



Preschool

10485 S. Estrella Parkway

Goodyear, AZ 85338

(623) 476-5578

Welcome & Parent Handbook

Dear families:

Welcome to the Estrella Mountain Preschool family! We are pleased that you have chosen Estrella Mountain Preschool for the early education of your child, are excited to collaborate with you in their development, and look forward to providing them with a safe and loving environment while they are away from home.

Enclosed you will find information on our preschool so that you may know more about us. This book includes our policies and guidelines (in alphabetical order), programs and services, parent involvement and responsibilities, and other items that will help you feel part of Estrella Mountain Preschool and answer some questions you may have.

Estrella Mountain Preschool is dedicated to providing excellence in instruction and guidance. Our focus is to meet the physical, emotional, and educational needs of preschool and pre-kindergarten children while nurturing their character and developing their spirituality all while protecting the wonder of childhood.

Please take a moment to review this booklet and keep it as a reference for any questions you have throughout the year. Additional information will be provided through our monthly newsletters, flyers, emails, and Facebook.

Blessings to you and your family,

Lisa Tucker
Director
lisat@emcaz.org

MISSION

Our purpose is to encourage a child's self-confidence, concern for others, cooperation in work and play, and learn a spirit of sharing and caring. Our purpose is to provide a safe and healthy environment where God's children can grow through experience, exploration, interaction, and guidance from Christian teachers and assistants. Through our programs, we seek to increase children's skills in listening, self-expression, independent work and play habits, decision-making and problem-solving.

PRESCHOOL BOARD

Estrella Mountain Preschool is governed by a Board of Directors composed of Estrella Mountain Church Elders, representative from the Finance Committee, preschool director, and assistant director. The board is responsible for setting policy and being available to assist in the efficient operation of the preschool.

LICENSING & CLASSIFICATION

Estrella Mountain Preschool is classified as a full and part-day care facility and is licensed and regulated by the Arizona Department of Health Services, Office of Child Care Licensing, 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007 (602) 364-2539. Inspection reports are available for review on the facility premises.

STAFF

Our staff of education professionals has been carefully selected to make our program an exceptional environment for young children. They are experienced, caring, highly trained professionals in Early Childhood Education. All our teachers live within the Estrella community (many have children or grandchildren who have attended EMP in the past), have a love of children, and an understanding of early childhood development.

All our teachers are required to obtain a minimum of eighteen hours of training each year - many exceed that number. They have been fingerprinted, have a criminal background check, and are cleared through the Arizona Department of Public Safety. They are certified in child CPR, basic first aid, and are immunized against all communicable diseases as required by the Arizona Department of Health Services.

HOURS OF OPERATION

Estrella Mountain Preschool is open from 8:00 am – 2:00 pm Monday-Thursday and closed Fridays. The school year operates from August- May. Estrella Mountain Preschool's calendar is similar to the Liberty Elementary School District calendar and will be closed in observance of all national holidays, one week in October for Fall Break, one week in November for Thanksgiving, two weeks in December for Christmas Break and one week in March for Spring Break. Estrella Mountain Preschool is closed during the summer months of June and July. Parents will be notified of any calendar changes through email announcements, Facebook, and notices sent home in the student's canvas bag.

During the hours of operation, siblings, or other children under the age of 16 are not permitted on campus or in the classrooms. This does not include drop off and pick up times.

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 collaborate 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.

CLASSES AND TUITION

Classes operate Monday to Thursday, between 9:00 am and 1:00 pm. Children are assigned to classes based on their age as of September 1st, and they will stay with that class until the conclusion of the school year.

Preschool Class - Student must be 3 years old by September 1, 2017.

- 3-Day Class Time: Tuesday-Thursday 9:00 am-12:00 pm \$205/month
- 3-Day Class Time: Tuesday-Thursday 9:00 am-1:00 pm. \$289/month

Pre-Kindergarten Class - Student must be 4 years old by September 1, 2017.

- 3-Day Class Time: Tuesday-Thursday 9:00 am-1:00 pm \$289/month
- 4-Day Class Time: Monday-Thursday 9:00 am-1:00 pm. \$357/month

Bracket Care - Available for currently enrolled students only

- Tuesday-Thursday: 8:00-9:00 am Additional \$5/hour
- Tuesday & Thursday: 1:00–2:00 pm Additional \$5/hour

EMP is non-profit organization, funded separately from the church. All tuition monies are used to pay staff salaries, purchase and maintain equipment, supplies, furniture, etc. EMP offers a 5% discount on tuition if you pay for the entire school year on or before the first day of school. Active Military and families with two or more children attending EMP receive a 10% discount. All NSF checks may be assessed a \$25.00 return check fee.

There are no credits for absences from school. If your child is absent for an extended period, tuition payments must continue. If your child is absent more than two weeks without notification from a parent, we will assume you have forfeited your class space and we will fill the class with a child from our waiting list.

The school year's tuition is divided into 10 equal payments (August-May). Each payment is the same regardless of number of weeks in the month, holidays, vacations, school breaks, sickness, or absences of children. When a child enrolls after school has started, tuition is due along with the registration fee. There will be a \$25.00 late charge added to the tuition each week it is late if it is received after the 20th of the month. The last tuition payment will be May 10th for the full monthly tuition amount. There are no refunds for absences from school.

All tuitions payments must be made by cash, check or Electronic Funds Transfer (EFT). If a payment is made by Debit or Credit card a 3.5% per transaction fee will be added. For your convenience, an EFT may be established where monthly tuition can be transferred directly from your checking or savings account once or twice a month.

CURRICULUM

Estrella Mountain Preschool provides each child with a variety of activities which will aid in the total development of the child: educational, physical, emotional, mental, and spiritual. Our curriculum is based on The Creative Curriculum® for Preschool, an early childhood development research-based system that allows our teachers to create an educational and creative environment. We constantly re-evaluate, update and improve our teaching practices to consider *each child's individual needs*. Our teachers work closely with the local elementary school districts to ensure that our students are learning the skills necessary to excel in kindergarten.

Preschool Program: Will focus on building the foundations for learning and loving school. Our 3 year olds will focus on social skills such as sharing, taking turns, and communication with others; fine motor skills including developing finger strength, correct pencil grasp and scissor use; gross motor exercise through playground time for coordination and balance; basic classroom management and transitioning; and discussion of letters, shapes, numbers, and colors during circle time.

Pre-K Program: Will focus on preparing 4-5 year olds for the next step in their education: kindergarten. Our classrooms are like kindergarten with circle time, centers, group activities and small group/one-on-one time with the teachers. Our Pre-K classes emphasize a letter, number, color and shape each week including recognition; phonetic sounds of the letters and sound blending; one-to-one counting skills; beginning mathematics including addition, subtraction, graphing and patterns; science and discovery; and writing. Academics are an important part of each day but we also emphasize assisting the students with their classroom skills such as self-control, communication with others, transitioning, and circle time participation to help them succeed in the Kindergarten environment.

Chapel

On Tuesday mornings we have Chapel at 9:10 am. During Chapel Time the children come together with our Preschool Pastor and Children's Ministry Pastor to celebrate God's love through bible stories, songs, and prayer. We seek to support children's character through teaching a weekly "Big Idea" such as God Hears Me When I Pray, I Am a Treasure, etc. Parents are welcome to worship with us and their children – please join us in the Worship Center.

SCHOOL POLICIES AND GUIDELINES

Attendance

In the event of a necessary absence or sickness, please telephone the preschool office prior to the start of school (623) 476-5578.

Admission Requirements

All children must be at least THREE by September 1st to enter Estrella Mountain Preschool (no exceptions) and fully potty trained, as required by the state; independent in using the bathroom, wiping, and pulling up clothes. All children are placed in the classroom corresponding to their age on September 1st. EMP reserves the right to transfer children to another class, upon consultation with the teacher and parent(s) to accommodate its population needs. EMP admits students of any race, color, religious, and national or ethnic origin.

Arrival and Sign In

Estrella Mountain Preschool's school day begins promptly at 9:00 am for all students (except those in bracket care.) Each morning, adults dropping off child must wait in the courtyard with your child while we do our school prayer and Pledge of Allegiance. Afterwards, please escort your child to their classroom. The teacher will greet you at the door and ask you to sign your child in for the day. You are encouraged to say goodbye at the door and not enter the classroom now. You must sign with your complete signature, and record the time signed in and out. PLEASE BE ON TIME! Children may not be dropped off to their classroom prior to pledge and prayer.

Bathroom

Our expectation is that all children enrolled in Estrella Mountain Preschool are completely potty-trained and independent in the bathroom. Children must wear underwear under their clothing. No pull-ups. To help your child be successful, please do not send your child to school with belts, hooks, or snaps that cannot be managed independently. Pants with elastic waistbands and dresses with light stretch pants, shorts or tights work best. Wiping is the student's responsibility.

If your child does have an accident, the staff will encourage the child to clean themselves to the best of their ability and provide the extra clothing that you have provided. Parents will be called to pick up the child immediately from school. If there is a second accident within a two-week period, the child will not be allowed to return until toilet training is complete.

Please take time before school starts to introduce your boys to a urinal. We only have one seated toilet in the boy's bathrooms so children need to be able to use a urinal. If your child still insists to be wiped, please have them practice before starting school as we will not be wiping children.

Before and After School Safety

We love how our students want to spend even more time with each other at the beginning and end of our school day. Please do not allow children to run around, climb the walls, walk on the seating areas, scale the baptismal or hang on the railings. For after school, may we recommend that after picking up your kids from their classes that you gather at the park behind the church. There is a shaded area for parents and grass for the kids to run around. The lower courtyard is directly outside the church offices and it is very distracting to have the kids playing there. Thank you for taking the time to keep all our kids safe. We expect the students to follow the same rules before and after school that they follow during school.

Birthday Celebrations

We love to celebrate birthdays. You are welcome, although not required, to bring a treat to share with your child's class.

All items must be store bought—no homemade items.

Biting and Other Malicious Behavior

If your child bites another child, you will be called to pick up your child immediately. If your child uses profanity or displays behavior that is maliciously disruptive to the class, he/she will be given a brief time away from the group to gain control of their feelings. Continuous malicious behaviors to children or staff will not be tolerated and your child may be asked to withdraw at the school's discretion.

Book / Take-Home Bag

During the first week of school, each student will receive an EMP canvas bag to take home their projects and communication with school/teachers. Please bring to school each day. No backpacks.

Bracket Care

Extended hours may be scheduled for your child through our bracket care in Room 107. The hours of operation are Tuesday, Wednesday & Thursdays from 8:00-9:00am and/or Tuesday & Thursday from 1:00-2:00pm. Bracket Care is an additional \$5.00 an hour. Bracket Care may be cancelled if less than 3 children are enrolled.

Breastfeeding

Moms breastfeeding their baby can take advantage of our nursery (room 114). We have comfortable rocking chairs and a private bathroom. You are welcome anytime.

Chapel Time

Chapel Time will begin in September and is held every Tuesday at 9:05 am. We welcome all our parents, grandparents and guardians to attend. Siblings must be supervised always and should they not be in a stroller and wish to run around, please have them do so BEHIND the parent chairs so as not to disturb our student's learning time.

Clothing

Children enrolled in the three-year-old classes are required to have an extra set of clothing in his/her classroom sealed in a large Ziploc bag with their name labeled on the bag. Another set of warm clothing should be sent in January and another set of cooler clothing March. We do a lot of messy activities at preschool, so please ensure your child wears something that he/she doesn't have to worry about getting dirty. **Please no long skirts/dresses or scarves** - they are hazardous on the playground and easy to trip on. Estrella Mountain Preschool uses washable paints but cannot guarantee that stains will not happen. EMP is not responsible for stains on clothing worn to school.

Communication

Estrella Mountain Preschool has a few forms of communication to keep you involved with the activities taking place at school. Weekly, parents will receive an email with our "Big Idea" in chapel along with any school announcement or reminders. A monthly newsletter will be distributed that will include events, birthdays, and more. Each class will also set up a Private Facebook Page for photos of your child's day, reminders, and information. In the event of an emergency, text blasts will be sent to the number you provided on enrollment forms.

Conferences

Two conferences between parents and teachers are scheduled each school year. In the fall, an informal conference is scheduled. This is an opportunity to see how your child is adjusting to school and to further your relationship with your child's teacher. In the winter/spring, another conference is scheduled to discuss your child's progress and readiness for the next year. Additionally, the teachers will keep you informed on your child's progress in informal ways such as telephone calls, talking to you in person, sending notes, sending school papers/work home, etc.

Custody

Please inform the preschool office of any sensitive custody issues pertaining to your child. A copy of the custody documents must be on file with the office if a child may not be released to a particular parent. Please inform our office immediately of any changes to these documents.

Discipline

Part of the preschool experience includes opportunities for the children to grow in areas of self-control, cooperation and sharing. Discipline is approached in a positive, understanding manner. Children will be encouraged to REDIRECT their actions into constructive play and work activities. When necessary, a short time away from the group may be given to help them gain control of themselves. In more severe cases, the child will spend time with the director. The parent will be notified and action will be taken to correct the situation. EMP reserves the right to remove the child from the preschool for continuous malicious, aggressive, and/or disruptive behaviors.

Dismissal and Sign Out

When school concludes for the day, each child will be called individually to the door for dismissal to allow them time to say goodbye to their friends and teachers. Please do not enter the classroom now or hang by the door. Be sure to sign out your child with your signature and time of pick-up. In the event of an emergency, please call the preschool office and authorize the release of your child to a person listed on your child's emergency blue card. If there is a parent or custodial issue, we will not accept phone authorization to release your child. Always let your child's teacher know IN WRITING if someone not on your list will be picking up your child. Picture ID will be required before we release your child.

Emergencies

In the event of an accident or emergency, parents are to be notified via text message, phone, or other expeditious means, which will be accomplished by doing the following: Teachers and Assistants will take the children to a secure location while the Director gathers the blue emergency information forms. Using the cell phone, the families will be contacted. Teachers will stay with the children until the family picks up the child or medical assistance takes the child to the hospital.

In the event of an accident or emergency, parents will be sent a text blast and will be given written notification within 24 hours, which will be accomplished by doing the following: The director will send written documentation to the families after an emergency.

Enrollment Procedures

Registration will begin for the next school year in February and will continue until all classes are filled. There is a \$100.00 non-refundable registration fee due at the time of enrollment. This is a separate fee from tuition.

Field Trips

Field trips may be scheduled during class time (i.e. Tolmachoff Farms, World Wildlife Zoo, Peter Piper Pizza); however, EMP does not provide transportation to or from the location of the field trip. Parents are responsible for transporting children to and from the field trip and must remain with the child for the duration of the field trip.

Fundraisers

Throughout the year, EMP will have fundraisers that help provide additional resources and materials for the school and your child. You are under no obligation to participate, but it is greatly appreciated! Estrella Mountain Preschool is a part of Estrella Mountain Church, a 501(c)(3) non-profit organization and these fundraisers are an important part of keeping our tuition low.

Grievance Procedure

At Estrella Mountain Preschool, we try our best to keep the lines of communication open between teachers, staff, parents, and students. However, there are times when conflicts will arise. If you have a conflict with a parent, teacher, or staff member, it is our policy for you to first approach the person(s) with whom you have the conflict and try to resolve the matter. We encourage you not to discuss your conflict with other staff or parents. If your conflict cannot be resolved by this approach, your next step would be to ask the Director of EMP to schedule a meeting with those involved to try to resolve the conflict. If your conflict cannot be resolved by this approach, your next step would be to contact the Preschool Pastor Denny Harkins, to schedule a meeting to discuss your conflict with those involved.

Inclement Weather

We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include walks, playground, and other gross motor activities. During our day, outdoor play will be at least 30 minutes. Should the temperature and/or heat index reach 93 degrees or in the event of thunder/lightening or rain, playground time will be moved indoors to our air-conditioned Worship Center or individual classrooms.

Late Entrance Policy

If a child begins preschool once the preschool school year has commenced, the tuition policy is as follows: Full monthly tuition is due for the first month if entrance is before the 15th of the month. Half of the tuition for the first month is due if entrance is after the 15th and full tuition will be required for each month following.

Late Pick-Up Fee

To avoid having parents consistently or extremely late in picking up their child, we have instituted a late fee policy. If you are 5 minutes late and your child has been checked-in at the Bracket Care room, you may be charged a \$10.00 drop-in fee due at time of pick-up.

Liability Insurance

Estrella Mountain Preschool carries general facility liability insurance of at least \$300,000 as required by Arizona Administrative Code R9-5-308. Documentation is available for review on the facility premises.

Lice

Estrella Mountain preschool has a no nit policy. To prevent contamination, a child who has been diagnosed and is being treated for lice may not return to school until no nits are found in the child's hair. **If your child has lice, the preschool office must be informed immediately.** If a child is found to have lice while at school, they must be picked up immediately from school. Please use medically approved treatment for lice found at your pharmacy – no home remedies.

Adult head lice are grey or brown, wingless insects approximately 1/8 inch in length. Adult females lay eggs (nits) by gluing them to the hairs near the base. Lice do not fly or jump and can be detected by parting the hair and examining near the scalp, most commonly near ears and back of neck. Children with lice are not dirty or unclean. Actually, lice only attach to clean hair. Children ages 3-11 years old are at highest risk for head lice infestation. Medical treatment should be sought if your child has lice. If your child has lice their scalp will be very itchy. Don't confuse nits with dandruff or dirt – nits stick to the base of the hair shaft.

Lunches

For those students who stay until 1:00 pm, a packed lunch should be brought with your child every school day. There is no refrigeration to store lunches or an available microwave so please include an ice pack or plan accordingly. Please no candy, sweets or juice boxes/pouches. If they are included, the child may have them AFTER they eat their food. Juice should be 100% fruit juice only. We will encourage but not force children to eat their lunch so please only pack those items that you know your child likes to eat.

Medication / Health Records

We do not have a certified nurse on the preschool campus; therefore, we will not give any medication to your child during class hours. Please schedule your child's medication to be taken at home before or after school hours. Per AZ law, no hospital or emergency room may treat a minor without parental/guardian consent. If you desire the preschool personnel to administer medication in the event of an emergency such as an Epi-pen, you must have a completed Medical Consent Form on file with the Director for each medication.

Mystery Bag

In the Pre-K classes each child will be asked to share something special from home on that day. We ask that the child bring only ONE item that can fit into the bag given by the teacher. If you have something of interest that goes with our theme/unit, please share that with your child's teacher. PLEASE NO GUNS OR WAR TOYS! Animals are welcome but prior arrangements must be made with your child's teacher before bringing the animal to school.

Non-Discrimination

Estrella Mountain Preschool admits students of any race, color, national, ethnic, and religious origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, ethnic, or religious origin in administration of its educational policies, admissions and other school-administered programs. This is a Christian-Based preschool so all children will be required to participate in weekly Chapel and Christmas programs.

Naps

Estrella Mountain Preschool does not have naptime. If a child should become tired, they will be encouraged to relax in the reading area of the classroom with a book until their class day of over.

Parental Access & Volunteering

We welcome and encourage parent involvement at Estrella Mountain Preschool. Parents have access to all areas of the preschool where classes are provided during our hours of operation. Parents can participate in any childcare activity.

During the first month of school, children and teachers will need time to get to know each other and begin building their special relationships. Afterwards, teachers will post a calendar on their white boards. Each individual teacher determines the volunteer schedule. Volunteers are to work under the direct supervision of the classroom teachers and may never be left alone with any child. For safety, siblings are not allowed. The time you spend with your child in their classroom should be special for them and we ask that you find other care for a sibling. Volunteers are to maintain confidentiality, and are not to discuss academic achievement or behavior of children with other parents. We welcome you to share your talents and interest with us too. Please let your teacher know if you would like to share your occupation, customs, or family traditions.

Pesticides

A monthly pesticide application is made to the perimeter of the preschool monthly as part of our building maintenance. A notice of pesticide application will be posted at least 48 hours prior and 24 hours after application in accordance with Arizona Department of Health Services, Office of Child Care Licensing Regulation R9-5-303.

Provision for Individual Needs/Special Needs

We realize that each child is unique and different from another. Our staff is knowledgeable on the various developmental needs of children and takes into consideration and provides for those individual needs. However, we are not a developmental or special needs preschool. Should your child have needs outside of our resources or require one-on-one attention, we will provide you with recommendations for programs that can accommodate your child's need.

Prayer and Support

Here at Estrella Mountain Preschool, we believe in the power of prayer. God can work miracles and bring peace when he hears from us. If you have a situation or person that you would like our staff to pray for, please let the Preschool Office know. All prayers will remain confidential.

Re-enrollment Procedures

Once a child has been removed and a decision between the parents and EMP board of directors has been agreed to, a child may re-enter EMP with the understanding that there will be a re-enrollment fee of \$100.00, which is non-refundable.

Refund Policy

If a child is withdrawn from EMP prior to the 15th of the month, the refund will be half of the monthly tuition. If the child is withdrawn after the 15th of the month, there will be no refund for that month. Two weeks' notice is required and payment of tuition for these last two weeks is required.

School Closure

If EMP is closed for reasons beyond our control, there will be no refund for any day(s) the school is closed.

Shoes

For safety during our playground time, children **must wear closed toe shoes that have laces or Velcro straps (preferred) and socks. NO OPEN-TOED SANDALS, Ugg boots without socks, slip-on shoes, Crocs, tap shoes, or cowboy boots.** Should your child wear something other than tennis shoes to school, we will contact you immediately to bring the correct shoes prior to playground time.

Sickness

Please call the preschool office at (623) 476-5578 when your child will be absent from school. Notify the school at once if he/she has a communicable disease or has been exposed to one such as strep throat, conjunctivitis (pink eye), chicken pox, whooping cough, measles, mumps, or rubella, etc.

A child should be kept home from school if any of these symptoms occur the night before or day of school:

- Child shows evidence of a fever over 99.6 degrees
- Child has open sores/blisters that cannot be covered with a band-aid
- Child has had a fever at any time **THE PREVIOUS DAY**
- Child has had diarrhea/vomiting the previous day
- Child has a thick/heavy nasal discharge
- Child has a rash
- Child has persistent itching or scratching of the body or scalp
- Child has red eyes and or mucus discharge oozing from them

If a child should become sick during class time, he/she will be taken to the office and given proper attention. The parent/guardian will be notified for immediate pick-up and the child may not return to school the next day.

Smoking

Estrella Mountain Preschool maintains a smoke-free campus. Smoking is not permitted during school hours on campus or in the parking lot. ASHLine education materials are available in the preschool office.

Snack Schedule

Snack time is an important part of the day where the children learn about health, nutrition, manners, and independent eating skills. Parents provide a light and nutritious snack on a rotating basis in accordance with the State of Arizona regulation R-9-5-511. Snacks must be pre-packaged from the store and unopened, not homemade. This includes special events such as classroom parties. Each month a snack calendar will be sent home showing the date you and your child are responsible for bringing snack for that class. Please be sure to send in enough snack for all the children in the class and the two teachers. The number of servings in a bag or box can be found on the side or back of the container(s). **All food items must be store bought and unopened.**

Special Events/Parties

Throughout the year, Estrella Mountain Preschool offers fun special events for our students and families. Additionally, there are many events throughout the school year where the teachers might need some goodies donated by the parents. These "goodies" may include pre-packaged, store-bought foods or cups/napkins/plates. **Please no handmade foods.** There will be a sign-up sheet posted on the class white board. They will remain on the board for your convenience.

Sun Safety Practices

EMP recognizes the importance of sun-safe behavior in our students as a means of limiting immediate and long-term negative effects of sun exposure. Our Sun-Safe Policy includes: educating parents on sun-safe practices throughout the year, check heat index daily and ensure that children play inside our air-conditioned worship center in the event the heat index is 93° or above, remind students to wear hats or sun glasses while outside, provide shade structures on the playground, encourage children to play in the shade, and remind parents to apply sunscreen prior to school. Sunscreen will not be applied by teachers or staff.

Termination of Enrollment by EMP

Estrella Mountain Preschool's program is designed to be a positive experience for children. Occasionally, the program may not be appropriate for a child's continued enrollment. Termination may result if the program does not meet the needs of the child or the expectations of the parents, or if the child/parent manifests repeatedly malicious, disruptive, or inappropriate behavior. The Director, along with the child's teacher, and parent(s) will be involved in deciding continued enrollment. Service may also be terminated due to lack of tuition payment. The preschool reserves the right to refuse services.

Transportation

It is the responsibility of the parent to provide transportation to and from the preschool and any scheduled field trips.

Water Bottles

Every school day, your child should bring a medium-sized water bottle of at least 20 ounces with a pop or sports top filled with water only. **Please no screw top or disposable bottles.** Each water bottle should be clearly marked on the top with your child's first name. No juice or flavored water in the water bottles – WATER ONLY.

Withdrawal

If you need to withdraw your child from EMP, a written notice is required two weeks prior to the last day by the child's parent/guardian stating the reason for withdrawal. This must be accompanied with a complete signature and it must be dated. All tuition fees must be paid prior to withdrawal including payment for these last two weeks after notification. Any uncollected tuition fees will be subject to collections.