



10485 S. Estrella Parkway  
Goodyear, AZ 85338  
(623) 476-5578  
preschool@emcaz.org  
www.empreschool.com

## Welcome to the 2017-2018 School Year!

Dear Parent or Guardian:

We are delighted that you are interested in Estrella Mountain Preschool and are excited to welcome you to the EMP family! Enclosed you will find an application for enrollment.

If you have any questions, please do not hesitate to contact me at (623) 476-5578 or [preschool@emcaz.org](mailto:preschool@emcaz.org).

Sincerely,

Lisa Tucker  
Director

### Mission Statement

Estrella Mountain Preschool, a ministry of Estrella Mountain Church, is dedicated to providing excellence in instruction and guidance to the children of Estrella and the surrounding communities. Our focus is to meet the physical, emotional, and educational needs of preschool children while nurturing their character and developing their spirituality. Our philosophy is to create a child-centered environment that will honor, foster, and protect the wonder of childhood.

### Faith Statement

Estrella Mountain Preschool is a ministry of Estrella Mountain Church. We are a non-denominational community of believers in Jesus Christ who exist to love God, love others and make disciples. We are a relational community who desire, above all else, to see Christ's love formed in all people.

We seek to partner with our families to build a strong spiritual foundation. We welcome families of all faiths and denominations who wish to provide a child-oriented, relational, creative, fun, Christ-centered education for their child. We welcome (but do not require) families to worship with us during our weekly chapel time on Tuesdays at 9:10 am or join us for regular church services on Sundays at 9:00 am and 10:45 am.

### Licensure

Estrella Mountain Preschool is licensed by the Arizona Department of Health Services, Office of Child Care Licensing, 150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007. Inspection reports are available for viewing at the preschool facility office.



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## Enrollment Information

Check List for Enrollment - child will not be enrolled until all forms are complete and fees paid.

- Completed Estrella Mountain Preschool Enrollment Packet
- Current Immunization Record. Please verify that all immunizations have been administered by start date.
- Non-refundable registration fee \$100. Cash or check only.

Estrella Mountain Preschool is located at 10485 S. Estrella Parkway, Goodyear. The preschool is open Monday to Thursday, between 8:00 am and 2:00 pm. Children are assigned to classes based on their age as of September 1<sup>st</sup> and they will stay with that class until the conclusion of the school year. Mid-year enrollment is on availability only.

CLASSES – Students are enrolled in their same class for the entire school year.

Preschool 3 year Old Class: Student must be **3 years old by September 1, 2017. No Exceptions.**

Pre-Kindergarten 4 Year Old Class: Student must be **4 years old by September 1, 2017. No Exceptions.**

\*\*Parents need to pack their child a healthy lunch daily (except morning only preschool class) and on a monthly basis, provide snack for the classroom. Teachers will provide parents with a monthly snack calendar with the family's day and item to bring for the morning snack.

TUITION –Tuition is the same amount each month regardless of holidays, breaks or vacations and is payable on the first school day of each month.

**Tuition is paid monthly.** Monthly tuition is based upon a full school-year's tuition. There is no monthly enrollment. Should you plan to miss a week/month of school, you will be responsible for payment of that week/month in order to continue to hold your child's space in that class. Tuition prices are the same each month, regardless of the number of weeks in the month. **Payment can be made by cash, check or EFT. No credit or debit cards – sorry.**

### Three Day Classes – Tuesday, Wednesday & Thursday

Preschool 3 year old Morning Class (9:00 am-12:00 pm):	\$205.00/month (\$60/week)
Preschool 3 year old Extended Class (9:00 am-1:00 pm):	\$289.00/month (\$85/week)
Pre-Kindergarten 4 year old Class (9:00 am-1:00 pm):	\$289.00/month (\$85/week)

### Four Day Classes – Monday, Tuesday, Wednesday & Thursday

Pre-Kindergarten 4 year old Class (9:00 am-1:00 pm):	\$357.00/month (\$105/week)
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### Bracket Care (Must have a minimum of 3 children enrolled each hour or it will be cancelled)

Tuesday, Wednesday & Thursday 8:00 am – 9:00 am	Additional \$5.00/hour
Tuesday & Thursday 1:00–2:00 pm	Additional \$5.00/hour

Payment Schedule:	August 16 - \$205/\$289/\$357	January 3 - \$205/\$289/\$357
	September 5 - \$205/\$289/\$357	February 1 - \$205/\$289/\$357
	October 3 - \$205/\$289/\$357	March 1 - \$205/\$289/\$357
	November 1 - \$205/\$289/\$357	April 3 - \$205/\$289/\$357
	December 5 - \$205/\$289/\$357	May 1 - \$205/\$289/\$357

**\*All Monthly tuition payments must be made no later than the 20<sup>th</sup> of the current month, otherwise a late fee of \$25 will be applied.**

**\*\*Should a class not reach a capacity of 6 or more, Estrella Mountain Preschool reserves the right to cancel the class and move enrolled children to another class/teacher.**



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**2017-2018 School Year**

Today's Date \_\_\_\_\_

Registration Number:	_____
Teacher Assigned:	_____
Registration Payment:	_____
<i>Office use only</i>	

**Student's First Name** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last** \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Age as of **9/1/2017** \_\_\_\_\_

Home Address \_\_\_\_\_  
 \_\_\_\_\_

Child Prefers to be Called \_\_\_\_\_ Primary Contact Phone \_\_\_\_\_

Preferred Email to Use for All Correspondence \_\_\_\_\_

**PROGRAM SELECTION**

<b>3 YEAR OLD          PRESCHOOL          CLASSES</b> 3-years old by 9/1/2017 (No Exceptions)	<input type="checkbox"/> Tuesday-Thursday (3 Day Mornings):	9:00 am - 12:00 pm	\$205 per month
	<input type="checkbox"/> Tuesday-Thursday (3 Day):	9:00 am – 1:00 pm	\$289 per month
<b>4 YEAR OLD          PRE-KINDERGARTEN          CLASSES</b> 4-years old by 9/1/2017	<input type="checkbox"/> Tuesday-Thursday (3 Day):	9:00 am – 1:00 pm	\$289 per month
	<input type="checkbox"/> Monday-Thursday (4 Day):	9:00 am – 1:00 pm	\$357 per month
<b>BRACKET CARE</b> Before and/or After class	<input type="checkbox"/> Tuesdays, 8:00-9:00 am (\$5/hour) <input type="checkbox"/> Wednesdays, 8:00-9:00 am (\$5/hour) <input type="checkbox"/> Thursdays, 8:00-9:00 am (\$5/hour)		
	<input type="checkbox"/> Tuesdays, 1:00-2:00 pm (\$5/hour)           and/or <input type="checkbox"/> Thursdays, 1:00-2:00 pm (\$5/hour)		

**The first day of school is Wednesday, August 16, 2017**



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## 2017-2018 Enrollment Agreement

It is with pleasure that Estrella Mountain Preschool offers this enrollment agreement to:

Parent/Guardian's Name: \_\_\_\_\_

For the enrollment of Student's Name: \_\_\_\_\_ Child's age as of 09/01/2017 \_\_\_\_\_

I, as the undersigned parent or guardian of the Student named above acknowledge and agree to the following terms and conditions upon which this agreement is offered:

- Tuition Obligation:** \$\_\_\_\_\_ per month is the tuition rate for the program I have chosen. I understand that enrolling my child in Estrella Mountain Preschool means I am enrolling for the entire school year – there is no monthly enrollment. For your convenience, the yearly tuition has been divided evenly over the 10 months of school so the amount is the same each month regardless of starting/end date, number of weeks in the month, holidays, or breaks. There will be no credit for vacations or sick days. Monthly tuition is due and payable the first school day of each month (August-May). **Tuition is considered late and will be subject to a late fee of \$25 if received after the 20<sup>th</sup> of the month.** If my child will not be in attendance for a particular month or part thereof due to illness or vacation, I understand that I am still responsible for the full payment for that month. \_\_\_\_\_ **(Please Initial Here)**
- Withdraw Policy:** All withdrawals must be in writing addressed to the Director two weeks prior to removal. All payments are due and payable prior to child's last day at school. All monies paid up to the date of withdrawal are non-cancellable and non-refundable. Withdrawal without notification and payment will be submitted to a collections agency. I understand that I am obligated to pay tuition for the last two weeks after notice to withdraw. \_\_\_\_\_ **(Please Initial Here)**
- Late Pick-Up:** Pick-up is at 12:00 pm, 1:00 pm or 2:00 pm (depending on program enrolled in.) If I or my designated pick-up is consistently late to pick up my child they will be taken to the Bracket Care classroom and a \$10 late fee will be due at time of pick-up.
- Bracket Care:** School begins promptly at 9:00 am and concludes at 1:00 pm. I may not drop off my child before or leave them after unless previous arrangements with Director have been made for Bracket Care. Bracket Care is \$5.00/hour for child care anytime between 8:00am-9:00 am Tuesday-Thursday and/or 1:00pm – 2:00pm, Tuesday & Thursday.
- Sick Policy:** I understand that if my child should become ill during the day, I will pick up my child immediately or make arrangements for an authorized emergency contact person to pick up. If my child has been sent home with a fever/throw-up/diarrhea or been sick the night before or morning of school, they may not return to school for at least 24 hours. If child informs us they have been sick the evening of or morning before school, we will call you immediately for pick-up. \_\_\_\_\_ **(Please Initial Here)**
- Toileting:** Preschool and Pre-K students must be fully toilet trained by the start of the school year - this includes verbally indicating when they have to go to the bathroom, wearing underwear (no pull-ups), as well as having the ability to independently wipe/clean up and dress/undress with little assistance.
- Discounts/Scholarships:** I understand that if I pay tuition for the entire year by August 16<sup>th</sup>, I will receive a 5% discount on tuition. Discounts will not be available for partial payment or mid-year payment. A 10% discount will be offered to any active military family or family enrolling two or more children. **No further scholarships or discounts are available.**

I have read this agreement in its entirety and agree to follow the written policies and procedures of Estrella Mountain Preschool. Once signed, this agreement will constitute a binding contract.

Parent/Guardian SIGNATURE	PRINTED Name	Date
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Arizona Department of Health Services
Bureau of Childcare Licensing

Emergency, Information, and Immunization Record Card

Form with fields: Child's Name, Date Enrolled, Updated, Home address, Date Disenrolled, Home Phone, Date of Birth, Sex (Male/Female)

Form with fields: Mother or Guardian Name, Home Address, Mobile Telephone Number, Email Address

Form with fields: Father or Guardian Name, Home Address, Mobile Telephone Number, Email Address

MUST LIST 2: I authorize the following individuals to pick-up my child from the facility if I am not available.

Table with 2 columns: Name, Contact Telephone Number. Multiple rows for listing individuals.

If Medical care is necessary, call

Form with fields: Health Care Provider\* (REQUIRED!!), Name, Contact Telephone Number

\*A Health Care Provider is a physician, physician assistant, registered nurse practitioner or Medical Group. If no provider is listed, we are required to call CPS in the event of a medical emergency.

Form with field: In case of sudden illness or injury, I request that this individual be called first:

The following individual(s) may NOT remove my child from the facility:

Empty box for listing individuals who may not remove the child.

Custody papers have been provided and are on file at the facility: [ ] yes [ ] No

## Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit with the enrolled child's Emergency, Information and Immunization Record card.

For information regarding current immunization requirements go to:

[www.azdhs.gov/phs/immun/index.htm](http://www.azdhs.gov/phs/immun/index.htm) or contact the Arizona Immunization Program Office t (602) 364-3630.

### One of these items must accompany the EIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs Exemption Form initialed and signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption Form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

3 to 5 years	Children are required to have 4 DTaP, 3 Polio, 1MMR, 1 Varicella, 3 Hep B, 2 Hep A, and 3-4 Hib (with 1 done on/after 1 <sup>st</sup> birthday or 1 Hib dose given at/after 15 months.
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## Medical Information

Is child allergic to food or other substances? <b>If yes</b> , describe symptoms, name foods or substances to be avoided and the procedure to follow if reaction occurs:	<input type="checkbox"/> No <input type="checkbox"/> Yes
In the event of exposure, does your child require an Epi-Pen?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child unusually susceptible to infections and if so, what precautions need to be taken? <b>If yes</b> , list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child subject to convulsions and what should be our procedure if one occurs? <b>If yes</b> , list procedure:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there any condition that we should be aware of and what precautions should be taken (speech delays, heart trouble, foot problem, hearing impairment, hernia, etc)? <b>If yes</b> , list precautions	<input type="checkbox"/> No <input type="checkbox"/> Yes
Additional comments:	
Other special instructions:	

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNATURE:	DATE:



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## Media Release

We want to ensure the privacy and safety of all students and as we participate in various school and/or community activities, we have opportunities to provide photos of our students. Photos may appear in the local community magazine ("Life in Estrella"), school promotions, preschool website, preschool Facebook page, and/or marketing brochures.

### Conditions of use:

- We will not include personal e-mail, postal addresses, telephone or fax numbers on our website or in our Preschool's printed or online publications.
- We may use group or class photographs.

### Please check your answer

May we use your child's photograph in publications that we produce for promotional purposes, on our website, on our Facebook page or in the local/community magazine (Life in Estrella)?

Yes  No

## Text Messaging

**In the event of an emergency** or to provide instant reminders to our parents, we have a text messaging system available. As of October 16 2013, we are required to obtain written approval in order to add your number to our text messaging system.

### Conditions of use:

- We will never text advertising to the phone number you provide.
- Types of texts you will receive include:
  1. Information on where to pick up your child in the event of a school closure or emergency.
  2. Reminders of school events or fundraiser due dates.
- Phone numbers will never be released to another third party.
- Your text number will be kept until disenrollment or graduation from Estrella Mountain Preschool.
- You will receive no more than 1-2 texts per month of school operation.

I hereby consent to receive autodialed text messages from Estrella Mountain Preschool at the mobile telephone number provided below. I understand that consent is not a condition of enrollment.

### Please check your answer

May we add your mobile number to our text messaging system?

Yes  No

Mobile Number to Text to: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

# Estrella Mountain Preschool

## 2017-2018 School Calendar

August 17						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>AUGUST</b>	
15	Meet the Teacher
16	First Day of School
<b>SEPTEMBER</b>	
4	Labor Day - No School
25	Teacher In-Service. No School
<b>OCTOBER</b>	
9-13	Fall Break. No School
<b>NOVEMBER</b>	
20-24	Thanksgiving Break. No School
<b>DECEMBER</b>	
25-31	Christmas Break. No School
<b>JANUARY</b>	
1-5	Christmas Break. No School
15	Martin Luther King Jr. Holiday. No School
<b>FEBRUARY</b>	
19	President's Day. No School
<b>MARCH</b>	
12-16	Spring Break. No School
<b>APRIL</b>	
2	Easter Holiday - No School
<b>MAY</b>	
10	Last Day & Pre-K Graduation. <i>No PM Bracket Care</i>