



PARENT HANDBOOK

2021-2022

The Iliad Academy Preschool

20909 W. Yuma Road

Buckeye, AZ 85326

Telephone: (623) 474-6328

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, **most** 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

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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. 22 –26), Winter Break (Dec. 20 - Jan. 2), Spring Break (March 7 - 11) and Summer Break (July 4 - 8)

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

THE ILIAD ACADEMY PRESCHOOL PROGRAMS

Age: Threes/Early Fours

Days: Monday/Wednesday *or* Tuesday/Thursday

Times: 8:00am-11:00am

Age: Pre-Kindergarten

Days: Monday/Wednesday *or* Tuesday/Thursday *or* Monday through Thursday

Times: 8:00am-11:00am or 12:00pm-3:00pm

8:00am-3:00pm (Full Day classes offered Tues/Thurs only)

PRESCHOOL CURRICULUM

The Core Knowledge Preschool Sequence

Classroom activities are based on explicit guidelines that specify essential knowledge and skills for preschool aged children. For more information please visit the Core Knowledge Foundation website: www.coreknowledge.org

Spanish

Our Iliad Academy Preschool also provides a foundation in the Spanish language. Vocabularies blossom as preschoolers learn to count, name colors, shapes, animals, and objects in their home and school environments.

Music

Our Iliad Academy Preschool also implements the ***ABC Music and Me*** program which offers an engaging curriculum that strengthens early literacy and language skills with a special emphasis on listening skills. For more information please visit the ABC Music and Me website: www.abcmusicandme.com

PRESCHOOL CURRICULUM CONTINUED

Sign Language

Early childhood development research suggests that learning sign language stimulates social-emotional, language and cognitive advancement in children. **The Iliad Academy Preschool is a Certified Baby Signs Center.** For more information please visit the Baby Signs website: www.babysignsprogram.com

Physical Education

Early exposure to structured movement activities benefits children throughout their lives. Our Physical Education program will provide developmentally appropriate movement activities while teaching important health concepts.

ENROLLMENT AGES

The Iliad Academy Preschool welcomes children ages 3 years through pre-kindergarten. All children must be fully toilet-trained. Children must be 3 by May 1, 2021 to attend the 2021-2022 school year.

SPECIAL NEEDS

The Iliad Academy Preschool does accept children with limited special needs. They need to be ambulatory and fully toilet-trained. Our Iliad staff will work closely with families to accommodate these children. We do not have the staffing capabilities should a child require one-on-one assistance or supervision.

NUTRITIONAL SNACKS & LUNCHES

Parents are required to provide their children with a nutritious morning snack if their child is attending the 8:00am-11:00am program or a nutritious, non-refrigerated lunch for their child if their child will be attending the 12:00pm-3:00pm program. If your child is attending the full day Pre-K class, parents are responsible for providing a nutritious morning snack, lunch, and afternoon snack daily. Please note our teaching staff does not have the facilities to warm any foods for your child's lunch.

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.

Please avoid sending soda, candy, high sugar or food-colored items, etc. in your child's lunch box. If your child does have these items, your child will not be allowed to drink/eat them at school and they will be set aside for the child to take home with him/her at the end of the day.

WATER BOTTLE

Please send a SPILL PROOF water bottle for your child every day. Please be certain that it is filled with WATER ONLY and that it is clearly labeled with your child's first and last name.

PARENT INVOLVEMENT

We welcome and encourage parent involvement at The Iliad Academy Preschool!

Families are invited to share their time, talents, and skills with us. Visits to share occupations, food, customs, and family traditions are of special interest.

We also involve the family throughout the school year with two parent conferences (one during the fall semester and one during the spring semester), two field trips, and three family evening events held each year.

PRESCHOOL ENROLLMENT AGREEMENT

The Preschool 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. In addition to this Agreement, The Iliad Academy Preschool also requires one copy of your child's birth certificate, one copy of your child's current immunization record and completion of the Emergency Information and Immunization Record Card.

It is the responsibility of the parents to keep us informed of any record changes so that our records are up-to-date at all times.

CHILDREN'S RECORDS

Please let The Iliad Academy Preschool know when you have changes on the emergency forms or when your child receives shots throughout the year. Children attending The Iliad Academy Preschool are required to have age-appropriate immunizations.

CHILD SIGN-IN AND SIGN-OUT PROCEDURES

Parents are required to sign-in the child when arriving and sign-out the child when departing on the Procure parent app on their phones or the school's tablet. **Arizona Licensing requires a signature that includes BOTH a first and last name. Initials are not accepted.**

RELEASE OF CHILDREN

Children will not be released to anyone other than those authorized by the parents and indicated on the Emergency Information Card. It is the parent's responsibility to inform the school if someone other than those indicated on the Emergency Information Card will be picking up your child. A valid picture I.D. will be requested at pick-up from anyone other than the parents.

CUSTODY

Please inform The Iliad Academy Preschool office of any sensitive custody issues pertaining to your child. A copy of the custody documents are required to be on file. Please inform our office of any changes to these documents.

REGISTRATION FEE

A non-refundable registration fee of \$100 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. This fee is calculated using an annual (school year) amount that is divided into 9 monthly payments along with a partial payment for August. 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 school. **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:

	3 HOUR 2 DAY SCHEDULES	3 HOUR 4 DAY SCHEDULES	FULL DAY PRE-K
August 2021	\$173.00	\$345.00	\$311.00(School starts 8/16/2021)
September 2021	\$230.00*	\$460.00*	\$415.00
October 2021	\$230.00	\$460.00	\$415.00
November 2021	\$230.00*	\$460.00*	\$415.00*
December 2021	\$230.00	\$460.00	\$415.00
January 2022	\$230.00*	\$460.00*	\$415.00
February 2022	\$230.00*	\$460.00*	\$415.00
March 2022	\$230.00	\$460.00	\$415.00
April 2022	\$230.00	\$460.00	\$415.00
May 2022	\$230.00	\$460.00	\$415.00 (School ends 5/26/2022)

** A tuition credit of \$26.56 will be applied for (4) holiday observances that fall on a school day which include Labor Day (September), Veteran’s Day (November), Civil Rights Day (January), and President’s Day (February). The full-day schedule will receive a credit of \$47.92 for Veteran’s Day which falls on a Thursday this year.*

DISCOUNTS

If you have a child that attends our Preschool, a ten percent (10%) discount is offered to you for each additional child from your immediate family who enrolls in an Iliad preschool program. Discounts are not applicable on Agency Co-Pays or special program promotions and cannot be combined with any other discount or promotion.

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 three 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, credits, or make-up days will not be granted for absences.

LATE PICK-UP POLICY

All children must be picked up at the time their specific program is complete. Any time that your child is cared for by The Iliad Academy Preschool after his or her scheduled program pick-up time will be billed to the parent at a rate of \$15 for every fifteen minutes or portion of fifteen-minute period, per child, until the child is picked up. A reminder will be given to the parent after each of the first two incidents of late pick up. After the third incident, parents will be charged at the above stated rate and payment will be expected at the time the next student tuition payment is due.

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 the day, he or she will be isolated from the group and you will be contacted 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 or anyone in your home has been diagnosed with COVID19. In addition, please notify us if your child has any other 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.

MEDICATIONS

All medication administered at The Iliad Academy Preschool must have the child's name and prescription number, dosing instructions or accompanied by a doctor's written request, and be in the original packaging. We reserve the right to request a note from your child's doctor stating that the illness is not currently contagious.

WE DO NOT ADMINISTER ANY NON-PRESCRIPTION MEDICATION.

All requests for administering medication must be made by the parent DAILY on our Medication Authorization Form. It is the parent's responsibility to sign the medication form and leave it and the medication at the front office. **Medications cannot be left in the classroom with exception of EPI-Pens in case of emergency.**

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. The Director will contact the parent if immediate attention is needed. If your child has a minor injury (scratch or bruise) the information will be sent to you through our Procure parent app.

In the case of a medical emergency, an Iliad staff member will call 911. Every attempt will be made to contact the injured child's parents. If necessary, an ambulance will be called to provide transportation. An Iliad staff member will accompany the child along with the child's medical release and health forms. Efforts to contact the parents will continue.

LICENSE REGULATIONS

The Iliad Academy Preschool is fully licensed and regulated by:
The Arizona Department of Health Services
150 North 18th 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.

FIRE DRILLS

Fire drills are done monthly and are in compliance with Arizona Department of Health Services Licensure regulations.

TRANSPORTATION

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

FIELD TRIPS

The Iliad Academy Preschool will participate in field trips throughout the year. The children will be transported on a school bus driven by a licensed and certified school bus driver.

PARENT ACCESS

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

TEACHER TO STUDENT RATIOS

The Iliad Academy Preschool provides two teachers in our Pre-K classrooms and three teachers in our Threes/Early Fours classrooms. This exceeds the Arizona Department of Health Licensing requirements which are as follows:

- 3 year old classes: 1 teacher to 13 children
- 4 year old classes: 1 teacher to 15 children

DISCIPLINE POLICY

Our goal at The Iliad Academy Preschool is to provide an environment where students will feel safe and comfortable. The staff will define and maintain consistent, reasonable rules and limits for the children and model and encourage appropriate behavior. The safe and caring atmosphere will eliminate many of the discipline problems that may occur.

However, in the instance that inappropriate behaviors do occur, The Iliad Academy Preschool is committed to the Love and Logic model for our discipline procedure. An explanation will be given to the child as to why a particular behavior is not allowed. Positive redirection will be used; alternative behaviors will be suggested to the child and they will be given the opportunity to choose how they will behave. In the event that the child chooses to continue inappropriate behavior, the child will be removed from the situation and given an opportunity to reflect on their behavior. A teacher will speak with the child and together they will work out a plan that will ensure an acceptable way to behave.

When the child feels ready to follow the rules and initiate his/her plan, he/she may join the other children.

Parents are notified daily of their child's behavior and if any disciplinary procedures were needed. If a parent has been notified of inappropriate behavior more than three times, then we reserve the right to re-evaluate if the child should continue at The Iliad Academy Preschool.

The Iliad Academy Preschool is committed to providing a quality learning environment for all students and will hold children to the highest expectations of respect and dignity. The Iliad Academy Preschool staff understands that preschool children are still learning these rules. All of the discipline procedures that we use will be handled in a caring manner.

NO TOLERANCE BITING POLICY

The Iliad Academy Preschool supports a No Tolerance Biting Policy. This means the child who bites is immediately separated from the group and a phone call is made to the parents so the child may be picked up as soon as possible.

Disciplinary Procedures:

1. We inform the child of his/her inappropriate action. **WE ARE FIRM BUT NOT HARSH.**
2. We redirect the behavior of the biter.
3. We share acceptable and appropriate phrases the child should use when he/she becomes frustrated with another child's behavior.
4. We remove the biter from the area and engage him/her in an independent activity until the child is picked up from school.

WE MAINTAIN CONFIDENTIALITY IN ALL BITING INCIDENTS.

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. Your child should wear simple, washable clothing with buttons or clasps that he/she can manage.

For your child's safety, it is required that every child wear socks and tennis shoes to school each day. **Flip-flops, sandals, dress shoes, slippery soled shoe, crocs, boots, etc. are dangerous and NOT acceptable to wear at The Iliad Academy Preschool.**

Each child needs at least one **COMPLETE** change of clothes in case of any accidents. Please place clothing in a Ziploc bag with their name clearly marked. Remember to label each clothing piece with your child's name.

Please label ALL of your child's clothing items with first and last name, using a permanent marker.

TOYS

We request that children leave toys and other possessions at home. 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! Birthdays will be celebrated on the school day closest to the child's actual birthday. 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.**

A NOTE TO OUR PARENTS REGARDING SEPARATION FROM YOUR CHILD

Arrival time at school is sometimes a difficult transitional time for a child. It is important for parents and teachers to display a calm, reassuring, and understanding attitude. Since children are different, we can expect some to adapt quickly and others to need more time. The Iliad Academy Preschool staff will help with any difficulties. Please talk to the staff about any concerns you may have regarding separation. Please be assured that children quickly learn that the classroom is a fun, safe, and loving place to be.

Some general guidelines for a smoother separation and transition:

Talk to your child about school before you arrive.

Reassure your child that teachers are there to help.

Remind your child that you will always return when his or her school day is over.

Say good-bye in a special way and leave without hesitation.

Do not return until you are due back.

Often a child might cry until you are out of sight.

If you have concerns, please call our office and we will check on your child for you.

Sometimes it is more difficult for the parent to say goodbye than for the child. Saying good-bye is easier when your child sees that you are happy and enthusiastic about them attending school.