lice.

A child must be fever free for 24 hours without the aid of fever reducing medication before attending.

If a child becomes ill while at the school parents will be notified using the phone numbers provided. Once parents are notified the child must be picked up. Children must be symptom free for at least 24 hours before returning to Lil' Einsteins Academy.

## **LICENSING AND INSURANCE**

Lil' Einsteins Preschool is licensed and regulated by the Arizona Department of Health Services. Reports are available upon request at 150 North 18<sup>th</sup> Ave., Suite 400, Phoenix, AZ 85007-3244; (630)364-2539. Liability insurance is carried as required by the state.

## **INSPECTIONS**

Inspection reports are located at 150 North 18<sup>th</sup> Ave., Suite 400, Phoenix, AZ 85007-3244; (630)364-2539 and at Lil' Einsteins Preschool in the directors classroom.

## **IMMUNIZATIONS**

Arizona law requires all children to be immunized. Please provide us with a copy of your child's current immunization record if you have not already done so.

## **PESTICIDE PROCEDURE**

Monthly pesticide services are performed. Postings prior and after service are located on the front door. Files are maintained regarding history.

## **TRANSPORTATION**

No transportation will be provided by Lil' Einsteins Academy.

## **BIRTHDAYS**

Birthdays are a special time for young children. If you wish to bring a treat to add to that days snack please let us know.

## **MEDICATION**

Over the counter or antibiotic medications may only be administered with a medical consent form or doctor's notice. Medications can be administered for life threatening conditions. (example: inhalers or Epipens) In these situations the medication must be brought in its original container with a prescription label that includes the child's name, doctor's name, medication name, required dosage, expiration date, and instructions for administering. A permission to administer medication form must be filled out completely and signed by the parent.

## MEALS AND NUTRITION

We offer the breakfast at 7:30, a morning and afternoon snack as well as lunch for children over the age of one. Our lunches are catered each day by Just Catering. We follow all U.S.D.A. and NAEYC guidelines for nutrition. We strive to offer an excellent program and healthy food options for our children. To assist us in keeping our costs down for our families we ask that you complete the attached Child and Adult Food Care Program Application. This helps assure that we are meeting the needs of our children nutritionally, which is vital for their academic success. **We ask that you do not bring candy, gum, or soda to school.**

## PARENT INFORMATION/RESPONSIBILITIES

### TODDLERS

Please bring two complete changes of clothes, diapers, wipes, pacifier, and anything else needed to effectively meet the needs of your child. We also ask that you bring a crib sheet and blanket to cover the cots at naptime. Please make sure that they are labeled with your child's name. Sheets will be washed at Lil' Einsteins unless parents have a preference to take them home at the end of the week. Please note that teachers will notify parents when out of diapers through HiMama and/or verbally. There will be a "Diaper Charge" of \$1.00 per diaper used should parents not provide diapers for their child. **All items must be labeled with your child's first and last name.**

### PRESCHOOLERS

Please dress your child in play clothes. The children will be participating in fun outdoor activities and art projects that may get dirty. For your child's safety, we also recommend that they wear closed toe, rubber sole shoes for running around at outdoor time. For those children in the extended day preschool program we will provide cots for naptime. Please send your child with a fitted crib sheet and small blanket with their name on them.

Children will spend time outside each day. We have a strict sun safety policy. All children will be limited to 30 minutes per session of playground/outside activity time. Unlimited water will be available at all times and the play areas are shaded. It is the parent's responsibility to apply sunscreen prior to attendance. If any child exhibits signs of heat exhaustion they will be removed from the outdoor environment, treated accordingly and the parents will be notified.

## ADMISSION AND RELEASE PROCEDURES

Emergency forms and current immunizations must be complete prior to students attending Lil' Einsteins Academy. Children will be released to authorized individuals only. We must have prior written authorization by a parent or guardian to release a child. You will find an area on the Emergency Information Card to list individuals who are authorized to pick up your child. Every individual will be asked to show a valid picture I.D. prior to the release of the child.

**Every child must be signed in and out each day.** Each child will be assigned a code upon enrollment to access the keypad at the front. If you have any questions about this system, please see the Director. The entry into Lil' Einsteins Academy is kept locked for security purposes.

## TOILET TRAINING

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at school. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to school in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the school/teacher is imperative for a successful transition from diapers to toilet. Please note that teachers will notify parents when out of diapers through HiMama and/or verbally. There will be a "Diaper Charge" of \$1.00 per diaper used should parents not provide diapers for their child.

**Lil' Einsteins participates in the Child and Adult Care Food program, CACFP (Please see attached forms in the handbook and complete with your child's registration.)**

## USDA NONDISCRIMINATION STATEMENT

**This institution is an equal opportunity provider.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

### **Complaints Procedure**

Any person has the right to file a **discrimination** complaint

The verbal or written complaint must contain:

**Contact information** (name, address, phone number)

**Location** of incident

**Nature** of incident

**Basis** for alleged discrimination

**Names**, titles, and business addresses of persons who may have knowledge of the discriminatory action

**Date(s)** during which the alleged actions occurred

Complaint must be filed within **180** days from the alleged act of discrimination

To file a complaint, complainants may:

Write: USDA, Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue SW,  
Washington, D.C. 20250-9410  
Fax: (202)690-7442

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## A FINAL NOTE

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our program. We are always open to suggestions and feel communication is a very important part of a quality school. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling, safe, and learning.

# **Discipline Policy**

Rules will be discussed and implemented during the first weeks of school. After the children have learned the rules we will talk about one of the rules each class day to help them remember. We understand that your child is very young. **Our motto is progression not perfection.**

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the school frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. We will try to prevent problems by establishing expectations and consequences, providing positive guidance, redirecting when appropriate, discussing inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

# PARENT HANDBOOK RECEIPT

I have read and understand the policies and procedures of the Lil' Einsteins Academy Parent Handbook. I agree to comply with all current and future policies and procedures. I understand that I will be informed of policy or procedure changes as they occur.

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Parent/Guardian Signature

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Parent/Guardian Signature

I understand the discipline policy at Lil' Einsteins Academy.

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Parent's signature

*Note: By signing the Parent/Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Lil' Einsteins Academy handbook are understood and agreed upon.*



# LIL' EINSTEINS ACADEMY

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact(s) (Name & Phone #):  
\_\_\_\_\_  
\_\_\_\_\_

Is this your child's 1<sup>st</sup> experience in school? If no how long have they gone and where? \_\_\_\_\_

## First Choice:

Child's Name(Last): \_\_\_\_\_ (First) \_\_\_\_\_

Date of birth: \_\_\_\_\_

Days: \_\_\_\_\_

Time: \_\_\_\_\_

Fee: \_\_\_\_\_

## Registration Fee: \$100.00

Attach Copy of immunizations

Total Paid \$ \_\_\_\_\_ check # \_\_\_\_\_

# PHOTO RELEASE

We will be taking pictures of activities as the year progresses. However, we cannot publish these pictures unless we have signed authorization from parents. We will be posting some of the pictures on our school website or social media page. We will not post the child's name. Please mark below your preference and return to the Director of the Academy.

**I DO** give permission for Lil' Einsteins to publish my child's picture

**I DO NOT** give permission for Lil' Einsteins to publish my child's picture

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Child's name

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Parent's printed name

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Parent's Signature

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Date

# INTERNET USE AGREEMENT

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by Lil' Einsteins Academy Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Educational software will also be used to reinforce curriculum.

The school employees a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

\*Internet sessions will be supervised by a teacher

\*Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material

\*Students and teachers will be provided with training in the area of Internet safety

\*Uploading and downloading of non-approved software will not be permitted

\*Virus protection software will be used and updated on a regular basis

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Please review the above Internet Use Policy, sign and return this permission form to the school's Director

Name of Student \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian

As the parent or legal guardian of the above child, I have read the above information and grant permission for my son or daughter or the child in my care to access the Internet. I understand that the Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety.

\_\_\_\_ I accept the above paragraph

\_\_\_\_ I **do not** accept the above paragraph

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

\_\_\_\_ I accept the above paragraph

\_\_\_\_ I **do not** accept the above paragraph

Signature \_\_\_\_\_ Date \_\_\_\_\_