



DOBSON ACADEMY

Preschool and Kindergarten Prep



HANDBOOK AND ENROLLMENT FORMS 2021-2022

About Preschool and Kinder Prep

The Kindergarten Prep and Preschool program are licensed through the Arizona Department of Health Services. Kindergarten Prep/Preschool is a partner of Dobson Academy Charter School. Please note the program is a separate entity and has different guidelines. Kindergarten Prep and Preschool are a fee-based program for 3–4-year-olds who meet the guidelines. Students must be 4 years of age by September 1 to start the Kinder Prep program and 3 by September 1 for the Preschool program. Early entrance may occur if birthdays are before September 30, only with the appropriate scores on their readiness assessments. Our program prepares children to enter kindergarten with the readiness and skills necessary for a successful academic career.

Eligibility

Kindergarten Prep:

- ✓ Children must turn 4 years old by September 1 of the current school year.
- ✓ Parents are responsible for transporting children to and from Kinder Prep.
- ✓ Children must be able to use the bathroom independently prior to the entrance of the program.

Preschool:

- ✓ Children must turn 3 years old by September 1 of the current school year.
- ✓ Parents are responsible for transporting children to and from Preschool.
- ✓ Children must be able to use the bathroom independently prior to the entrance of the program.

Potty Requirements

Children enrolled in Kinder Prep and Preschool programs must be potty trained before attending. We realize that “accidents” will happen. “Accidents” are unusual incidents and should happen infrequently. We will begin a “three accident” practice in place. When more than one accident occurs in a weeks’ time, we need to re-evaluate your child’s placement in the Kinder Prep/Preschool program.

Potty-trained children can:

- Communicate to the teachers that he/she needs to go to the restroom.
- Go to the restroom and perform the necessary functions without assistance from an adult.
- Wear cloth underwear. **Pull-ups are not allowed.**

If your child is not completely potty trained as described above when the program starts, you may choose one of the following options:

- You may withdraw your child from the program and place their name at the top of our waiting list without paying tuition. The registration fee is nonrefundable, and you are not guaranteed placement.
- You may continue to pay tuition to hold your child’s spot until potty training has been completed.

Again, it is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. The staff are aware of this and will assist the children when necessary. Staff will allow time for potty breaks during class. Parents will be notified if a child has a potty accident

Extra Clothes

Because children learn best by doing, sometimes we get messy. Please bring an extra pair of shorts/pants (depending on the season), T-shirt, socks and underwear in a gallon Ziploc bag **labeled with your child's name**. While we ask that your child not come to school in flip flops or sandals you may bring in a pair to leave in their cubby as a spare pair of shoes. This bag will be left in the classroom and used in case of an emergency. Bring this on the first day of school and be sure to change out the items as the weather changes or your child grows.

Dress Code

Kinder Prep students are required to adhere to Dobson Academy's required uniform policy, with the following exceptions: Students may wear t-shirts and polo shirts without the official logo. Shirts must be **solid** red, navy, or white. Bottoms must be navy blue or Khaki (elastic waistbands are fine). Children **must** wear closed-toed, closed-heel shoes. Everyday your child will be engaged in outdoor activities and gross-motor development skills that require running, jumping and quick movements that are best done in tennis shoes. Children at this age tend to get their little toes stepped on a lot and tennis shoes provide more protection. Our primary goal is to keep our students safe.

Breakfast/Lunch

Children may bring a lunch from home or purchase a school lunch., Please, **no soda or candy**. Breakfast and lunch are available for purchase from the meal program and must be **preordered and prepaid**. Breakfast will be served until 8:25 each morning. The meal coordinator is available Monday-Friday 7:30am-3:30pm and can be contacted at 480-855-6325 ext. 212.

Snacks

We will provide a snack each morning and afternoon. Snack will include food such as: Cheerios, cheese sticks, graham crackers, Goldfish, granola bars, fruit snacks, apple sauce, etc. Please make sure we are aware of any food allergies so that we may offer alternatives. If your child has any severe food allergies, we ask that you provide their daily snacks in order to keep your child safe.

*Please note – You may send a snack for your child if you prefer. We ask that it is a healthy snack that resembles the types of snacks we provide.

Please send a labeled water bottle for your child daily. We are very active throughout our day so water will help to keep them hydrated. Water bottles may be left at school during the week and taken home Fridays to be washed.

Birthday/Celebration Treats

Birthday treats are welcomed to celebrate your child's birthday but are optional. If you choose to bring a treat, healthy treats/snacks are encouraged. State guidelines require that all treats for students are store bought, not homemade. Please contact the teacher to make arrangements and to check for student food allergies. Advance notice is also helpful so that the teacher and families can plan for children with food allergies. Treats will be given out at the end of the day. Please provide any utensils, napkins, cups, plates, etc. that may be needed.

Food Allergies

If your child has any food allergies, please make sure to write it on the enrollment forms and let the teacher know. If any student has a food allergy that affects the class snacks/lunch, parents will be made aware right away of any items that cannot be packed.

First day of school and Drop Off and Pick Up Procedures

On the first few days of school, please be sure to arrive in plenty of time. The Classroom will be opened at 7:45 am.

Our Kinder Prep program has a different start/end time from the rest of Dobson Academy. Please follow the procedures for picking up and dropping off your child to ensure the safety of them and other students on the campus.

Drop off: You will need to park your vehicle in the parking lot and bring your child into the building. It is recommended that you park in the northwest portion of the school's parking lot. Parking in this area should help Kinder Prep parents avoid the congestion from the car line. For your child's safety, please do not send your child across the parking lot without you. Please sign your child in each morning.

Classroom opens at 7:45 am.

Pick Up: Again, you will need to park your vehicle in the parking lot, and your child will need to be signed-out. Please ensure that whoever is picking up your child is on his/her "approved to pick up" list (**identification is required**). Dismissal is at 3:00pm, and your child must be picked up no later than 3:10 pm if not attending aftercare. At 3:10 pm, your child will be sent to after care, and you will be billed appropriately. We know emergencies happen, so please contact either the teacher or Childcare Director

to let us know if you will be late so arrangements can be made for your child. Thank you in advance for your cooperation.

Note: Students MUST be signed in and out each day by an adult.

School Pictures

School pictures will be taken in the fall and spring and copies of both may be purchased through the photographer. All students will take their picture in the fall wearing their uniform for the yearbook unless they have not signed the release. Pictures in the spring the students do not need to wear their uniform and only are taken if you chose to purchase.

Before/After School Care

Before and after school care is available. For information or to register for the before and after care program, please contact Childcare office at (480)855-6325 Ext. 211.

Payment Information/Additional Fees

Payments are due on the 15th of the month in advance (i.e.: pay July 15th for the month of August). The last payment will be made on April 15, 2022 (for May's tuition). If payment is not received by the 15th of each month a \$25.00 late fee will be added to your account. If the 15th falls on a holiday or weekend, the payment will be due on the Monday following.

We do not "pro-rate," or offer refunds or credits for days your child is absent for any reason, other than the months listed above. Monthly tuition is calculated based on a 10-month program and divided into 10 equal payments. Dobson Academy Kindergarten Prep requires a two-week written notice for any changes made to the agreement including changes to childcare needs or withdrawal from program. All payments must be made with our automatic payment system Tuition Express.

Non-sufficient funds:

If a check is returned for non-sufficient funds, it is the parent's responsibility to submit the NSF amount plus a return check fee of \$25 to the Childcare Office by cash, money order or certified check. Failure to comply may result in termination of care. After the 2nd NSF check, Kinder Prep and Preschool will only accept cash or money orders.

Past Due Accounts:

Payment due dates for each service are listed above. Continual late payments or past due balances may result in additional fees or termination of Kinder Prep and childcare services. Please contact the Childcare Director if special arrangements need to be made.

Withdrawal from the Program:

If a parent chooses to withdraw their child from the program, a two-week written notice must be provided, and a \$25 cancellation fee will be assessed per child and all outstanding balances must be paid in full by the withdrawal date.

Health/Illness

Emergency Information

We will be using the emergency information provided on your child's blue emergency form. If a child becomes ill or injured in school, parents will be contacted first. If the school is unable to contact the parents, then the alternate person will be called. Please ensure your contact information, as well as your emergency contacts information, is always up to date.

First Aid Emergency Care

The staff will supply appropriate care and basic first aid for minor injuries and communicate with parents. In the event a serious injury or an emergency should occur, the staff will contact 911 to dispatch an ambulance.

Illness/Injuries

If your child becomes ill or is injured during school hours, the staff will provide basic first aid. If your child cannot remain in school, we will contact a parent to pick up the child. **Please keep your children home when they are ill. If your child is vomiting or has diarrhea the night before or in the morning, running a temperature of 100.0 or above without fever reducing medication, has signs of a cold or sore throat, please keep him/her home. Please keep him/her home for 24 hours after last vomiting/diarrhea episode and 24 hours after fever has been reduced without the use of medication. This will help control the spread of illness to other students and staff.** Please remember to contact and report the absence to the Childcare Director and your child's teacher. If your child develops any contagious conditions such as chicken pox, pink eye, strep throat, head lice, etc., please notify our staff as soon as possible. We will post the information (no names included) in order to inform other families of the illness and its symptoms.

Medication

Whenever possible, medication should be administered at home. **NO MEDICATIONS** are to be given in school without the parent/guardians written permission and the medication in the correct package. Authorization forms may be obtained from the Childcare Director. The medication must be in a current prescription bottle accompanied by the authorization form and must not be expired. This also applies to over-the-counter medications.

Emergency Procedures

All staff are CPR and first aid certified. Kinder Prep and Preschool classes will conduct emergency practice (Fire and lockdown drills) with children according to the policies and procedures.

Child Abuse and Neglect

All Dobson Academy staff are mandated reporters and are required to report all suspected physical abuse, emotional abuse, sexual abuse, or neglect of children.

A.R.S. 13-3620 <http://www.azleg.gov/ars/13/03620.htm>

Special Needs

Parents must inform the Director prior to enrolling their child in Kinder Prep if their child has an Individual Education Plan (IEP) or special need relating to their behavior or medical condition. A conference may be required so that the staff and parents can discuss and determine the appropriateness of the program for the child. To ensure safety, appropriate staffing and a care plan need to be in place before the child starts the program


Additional Information


Arizona Early Intervention Program (AzEIP)


AzEIP assists eligible families and children with special developmental and health care needs. They provide a comprehensive, coordinated, community-based service delivery system. The Arizona Early Intervention Program (AzEIP) is the statewide system of services and supports for families of infants and toddlers, birth to three years of age, with disabilities or delays. The purpose of early intervention is to help families help their children develop to their full potential.

Code of Conduct

The 3 B's

 **BE SAFE**

 **BE RESPECTFUL**

 **BE RESPONSIBLE**

- Ensure the student's safety
- Build Character - There is no freedom without law
- Increase respect for authority
- Reinforce self-control
- Produce more efficient learning
- Protect school property

School Related Criminal and Civil Laws

As a partnership of Dobson Academy, a Ball Charter School, we must adhere to the following statutes.

Parents' Liability (A.R.S. 12-661): Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

Abuse of School Employee (A.R.S. 15-507): It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related activities.

Interference with the Peaceful Conduct of an Educational Institution (A.R.S. 13-2911): A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property
Refusing to obey a lawful order given by school officials

Behavior Guidelines

Parents and teachers are viewed as partners in guiding the child's development and this team approach will be utilized. Parents will be kept aware of concerns if they should arise. If the teacher, director and school administrator determine that a child cannot benefit from the program or presents a danger to self or other children, the child may be administratively withdrawn from the program.

The following 5-step plan will be utilized to maintain a positive learning environment for all children.

- Verbal warning-positive redirection
- Placed away from the current activity, positive redirection
- Phone call to the parent
- Conference on site with staff, parent and child
Request to withdraw from the program

Kindergarten 2022-2023

Dobson Academy is a K-8 grade public charter school. We offer guaranteed enrollment for Kindergarten Prep students enrolling in Kindergarten for the 2022-2023 school year if they meet the age requirement of being 5 by September 1st.

Holidays and Closures

Dobson Academy Kinder Prep and Preschool program will follow Dobson Academy's break schedule. The following days Dobson Academy Kinder Prep, Preschool and Childcare programs will NOT be open and/or available.

September 6	Labor Day
November 11, 12	Veterans Day
November 24-26	Thanksgiving
December 20-January 4	Winter Break
January 17	Martin Luther King, Jr. Day
February 21	Presidents Day
April 15	April Break

Kindergarten Prep and Preschool is open Fall/Spring break and staff workdays and is combined with the K-8 Childcare camps. Please see the Childcare Director for more info or to sign up.

Childcare Contact Information

Childcare Director- Monica Polanco

mpolanco@ballcharterschools.org

480-855-6325 Ext 211

Childcare Assistant - Christina Flanagan

cflanagan@ballcharterschools.org

480-855-6325 Ext 211

Kinder Prep Teacher- Katrina Solis

Ksolis@ballcharterschools.org

480-855-6325 Ext 125

Preschool Teacher- Kaelyn Anderson

Kanderson@ballcharterschools.org

480-855-6325 Ext 107

Front Office Contact Information

Dobson Academy Principal- Dawne Winn

Dwinn@ballcharterschools.org

480-855-6325

Registrar / Front Office – Lindsey Adams

ladams@ballcharterschools.org

480-855-6325 Ext.200

Health Office –

480-855-6325 Ext.203

Mailing Address:

2207 N. Dobson Rd

Chandler, AZ 85224

Main Phone: 480-855-6325

Fax: 480-855-6323



Dobson Academy

2270 N. Dobson Rd, Chandler, AZ 85224 | dobsonacademy.org

Dobson Academy Preschool and Kindergarten Prep Enrollment Forms 2021-2022

Student's Name: _____

Male / Female Date of Birth: _____ **Preschool:** Age as of 9/01/21: _____

Kinder Prep: Age as of 9/01/21: _____

Parent/Guardian Information

Parent/Guardians Name: _____ Phone: _____

Email: _____

Parent/Guardians Name: _____ Phone: _____

Email: _____

Pricing

Registration \$50 (Non-refundable)

Please initial next to the Kinder Prep or Preschool program for which you are enrolling:

_____ Preschool (**3-year-old**), 5 days/week (M-F 8:00am-3:00pm) \$585 a month

_____ Kindergarten Prep (**4-year-old**), 5 days/week (M-F 8:00am-3:00pm) \$585 a month

Parent/Guardian's Signature: _____ Date: _____



Dobson Academy Preschool and Kindergarten Prep Financial Agreement

Your monthly tuition payment will be: \$585.00, with the first payment due July 15, 2021. Payments are due on the 15th of the month in advance unless the 15th falls on a weekend or holiday (i.e.: pay August 16th for September, pay September 15th for the month of October). The last payment will be made on April 15, 2020 (for May's tuition). **If payment is not received by the due date each month a \$25.00 late fee will be added to your account.**

Pick up time is 3:00pm. **Any student who is not picked up by 3:10pm will be signed into the aftercare program and charged accordingly.**

An annual registration fee of \$50.00 is due upon enrollment. **All fees are non-refundable.**

We do not "pro-rate," or offer refunds or credits for days your child is absent for any reason. Monthly tuition is calculated based on a 10-month program and divided into 10 equal payments. Dobson Academy Preschool and Kindergarten Prep requires a **two-week** written notice for any changes made to the agreement including changes to childcare needs or withdrawal from program.

Under certain circumstances, it may be necessary for the Principal or Director to discontinue a child's enrollment. Such a decision would be based on the best interest of the child, the other children in the program and the overall operation of the program.

Such circumstances which may warrant termination may be one of the following:

- Non-payment of tuition
- Abuse of children, staff or school property
- Disruptive and/or dangerous behavior
- The program's inability to meet the child's needs.
- Multiple violations of Dobson Academy
Preschool/Kindergarten Prep policies

I, the parent of _____, have read and agree to the above Financial Agreement which shall become part of my commitment to the program. I fully understand this obligation and the reasons for its implementation.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____



Child Sign-in/Sign-out Authorization

We are licensed by the State of Arizona Department of Health Services Childcare Licensing Department, and it is **mandatory** that students are signed in and out each day by an **approved adult** to the Preschool and Kinder Prep program. Siblings may not sign in or out.

By signing this agreement, you and all authorized persons agree to sign your child in and out of Dobson Academy Preschool and Kinder Prep each day he or she is in attendance.

Immunization Information

Please provide your child's most current immunization record. Information must include the facility name, doctor's name and telephone number.

Photography Release

Please initial the appropriate statement:

_____ I give permission for my child's name and/or picture to be printed or published in any/all formats such as newsletters, honor rolls, award announcements, concert programs, yearbooks, press releases, media/social media productions, school website articles and other such publications.

_____ **I do not** give permission for my child's name and/or picture to be published.

Enrollment Eligibility

Preschool:

_____ I understand that my child must be 3 years of age by September 1st, 2021, and **MUST** be **completely** toilet trained to enroll. If my child has frequent potty accidents (more than once a week), then my child will not be able to attend.

_____ **I understand that my child is not eligible for early Kindergarten entry for the 2022-2023 school year.**

Kindergarten Prep:

_____ I understand that my child must be 4 years of age by September 1st, 2021, and **MUST** be **completely** toilet trained to enroll. If my child has frequent potty accidents (more than once a week), then my child will not be able to attend.

_____ I understand that my child is eligible for kindergarten enrollment for the 2022 -2023 school year if they are 5 by September 1st, 2022.



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Personal Property Disclaimer

Students may not bring any personal items, such as games, electronics or **toys** to Dobson Academy Kinder Prep/Preschool unless permission is given by the teacher. Any items brought will be collected and returned to the parent at pickup. We are not responsible for any lost, broken or stolen items. Students may only bring a blanket and/or stuffed animal for rest time.

Handbook

I have read the Preschool/Kindergarten Prep Handbook and agree to support the school and abide by the expectations and procedures as indicated in the Preschool/Kindergarten Prep Handbook and in supplemental addendums shared with parents as needed.

By signing below, you understand and agree to the Child Sign-in/Sign-out Authorization, Immunization Information, Photography Release, Personal Property Disclaimer, enrollment eligibility and all policies and procedures in the Preschool/Kindergarten Prep Handbook.

Name of Student: _____ Relationship to Student: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____



Childcare Enrollment of Children 2021-2022

Dear Parents,

We want to inform you that per ADHS (Arizona Department of Health Services) R9-5-304 your child will not be able to receive childcare services until the Emergency Information Card, Immunization Record and Registration Fee has been processed/reviewed by Childcare Director,

Emergency Form

- At least 2 emergency contacts
- Information of health care provider: Name and Phone Number
- Dietary needs / Illness – Physical condition
- Fill out Medical Consent Form if your student needs/takes medication (provide childcare's office with medication)
- Please use black or blue ink

Immunizations or Exemption Affidavit (Only Medical or Religious)

*you must also provide childcare with a copy of your child's immunization record.

Incomplete forms will not be accepted.

Sincerely,
Childcare Department
Dobson Academy
Office: 480-855-6325 X211



Kindergarten Prep and Preschool Before and After School Care

Registration Form 2021-2022

Child's Name: _____ Birthday: _____ Age: _____

Parent/Guardian's Name: _____ Phone Number: _____

Email: _____

Parent/Guardian's Name: _____ Phone Number: _____

Email: _____

Before and After care Fees/ Contract

Please indicate which option you will be using

Monthly Charges:

___A.M. Care Only (6:00-8:00 am): -----\$65.00

___P.M. Care (6:00 pm pick-up): -----\$125.00*

___P.M. Care (4:30 pick-up): -----\$110.00*

___A.M. & P.M. Care: -----\$155.00*

* Includes early release days

Emergency Care:

___A.M. Care: -----\$20 Per Child

___P.M. Care: -----\$20 Per Child

* Please note billing cycle: Payments are to be made by the **1st Friday** of each month by credit, debit, check, or money order and will not be pro-rated.

* We offer a 15% discount for the second child and 20% for each additional child

* We are licensed through the Arizona Department of Health Services

* We accept D.E.S assistance

* Late payments will result in a **\$25.00 late fee** and possible discontinuation of childcare services.



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Before and After School Parent Policy Agreement 2021/2022 (KP)

Please read and initial each line.

1. _____ I have enrolled my child in the Dobson Academy before & afterschool program and understand that the payment for the first month is due by **First Friday of August**. All other payments are due on the **1st Friday** of each month. If payment is not received on or before these dates, a **\$25 late fee** will be applied and may result in discontinuation of services.
2. _____ I understand that the Program is in operation Monday to Friday 6 a.m. to 8 a.m. and 3:00 p.m. to 6 p.m. on regular school days. **The late pick-up fee is \$1.00 per minute per child after 6:00PM**. Continual late pick-up could result in discontinuation of services. **Late pick up fees are due by the next business day.**
3. _____ I understand that I will be notified should my child become ill, and it will be necessary to make arrangements to have my child picked up as soon as possible after notification. If my child is exposed to a contagious disease, I agree to notify a staff member and agree that my child may not be permitted to attend the program. ***Children with a temperature of 100.0 or above MUST be fever free for 24hrs (without medication) before they may return.** Children who vomit or have diarrhea must also be picked as soon as possible and must be vomit/diarrhea free for 24 hrs. before returning.
4. _____ I understand that the Dobson Academy Childcare Director, reserves the right to suspend my child from planned activities if my child exhibits poor behavior. It is my responsibility to meet with the Director, to discuss any matter of concern on either the Childcare's part or mine.
5. _____ I understand that there is a **\$25 returned payment fee**. I understand that I have 5 business days from when I am notified to pay the original amount plus a **\$25 fee by cash or money order**. For the remainder of the school year, all payments must be paid by cash or money order.
6. _____ I understand that medication must be in the current prescription bottle labeled with the child's name. A medication form must be completed and signed and on file prior to the dispensing of medication (this includes epi-pens, inhalers/breathing treatments and all over the counter medications).
7. _____ I understand that before/After School prices will not be pro-rated for days my child is not in attendance. I am expected to pay the full monthly payment on the **1st Friday** of every month.
8. _____ I understand that I or an authorized adult must sign in my child each morning and sign out each afternoon when they are in attendance, unless otherwise discussed with Childcare office.

Parent/guardian signature _____ Date _____



Mandatory Payment Method

Dear Parent(s)/Guardian(s),

At Dobson Academy, we are constantly looking at ways to improve the service we provide you and your children. With this in mind, we are now moving to **preferred automated tuition and fee payments.**

Tuition Express – part of the Procure Software system we use to manage our center – allows us to process payments safely, quickly and efficiently. In a matter of minutes, we can accomplish what previously took us hours to complete – leaving us even more time to spend with the children.

Tuition Express is a PCI Level 1 Service Provider. Your personal account information could not be safer. Automated payments are proven safer than paying by check – the potential for check fraud and identity theft are eliminated.

Please look over the Tuition Express Frequently Asked Questions. There, you will find answers to questions you may have regarding Tuition Express or automated payments in general. If you have further questions, do not hesitate to ask. More information is available at TuitionExpress.com.

Tuition Express is ‘The way we process payments at Dobson Academy.’

We offer the following Tuition Express payments options:

- Automated Credit Card Transactions
- Point of Sale Credit Card Transactions
- Credit Card Transactions at Check-In
- Online Payments
- Automated ACH Transactions

By completing the Tuition Express Parent Enrollment Form, you will help us make tremendous strides in simplifying our tuition and fee payment processing – strides that will allow us to spend even more time with the children in our care, and less time processing payments.

Tuition Express is a win-win-win – convenient for you, efficient for us and best for the children.

Sincerely,

Childcare Department
Dobson Academy

2207 N. Dobson Rd
Chandler, AZ 85224

