

Valley Academy Preschool

2024-2025



Statement of Services

Valley Academy
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Mission Statement

Valley Academy Preschool is dedicated to providing a nurturing educational environment. We provide a program based on developmental milestones that will foster a positive self-image and social skills through reading readiness, pre-math, language developmental activities, music, art and movement activities.

Our Program and Curriculum

Valley Academy Preschool expands preschoolers' knowledge and prepares them to be successful in kindergarten through age-appropriate academics using weekly thematic units of learning.

Thematic units will focus on:

- Phonemic awareness and letter recognition
- Awareness of print and early reading concepts
- Number recognition and early math concepts
- Critical thinking skills such as predicting, recalling events, and sequencing.
- Music, Art, and Movement will be used to develop fine and gross motor skills.

Language and literacy development

- Instilling the love of reading through the listening of fine literature
- Retelling stories and drawing pictures about the elements of quality literature
- Understanding the relationship between letters and sounds (early phonics)
- Knowledge of print
- Written expression with use of words or drawings to convey meaning

Mathematics

- Sorting
- Understanding positional directions (up, down, top, bottom, etc.)
- Simple problem solving
- Patterns and functions (basic shapes, colors, and classifications)

Science

As children explore the classroom and outdoor environments, they learn about science and the role it plays in our lives. The focus is on developing an understanding of:

- Making and recording observations (the concepts of same and different)
- Exploring our environment (the five senses)
- Exploring our earth (weather, plants, and animals)

Music

Music is shared each day. Children enjoy listening to music, learning dance, creative movement, and singing.

Creative Arts and Expression

Experiences are planned for the sheer joy and excitement of self-expression through art, including coloring, painting, drawing, and making objects and crafts.

Physical Fitness

Physical Fitness activities are designed to help children develop basic motor skills (run, hop, jump, skip, etc.) and experience the meaning of team play.

Preschool Calendar

Valley Academy Preschool follows the same calendar as RTS Valley Academy and observes the same closures and early release days, including Thanksgiving, Winter, and Spring breaks.

Dress Code and Uniforms

Preschool students follow Valley Academy dress code for Kindergarten students.

Parental Access to Premises

With proper identification, parents have access to areas on the facility premises where their enrolled child is receiving services.

Services Not Provided

Valley Academy does not offer transportation, programs for special needs, field trips, or activities that require parental responsibility or participation.

Programs and Prices

Valley Academy Preschool offers full-day and half-day classes held Monday through Friday. Children must be 4 years old on or before August 31st and be fully toilet trained. Please note that Preschool follows the RTS Valley Academy calendar. We provide Extended Day hours for before and after care.

Students who are dropped off before 8:00 a.m. or full-day students who are not picked up at the end of the preschool day will automatically be admitted to Extended Day, and additional fees apply. There is no after care for half-day students; they must be picked up on time.

Full Day Hours:

8:30 a.m.- 3:30 p.m. Check in begins at 8:00 a.m.

\$ 40.00 Registration Fee (Due upon registration, non-refundable)

\$650.00 per month (10 months) (1st month due upon registration, non-refundable)

\$6,500.00 annually

\$6,175.00 annually, if paid in full

A 10% discount is available for siblings of current Valley Academy students.

Full Day Preschool Extended Day Hours:

- Before School: 6:30 a.m. to 8:00 a.m. \$3.50 per Day
- After School: 3:30 p.m. to 6:15 p.m. \$6.00 per Hour
- After Early Release Days: 11:30 a.m. to 6:15 p.m. \$6.00 per Hour

Fees are rounded to the nearest 15 minutes.

Lunch Information

Full Day Preschool students should bring a sack lunch to school each day.

Half Day Hours:

8:30 a.m. - 11:30 a.m. Check in begins at 8:00 a.m.

\$ 40.00 Registration Fee (Due upon Registration, non-refundable)

\$350.00 per month (10 months) (1st month due upon registration, non-refundable)

\$3,500.00 annually

\$3,325.00 annually, if paid in full

A 10% discount is available for siblings of current Valley Academy students.

Half Day Preschool Extended Day Hours:

- Before School: 6:30 a.m. to 8:00 a.m. \$3.50 per day
- There is no after care for half-day students.

Payment Policy & Fees

The \$40.00 registration fee and the first month's tuition must accompany the enrollment packet and will hold your child's spot in the program.

Tuition is due on the 1st of every month. A statement will be emailed to you each month from "**Billing@ReidTraditionalSchools.com**," but you may make a payment at any time. A late fee of \$20 will be applied if the invoiced amount is not paid in full by the 10th of the month. Late payment may subject the student to dismissal from the program until the account is made current. Payment on the school website using your credit/debit card is our preferred payment method. You may also pay by cash or check in the school office. Checks returned due to "non-sufficient funds" will be charged a \$25.00 service charge. After the second returned check, payment will be required in the form of credit card, cash, or money order.

Please note that preschool payments do not qualify as AZ Tax Credit Donations.

A **Late Pick Up Charge of \$1 per minute** is charged if the student is not picked up by the program's closing time of 6:15 p.m. Proper authorities will be notified if your child remains at school after one hour.

Disenrollment and Refunds

To terminate enrollment, a one-week notice to the school office is required. We do not pro-rate refunds for partial month attendance. When a student's enrollment in the school ends, any unused balance that remains on account will be considered a donation to the school if a refund is not requested within 90 days. You may request a refund by emailing Billing@ValleyAcademy.com.

Long Term Absence

We do not make provision for long-term absences. In order to reserve your child's place, full tuition must be paid during the period of the absence. A form is required a week in advance and is available in the school office.

Daily Sign In and Sign Out Policy

Only individuals listed on the enrollment forms will be allowed to pick up students from class. If your child needs to be picked up by someone not listed on your emergency card, you must phone the school to grant permission, and that person must present proper identification. Our sign in and sign out process is audited by the state and we are required to track student attendance closely. Please assist us

in keeping these records clear and precise by following these guidelines.

1. Make certain you are signing your child in and out daily using the provided seven-digit code. For student safety, do not share your code with anyone. Bring your cell phone to pickup; if you have forgotten your code, it can be easily and quickly texted to your phone.
2. Please allow the appropriate time at drop off and pick up to complete the task of signing in and out.
3. State regulations require we obtain at least a first initial and last name of the person picking up a student, and that the signature be legible. Please sign out carefully and clearly, not with a line. If your standard signature is not clear and legible, please provide us with a copy of your driver's license with your signature as proof of your being an authorized party for the child.
4. Please instruct anyone picking up for you that this process is extremely important and to have identification ready.

Discipline Policy

The classroom teachers use a systematic, assertive discipline plan that is posted in the classrooms and reviewed with students. Consistency is important. The overall plan establishes firm and consistent limits for students with loving guidance. The program also establishes a positive educational environment for both student and teacher. Every effort is made to develop positive reinforcements that can be applied to individual students as well as classrooms. If a student's behavior continues to disrupt or interfere with the objectives of Valley Academy Preschool, the student's enrollment will be terminated with no refund granted.

Emergency and Medication Policy

Parents are required to complete an Emergency Medical Referral Card for each of their children. This card tells us how to contact parents or other responsible adults should a child become ill or is injured at school. It lists health problems, including allergies to food, medicine, and insect stings. ***Parents must immediately inform the school office when there are changes in address, home phone, business phone, or emergency phone numbers.***

Proper authorization forms will be required to have the school nurse or staff member administer any prescription medication. Only medication prescribed and in

its original container with doctor's instructions posted will be administered at school. All medications are kept under lock and key. In case of illness, a parent will be contacted to pick up the child within a reasonable time frame. When a parent cannot be reached, the secondary contact person from the enrollment information will be contacted. In case of fire, accident, evacuation or other school emergency, Valley Academy will follow procedures appropriate for the circumstances and authorities will be called upon for assistance.

Health Policy

We care greatly for the well-being of our families and staff. For that reason, we want to keep the spread of illness and infection to a minimum. If your child has experienced any of the following in the past 24 hours, please keep the child home.

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|---------------------------------------|---|
| 1. Fever of 100° or more | 6. Conjunctivitis |
| 2. Vomiting | 7. Unexplained Rash |
| 3. Persistent diarrhea | 8. Head Lice |
| 4. Flu symptoms | 9. Rapid or labored breathing |
| 5. Severe cold symptoms (green mucus) | 10. Other contagious illness or infection |

We ask that you inform the school of contagious illnesses so we can post an alert on the Parent Information Board.

Please contact the school office if your child will be absent, including the specific reason for the absence. If the absence is due to illness, the child may not return until symptom free for 24 hours without the aid of medication.

If your child becomes mildly ill while at school, we will keep the child comfortable and isolated from the rest of the class. You will be notified immediately to pick up your child. If we cannot reach you, we will call the emergency contacts you listed at registration to request they pick up your child in a timely manner.

Injury: If your child is injured and needs anything beyond simple first aid treatment, the teacher will determine whether there is time to consult a parent by phone or pursue emergency services first. An accident report will be filled out and any first aid given by the school will noted within 24 hours. When a child needs to be transported, parents will be notified to meet at the hospital, and a staff

member will accompany the child to the hospital. All emergency phone numbers are kept by the phone in each teaching area.

Allergies: The name of any child with an allergy is required to be posted on our Parent Information Board in each classroom with the necessary procedures if contact with the allergen occurs.

Fire Drill and Evacuation

Every month a fire drill will be conducted during the school day, before care, and after care. The children will practice proper procedure for lining up, where to evacuate away from the building, the importance of following instructions, remaining quiet and calm, and remaining with the group. It is helpful if parents have a discussion with their young children regarding these safety practices.

Use of Pesticide

Pursuant to A.R.S. 15-152, the use of pesticides on school property will be governed by the following procedure:

Students will receive at least forty-eight (48) hours' notice in advance of the general application of pesticides to the Valley Academy campus, which is in the form of posted signs. Signs will be at least 8.5 inches by 11 inches in size and posted at the main entrance doors of the administration building.

Insurance Coverage

Reid Traditional Schools' Valley Academy carries general facility liability insurance coverage of at least \$300,000. Documentation of this coverage is available for review on the facility premises, in the Administration Office.

Program Regulated by ADHS

The Valley Academy Preschool is a state licensed facility and is regulated by the Arizona Department of Health Services. Certificates, insurance documents, and inspection reports are available upon request in the front office.

ADHS

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