



LOCATED AT PARK COLLECTIVE
7450 E. PAV WAY
PRESCOTT VALLEY, AZ 86314

(928) 420-8156

INFO@UPSIDEPRESCHOOL.COM



WELCOME TO THE UPSIDE FAMILY

DIRECTOR'S MESSAGE

Welcome to the Upside Family! We are excited to partner with you in supporting your child's spiritual, social, emotional, and educational journey. We take very seriously the trust you have placed in us.

As a Christian organization, we believe and teach God's Word through daily prayer at snacks and lunch, daily Bible lessons, and weekly chapel taught by the pastors and staff at Heights Church.

We recognize the importance of partnering with families. Both your home and Upside should be a place where children are safe, lovingly disciplined, unrushed, encouraged, accepted and led by example. You are invited to play an active role in all we do at Upside, and we hope you can participate and attend any special events we may have.

Communication is key, and if you want to discuss anything with your child's teacher or the Director, please tell them through the school management app.

MISSION STATEMENT

Our purpose is to serve families and their children by providing quality preschool and childcare in a God-centered environment and to prepare them for success in their educational journey.

SCHOOL STAFF

All our staff have educational experience and receive training as required by the State of Arizona.

REGULATION AND INSPECTION REPORTS

Upside is regulated by the Arizona Department of Health Services. The local location is 3212 Wind-song Drive, Prescott Valley, AZ 86314 (928) 583-1000. Inspection reports are available. Please speak to the Director.

ENROLLMENT REQUIREMENTS

Each child must be enrolled by a legal parent or guardian. The blue “Emergency Information and Immunization Record Card” must be completed and signed by the parent or guardian at the time of enrollment. A copy of the child’s birth certificate and immunization record must all be on file at the time of enrollment. If a child is not immunized an “Affidavit of Immunization Exemption for Children in Care” form must be filled out at the time of enrollment. Acknowledgement of receipt of or access to the Family Handbook (published at upsidepreschool.com) and other permissions must be signed and received at the time of enrollment.

INSURANCE

Documentation of liability insurance is available for review. Please contact the Director for more information.

HOURS OF OPERATION

Upside is open Monday through Friday from 7:00 AM – 5:30 PM. Preschool Hours Tuesday/Thursday, Monday/Wednesday/Friday, or Monday-Friday options that are either half day (7:00 AM – 12:30 PM) or full day (7:00 AM – 5:30 PM). Afterschool and camp hours vary. Refer to website.

HEALTH AND SAFETY

SAFETY AND SECURITY / DRILLS

The main interior door to the school is locked and requires access granted from inside the building. If you are arriving late, picking up early, or need access and the exterior gate is locked, ring the bell located on the gate. Parents/guardians may have access to their child if they are currently attending. Once a month an evacuation drill, as required by the State of Arizona, is conducted. Other safety drills may occur as required by the Safety Team at Heights Church. These drills are for your child’s safety.

VIDEO SURVEILLANCE

Security cameras are throughout Upside's interior and exterior. They are on and are recording at all times including classrooms and playgrounds. This is for the safety of your child and our staff.

FIRST AID

Basic first aid as required by the injury will be given to students as needed by staff. Parents/guardians will be notified through the school management app and/or a phone call.

RESTROOM USE

As you help your child prepare for preschool and for attending school, s/he will eventually need to learn how to use the restroom on their own. For children who need assistance, female staff will assist them. We ask that you work with your child and remind them that closing the door is necessary for their privacy. We have curtains that can be pulled shut to allow the child to have privacy but allow the teacher to communicate with the child if they need assistance. In rooms where diaper changing is necessary, female staff will do that in the space designated per the State guidelines. Preschool: Please send extra clothing for your child in case of an accident. Make sure all items are labeled. Afterschool & Summer Camp: your child will need to use the restroom on their own - we ask that you work with your child and remind them that closing the door is necessary for their privacy. We have curtains that can be pulled shut to allow the child to have privacy but allow the teacher to communicate with the child if they need assistance.

MEDICATION / MEDICAL EMERGENCIES

In a medical emergency, 911 will be called and the parents/guardians notified as reasonably possible. We are only able to administer medications as prescribed for a child that are in its original container. A form must be completed as required by the State of Arizona called the "Medication Consent Form." Any medication administered will be documented on said form. All medications must be left in the office where they will be locked until needed.

ILLNESS

Children experiencing signs of illness must be kept home (vomiting, diarrhea, fever, pink eye, runny nose & cough, rashes, or any signs of contagious disease). Children who are ill when they arrive will not be permitted to stay. Children must be symptom free for 24 hours before returning to school. If a child becomes sick at school, parents/guardians will be notified, and the child will be provided with a nap cot while they are waiting for transportation home. We understand many children have allergies, so please let the Director know if that is the case for your child.

TRANSPORTATION

Transportation is only provided for children who attend Summer Camp off-site field trips. In the event of utilizing transportation, a permission slip with trip details will be provided in advance.

PESTISIDE APPLICATION

Park Collective and Upside utilize a professional exterminating company to keep our school free from pests. There will be a posting at the main bulletin board near the office at least 48 hours in advance of any application. All records of application can be requested through the Facilities Director.

SUN SAFETY

We spend a great deal of time outside, especially once it is warm. Apply sunscreen prior to arriving at school. Students are encouraged to wear a hat, sunglasses, and/or long sleeve clothing when they are outside. Shade is provided and outdoor activities that involve direct sun exposure are limited between the hours of 10 AM – 4 PM. If you would like us to reapply sunscreen that you supply, please indicate such on the permission slip. Sunscreen must be provided and labeled by the parent/guardian.

CURRICULUM AND PROGRAM

PRESCHOOL CURRICULUM

It is our goal to empower children to make good choices and decisions that will enrich their lives. This involves redirecting them when their choices and behaviors are causing negative consequences to others and/or giving them the option to learn from natural consequences.

Our teacher developed curriculum uses the Arizona Early Learning Standards to create opportunities for students to develop their reading and writing, math, science skills through use of their gross and fine motor skills, directed activities such as dramatic play, music, art, indoor and outdoor centers. Each month focuses on a number, color, and shape with a specific focus on a different letter each week.

In addition, Upside utilizes the "One in Christ" preschool curriculum that provides daily Bible lessons that are appropriate to the time of year, season, or event in the Christian calendar.

As a Christian organization, we also have a Bible story and verse each week. A Pastor or Leader from Heights Church also leads an age-appropriate chapel most weeks

AFTERSCHOOL AND CAMP ACTIVITIES

Afterschool and Summer Camp are designed for our K-5th grade friends. During the time at Upside, we utilize The Park (Mondays only), provide healthy snacks (and breakfast for summer camp), large and small group games and activities as well as crafts. Afterschool often completes STEM projects and challenges. And, if requested, students attending Afterschool may have homework spot to read or complete homework. Students who attend Summer Camp will also have an once-a-week off-site field trip and movie day at Harkins Theater as well as a weekly water play day.

CHILDCARE AND PRESCHOOL SERVICES AVAILABLE

Children who are two years old through five years old 11 months may enroll.

Children must be at least two years old prior to starting at Upside Preschool.

Children who are three years and older must be potty trained

Three- and four-year-old children attend age-appropriate classes.

Pre-K is offered for children four or five years old and attending Kindergarten the next school year.

Early care is from 7-8AM. Children who are at Upside between 7:30AM and 8:00AM will be offered a simple breakfast. Preschool is from 8:30 AM – 12:30 PM. During this time a snack is provided. Lunches must be dropped off with the child at check in and should include items that do not need refrigeration or warming. They should include nutritious and simple items that students can enjoy with minimal assistance.

If your child has food allergies or aversions, make sure they are noted on the registration card. You are welcome to provide food for your child.

Food delivery services (ie - Door Dash) are not permitted for students.

After preschool, childcare is from 12:30 PM – 5:30 PM with naptime, snacks, outside time, and other activities offered.

ATTENDANCE

Arrival and Dismissal /Daily Sign In and Sign Out / Absences

Preschool begins at 8:30AM. We encourage you to establish great school habits with your child by having your child here between 8:15 AM and 8:30 AM every day they attend. Early care is from 7- 8AM with breakfast offered from 7:30 AM to 8:00 AM. Dismissal for half day is at 12:30 PM and at 5:30 PM for full day.

An authorized parent, guardian or authorized individual must accompany a child to school each day and use the school management app on the provided kiosk in the lobby, to check in the child prior to walking the child to their room. An authorized parent, guardian or authorized individual must also check out the child at the end of the day at the kiosk in the lobby. Authorized parents, guardians and other authorized individuals are only those listed on the Emergency Information and Immunization Record Card.

If your child will be absent on a day they normally attend, please message their teacher on the school management app.

DAILY ACTIVITIES

Daily activities include but are not limited to opening circle time, Bible stories and activities, scripture memorization, and weekly chapel, music, numbers & counting, shapes & sizes, colors, art, language development, science activities, fine & large motor skill development, outdoor play, and social skills. Our goal is to help prepare your child for kindergarten.

OUTSIDE PLAY

Children will play outside every day if the temperature is at least 32 degrees and the weather permits. Please dress your child appropriately as the weather requires.

PRESCHOOL BIRTHDAYS

We celebrate each child's birthday with a crown. If you want to bring treats to share, please arrange with your child's teacher in advance. You may bring special birthday treats (store bought muffins, plain donuts, 100% fruit juice popsicles, etc.). Please do not bring anything else as it will not be used. No party invitations are to be handed out unless all in class, afterschool, or camp are invited.

DISCIPLINE

Our goal is to have a positive and safe environment for every child. If a child chooses to display inappropriate behavior, teachers will first correct it by explaining why it is inappropriate. If it continues or escalates, a child may be redirected to a new play area or separated from the activity until s/he has regained control or composure. Some situations may call for the Director to intervene. Parents will be notified through the school management app. If concerning behaviors develop or persist, a meeting with the teacher, Director, and parent / guardian may be called.

Parents will be notified through the school management app and/or called." Add "or immediate action may be taken if it is determined that Upside may not be the best fit for your child. Within reason, we do our best to operate on the "three strikes" policy before this occurs.

FIELD TRIPS AND GUESTS AND SCHOOL VISITORS

Most Mondays, the large playground at Park Collective is closed to the community. This is an opportunity for Upside students to enjoy the Park. Please make sure the permission slip is filled out as it is considered a “field trip.”

We have occasional visitors come in to share with students. We would like parents and guardians to share either talents or occupations with us, too! Please speak to the Director if you’d like to be our special guest.

PHOTO SHARING

We like to catch your children busy at preschool, afterschool, and camp - and will share pictures via the school management app. Pictures also may be used on the Upside socials page. You may choose for your child not to be featured in any media on the signature page of the handbook.

WEATHER POLICY

Upside will take into account weather forecast, road conditions, and staffing when making decisions to delay opening or close for the day. We realize many families have obligations and will do our best to open if we can safely staff Upside. Please check the school management app for all updates regarding weather. If area schools are open and on a delayed start schedule or early release schedule and Upside is open; afterschool will still be open. Please check the school management app.

SNACKS AND MEALS FOR PRESCHOOL

We serve nutritious snacks in the morning and afternoon. Parents are asked to provide snack items on a monthly basis, a gift card to Fry's or Walmart for \$10 or be auto-billed \$20 each month. This schedule is by classroom and first letter of last name. If providing snack items will be a hardship for your family, please do not worry! Just let the Director know.

If your child stays for a full day, pack a lunch that does not need heating or the refrigerator and that they can easily eat on their own. We eat “family style” so children learn how to serve themselves and encourage healthy relationships with food. Children may drink water from their water bottles or milk which we provide. Snack menus are posted each week on the bulletin board near the office.

If you prefer to provide your child's own snacks or drinks, please let the office know so we can notify their teacher and the food coordinator.

FAMILY INVOLVEMENT

COMMUNICATION

The school management app has a communication component used to communicate with families and guardians. You will receive an email to join the app which is available to download for Android and Apple phones. This is the way Upside sends messages and updates. Please check it regularly.

DRESSING CODE AT UPSIDE

Preschool

Preschool can be messy! We want to make memories not keep clothes spotless. Tennis shoes or rubber soled shoes are safest for busy children. Remember your child is learning how to toilet themselves or recently mastered these skills. Please send them in clothing so they can easily use the restroom on their own. Pajamas or dress up clothes/costumes are not appropriate for preschool unless it is a special dress up day.

All Children

All children should have an extra set of clothes at school in case of accidents. Please place clothing in a large zipper storage bag with their name on it and give it to their teacher.

LABEL EVERYTHING / PERSONAL ITEMS

Please write your child's name on everything in ** permanent marker ** (especially jackets, lunchboxes, water bottles). We all shop at the same stores and there are often duplicates of items. Make sure when you are taking your child home you are taking their items.

FAMILY PARTICIPATION

Upside is for our community, and we need your support. If you would like to volunteer, please speak to the Director. There are events throughout the year where we will need help: Meet the Teacher Night, Fall Festival/Upside's Birthday, movie or family game nights, graduation, or other special events. We would like to acknowledge and bless our staff in October and May and will need parents or guardians to help with that activity. Look for opportunities to get involved through posted info at Upside and announcements through the school management app.

FINANCIAL POLICIES

TUITION AND FEES

Upside is a not-for-profit and self-supporting institution. Tuition is considered an annual tuition that is paid as a flat, monthly fee. Tuition is billed monthly and due by the first day of the upcoming month. Tuition invoices will be issued through the school management app.

For your convenience, automatic credit/ debit card or ACH withdrawals can be set up through the school management app. We also accept cash or check on-site.

Payment is due on the 1st day of the month. Your account will be considered past due on the 5th of the month and a \$40 late fee will be applied. Your child may not attend until payment is current and late fee resolved. We want to support your family, so please speak directly to the Director if circumstances arise. In the case a debit or check is returned, or a payment is disputed, a \$40 fee will be added.

Preschool, Afterschool, and Camp close at 5:30 PM. Courtesy is given until 5:35 for late pick up. At 5:36, \$5 / minute late according to the school management app will be charged. Students may not return to Upside until the late pick up fees are paid.

CREDITS, REFUNDS, ACCOUNT PAUSES

We will not credit or prorate for days missed as the school expenses are incurred even when a child is absent. Credits or refunds are not issued for sick days, snow days, vacations/holidays, or any other reason. We do not pro-rate for sick days, snow days, vacations/holidays, or any other reason. We are unable to “pause” tuition or “hold” spots if your child will not be in attendance for a period.

INTRODUCTORY PERIOD

After finalizing the registration process, every child will be enrolled for a 2-week introductory period. If at any time during these two weeks, the family or the Director feel that Upside is not a good fit, the child will be disenrolled and a refund will be provided for the paid and unattended days. This refund will not include the registration fee.

REGISTRATION AND ENROLLMENT

Preschool

The initial registration process will include:

- a family interview/tour
- a \$55 non-refundable registration fee billed after family tour, interview, and submission of the completed forms from the admissions packet
- evidence of legal custody of the child and any court orders, if applicable
- signed agreements to our Family Handbook which includes our tuition and policies in addition to other permissions

The admissions packet includes information required by the State of Arizona for licensing. Information that is necessary to complete the blue card are: emergency contact information, authorization for any other adults who can pick up your child, emergency information, medical and allergy information, proof of immunizations, and a copy of the child's birth certificate. PLEASE KEEP THIS INFORMATION UP TO DATE.

Afterschool + Summer Camp

There is no registration fee but a family tour as well as submission of the completed forms from the admissions packet must be returned to secure a spot for your child as well as paying any applicable deposits.

The initial registration process will include:

- a family interview/tour
- no registration
- submission of the completed forms from the admissions packet must be returned to secure a spot for your child as well as paying any applicable deposits. evidence of legal custody of the child and any court orders, if applicable
- signed agreements to our Family Handbook which includes our tuition and policies in addition to other permissions

WITHDRAWAL OR DISENROLLMENT

As a courtesy, we ask for a two-week advance notice. Refunds are not given for withdrawals.

If disenrollment is recommended for a child, a conference will be held with the teacher, director, and parents/guardians prior to the disenrollment. Refunds are not given for disenrollment.

Reasons for disenrollment may include non-payment of tuition, missing or incomplete required paperwork, or unsafe or extreme behaviors.

Hardship cases are reviewed individually by the director and the school board.

PRESCHOOL FAMILY HANDBOOK

SIGNATURE PAGE

Child's Name

Date



I have read and understand the Upside Preschool Family Handbook which includes the school's financial policy.



I understand that Upside Preschool and Park Collective have ongoing video surveillance, and that my child is being recorded when they are on location. This includes classrooms and playgrounds.



I give permission to Upside Preschool to take my child on a field trip to the Park Collective Playground when the Park is closed to the public.



I give permission for the staff of Upside Preschool to sign my child in or out of the school management app in the event the parent/guardian forgets or in the event of an emergency.



I give permission for my child's picture to be included on the school social media sites or shared in the school management app.



I give permission for the staff to apply sunscreen.

Printed Parent/Guardian Name

Printed Parent/Guardian Signature

Signature

AFTERSCHOOL FAMILY HANDBOOK

SIGNATURE PAGE

Child's Name

Date



I have read and understand the Upside Preschool Family Handbook which includes the school's financial policy.



I understand that Upside Preschool and Park Collective have ongoing video surveillance, and that my child is being recorded when they are on location. This includes classrooms and playgrounds.



I give permission to Upside Preschool to take my child on a field trip to the Park Collective Playground when the Park is closed to the public.



I give permission for the staff of Upside Preschool to sign my child in or out of the school management app in the event the parent/guardian forgets or in the event of an emergency.



I give permission for my child's picture to be included on the school social media sites or shared in the school management app.



I give permission for the staff to apply sunscreen.

Printed Parent/Guardian Name

Printed Parent/Guardian Signature

Signature

SUMMER CAMP HANDBOOK

SIGNATURE PAGE

Child's Name

Date



I have read and understand the Upside Preschool Family Handbook which includes the school's financial policy.



I understand that Upside Preschool and Park Collective have ongoing video surveillance, and that my child is being recorded when they are on location. This includes classrooms and playgrounds.



I give permission to Upside Preschool to take my child on a field trip to the Park Collective Playground when the Park is closed to the public.



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I give permission for my child's picture to be included on the school social media sites or shared in the school management app.



I give permission for the staff to apply sunscreen.

Printed Parent/Guardian Name

Printed Parent/Guardian Signature

Signature

UPSIDE PRESCHOOL NON-DISCRIMINATION POLICY

Upside Preschool admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Printed Parent/Guardian Name

Printed Parent/Guardian Signature

Signature

2025-2026 PRESCHOOL TUITION RATES

3 years old (*must be toilet trained*), 4 years old, 5 years old, and PreK

FULL DAY

<i>T/Th</i>	\$375
<i>MWF</i>	\$495
<i>M-F</i>	\$715

2 years old (*diapered and toilet training*) and 3 years old (*toilet training*)

HALF DAY

FULL DAY

<i>T/Th</i>	\$350	\$450
<i>MWF</i>	\$450	\$550
<i>M-F</i>	\$575	\$725

Afterschool rates (\$180 / month cash courtesy and \$186 / month / credit card)
and Summer Camp rates will be published prior to camp.
See website for current information.

**the rates listed are the cash courtesy price (cash, check, autodraft from bank account),
credit card incurs and additional 3% charge*

