

Best Friends Preschool offers a secure and encouraging environment for all children. During their early years, children are the most energetic, creative, questioning, and open to learning. Therefore, we strive to create an environment that promotes their total growth--social, intellectual, physical, and emotional.

Our Preschool is regulated and licensed by the Arizona Department of Health services. 150 N. 18th Ave. Ste 400, Phx, AZ 85007-3244, 602-364-2539 (office) 602-364-4768 (fax). All inspection reports are available upon request.

If you have any questions or concerns, please feel free to contact the preschool at: (480) 839-5953. Our Owner/Director is Tina Clarin, our Asst. Director is Jessica Crepeau. If neither Tina nor Jessica are available you may ask for Judi Snively our Chef/Team Leader.

Overview of Important items to note!

- ❖ **Parents/Guardians must sign in-out child/ren every day using ProCare**
- ❖ **Communication is appreciated - Speaking with the teachers and Office staff is great. A friendly reminder message of that conversation (especially if changes in schedule were discussed) posted in Procare is encouraged and helpful.**
- ❖ **Parent Participation is encouraged and welcomed.**
- ❖ **Expectation for Drop off Time is no later than 8:30am**
 - **ABSENT** please write a message in ProCare
 - **Arriving LATE?** Please write a note in ProCare and let us know approximate time of arrival as this helps for a variety of reasons... **especially for planning for snacks and lunch counts**
- ❖ **All fees for Tuition are due in full on or before the Due Date listed on the monthly invoice.**
 - If not paid, your child will not be able to attend BFP until overdue balance is reconciled. There will also be a \$25.00 late fee per day applied for overdue tuition up to 5 days or 1 work week. ***If tuition remains overdue after 1 work week the account will be sent to collections. Any fees associated with an account sent to collections will be the responsibility of the parent.***
 - When **parents decide to leave** Best Friends a **written three-week notice is required**
- ❖ **Late-Pick up Policy:** The center closes at 6:00 pm Monday-Friday. A \$25.00 charge will be applied to your account for late pick-up between 6:05 pm and 6:15 pm. For each additional minute late your account will be charged \$2.00 per minute from 6:16 pm to 6:30 pm. If pick-up is later than 6:30 pm you will be charged \$75.00 plus the \$2.00 per minute charge.
 - **If there has been no communication by 7pm and the child is still in attendance the State requires we call the authorities for assistance due to abandonment.**
- ❖ **Health and Wellness:** If/when your child is not feeling well (constantly runny nose, cold/flu like symptoms, consistent cough, fever that needs medicine etc.) they are much more comfortable at home and it will help keep all children and staff healthy and safe.

Developmental Learning

- ❖ Developmental Learning for all classrooms (8:30 AM-12:30 PM)
- ❖ Pre-K Developmental Classes are available Part-time (if class size is 10 enrolled students)
 - *part time 2 days/week (T/TH) from 8:00 AM - 11:30 AM or from 1230PM - 4:00PM*
 - *part-time 3 days/week (M/W/F) from 8:00 AM - 11:30 AM or from 1230PM - 4:00PM*
 - full time 5 days per week 8:00 AM to 4:00PM
- ❖ **Pre-K Developmental Classes are available every day**
 - Full time 5 days per week 8:00 AM to 4:00PM (children may stay longer)
 - 5 days per week half-days only from 8am - 1230pm
- ❖ After School Scholars Program
 - Special field trips to interesting places are held throughout the year for the school age children. These trips are planned in advance and require a permission slip for you to sign before your child can leave the school.
 - During the summer break, the children are on field trips or special events as often as 3 days per week.
 - These may include swimming pools, waterparks, trips to botanical gardens, science centers, baseball and stadium tours, trips to the lake for Boat rides, ice skating, movies, etc.

Hours and Holidays: 6:00 am to 6:00 pm Monday thru Friday.

The center will be closed

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas Day.

These are subject to change and you will be notified through the ProCare app if changes do occur. Please check the Calendar within the ProCare App as well.

Admission and Termination Requirements

All children who enroll at Best Friends Preschool must be at least one year old and walking. Classes include:

- 1s: Discoverers,
- 2s: Imaginators,
- 3 & 4s: Pre-school,
- 4s & 5s: Pre-K Learners, and
- School-aged children up to 8yrs old (3rd grade).

Parents may choose full-time attendance (5 hours or more per day) or part-time attendance must be at least 2 full days per week; otherwise mornings only are offered from 8:30am to 12:30pm. School age children have the option of before and/or after school hours as well as summer camp.

Best Friends is non-discriminatory. We believe in equal education, attention and care for children without regard to race, national, origin, or ancestry. When you enroll your child, a complete child registration, parent registration, and immunization form must be completed. Parents must provide an immunization record for verification and tuition deposit based on the number of days in attendance.

We accept special needs children on the conditions we have the training and proper staff to support the specific needs, positive growth, and care of your child.

When parents decide to leave Best Friends a written three-week notice is required.

The tuition deposit is refunded within 30 days after the balance due is paid in full. No refund of deposit will be issued to parents not giving the three weeks' notice. If a family is asked to leave, the deposit will be applied to the balance.

Meals and Snacks

- Quality breakfasts are served from 630am-8am for an additional \$2.00 per day.
- Best Friends provides each child with a nutritious morning (9:30am) and afternoon snack (3pm) are included in the tuition price.
- Lunch (myplate.gov and USDA compliant) is served during the lunch hour (1130am-1230pm) and is included in the tuition price.

Nap Time

Every afternoon, a nap time is provided for all children in the 1,2, and 3-4 year-old classes. We believe it is necessary for children to have some time by themselves each day and also be able to rest from the day's activity. Blankets and sheets are provided for all children and washed daily. Children who do not nap learn to rest quietly - we stress the importance of time for one's body and brain to rest and rejuvenate/re-energize.

Birthdays

Birthdays are important to everyone and children like sharing their special days with their friends. Please notify your child's teacher or the office personnel if you would like to bring something for a celebration.

Good Health

Health is an important factor at Best Friends Preschool. If children are ill, they are much more comfortable at home. Observation and supervision of the health of children is the responsibility of the Director and staff members. Children who become ill during the day will be made comfortable until the parents can be notified and then remove their child from the center. **No medication will be issued by the center. *BFP will accept inhalers and epi-pens to keep on hand at the center with proper documentation for an emergency situation.*** If your child is exposed to a contagious disease, please tell the director immediately so all other families can be notified.

Emergency and Accidents

Emergencies at Best Friends Preschool will be handled with utmost speed and efficiency. A Mesa fire station is just a few blocks away and professional help will be available immediately. The children learn to evacuate the building quickly with our monthly routine fire drills. Evacuation procedures direct the staff to accompany the children out of the lighted exits located in each classroom. ALL staff members are well trained in First Aid/CPR and can handle everyday bumps and bruises. Should emergency action be needed parents will be notified immediately. If necessary, the child will be taken to his or her physician or to the nearest hospital. If parents cannot be reached in case of an emergency the other numbers listed on the completed registration form will be called and notified through ProCare.

Discipline

At Best Friends Preschool, we approach discipline with a positive attitude. We see discipline as a means of helping children learn acceptable behavior according to their emotional, intellectual, and physical development. When disciplinary measures are needed, the child will be removed from the situation for a brief period of time. If continuous discipline problems arise, parents will be contacted so that together with the director and teacher, a positive program for the ultimate benefit of the child can be developed.

Insurance

Best Friends Preschool is fully insured with *general liability insurance* including coverage for vehicles transporting children. ***Being consistent with public school policy, parents should plan to use their family insurance for child accidents that occur on our property.***

Parent Participation

Best Friends Preschool welcomes all parent involvement. Your suggestions will help us as we constantly strive to improve the quality of our program for your child. Throughout the year, there will be events that we encourage all parents to attend. A close unity among the parents, child, and school will help enrich your child's early educational experience.

Transportation

Transportation to and from public schools is available at Best Friends. There is an additional charge for this service. Specific schools BFP transports to/from are available upon request. For additional information on the additional charge please see the tuition information form.

Payments

All fees for Tuition are due in full on or before the Due Date listed on the monthly invoice. We understand that sometimes more than one payment must be made for budgeting purposes. Therefore, the monthly invoice must be paid in full before the next monthly invoice is received.

- If not paid, your child will not be able to attend BFP until overdue balance is reconciled. There will also be a \$25.00 late fee per day applied for overdue tuition up to 5 days or 1 work week. *If tuition remains overdue after 1 work week the account will be sent to collections. Any fees associated with an account sent to collections will be the responsibility of the parent.*
- Each person's account shall be paid in full before vacations are taken.
- All clients are required to make a non-refundable registration fee. Additionally, a tuition deposit equal to approximately 25% of the monthly rate will be collected before the child is allowed to attend the school. This deposit may be used to make the last payment for services if the child is leaving the program.
- We are certified and accept DES assistance, please inquire about DES tuition rates upon enrollment or if financial circumstances change.

Late Pick-up Policy

The center closes at 6:00 pm Monday-Friday. A \$25.00 charge will be applied to your account for late pick-up between 6:05 pm and 6:15 pm. For each additional minute late your account will be charged \$2.00 per minute from 6:16 pm to 6:30 pm. If pick-up is later than 6:30 pm you will be charged \$75.00 plus the \$2.00 per minute charge.

- **If there has been no communication by 7pm and the child is still in attendance the State requires we call the authorities for assistance due to abandonment.**

Pesticide

Monthly, (3rd Saturday of the month) the preschool will be sprayed with pesticide on the outside/inside of the building. All information on the pesticide and spray will be posted 72 hours in advance of pesticide being applied to premises.

Parents! Easy Guide to Vaccine Requirements: Birth to Pre-Kindergarten-Child care and Preschool

[immunizations-preschool.pdf \(azdhs.gov\)](#)

Hep B1

- *Hep B may be given at birth and is needed for entry into childcare. Required at 2 months of age if not given at birth; if hep b #3 was given before 24 weeks of age, a #4 dose is needed*

BFP Health and Safety Standards

Please review the protocols and best practices to address the continuous COVID-19 mitigation. *As it has always been,* our goal is to provide a safe, healthy, fun, and educational environment for your children. Therefore, we will follow the guidelines directed by the CDC, OSHA, and ADHS.

Hygiene Standards (as they have always been)

All staff and children will wash their hands for a minimum of 20 seconds (sing: Happy Birthday, Twinkle-Twinkle Little Star, or This is the way I Wash My Hands)

- * When arriving at the school
- * Prior to eating
- * After eating and prior to nap
- * After toileting
- * Coming inside from the playground
- * After blowing their nose
- * When hands become soiled
- * Before they leave for the day

NOTE: Children will have limited and supervised access to hand sanitizer gel (it is not better nor as good as hand washing)

*****All children's belongings including extra clothes must fit into one backpack or gallon size ziplock bag that can be securely closed*****

Best Friends Health and Sickness Policies

For the health and benefit of staff and students please do not bring your child to the center if they are sick. Maintaining a healthy environment is one of our highest priorities. Here is how you can help!

GUIDELINES FOR EXCLUDING FROM CHILD CARE

For the benefit of all the children in the program, PLEASE DO NOT BRING YOUR CHILD TO THE CENTER IF:

FEVER

Fever within the past 72 hours. Oral temperature of 100 degrees or higher. Rectal temperature of 101 degrees or higher. Especially accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, stiff neck, or undiagnosed rash.

RESPIRATORY SYMPTOMS

Rapid breathing or severe coughing: child makes a high pitched croupy or whooping sound after coughing. Child unable to lie down comfortably due to continuous cough.

DIARRHEA

Two or more episodes within 24 hours. An increased number of abnormally loose stools in the previous 72 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.

VOMITING

Two or more episodes of vomiting within the last 72 hours.

EYE/NOSE DRAINAGE

Thick mucus or pus drainage from the eyes or nose.

SORE THROAT

Sore throat, especially when fever or swollen glands in the neck are present.

SKIN PROBLEMS

Rash-Skin problems, undiagnosed or contagious.

ITCHING

Persistent itching or scratching on body or scalp.

UNUSUAL COLOR

Eye or skin – yellow

Stool – gray or yellow

Urine – dark, tea colored

These symptoms can be found in hepatitis and should be evaluated by a physician.

SPECIFIC DISEASE EXCLUSION GUIDELINES**CHICKEN POX**

Until all the blisters have dried into scabs; about 7 days after blister onset

CONJUNCTIVITIS (Pinkeye)

Bacterial – until 48 hours after treatment begins.

HAND, FOOT, MOUTH

Fever free for 72 hours and until the child is well enough to participate in normal daily activities (scabbed over sores may be present).

HEPATITIS B

No exclusion necessary unless infected child exhibits biting behavior or has open sores that cannot be covered. If this occurs the 72 hour hold will apply.

IMPETIGO

Until all sores are healed or can be covered with bandages, or until the child has been treated with antibiotics for at least a full 72 hours.

LICE (head)

Until 72 hours after first treatment is completed, and no live lice are seen.

MEASLES

Until 5 days after the rash appears.

MUMPS

Until swelling subsides, usually 5 days but may be as long as 9 days after swelling begins.

ORAL HERPES (cold sores)

No exclusion necessary.

PINWORMS

Until 72 hours after treatment has started.

RINGWORM

Scalp: until 72 hours after treatment begins.

Body: until 72 hours after treatment begins.

STREP THROAT

Excluded for 48 hours after starting antibiotic treatment, which should be taken for 10 days.

IN ACCORDANCE WITH ARIZONA DEPARTMENT OF HEALTH SERVICES REGULATIONS, each child shall be observed by Administration or Classroom personnel for signs of illness. The Childcare Center shall not allow a child to remain at the Center if the child shows symptoms of inflammation, fever, rash, diarrhea, vomiting, lice, or is suspected of having a contagious disease. If your child appears to be ill or if your child becomes ill while at the center you will be notified and are required to pick up your child as quickly as possible.

Immunizations:

Children entering the Early Childhood Center must be appropriately immunized according to their age

Medications:

We do not administer prescription medication. However, if medication is needed during the day please do not hesitate to stop by and administer it.

WE REALIZE THAT MOST ALL OF OUR PARENTS WORK AND IT IS A HARDSHIP WHEN YOUR CHILDREN ARE ILL. YET, PLEASE UNDERSTAND WE ARE WORKING TOWARD A COMMON GOAL (THE HEALTH AND SAFETY OF ALL OUR CHILDREN). WE NEED AND APPRECIATE YOUR COOPERATION AND SUPPORT.

THANK YOU 😊

Classroom guidelines

Procare App: You will receive notifications for newsletters, calendar items (closures, Friday Fun days, bring your lunch to school etc.) incident reports, and daily activities on the ProCare app. Please make sure you have this on your phone or tablet.

Cubbies: We will check your child's cubby every day for class work and bring items forward at pick-up.

Extra cloths: An extra set of clothes is required for all children 5 years old and younger in case of accidents.

Potty Training: We require 3 year old's to be potty trained as we do not have a changing table available in the three year old classroom. *Please let us know when you start this process (3 to 6 months before 3rd birthday) at home so that we may support you at school by working with your child on toilet training as well.*

Toys and food: Children should not bring toys or food to the classroom, unless asked to do so for a special class activity.

Sick policy: Please keep your child at home if they have the obvious symptoms of illness such as: fever, vomiting, diarrhea, and chronic cough. If your child is sick, they will have to remain home for 24 hours symptom free without medication. Thank you for helping keep everyone healthy and safe and not spreading

Birthdays: We enjoy celebrating the children's birthdays. Please feel free to let us know if you would like to plan an in-class party for your child's birthday.

Separation anxiety: It is normal for children to show separation anxiety during drop-off. Children have a hard time saying goodbye, but a quick drop off is easier for the child. Lingering will cause the child to be more emotionally attached, making it even harder for the child to say goodbye and adjust the rest of the day.

Weekly newsletters: We will be sending out a weekly letter on ProCare every Friday which will provide updates for the upcoming week and reminders for important dates. Please make sure you read them.

Labels: All items your child brings to school should be marked with his/her First and LAST Names.

Learning Centers: Circle time (a.k.a morning meeting) is the most important time of the day, this is when we teach the children new letters, numbers, the date, etc. Circle time begins at 9:00 am and we highly encourage your child to be present.

Parent Volunteers/Helpers and Involvement: Please feel free at any time to engage in classroom activities. Please communicate with your child's teacher about the date/time you will be joining us.

Teacher and Parent communication: This is very important. We ask that you speak with us (in person or through ProCare) if you have any questions or concerns.

Best Friends Preschool

Sample Classroom Daily Schedule

6:00-8:00 A.M.	Free Play Inside with planned activities Hand Washing (HW)
6:30-8:00 A.M.	Breakfast Served to those requesting it HW
8:00-8:45 A.M.	Free Play Outside – A variety of activities are set up for free choice HW
9:00 A.M.	Circle Time: Children are together in a group for story time, singing, flannel boards, sharing, and learning. HW
9:15-9:45 A.M.	Children have the opportunity to go to activity centers – free choice or teacher planned HW
9:45-10:00 A.M.	Morning Snack HW
10:00 A.M.	Recess - free play and structured activities HW
10:30 A.M.	Gross Motor Skills Activities, Planned Art Activities, Cooking Activities, Music Class, Etc. HW
11:00 A.M.	Second Circle Time - Learning Spanish, American Sign Language, Show-n-tell (Fridays) HW
11:30 A.M.	Lunch, Story, and Get Ready for Naptime HW
12:30-2:20 P.M.	Naptime HW
2:30-3:00 P.M.	Wake up Time, Toilet, Mats Put Away, and Snack HW
3:00-3:30 P.M.	Afternoon Circle Time, Story Time, Singing, Flannel Boards, Etc. HW
3:30-4:30 P.M.	Every Afternoon Includes a Different Activity to explore. (Cooking, Science, Gross Motor, Art, Technology, HW
4:30-5:00 P.M.	Clean Up and Outside Play Time HW
5:00 - 6:00 P.M.	Free Play with planned center activities

PRESCHOOL CLOSED 6:00 P.M.

***Average screen time 30 minutes per day* for Classes 2 yrs - 8 yrs old only.**