



10485 S. Estrella Parkway
Goodyear, AZ 85338
(623) 476-5578
preschool@emcaz.org
www.empreschool.com

Welcome

Dear Parent or Guardian:

We are delighted that you are interested in Estrella Mountain Preschool and are excited to welcome you to the EMP family! Enclosed you will find an application for enrollment.

If you have any questions, please do not hesitate to contact me at (623) 476-5578 or preschool@emcaz.org.

Sincerely,

Lisa Tucker
Director

Mission Statement

Estrella Mountain Preschool, a ministry of Estrella Mountain Church, is dedicated to providing excellence in instruction and guidance to the children of Estrella and the surrounding communities. Our focus is to meet the physical, emotional, and educational needs of preschool children while nurturing their character and developing their spirituality. Our philosophy is to create a child-centered environment that will honor, foster, and protect the wonder of childhood.

Faith Statement

Estrella Mountain Preschool is a ministry of Estrella Mountain Church. We are a non-denominational community of believers in Jesus Christ who exist to love God, love others and make disciples. We are a relational community who desire, above all else, to see Christ's love formed in all people.

We seek to partner with our families to build a strong spiritual foundation. We welcome families of all faiths and denominations who wish to provide a child-oriented, relational, creative, fun, Christ-centered education for their child. We welcome (but do not require) families to worship with us during our weekly chapel time on Tuesdays at 9:10 am or join us for regular church services on Sundays at 9:00 am and 10:45 am.

Licensure

Estrella Mountain Preschool is licensed by the Arizona Department of Health Services, Office of Child Care Licensing, 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007. Inspection reports are available for viewing at the preschool facility office.



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Enrollment Information

Check List for Enrollment - child will not be enrolled until all forms are complete and fees paid.

- Completed Estrella Mountain Preschool Enrollment Packet
- Enrollment Agreement
- Department of Health Services Emergency Information & Immunization Record Card
 - Each line must be complete with a signature on the second page
 - List **AT LEAST TWO (2)** people with phone numbers for emergency contact & authorized pick-up.
- Current Immunization Record. Please verify that all immunizations have been administered by start date.
- Non-refundable registration fee \$100. Cash or check only.

Estrella Mountain Preschool is located at 10485 S. Estrella Parkway, Goodyear. The preschool is open Monday to Thursday, between 8:00 am and 2:00 pm. Children are assigned to classes based on their age as of September 1st and they will stay with that class until the conclusion of the school year. Mid-year enrollment is on availability only.

CLASSES – Students are enrolled in their same class for the entire school year.

Preschool 3 year Old Class: Student must be **3 years old by September 1, 2016.**

Pre-Kindergarten 4 Year Old Class: Student must be **4 years old by September 1, 2016.**

**Parents need to pack their child a healthy lunch daily (except morning only preschool class) and on a monthly basis, provide snack for the classroom. Teachers will provide parents with a monthly snack calendar with the family's day and item to bring for the morning snack.

TUITION – Tuition is the same amount each month regardless of holidays, breaks or vacations and is payable on the first school day of each month.

Tuition is paid monthly. Monthly tuition is based upon a full school-year's tuition. There is no monthly enrollment. Should you plan to miss a week/month of school, you will be responsible for payment of that week/month in order to continue to hold your child's space in that class. Tuition prices are the same each month, regardless of the number of weeks in the month.

Three Day Classes – Tuesday, Wednesday & Thursday

Preschool 3 year old Morning Class (9:00 am-12:00 pm):	\$205.00/month (\$60/week)
Preschool 3 year old Extended Class (9:00 am-1:00 pm):	\$289.00/month (\$85/week)
Pre-Kindergarten 4 year old Class (9:00 am-1:00 pm):	\$289.00/month (\$85/week)

Four Day Classes – Monday, Tuesday, Wednesday & Thursday

Preschool 3 year old Morning class (9:00 am – 12:00 pm)	\$255.00/month (\$75/week)
Preschool 3 year old Extended Class (9:00 am – 1:00 pm)	\$357.00/month (\$105/week)
Pre-Kindergarten 4 year old Class (9:00 am-1:00 pm):	\$357.00/month (\$105/week)

Bracket Care

Tuesday & Thursday 8:00-9:00 am or 1:00–2:00 pm Additional \$5.00/hour (no BC Monday or Wednesdays)

Payment Schedule:	August 17 - \$205/\$255/\$289/\$357*	January 4 - \$205/\$255/\$289/\$357*
	September 6 - \$205/\$255/\$289/\$357*	February 1 - \$205/\$255/\$289/\$357*
	October 4 - \$205/\$255/\$289/\$357*	March 1 - \$205/\$255/\$289/\$357*
	November 1 - \$205/\$255/\$289/\$357*	April 4 - \$205/\$255/\$289/\$357*
	December 6 - \$205/\$255/\$289/\$357*	May 2 - \$205/\$255/\$289/\$357*

* Depending on Financial Agreement, bracket care, etc. Dates may change for EFT enrollment or as previously discussed with Director.

****Should a class not reach a capacity of 6 or more, Estrella Mountain Preschool reserves the right to cancel the class and move enrolled children to another class/teacher.**



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Estrella Mountain Preschool Enrollment Form 2016-2017 School Year

Today's Date _____

<i>Registration Number:</i> _____
<i>Teacher Assigned:</i> _____
<i>Registration Payment:</i> _____
<i>Office use only</i>

Student's First Name _____ **Middle** _____ **Last** _____

Date of Birth _____ Gender _____ Age as of **9/1/2016** _____

Home Address _____

Child Prefers to be Called _____ Primary Contact Phone _____

Preferred Email to Use for All Correspondence _____

PROGRAM SELECTION

- | | | | |
|---|---|--------------------|-----------------|
| PRESCHOOL CLASSES
3-years old by 9/1/2016 | <input type="checkbox"/> Tuesday-Thursday (3 Day Mornings): | 9:00 am - 12:00 pm | \$205 per month |
| | <input type="checkbox"/> Tuesday-Thursday (3 Day): | 9:00 am – 1:00 pm | \$289 per month |
| | <input type="checkbox"/> Monday-Thursday (4 Day Mornings): | 9:00 am – 12:00 pm | \$255 per month |
| | <input type="checkbox"/> Monday-Thursday (4 Day): | 9:00 am – 1:00 pm | \$357 per month |

- | | | | |
|--|--|-------------------|-----------------|
| PRE-KINDERGARTEN CLASSES
4-years old by 9/1/2016 | <input type="checkbox"/> Tuesday-Thursday (3 Day): | 9:00 am – 1:00 pm | \$289 per month |
| | <input type="checkbox"/> Monday-Thursday (4 Day): | 9:00 am – 1:00 pm | \$357 per month |

- | | | | |
|--|--|--------|---|
| BRACKET CARE
Before and/or After class | <input type="checkbox"/> Tuesdays, 8:00-9:00 am (\$5/hour) | and/or | <input type="checkbox"/> Thursdays, 8:00-9:00 am (\$5/hour) |
| | <input type="checkbox"/> Tuesdays, 1:00-2:00 pm (\$5/hour) | and/or | <input type="checkbox"/> Thursdays, 1:00-2:00 pm (\$5/hour) |

The first day of school is Wednesday, August 17, 2016



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2016-2017 Enrollment Agreement

It is with pleasure that Estrella Mountain Preschool offers this enrollment agreement to:

Parent/Guardian's Name: _____

For the enrollment of Student's Name: _____ Child's age as of 09/01/2016: _____

Registering for Program Choice: _____ for the 2016-2017 academic school year.
(Please write program desired)

I, as the undersigned parent or guardian of the Student named above acknowledge and agree to the following terms and conditions upon which this agreement is offered:

- Tuition Obligation:** \$_____ per month is the tuition rate for the program I have chosen. I understand that enrolling my child in Estrella Mountain Preschool means I am enrolling for the entire school year – there is no monthly enrollment. For your convenience, the yearly tuition has been divided evenly over the 10 months of school so the amount is the same each month regardless of starting/end date, number of weeks in the month, holidays, or breaks. There will be no credit for vacations or sick days. Monthly tuition is due and payable the first school day of each month (August-May). Tuition is considered late and may be subject to a late fee if received after the 15th unless discussed with the Director. If my child will not be in attendance for a particular month or part thereof due to illness or vacation, I understand that I am still responsible for the full payment for that month. _____ **(Please Initial Here)**
- Withdraw Policy:** All withdrawals must be in writing addressed to the Director two weeks prior to removal. All payments are due and payable prior to child's last day at school. All monies paid up to the date of withdrawal are non-cancellable and non-refundable. Withdrawal without notification and payment will be submitted to a collections agency.
- Late Pick-Up:** Pick-up is at 12:00 pm, 1:00 pm or 2:00 pm (depending on program enrolled in.) If I or my designated pick-up is consistently late to pick up my child they will be taken to the Bracket Care classroom and a \$10 late fee will be due at time of pick-up.
- Bracket Care:** School begins promptly at 9:00 am and concludes at 1:00 pm. I may not drop off my child before or leave them after unless previous arrangements with Director have been made for Bracket Care. Bracket Care is \$5.00/hour for child care anytime between 8:00am-9:00 am and/or 1:00pm – 2:00pm, Tuesday & Thursday.
- Sick Policy:** I understand that if my child should become ill during the day, I will pick up my child immediately or make arrangements for an authorized emergency contact person to pick up. If my child has been sent home with a fever/throw-up/diarrhea or been sick the night before or morning of school, they may not return to school for at least 24 hours. If child informs us they have been sick the evening of or morning before school, we will call you immediately for pick-up. _____ **(Please Initial Here)**
- Toileting:** Preschool and Pre-K students must be fully toilet trained by the start of the school year - this includes verbally indicating when they have to go to the bathroom, wearing underwear (no pull-ups), as well as having the ability to independently wipe/clean up and dress/undress with little assistance.
- Discounts/Scholarships:** I understand that if I pay tuition for the entire year by August 17th, I will receive a 5% discount on tuition. Discounts will not be available for partial payment or mid-year payment. A 10% discount will be offered to any active military family or family enrolling two or more children. **No further scholarships or discounts are available.**

I have read this agreement in its entirety and agree to follow the written policies and procedures of Estrella Mountain Preschool. Once signed, this agreement will constitute a binding contract.

Parent/Guardian PRINTED Name	SIGNED Name	Date
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Arizona Department of Health Services
Bureau of Childcare Licensing

Emergency, Information and Immunization Record Card

Child's Name:	Date Enrolled: <i>Office Use Only</i>	Updated:
Home address	Date Disenrolled	
Home Phone:	Date of Birth	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female

Mother or Guardian Name	Home Address:
Mobile Telephone Number:	Email Address:

Father or Guardian Name:	Home Address
Mobile Telephone Number:	Email Address:

MUST LIST 2: I authorize the following individuals to pick-up my child from the facility if I am not available.

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call

Health Care Provider*:	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner

In case of sudden illness or injury, I request that this individual be called first:	
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The following individual(s) may NOT remove my child from the facility:

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Custody papers have been provided and are on file at the facility: yes No

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit with the enrolled child's Emergency, Information and Immunization Record card.

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office t (602) 364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs Exemption Form initialed and signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption Form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

3 to 5 years	Children are required to have 4 DTaP, 3 Polio, 1MMR, 1 Varicella, 3 Hep B, 2 Hep A, and 3-4 Hib (with 1 done on/after 1 st birthday or 1 Hib dose given at/after 15 months.
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Medical Information

Is child allergic to food or other substances? If yes , describe symptoms, name foods or substances to be avoided and the procedure to follow if reaction occurs:	<input type="checkbox"/> No <input type="checkbox"/> Yes
In the event of exposure, does your child require an Epi-Pen?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child unusually susceptible to infections and if so, what precautions need to be taken? If yes , list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child subject to convulsions and what should be our procedure if one occurs? If yes , list procedure:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there any condition that we should be aware of and what precautions should be taken (speech delays, heart trouble, foot problem, hearing impairment, hernia, etc)? If yes , list precautions	<input type="checkbox"/> No <input type="checkbox"/> Yes
Additional comments:	
Other special instructions:	

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNATURE:	DATE:
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Media Release

We want to ensure the privacy and safety of all students and as we participate in various school and/or community activities, we have opportunities to provide photos of our students. Photos may appear in the local community magazine ("Life in Estrella"), school promotions, preschool website, preschool Facebook page, and/or marketing brochures.

Conditions of use:

- We will not include personal e-mail, postal addresses, telephone or fax numbers on our website or in our Preschool's printed or online publications.
- We may use group or class photographs.

Please check your answer

May we use your child's photograph in publications that we produce for promotional purposes, on our website, on our Facebook page or in the local/community magazine (Life in Estrella)?

Yes No

Text Messaging

In the event of an emergency or to provide instant reminders to our parents, we have a text messaging system available. As of October 16 2013, we are required to obtain written approval in order to add your number to our text messaging system.

Conditions of use:

- We will never text advertising to the phone number you provide.
- Types of texts you will receive include:
 1. Information on where to pick up your child in the event of a school closure or emergency.
 2. Reminders of school events.
- Phone numbers will never be released to another third party.
- Your text number will be kept until disenrollment or graduation from Estrella Mountain Preschool.
- You will receive no more than 1-2 texts per month of school operation.

I hereby consent to receive autodialed text messages from Estrella Mountain Preschool at the mobile telephone number provided below. I understand that consent is not a condition of enrollment.

Please check your answer

May we add your mobile number to our text messaging system?

Yes No

Mobile Number to Text to: _____

Parent Signature: _____

Date: _____

Estrella Mountain Preschool

2016-2017 School Calendar

August 16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST	
16	Meet the Teacher
17	First Day of School
23	Cookie Dough Fundraiser & Class Pizza Challenge
SEPTEMBER	
5	Labor Day - No School
22	No PM Bracket Care
26	Teacher In-Service. No School
OCTOBER	
6	Fall Portraits
10-14	Fall Break. No School
27	Halloween Festival & Costume Parade
NOVEMBER	
10	Veteran's Day Holiday. No School
17	Farm Field Trip
21-25	Thanksgiving Break. No School
DECEMBER	
8	Preschool Christmas Concert and Fundraiser
19-31	Christmas Break. No School
JANUARY	
1-3	Christmas Break. No School
16	Martin Luther King Jr. Holiday. No School
FEBRUARY	
14	Valentine's Day Parties
20	President's Day Holiday. No School
23	Pajama Day
MARCH	
13-17	Spring Break. No School
22-23	Spring & Pre-K Graduation Portraits
APRIL	
13	Easter Egg Hunt & Parties
17	Easter Holiday - No School
27	Donuts for Dads 8:30-9:00 am
MAY	
4	Mother's Day Tea. <i>No PM Bracket Care</i>
11	Last Day & Pre-K Graduation. <i>No PM Bracket Care</i>