



ESTRELLA MOUNTAIN PRESCHOOL

Loving GOD, loving each other, making learning FUN!

10485 S. Estrella Parkway
Goodyear, AZ 85338
(623) 476-5578

Mommy & Me Parent Handbook

SCHOOL POLICIES AND GUIDELINES

Admission Requirements

Children should be toddlers under three years old..

Absences

In the event of an absence or sickness, please go the EMP App to report absence.

Arrival and Sign In

We are a Christian facility that starts our day with the school prayer (to honor God) and Pledge of Allegiance (to honor our country) at 8:30 am in the upper courtyard, then proceed to 214 for class time. Parents/caregiver are required to stay and supervise children before, during, and after class time. Gates are locked around 8:35 am. Late arrivals should enter through the door of 214.

Bathroom

Parents are responsible for all toileting and diaper changing at all times. The bathrooms next to room 214 are available. If there are preschool children using the bathroom or if your child has a bowel movement, please use the private bathroom in room 114 in the upper building. All diapers, pullups and cleaning wipes must be left in the large black trashcans outside.

Before and After School Safety

Please do not allow children to run around (walking feet only while on our campus), climb the walls, walk on cement benches, or hang on the railings.

Discipline

Parents are responsible for discipline and behavior management of their child at all times. For the safety of our EMP family and parents and other children, we cannot permit biting. If your child bites another child, Estrella Mountain Preschool reserves the right to withdraw a child from the class. If a child is disruptive to the entire class, we suggest taking them outside the classroom to manage their behavior.

Breastfeeding

Breastfeeding moms are welcome to take advantage of our nursery in room 114. We have rocking chairs to provide a calming experience for you and your baby.

Clothing

Estrella Mountain Preschool uses washable paints but cannot guarantee that stains will not happen. We are not responsible for stains on clothes or other items brought from home. Toddlers will receive a school t-shirt at Meet the Teacher in August

Director

The Director at this facility is Lisa Tucker. Her hours are Monday-Thursday 7:30 am – 2:30 pm. If Mrs. Tucker is not on campus, please refer any questions or concerns to the Assistant Director Judy Watson.

Enrollment Procedures

There is a \$50.00 non-refundable registration fee due at the time of enrollment. This is a separate fee from tuition.

Fundraisers

Throughout the year, EMP will have fundraisers that help provide additional resources and materials for the school and your child. 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 while maintaining a quality program.

Grievance Procedure

At Estrella Mountain Preschool, we try our best to keep the lines of communication open between teachers, staff, parents, and students. If you have a conflict with a parent, teacher, or staff member please contact 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 or is with the director, please contact the Preschool Pastor Denny Harkins at (623) 386-0300.

Inclement Weather

We will be playing outdoors every day that weather permits. Please make sure that your child is always appropriately dressed for outdoor play. Our activities will include walks, playground, and other gross motor activities. During our day, outdoor play will be at least 30 minutes. During the hot months, our misters will be on to make the playground cooler. In the event of thunder/lightning or rain, playground time will be moved indoors to our air-conditioned Sanctuary or individual classrooms.

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.

Non-Discrimination

Estrella Mountain Preschool does not discriminate based on race, color, nationality, ethnicity, or religious origin in the administration of its educational policies, admissions, and other school-administered programs.

School Closure

If the school is closed for reasons beyond our control, there will be no refund for the days/months in which this occurs. This is including but not limited to: quarantine, pandemic, natural disaster, electrical or water outage, etc.

Sickness

Please notify the school via the EMP App when your child will be absent from school. Contact the director by phone if they have been diagnosed or exposed to a communicable disease such as any kind of flu, strep throat, conjunctivitis (pink eye), chicken pox, whooping cough, measles, mumps, or rubella, hand/foot/mouth, etc.

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

- Child does not feel well.
- Child shows evidence of a fever of 100 or higher. If they have a fever, they must stay home for 24 hours AFTER they are fever free without the use of medicine.
- If you must give your child any medicine in the morning – DO NOT SEND THEM TO SCHOOL. They are still sick, and you are risking getting the other toddlers and teacher sick.
- Child has open sores/blisters that cannot be covered with a band-aid.
- Child has had a fever at any time THE PREVIOUS DAY. They must stay home for 24 hours AFTER symptoms have resolved.
- 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.
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Smoking

Estrella Mountain Preschool and parking lot is a smoke-free campus.

Snack Schedule

Parents agree to provide a light and nutritious snack daily for their child.

Tuition by Check, Cash or Zelle

Tuition paid by check, cash, or Zelle is due by the first class day of each month. **Payments made after the first Friday of each month are subject to a \$25 late fee** to be added for every week the tuition is late. We recommend setting up an automatic withdrawal from your checking or savings account to avoid possible late fees or to secure a later payment date. If school ends, and a family still has a balance, Estrella Mountain Preschool reserves the right to charge the checking account provided at registration with the remaining amount due. Sorry we do not accept debit or credit cards.

If my child will not be in attendance for a month or more due to illness, travel, suspension, or other situation I understand that I am still responsible for the full payment of tuition while away from school. If tuition is not paid, the child will be placed on the waiting list and the family will be contacted when a spot becomes available. We cannot guarantee that a spot will open in the same class child was originally enrolled in.

Water Bottles

Every school day, your child should bring **a spill-proof** water bottle or sippy cup.

Withdrawal

If you need to withdraw your child from EMP, 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 by 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.