



# **PARENT HANDBOOK**

**Mommy & Me Toddler Program  
2020-2021**

***The Iliad Academy Preschool***

20909 W. Yuma Road

Buckeye, AZ 85326

**Telephone: (623) 474-6328**

**[www.theiliadacademy.com](http://www.theiliadacademy.com)**

**Preschool Office Hours**

**Monday through Thursday**

**8:00am to 4:00pm**

**THE ILIAD ACADEMY IS A SMOKE FREE CAMPUS**



## **Welcome to The Iliad Academy Preschool!**

We look forward to beginning this exciting adventure with you and your child. The Iliad Academy is committed to bringing the highest quality preschool program to the West Valley.

The Iliad Academy Preschool strives to work in a “green” environment when possible. Therefore, many of our communications with you will be via email. We also provide online access to our Parent Handbook. **If you do not have internet access, please let us know and we will provide you with a hard copy of all pertinent documents.**

We look forward to entering into a partnership with you and being a part of your child’s growth, development, and learning. The Iliad is dedicated to providing an environment that will ensure an outstanding preschool experience for your child.

*“The Adventure Begins Here!”*

Sincerely,  
**The Iliad Academy Preschool Staff**

## Parent Handbook Table of Contents

Page 4	Our Core Values
Page 5	Our Mission and Our Staff
Page 6	Hours of Operation Iliad Academy Toddler Programs Enrollment Ages Special Needs
Page 7	Nutritional Snacks / Water Bottle Toddler Enrollment Agreement
Page 8	Registration Fee / Tuition Fee Schedule Late or Unpaid Tuition Returned Checks
Page 9	Withdrawal from the Program Termination from Enrollment Attendance Absences
Page 10	Illnesses / Communicable Diseases Safety and Emergency Procedures License Regulations
Page 11	Insurance Pesticide Application Transportation Parent Access Teacher to Student Ratios Curriculum Discipline Policy Biting Policy
Page 12	Toileting Needs Policy Clothing Lost and Found Toys Birthday Celebrations



## **The Iliad Academy Preschool**

### **CORE VALUES**

Here at The Iliad Academy Preschool...

- Every child matters and every child will be nurtured in order to grow emotionally and academically.
- We promote an environment of excellence and professionalism.
- Growth is not measured by test scores.
- Children will be challenged and will feel safe to explore and learn new things on a daily basis.
- All children will be engaged in a learning environment of creativity and fun.
- All team members are appreciated and valued for their hard work every day.
- Teachers, staff, and parents are all team members.
- All team members will engage each other through positive communication.



## **The Iliad Academy Preschool**

### **OUR MISSION**

Our mission at The Iliad Academy Preschool is to provide children with an outstanding preschool experience which will promote their social, emotional, cognitive, physical, and creative development. The Iliad Academy Preschool will foster each child's intellect, love of learning, and strength of character while providing an expansive, educational foundation that helps children transition into the kindergarten classroom and eventually the world.

The Iliad Academy Preschool is a warm, nurturing, educational environment that encourages children to be actively involved with others to explore, discover, and question the world around them. Opportunities are provided for children to take responsibility, make decisions, and have ample opportunity to learn through play.

The framework for all aspects of The Iliad Academy Preschool Program is provided by The National Association for the Education of Young Children's Developmentally Appropriate Practice and Guidelines, the Arizona Department of Education Early Learning Standards, and The Core Knowledge Preschool Sequence.

### **OUR STAFF**

Our Iliad Academy Preschool teachers and staff have been carefully selected to make our Academy an elite program. Our teachers are professional, experienced, and trained in Early Childhood Education. They possess a genuine love for children and an understanding of early childhood development.

Our Iliad teachers are also required to obtain eighteen hours or more of training each year in order to keep current in the field of Early Childhood Education. Our entire staff has been fingerprinted, screened, and cleared by the Arizona Department of Public Safety prior to working in the classroom with children. They are also certified in infant and child CPR as well as basic first-aid care.

### **HOURS OF OPERATION**

The Iliad Academy Preschool is open Monday through Thursday 8:00am to 4:00pm. The Iliad Academy will be closed in observance of the following:

**Holidays:** Labor Day, Veteran's Day, Civil Rights Day, and President's Day

**Breaks:** Fall Break (Nov. 23-26), Winter Break (Dec. 21 - Jan. 3), Spring Break (March 8 - 11) and Summer Break (June 5 – July 9)

Our classes will follow The Odyssey Preparatory Academy's holiday and break schedule.

### **MOMMY & ME TODDLER CLASSES OFFERED**

**Choose One Day a Week:** Monday, Tuesday, Wednesday **or** Thursday

**Times:** 8:00am-9:30am (Monday, Tuesday, Wednesday, **or** Thursday)

### **ENROLLMENT AGES**

The Iliad Academy Mommy & Me Toddler Program welcomes children ages 18 through 36 months.

### **SPECIAL NEEDS**

The Iliad Academy Toddler Class does accept children with limited special needs. The parent/caregiver would be responsible for one-on-one assistance and supervision.

### **NUTRITIONAL SNACKS**

Parents are required to provide their children with a nutritious morning snack.

**The Arizona Department of Health Services Child Day Care Licensure requires that snacks and lunches served contain foods low in salt, fat, and sugar and that drinks provided include only 100% fruit juice, milk, or water.**

### **SIPPY CUP OF WATER**

**Please bring a sippy cup of water for your child every day. Please be certain that it is clearly labeled with your child's first and last name.**

### **TODDLER ENROLLMENT AGREEMENT**

The Toddler Enrollment Agreement must be completed and submitted with parent's initials and signature PRIOR TO your child's first day of attendance at The Iliad Academy Preschool.

**REGISTRATION FEE**

A non-refundable registration fee of \$35 for each child is required upon enrollment at The Iliad Academy Preschool. A registration fee will also be required at the annual re-enrollment.

**TUITION FEE SCHEDULE**

Monthly tuition fees will be a flat rate fee per month. The monthly tuition fees will be due on or before the first day of each month with exception to August, where the tuition will be due the first day of class. Tuition rates will reflect school holidays or breaks. **Rates are based on your program of choice and do not change due to the number of days attended.**

The monthly tuition fees will be as follows:

	<b>WITH ENROLLED ILIAD SIBLING</b>	<b>W/O ENROLLED ILIAD SIBLING</b>
August 2020	\$ 33.75	\$ 48.75 (School starts 8/10/2020)
September 2020	\$ 45.00*	\$ 65.00*
October 2020	\$ 45.00	\$ 65.00
November 2020	\$ 33.75*	\$ 48.75*
December 2020	\$ 33.75	\$ 48.75
January 2021	\$ 33.75*	\$ 48.75*
February 2021	\$ 45.00*	\$ 65.00*
March 2021	\$ 33.75	\$ 48.75
April 2021	\$ 45.00	\$ 65.00
May 2021	\$ 45.00	\$ 65.00 (School ends 5/27/2021)

*\*The Monday class will receive a tuition credit of \$11.25( for Iliad Siblings) and a tuition credit of \$16.25 ( non- Iliad siblings) for (4) holiday observances that fall on a Monday which include Labor Day (September), Veteran’s Day (November), Civil Rights Day (January), and President’s Day (February). Credit for all schedules will be applied during Fall, Winter and Spring Breaks.*

**LATE OR UNPAID TUITION**

If payment in full is not received when due, there will be a late payment fee of \$25 per week that tuition is not received. All late fees are subject to change with reasonable notice. If your account is delinquent for more than one week, you may be asked to withdraw your child until your account is made current. The school cannot guarantee a child’s spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third-party collection agency. All fees (Tuition, Registration or Activity) are non-refundable.

**RETURNED CHECKS**

A returned check fee of \$35 will be charged for all checks which are returned for any reason. This fee is in addition to any charges that your bank or financial institution might charge you. Any non-sufficient funds checks will be automatically resubmitted electronically up to three times. Once a check has been processed electronically it is no longer negotiable and will not be returned. If more than two checks

are returned within a six month period, you will be required to pay by an alternate method of payment for the remainder of the school year. If a returned check causes the account to be paid late there will be an additional late fee of \$25 for delinquent tuition.

### **WITHDRAWAL FROM PROGRAM**

It is required that families give a (2) week written notice to The Iliad Academy Preschool if it becomes necessary to withdraw your child. This will help us in our attempt to meet the needs of those families on our wait list. If this notification is not provided, you may be responsible for all tuition and fees for two (2) weeks, whether or not your child attends.

If you choose to withdrawal your child from our program, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If your child is selected for re-enrollment, you will be required to complete a new Preschool Enrollment and Registration form at the current rate and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when your child was withdrawn, you will be required to bring your account current prior to submitting any re-enrollment forms. All fees (Tuition, Registration or Activity) are non-refundable.

### **TERMINATION OF ENROLLMENT**

The Iliad Academy Preschool's program is designed to be a positive experience for all 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 parent, or if the child/parent manifests repeatedly disruptive or inappropriate behavior.

A decision will be made by the Director, in consultation with the teacher, and the child's parent(s) regarding continued enrollment. Service may also be terminated due to lack of tuition payment. The Iliad Academy reserves the right to refuse service.

### **ATTENDANCE**

Regular attendance is important to the continuity of The Iliad Academy Preschool and the families we serve. Therefore, parents are requested to inform the school of any absences. If your child is ill with a contagious disease, please notify the school so that all of our families, whose children may have been exposed, can be notified.

In the event of an unreported absence of two or more days, The Iliad Academy reserves the right to fill that child's spot if tuition has not been paid.

### **ABSENCES**

Your child's space is guaranteed, and for this reason refunds or credits, will not be granted for absences.



### **ILLNESSES**

Children should be kept at home if they show any sign of illness, such as a fresh cold, red throat, infected eyes, fever, upset stomach, diarrhea, lice or any other contagious or infectious disease. Daily health checks will be performed at The Iliad Academy Preschool to screen and protect your child.

Sick children will not be admitted to The Iliad Academy Preschool. If a child demonstrates any behavior or condition that is determined to be an illness by The Iliad Academy Preschool staff they will not be allowed to attend the preschool that day.

Preschool regulations state that any child with a contagious illness may not stay in a preschool/child care center. Therefore, if your child becomes ill during class , you will be asked to take your child home.

The child may return when they have shown no signs of the illness for twenty-four (24) hours without the use of medication such as Tylenol, Aspirin, or Motrin.

### **COMMUNICABLE DISEASES**

Please notify The Iliad Academy Preschool **immediately** if your child has a communicable disease such as strep throat, conjunctivitis, ring worm, head lice, impetigo, etc. It is important that we inform families of any exposure as quickly as possible.

The Iliad Academy Preschool is required to keep a record of children who attended The Iliad who have had communicable diseases.

### **SAFETY AND EMERGENCY PROCEDURES**

The Iliad Academy Preschool has specific safety policies for our program. Our staff members with current CPR and First-Aid are on duty at all times.

### **LICENSE REGULATIONS**

The Iliad Academy Preschool is fully licensed and regulated by:

The Arizona Department of Health Services

150 North 18<sup>th</sup> Avenue, Suite 400

Phoenix, Arizona 85007

602-364-2536

The Iliad Academy Preschool's license is posted at the facility entrance. Inspection reports are available for viewing at our facility premises.

### **THE ILIAD ACADEMY IS A SMOKE FREE CAMPUS**

Smoking is prohibited on The Iliad Academy campus. This pertains to parents, caregivers, and employees.

### **INSURANCE**

The Iliad Academy Preschool is also in 100% compliance with the State Liability Insurance Requirements. Documentation of the liability insurance coverage is available for review at our facility premises.

### **PESTICIDE APPLICATION**

A Notice of Pesticide Application will be posted at the entrance of our facility at least 48 hours prior to a pesticide application at our facility premises.

### **TRANSPORTATION**

The Iliad Academy Preschool does not provide transportation to and from the facility.

### **PARENT ACCESS**

Parents have access to the areas of the facility premises where their enrolled child is receiving services.

### **TEACHER STUDENT RATIOS**

There will be one teacher in every Mommy and Me Toddler Class and one parent or caregiver is required to accompany each child to class.

### **CURRICULUM**

The Mommy and Me Toddler class promotes early development, discovery, and socialization in a classroom setting. Developmentally appropriate stories, songs, and activities will be implemented.

### **DISCIPLINE POLICY**

Since parents will be with Toddlers at all times, any needed discipline will be administered by the parent. However, for consistency with our school's philosophies, any needed discipline is required to be handled in a loving, caring and respectful manner.

### **BITING POLICY**

For the safety of all children enrolled in our program, The Iliad Academy Preschool reserves the right to terminate enrollment if biting occurs. A decision will be made by the Director, in consultation with the teacher and the child's parent(s) regarding continued enrollment.

### **TOILETING NEEDS POLICY**

Parents are required to assist their child with toileting needs or diaper changes. For the comfort of others, should your child have a bowel movement in their diaper during class, please excuse you and your child from class for a diaper change.

### **CLOTHING**

For your child to fully benefit from the creative activities at school, your child should dress in comfortable play clothes. The children will be involved in active play and messy activities and we want children to feel free to participate in all of the activities.

For safety, please have children wear closed-toe shoes. **Flip-flops, slippery soled shoes and boots are dangerous and not acceptable to wear at The Iliad Academy Preschool.**

### **LOST AND FOUND**

Please check the lost and found box for missing items. Please label ALL of your child's clothing items with first and last name, using a permanent marker.

### **TOYS**

Children should be discouraged from bringing toys and other possessions to school. Although we realize how difficult this may be for some children, the chances of these possessions getting lost or broken are great. Sharing these possessions in the classroom is another concern for the children and their teachers.

### **BIRTHDAY CELEBRATIONS**

A child's birthday is a special event! Often parents may wish to have them celebrate it with their friends at school. If you choose to bring in something special, you are welcome to do so. Health guidelines require that all items brought in must be store bought, and in a pre-packaged container. **If you choose to bring cupcakes, we request that you bring mini-cupcakes with lightly colored frosting.** The bold colors stain the children's clothing, hands, face and mouths, in addition to our tables and carpets. **Birthday party invitations must be distributed off school campus unless the entire class is invited.**