



Welcome to Leading Edge Academy Preschool! We are currently accepting enrollment for part time and fulltime students in the following classes: 3's, 4's and PreK. All students MUST be 3 years old and potty trained.

We also offer after school care for Leading Edge Academy Gilbert for students in grades K-5th.

Leading Edge Academy Preschool is open from 7:00am-6:00pm Monday-Friday. We are closed on most Federal holidays.

Leading Edge Academy Preschool is located inside Life Community Church, 717 W. Ray Road, Gilbert, AZ 85233.

Contact Information:

480.567.8779

www.leadpreschool.com

Director: Charlotte McCarthy, cmccarthy@leadingedgeacademy.com

Here is what we need to complete your child's enrollment:

- Completed blue enrollment form, both pages
- Copy of current immunization records OR exemption form
- Complete the desired program information
- Signed registration agreement

Please Note: A registration/supply fee will be billed with your first invoice. The fee for preschool is \$125 (this includes a personal nap blanket); the fee for after care is \$35.



OFFICE USE ONLY

New/Returning Student Checklist

Student's Name _____

- _____ Completed blue enrollment form, front and back
- _____ Completed Desired Program form
- _____ Email desired program to Michelle Borja
- _____ Send contact email to Jaime Johnson
- _____ Signed Registration Agreement
- _____ Assign ADT Code
- _____ Duplicate copies of blue enrollment form and immunization records
- _____ Registration Fee



DESIRED PROGRAM

Student Name: _____

I would like to enroll my child in the following program:

- Preschool Full Day (5 hours and 1 minute or more)
- Preschool Half Day (5 hours or less)
- PreK Afternoon Program (12-3pm)
- After Care and/or School Breaks (Kinder-5th grade)

Please circle the days you need: M T W Th F

Please choose a 4 digit code: ____ ____ ____ ____

Please send all invoices to...

Name: _____

Name: _____

Email Address: _____

Email Address: _____

Please send all newsletters to...

____ SAME AS ABOVE

Name: _____

Name: _____

Email Address: _____

Email Address: _____



LUNCH BUNCH

Lunch Bunch is a fun lunch program offered to part time students. Every Friday, you can let us know if your student would like to stay for "Lunch Bunch" any day the following week. The Lunch Bunch stays for lunch and has a great time enjoying a meal with friends. You can either pack a lunch or order a lunch through the school lunch program (info provided at the beginning of the school year). The cost for Lunch Bunch is \$10 per day and can be paid by cash, card or check on the day of. To sign up for Lunch Bunch, please use the Lunch Bunch envelope sent home each week or contact LEA Preschool at 480.567.8779.

SCHOOL LUNCH PROGRAM: *Updated lunch information is distributed the beginning of each school year.*



PAYMENTS and LATE PICK UP FEES

INVOICES: All invoices are emailed to the provided email address(es). The enrollment fee is included on the first invoice.

DISCOUNT: Sign up for auto pay and receive \$5 off your weekly tuition.

PAYMENT STRUCTURE: All tuition is due by Wednesday at 10pm for the following week. If payment is not received, your child will not be able to attend until balance is paid.

LATE PICK UP:

- For PreSchool and PreK: If not picked up on time, you will receive a \$25 fee then \$1 per minute
- For After Care: If not picked up by 6pm, you will receive a \$25 fee then \$1 per minute
- The Late Pick Up Fee must be paid with the next prepay bill or services will be discontinued

If there is an emergency and you will be late, please call or text LEA Preschool at 480.567.8779.

ENROLLMENT REGISTRATION AGREEMENT

Name of Child (Last, First, Middle Initial): _____ Date of Birth: _____

Parent/Guardian Name: _____

Please initial each section listed below:

_____ **REGISTRATION FEE:** I understand that a non-refundable annual registration fee of \$125.00 shall be paid in advance to enroll my child. I understand that I may guarantee my child's enrollment for fall by paying this fee no later than July 1st each year. In instances of agency reimbursement, the registration fee is to be paid according to the applicable contract.

_____ **TUITION and MODIFICATIONS CONDITIONS:** The school follows state specific required time frames on tuition and modifications notices.

I have enrolled my child in the following program(s): →Preschool Half Day, Preschool Full Day, PreK Afternoon, After Care /Early Release
My child will attend _____ days per week. My tuition is \$ _____ per week.

I understand that rates are subject to change with reasonable notice as conditions require.

_____ **PAYMENT OF TUITION:** I understand that tuition is due by Wednesday at 10pm for the following week. Appropriate alternate Tuition Fees must be paid during school breaks. I understand if payment is not received by the deadline, my child cannot attend Preschool

_____ **AGENCY REIMBURSEMENT:** I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for promptly communicating any changes in my status that would affect my agency reimbursement, and that I am solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes. If I fail to properly enter attendance for any day my child is in attendance, I understand that I am solely responsible for the payment of tuition.

_____ **CHARGES and PROCEDURE for LATE PICK-UP:** My school is open from 7:00 am to 6:00 pm, Monday through Friday all year, except for holidays. I understand that if I fail to pick up my child by the time my child's scheduled program ends, I will be charged a late fee of \$25 and then \$1 for every minute, per child, until the child is picked up.

_____ **DISCOUNTS:** I understand that if I have more than one child enrolled and attending from my immediate family, a 10% discount from the usual tuition fee is offered to me and is applied to the child with the lowest tuition rate. These discounts are only available to those accounts when full tuition is paid in advance. Discounts are not applicable on any fees or services, Agency Co-Pays, or special program promotions and cannot be combined with any other discount or promotion except for an employee discount. Sign up for auto pay and receive \$5 off weekly tuition.

_____ **RETURNED CHECKS:** I understand that a processing fee will be charged to my account for all checks which are returned for any reason, and this fee is in addition to any charges that my bank or financial institution may charge me. I understand that any non-sufficient funds checks will be automatically resubmitted electronically up to three times. I further understand that once a check has been processed electronically, the check is no longer negotiable and will be returned. If more than two checks are returned within a six-month period, I will be required to pay by an alternate method of payment for the next six-month period. If my school uses TransFirst Merchant Services, I am authorizing the payee, or its agent, upon receipt of my check, to convert the check to an electronic payment item or draft and to submit it for payment as a draft to my account, in accordance with the same terms and conditions as my check. In the event that my check is returned for non-payment, TransFirst Merchant Services will make up to two additional electronic collection attempts and, if needed, by paper draft thereafter. The maximum fee allowed by state law will be charged for all returned checks. I am responsible for the principal amount plus all returned check fees. There is \$25 returned check NSF fee.

_____ **DAILY SIGN-IN and SIGN-OUT:** I agree to sign my child in and out every day according to the school's attendance procedure. If I neglect to do so, I may be charged a maximum fee of \$5.00 per missed sign-in or sign-out. I understand that my child is not permitted to sign him/herself out. I understand that I am required to enter the school to drop off and pick up my child and that I must escort my child to and from the designated area and staff member each day. In states where a manual signature is required due to state childcare licensing regulations, I agree to complete the required computer and manual sign-in and sign-out procedures. A signature is required for anyone enrolled in DES. If a parent fails to sign in/out DES is not required to pay for that day, however the parent will remain responsible for the daily fee.

ENROLLMENT REGISTRATION INFORMATION/AGREEMENT

_____ **ILLNESS:** I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly, or make arrangements for an authorized emergency contact person to pick up upon notification. If my child is exposed to or contracts a contagious disease, I agree to notify the school and I understand that my child will be re-admitted according to the criteria outlined in the Parent Handbook.

_____ **MODEL RELEASE:** The company, its agents, affiliates, and licensees, _____ may _____ may not use photographs, reproductions, images or sound recordings of my child for advertising, publicity or any other lawful purpose.

_____ **PHOTOGRAPH, VIDEO and AUDIO RECORDINGS:** I understand and agree that, in consideration for being allowed to photograph, videotape or audio record my child on company property, I shall only use such recordings for lawful and private home use, and will not publish, publicly display, or sell such recordings. I also understand that I must have written permission before capturing any image of the other children in the school or staff.

INTERVIEWING CHILDREN and INSPECTING RECORDS: I understand that the state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by the school.

WITHDRAWAL FROM PROGRAM: I understand that I must provide a two (2) week written notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, he/she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to complete an entire new Enrollment Agreement and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance, including tuition and fees, when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (tuition, registration, and activity) are non-refundable.

HOLIDAYS: Full time students only: I understand that the school is closed on the following holidays: Independence Day, Labor Day, Veterans Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, President's Day, MLK Day, and Good Friday, Memorial Day. I agree that I will not receive a refund, credit, or any other allowances for holidays. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday. **Part time students only:** I understand that this program follows Leading Edge Academy's schedule and will be closed on the same holidays/breaks.

ABSENCES/VACATIONS: All students: I agree to inform the school immediately if my child will be absent on any day. I understand that no credits, refunds, or make up days shall be made for occasional absences (i.e. sickness) or when school is closed. **Full time students only:** A reservation of 50% off my regular week's tuition will be due for each absence of one full school week, with advance notice to the Director, if possible. I agree to pay the reservation fee of \$___ per week to guarantee my child's space when my child is not in attendance for their scheduled school week. My regularly contracted tuition is due for all weeks when my child attends any part of the week. *There is no credit given for single days.*

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION: I understand that it is the company's intention to be open and provide childcare service every weekday of the year, excluding holidays, but that inclement weather, natural/national disaster or major building issue may disrupt service from time to time. I will contact the school to ensure that it is open during inclement weather/natural disaster. I agree that in the event that the school is closed for an extended period of time, I will continue to be responsible for my tuition payments for up to two business days.

ALL POLICIES & STATE REGULATIONS: I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized agents and I are bound by state childcare regulations, the Handbook, and all other company policies, which may be modified at any time, without notice. I also understand that the childcare regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by, all Policies and state regulations.

HANDBOOK: I have received a copy of the Handbook. I have read and understand its contents and policies and agree to be bound by the same.

NO MODIFICATIONS: No terms of this Agreement may be altered, revised, modified, or deleted by any person except in cases of policy change or rate change to which both the Director and I must initial. Any alterations, revisions, modifications, or deletions of any term of this Agreement are null and void.

We do not discriminate based on disability in the admission/enrollment or access to our programs or services. Information concerning the provisions of the Americans with Disabilities Act (ADA), including the rights provided, is available. I understand and will comply with the policies included in the Enrollment Agreement and Parent Handbook. The policies in this contract will supersede all previous documents.

Name of Child _____ Date _____

Parent Signature _____ Rev 03/2022



PRESCHOOL HALF DAY

Drop off between 7-8:30am, pick up before 12pm.

Days of Week	WEEKLY TUITION
2 (Tues/Thurs) <i>*For 3's only</i>	\$65
3 (Mon/Wed/Fri)	\$85
5	\$125

AFTERNOON PREK PROGRAM

Drop off at 12pm, pick up at 3pm. This PreK program is for ages 4-5.

Days of Week	WEEKLY TUITION
3 (Mon/Wed/Fri)	\$50
5	\$80

PRESCHOOL FULL DAY

Drop off between 7-8:30am, pick up between 3-6pm.

Days of Week	WEEKLY TUITION
2 (Tues/Thurs) <i>*For 3's only</i>	\$120
3 (Mon/Wed/Fri)	\$165
5	\$225

AFTER SCHOOL CARE

Grades	Hours	Weekly Tuition
Kinder-5 th Grade	Mon-Thurs: 3:00-6:00pm Friday: 12:00-6:00pm	\$60 per week
Kinder-5 th Grade	Mon and Wed: 3:00-6:00pm Friday: 12:00-6:00pm	\$45 per week

SCHOOL BREAKS AND HOLIDAYS

Grades	HOURS	DAYS	TUITION
Kinder-5 th Grade	7:00am-6pm	Monday-Friday	\$35/day

** Sibling Discount: 10% applied to each enrollment after the first child*

** LEA Employee Discount: 25% discount*

** Only one discount can be applied*

** A non-refundable fee is required for each program: \$125 for preschool, \$35 for after care*



Handbook/Statement of Services

Description of Services

Leading Edge Academy Preschool is a part-day preschool and full-time childcare for children ages 3-5. We also provide before and after school care for school age children in grades Kindergarten through fifth. Our program has been specifically designed to meet the needs of each child through creative learning and provides academic excellence in a character-rich environment. We welcome you to visit our facility at any time during school hours for an opportunity to observe the classroom and the activities available to the children. In addition:

- Weekly lesson plans are posted in each classroom.
- Newsletters: Preschool students will receive them weekly.
- Assessments are conducted throughout the year.
- Our staff receives ongoing training to ensure your child receives the best education and care possible.
- All sources of media are limited. Children are not required to participate, and other activities are always available.

Mission Statement

To provide a safe, positive learning experience for each child and to establish a solid foundation that will help build the confidence needed to succeed in life.

Hours of Operation

Our facility is open Monday through Friday, 7:00am - 6:00pm, year-round. We are closed in observance of the following holidays each year:

- Independence Day
- Labor Day
- Veterans Day
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day
- President's Day
- MLK Day
- Good Friday
- Memorial Day.

If any of the above observed holidays fall on a Saturday, we will be closed the preceding Friday. If any observed holidays fall on a Sunday, we will be closed the following Monday. Please visit our website for any additional school break dates throughout the year.

No allowances, credits, refunds or make-up days will be made for holidays. Tuition must still be paid in full.

Payments, Pick Up and Late Fees

I understand that tuition is due by Wednesday at 10pm for the following week. Appropriate alternate tuition fees must be paid during school breaks. I understand if payment is not received by the deadline, my child cannot attend Preschool. The school is open from 7:00am to 6:00pm, Monday through Friday all year, except for holidays. I understand that if I fail to pick up my child by the time my child's scheduled program ends, I will be charged a late fee of \$25 and then \$1 for every minute, per child, until the child is picked up.

Safety and Security

Your child's safety is of the utmost importance to us. Please make sure to keep your child with you at all times while on campus, and be especially careful in the parking lot! Our facility doors remain locked at all times. Each family will receive a code for building entry. Your child will only be released to those listed as an emergency contact and they will be required to show identification.

Enrollment Policy

- Enrollment shall be open to any child, provided the program can meet the needs of that child.
- Enrollment shall be granted without discrimination in regard to sex, race, color, creed or political belief.
- The child must be 3 years old and toilet trained when enrolled for the 3's program, as well as developmentally ready.
- A completed enrollment packet, a \$125.00 non-refundable registration fee and a copy of the child's immunization record or an exemption affidavit are required in order to enroll a child.
- Preschool rates vary, and are available at www.leadpreschool.com.
- After School care is for elementary age students (K-5th). Prices are available at www.leadpreschool.com.
- All tuition must be paid by Wednesday at 10pm for the following week. If tuition is not paid, your child will be unable to attend until tuition is received. All tuition invoices will be emailed to the email address provided.

Multiple Child Discount

When more than one child from the same family is enrolled in any Leading Edge Academy Preschool program, a 10% discount will be applied to the second child's tuition and any other children thereafter. This discount will apply after the full tuition is paid for the child with the highest tuition base. Please see the Director for more information.

Admission/Release Policy

For your child's safety, our building is always locked. A code will be assigned to each family for the building's security entry system. This will give you access to the school during business hours. While it's nice to be polite, please do not hold the door open for anyone entering the building behind you. This will ensure that only those with legitimate access are entering the building. We can't be too careful!

In addition, each child must be signed in by a parent or designated individual on the attendance roster each time the child is admitted or released. Children will be released only to those persons whose names are listed on the enrollment form and identification will be required of the person picking up the child. Parents are to advise the Director in writing, in advance, if a person not listed on the enrollment form is to pick up the child. A "Sign-In and Sign-Out" roster is located at the check in area. If you are going to be late, please call immediately. If we are not notified and cannot reach your emergency contacts, we are required to call the authorities to assist with the situation. Staff members are not allowed to take your child home with them. **If picked up late, a \$25 late fee will be charged in addition to the \$1/minute fee.**

Non-Discrimination Policy

We provide an environment free from unlawful discrimination of any type including race, color, sex, national origin, age, disability, or any characteristic protected by law.

Attendance Policy

Illness: If your child is going to be absent, you must notify us. If your child is ill, you must inform us as to the nature of the illness. No allowances, credits, refunds, or make-up days shall be made for occasional absences. Tuition must still be paid in full.

Vacation: If your child is enrolled in a Preschool Plus program and is going to be absent for a full week due to a planned vacation, a credit of 50% of your regular week's tuition will be granted for each absence of one full week (Monday-Friday) increments. If your child is withdrawn from the program, he or she will be eligible to return based on availability and if all other requirements are met, including payment of a new non-refundable registration fee.

Withdrawal Policy

A parent/guardian may withdraw their child by notifying the Director, in writing, 2 weeks prior to the child's last day in attendance. Voluntary withdrawal by parents will not constitute a refund. Withdrawal because of behavioral or other problems will be made only following a conference with the parents and a discussion of the child's needs. Other situations, such as illness, moving, etc., requiring the student's withdrawal will be handled case by case between the parent and the Director.

Disenrollment Policy

Certain circumstances require the discontinuation of a child's enrollment. This decision is not taken lightly and will be based on the best interest of the concerned child, classmates, and everyone at the school. Every effort will be made to rectify the situation before a final decision is made. Disenrollment may be a result of the following:

- Abuse of self, other children, staff, or property by child or parent/guardian.
- Continued violation of policies by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- The school's inability to meet the child's needs or the parent/guardian's expectations.
- Non-payment of tuition.

Discipline Policy

We use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. Any physical or emotional punishment is prohibited. When it becomes necessary to discipline a child, certain steps are followed:

- Talking to the child and reminding them of behavior expectations.
- Separating the child from the activity being disrupted and redirect.
- Isolating the child from the entire group (sitting on a chair, apart from classmates).
- A blue Incident Report is filled out and sent home for review and parent/guardian signature.
*If child receives 3 blue Incident Reports in a 2-week period, this will result in a parent-teacher conference, as well as a behavior plan will be discussed and implemented.
**After 30 days, if the behavior has not improved, the child will be dismissed from the program.
- Any abusive behavior toward a teacher, classmate or self will result in the child being sent home for the remainder of the school day. Multiple infractions will result in removal from the program.

Health Policy

Preschool children will not be admitted to the program without a physical and an up-to-date record of immunizations. The State of Arizona requires that all children be immunized for certain diseases. The only exceptions to this requirement are if the family physician recommends against immunization on medical grounds, or if the parents request an exemption on the basis of religious belief, or other objections. In each case, a written statement must accompany the Medical History Record. Exemption affidavits are available upon request.

It is necessary that every parent cooperates fully with the Center health program. Our regulations are designed to protect the well-being of all children and to guard as much as possible against avoidable absences for health reasons. When there are symptoms of illness, or other indications that a child is not well enough for group activities, arrangements must be made for their care at home. The Center has no provisions for the care of children who are ill. Proper care at the beginning of an illness can often shorten its duration. Children must be 24 hours free of vomiting and fever (100 degrees or higher) before returning to school. Children must be on antibiotics for 24 hours for any contagious illness. In addition, please notify the school if your child is going to be absent. If the absence is due to illness, please inform us as to the nature of the illness. No allowances, credits, refunds, or make-up days shall be made for occasional absences. Tuition must still be paid in full.

Your child's health will be observed daily and the following will be documented:

- Complaints of not feeling well or pain.
- Any itchy or visible rashes on the skin/scalp including boils, redness or seeping skin rashes.
- Signs of fever
- Consistent cough

- Vomiting, diarrhea or drainage from the eyes.
- Changes in appearance or behavior.
- When a child has been exposed to a harmful, contagious disease.
- Head lice – child will be sent home and cannot return until all nits have been removed.

Medication Procedures

If your child is required to take medication during school hours, you must complete a Leading Edge Academy Preschool consent form and give all medication to a member of management, not classroom staff. Prescription medication must be in the original container, labeled with the child's first/last name, physician name and date prescribed, and must have directions clearly printed on the container. No injections will be administered with the exception of Epi-Pens. Over the counter medication must be in its original container and clearly labeled with the child's name and expiration date. The consent form must indicate the exact times and dosage amounts to be administered.

No medication will be dispensed in a way contrary to the labeled directions without written instructions from a physician.

We exercise the right to refuse or discontinue administering any product if:

- A reaction takes place
- The product is expired
- The child is ill or injured
- The medication can be administered before or after school hours
- The consent form is incomplete
- It is in the best interest of the child, per staff and management's assessment

Injuries/Accidents

In the event of an accident or your child gets injured while at school, an Ouch/Incident Report is completed by a qualified staff member. This will describe how the incident happened and what action was taken. You will be asked to sign the report and you will receive a copy. If your child receives outside medical attention, your health insurance is and remains the primary responsible party for payment for the cost of treating your child. If you choose to make a claim against the school, you are solely responsible for initiating the claim, requesting all forms and for tracking the status of your claim.

Emergency Medical Procedure

First aid kits are always available and are kept in each classroom. In addition, each staff member is CPR/First Aid certified and will perform basic care if your child becomes ill or suffers a minor injury while at school. If the illness or injury requires more than basic care, you will be asked to pick up your child. In the event of a medical emergency, we may act under the authority of the signed Authorization for Medical Treatment of a Minor form, and take the necessary measures for the protection of your child. This may include contacting Emergency Medical Services (EMS). We will make every attempt to contact you to make you aware of the situation. Please keep all contact information, as well as medical information, current.

Allergies

If your child has or develops allergies, please notify us immediately. If medication is required for any possible life-threatening reactions, it can be kept at the school. A consent form must be completed and kept in the front office.

Clothing Guidelines

Appropriate clothing for school includes comfortable, washable play clothes. Please consider weather conditions as well as unexpected changes that may occur. Tennis shoes or other closed-toed shoes are recommended. Sandals MUST have a back strap. Flip-flops are not allowed.

During the warm summer months, we will provide *water activities*, such as sprinkler fun, use of water tables and water toys. Your child may participate in these activities with your written permission. On these days, you will be asked to bring a towel and change of clothes, and to send your child to school wearing sunscreen, a swimsuit, and water shoes. You will also be asked to sign an authorization to allow the application of sunscreen or insect repellent.

Holidays and Birthdays

Holidays provide an opportunity to learn about the cultural and ethnic diversity of our families. We ensure that all holiday activities are developmentally appropriate for each child.

Birthdays are fun and we want to celebrate your child's special day! You are welcome to bring birthday treats for the class, as long as they are store bought. Cupcakes are not allowed. Please make arrangements at least one week in advance with the Director. We look forward to helping make your child feel special!

Naps and Quiet Time

During this time, the children are not required to sleep but are encouraged to rest. After a certain period of time, those that don't sleep are allowed to participate in quiet activities.

Potty Training Policy

Prior to entering the preschool classes, all children will need to be potty trained. We do feel as though we need to have a policy concerning this transition due to the amount of time it takes to clean up from an accident. After careful consideration we have decided that children must wear pull-ups, or diapers to school until they have used the potty successfully (pee and poop) for one full week at home and at school (excluding nighttime). We are happy to take your child to the bathroom every 1.5 hours and will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. This is an exciting time for you and your child because they are becoming more independent and learning how to make their own way in the big world. We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups and wipes to school for your child since we will need to use them if they have two consecutive accidents in a day. Please keep three full changes of clothes at school during this period. If you are experiencing some potty-training issues, please hang in there. We absolutely promise your child will not be going off to college in a pull-up!

Fire/Emergency Drills

These drills are conducted on a regular basis to ensure the success of our evacuation plan in the event of a real fire or emergency. In the case of a real fire or emergency, the school will be evacuated and parents will be notified as soon as possible.

Pest Control

Pesticides are used once a month to protect the health and safety of everyone on campus. We use a licensed company that complies in accordance with all Federal, State and Local laws. A pesticide notification is posted at least 48 hours prior to application according to the law. More information is available upon request.

Transportation

Transportation is not available.

Field Trips

Field trips will take place only at the school campus by bringing in experts from a specific field we are learning about.

After School Care (*only available at Leading Edge Academy locations*)

Children attending this program must complete the enrollment process with Leading Edge Academy Preschool. Students will be signed into the program each day by their teacher or an authorized staff member of the school they attend. They will be signed out by either a parent or authorized person listed on their enrollment form.

Resolution of Disputes

We strive to maintain a positive relationship with each family and trust you will communicate any dissatisfaction in good faith directly with management. The Director will be happy to work with you to resolve any issues you may have.

Liability Insurance

Leading Edge Academy Preschool carries the required amount of liability insurance determined by the state childcare licensing division.

Notices

- ❖ Inspection reports of the facility are available upon request.
- ❖ The facility is regulated by the Arizona Department of Health Services and can be reached at:

150 North 18th Avenue
Phoenix, Arizona 85007
(602) 364-2539

SIGN-IN/SIGN-OUT RECORD

1. A separate Sign-in/Sign-out record is required for each child in care, and for each calendar month.
2. Each record must contain and match the Certificate of Authorization in regards to the Provider's Name, Child's Name, parent/guardian's name, and year in which care is provided.
3. Parent, guardian or other person authorized in writing must sign each child in and out on each day that care is provided.
4. Provider may sign a child in and out only when accepting and releasing the child to or from school.
5. Pre-signing of this record is not allowed.
6. The date column refers to the calendar date.
7. All time entries must be legible, and the entries must include the legal signature of the person completing the entry in ink. We have the right to request driver's license to verify legal signatures.
8. The record shall indicate accurate dates and the precise times a child is in care. Approximate time is not allowed.
9. Provider must review this record daily to ensure that it is completed with accuracy and provide any communication to Parents/Guardians on discrepancies, and corrections on the records.
10. If a Provider is open for more than 12 hours, this record must specify "a.m." or "p.m." for each time entry. The use of military time is acceptable.
11. All corrections must be initialed.
12. The use of arrows to correct where a signature and/or time is supposed to go is not allowed.
13. The use of correction fluid or correction tape on the records is not allowed.
14. If requested, the Provider must send the original records to DES Child Care Administration.
15. Copies of Sign-in/Sign-out records must be provided to DES enrolled parents upon request.
16. Sign-in/Sign-out records must be kept for five (5) years after expiration of the Child Care Provider Registration Agreement.

DES CERTIFIED HOME PROVIDERS

A copy of the record for all children must be submitted to the assigned Certification Specialist by the 5th business day following the end of each month.

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact 602-542-4248; TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local