

2021-2022

EDUPRIZE SCHOOLS

Pre-K Program

Parent & Student

Handbook



EDUPRIZE MISSION STATEMENT

The EDUPRIZE mission is to provide educational excellence to our community of learners through the use of project-based, multiple modality instruction, and a strong differentiated curriculum. Students will exceed grade level standards and grow to be global citizens in an academically rigorous environment where both leadership and collaboration are stressed. Students will acquire depth of knowledge and problem-solving skills through our interdisciplinary, thematic approach to applied learning. Students will excel in the Arts, and expand their minds through the use of innovative technologies and our science-based instruction. Through our Socratic method and 100% engagement, students will become effective communicators and leaders empowered to establish a sense of community, service to others, and a love of learning.

EDUPRIZE SCHOOLS LLC. STATEMENT OF SERVICES FOR
Pre-K PROGRAM

Pre-Kg Services Classification in R9-5-204: EDUPRIZE offers a part day 4 year old program

Hours of Operation: 8:05-11:20a.m. and 12:00 p.m. – 3:15 p.m.

Programs: Monday through Friday; Tuesday/Thursday; Monday/Wednesday/Friday.

Facility Address: 580 W. Melody Ave, Gilbert 85233

Facility Phone: 480-813-9537

Child Enrollment & Disenrollment Procedures: Students are enrolled on a first come first served basis through written application submitted by parent/legal guardian. The application shall include the following information: Child's name, home address, city, state, zip code, gender and DOB. A copy of the vaccination records or immunization exemption document is required. Additional information gathered for enrollment: enrollment date, contact information for each parent/guardian of the child; emergency contact persons (2) when parent/guardian cannot be reached; written authorization for emergency medical care for the child; dietary needs; parental concerns for health and emotional well-being that staff should be aware of. This information is all required on the initial application form. Students are disenrolled when parent/legal guardian submits a written request to withdraw student from program. The date of withdrawal is entered by staff on the child's student records file and is maintained on the premises for at least 12 months after the disenrollment date.

Charges, Fees, and Payment Requirements for Pre-K:

Monday – Friday: \$750.00 per quarter

Tuesday & Thursday: \$350.00 per quarter

Monday, Wednesday, Friday: \$500.00 per quarter

Payments are accepted by the quarter. There are 4 quarters per school year.

Child Admission and Release Requirements: Children are walked in by parent/legal guardian or authorized person and signed in daily at the playground gate. Children are signed out by parent/legal guardian daily at the classroom entrance.

Transportation: Transportation to and from school is provided by parent/legal guardian. EDUPRIZE does not offer transportation for students.

Field Trip Requirements and Procedures: n/a Pre-K does not take off site field trips.

Responsibilities and Participation of Parents in Facility Activities:

1. Bring students to school and pick them up timely
2. Maintain vaccinations as required by law
3. Notify the administration of any communicable illnesses as required by law
4. Attend parent/teacher conferences as scheduled
5. Attend student activities

A General Description of Activities and Programs: See Attached Exhibit A

Liability Insurance Required by R9-5-308 Description: EDUPRIZE has the General Facility Liability Insurance as required. EDUPRIZE does not use any school owned vehicles for Pre-K therefore does not require motor vehicle insurance coverage. EDUPRIZE does not carry individual student accident insurance and parents are encouraged to purchase plans that are very modest and available from Bollinger Specialty Group. EDUPRIZE will provide a copy of proof of insurance to the AZ Dept. of Health at any time that the license of coverage expires, is canceled or changes.

Medication Administration Procedures: EDUPRIZE employs Registered Nurses on campus during all hours of operation and they are used in an emergency situation for our Pre-K students. Our Pre-K teachers are First Aid and CPR certified and can attend to the students' needs based on this training. Pre-K teachers do not administer medicines during the hours the students are at school. If students are sick, the teacher or the aide will call home and ask parents to pick up the child. Emergency medicines, like an EpiPen or an inhaler, will be given by the Pre-K teachers if needed in an emergency situation. They will administer emergency medications per doctor's written directives and per prescription for Pre-K students. Written consent to medicate forms signed by the parent/guardian are kept on file with the Pre-K teacher. The forms include student name, name of medication, dosages, method of administration, timeline for medication, frequency, reason for medication, and signature of parent and date as well as signature of nurse and date. Injections are administered under the guidelines of A.R.S. §§ 32-1421 (A) (1) and 32-1631 (2). Unused portions of medications shall be returned to parents if the child no longer requires them or withdraws from the school. (See attached Exhibit B)

Accident and Emergency Procedures: EDUPRIZE employs Registered Nurses on campus during all hours of operation. First Aid Kits that meet the minimum requirements are available in the Pre-K area and are accessible to staff but not accessible to the students. Should a student require treatment on campus, based on evaluation of the Pre-K teacher, the parent/guardian designated on the emergency card, shall be notified within 30 minutes of the incident with a description of the incident. A record of the incident shall be recorded that includes a description, date, time, location and the method used to notify the parent and the time they were notified.

Documentation of incidents shall be kept on file on site for a minimum of 12 months after the date of the child's disenrollment.

Inspection Reports: Reports of all inspections required by law are available on-site.

Arizona Department of Health: EDUPRIZE School is regulated by the AZ Department of Health Office located at

Arizona Department of Health Services
150 N. 18th Ave.
Phoenix, AZ 85007
602-364-2539

Pesticide Notification: EDUPRIZE post notices of pesticide application at the front door of the building a minimum of 48 hours before application of pesticides. The notice includes the date and time of the application. This service is always done on Saturdays. A log is kept of each visit in the business office and the brand, concentration, rate of application and any use restrictions are posted in the lobby. The MSDS sheet is maintained in the log book for pesticide. The binder for pesticides also has the name of the company that provides the service along with a copy of the business license of the licensed applicator.

Parental Access: Parents/legal guardians have access to the areas on the EDUPRIZE campus where their children are taught in Pre-K.

Age-Appropriate Discipline Guidelines and Methods: The Pre-K program follows the guidelines and discipline policies for EDUPRIZE SCHOOL. See Exhibit C for details.

Exhibit A:

Activities & Program

EDUPRIZE PRE-KINDERGARTEN CURRICULUM

◆ Technology

Life Skills

- ◆ Etiquette
- ◆ Sensory Stations
- ◆ Strategies and Problem solving skills

Spanish Integrated Curriculum

- ◆ Days of the week and month recognition
- ◆ Sequential Number
- ◆ Number Identification

Preparation for Kindergarten

We are honored that you chose EDUPRIZE to be a part of your child's first experience in education. We take pride in modeling good character for your child while making it our goal to build it in them.

Academics and Curriculum

◆ Mathematic

- Number of the week
- Number identification
- Sequential counting
- Calendar Recognition

◆ The Robershotte Handwriting Program

- Letter of the week
- Identifying and sound
- Letter formation
- Prewriting activities
- Alphabet
- Sight words
- Guided writing and illustration

◆ Science

- Theme based
- Technology based

◆ Labs

- Love of books
- Puzzles and Cognitive Framers
- Art with variety of media type
- Math manipulative

○ Educational programs to enhance core subjects ◆ Music

○ Music is integrated throughout core

subjects
Caring
Citizenship

Trustworthiness
Respect
Responsibility
Fairness

Expand Minds through SCIENCE BASED INSTRUCTION



Extend Education through INNOVATIVE TECHNOLOGIES
Employ PROBLEM SOLVING ABILITIES

Exceed Grade Level STANDARDS
Experience a LOVE OF LEARNING Excel
in the ARTS

Exhibit B

Medication Administration Procedure



Arizona Department of Health Services
Bureau of Child Care Licensing

MEDICATION CONSENT FORM

First & Last Name of CHILD :			
Type/Name of Medication:	Prescription #:	Dosage:	Route (method)*:
Start date:	End Date:	Times & frequency:	
REASON:			
<p>I give permission for the administration of the medication, according to the instructions listed, to the child listed above.</p> <hr/> <p style="text-align: right;">Date of authorization: _____ Signature (parent/guardian): _____</p>			

POSSIBLE SIDE EFFECTS TO WATCH FOR WITH THIS MEDICATION:

The school must be notified immediately in writing of any change in medication. _____

I understand that I will be given notification regarding medication expiration. If no response is received or the medication is not replaced, this consent may be terminated by EDUPRIZE Health Office Staff and the medication discarded. _____

I understand that unless I have made previous arrangements with the EDUPRIZE Health Office Staff, any Medication left in the Health Office after the last day of school, will be discarded. _____

*** Injections: Attach health care provider's written authorization.**

FOR STAFF REVIEW PRIOR TO ADMINISTERING MEDICATION:		YES	NO
Is the medication consent form complete?		D	D
Is the original prescription label on the medication container or prepackaged and labeled for use by manufacturer?		D	D
Is the full name of the child on the container?			D D
Is the prescription or over-the-counter medication current?		D	D
Is the dose, name of drug, frequency of administration given on label consistent with instructions above?		D	D
			Staff initials:

Exhibit C

Discipline Guidelines – Age Appropriate



The Card System (EDUPRIZE adopted management system)

The Card System (EDUPRIZE adopted management system) consists of the following process:

Green: Start and end each day by taking pride in yourself and all that you do.

Warning –The student turns the Green card. The behavior infraction is written on the card, including the rule broken, the date and the time.

Yellow: Written Warning – Students who have chosen to misbehave will be given the opportunity to identify and change their inappropriate behavior with a 15-minute time-out in the classroom. The behavior will also be documented on the Yellow card, including rule broken, the date and time.

Blue: Continued Inappropriate Behavior: Students who choose to continue to misbehave will earn a 30-minute time out. The behavior will also be documented on the Blue card, including rule broken, the date and time.

Pink: Further Inappropriate Behavior: Students who continue to disrupt the learning environment and/or do not follow rules, will be referred to the Site Director and earn one of the following appropriate consequences:

- Loss of a privilege
- Disciplinary memo
- In/Out of school suspension
- Conference with the Director and parents

The behavior will also be documented on the Pink card, including rule broken, the date and time.

A Monthly Behavior Calendar will be stamped at the end of each day to reflect the overall behavior of the student.