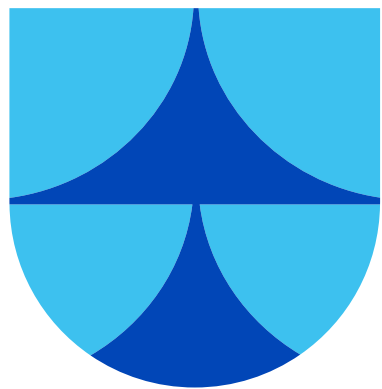
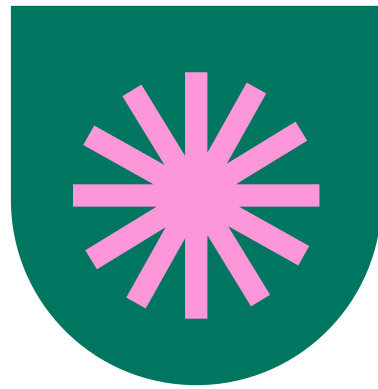


PSID
PRE
SCHOOL





UPSIDE
PRESCHOOL
AND AFTERSCHOOL FAMILY

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

(928) 420-8156

INFO@UPSIDEPRESCHOOL.COM

HELLO FAMILY! WELCOME TO UPSIDE PRESCHOOL

DIRECTOR'S MESSAGE

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

As a Christian preschool, 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 from Heights Church.

We recognize the importance of partnering with families. Both your home and Upside Preschool 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 Preschool, 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 utilize 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 Preschool and After School is regulated by the Arizona Department of Health Services. The local location is 3212 Windsong 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.

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 the child is both enrolled and present. 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 present throughout the Park Collective building, including Upside Preschool'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.

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 in a separate area while they are waiting for transportation home. We understand many children have seasonal allergies, so please let the Director know if that is the case for your child.

TRANSPORTATION

Our facility does not transport children.

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 to your child 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

CURRICULUM

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.

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 September 1st for Fall Enrollment (August start), two years old by January 1st for Winter Enrollment (January start), or at least two years old before summer enrollment on June 1st.

Two-, 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 AM – 8:30 AM. 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. Preschool also includes lunchtime. Lunches should be brought 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. Childcare is from 12:30 PM – 5:30 PM with naptime, snacks, outside time, and other activities offered.

Upside Office is open Monday – Friday from 7 AM – 5:30 PM.

ATTENDANCE

Preschool begins at 8:30 AM. We encourage you to establish great school habits with your child by having your child arrive between 8:15 AM and 8:30 AM every day they attend. Pickup is at or before 5:30 PM.

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.

PLAYGROUND

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.

BIRTHDAYS

We celebrate each child's birthday with a crown and special prayer and song. 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 at school unless the entire class is 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.

FIELD TRIPS AND GUESTS AND SCHOOL VISITORS

Most Mondays, the large playground inside Park Collective is closed to the community. This is an opportunity for Upside students to enjoy the Park. Please make sure the permission slip (see Signature Page 12) 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 and will share pictures via the school management app. You may choose for your child not to be featured in any promotional media on the signature page of the handbook.

WEATHER POLICY

Upside Preschool considers Humboldt Unified School District's directives regarding weather-related closures or delayed start times. However, we realize many families have obligations, and will do our best to be open if we can safely staff the Preschool. Please check the school management app for all updates relating to weather!

SNACKS AND MEALS

We serve nutritious snacks in the morning and afternoon. Parents are asked to provide snack items on a rotating basis. Please see the snack signup sheet outside your child's classroom. Parents have the option to either provide a snack item of their choosing, or to submit a \$20 contribution for the Preschool to purchase snacks on their behalf.

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 are a nut free facility so please do not include foods that contain any. 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.

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 medium through which Upside Preschool sends messages and updates. Please check it regularly.

DRESSING FOR 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. Pajamas or dress up clothes/costumes are not appropriate for preschool unless it is a special dress up day. Please make sure your child has any and all weather-appropriate clothing they may need throughout the day.

Remember your child is learning how to toilet themselves or recently mastered these skills. Please send them in clothing that allows them to easily use the restroom on their own. 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). Many 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 a preschool 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, promotion, 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. There are also QR codes of wish list items for the preschool posted on the Upside News bulletin board or shared in your child's cubie.

FINANCIAL POLICIES

TUITION AND FEES

Upside Preschool is a not-for-profit and self-supporting institution. Tuition is considered an annual tuition, 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.

If you choose to pay with cash, check, ACH, we offer a “cash courtesy” rate. For your convenience, automatic debit card or ACH withdrawals can be set up through the school management app. This means that your bank can issue and send a check automatically at *usually* no charge to you. We also accept cash or check on-site.

If you choose to pay by credit card, we have adjusted the tuition to include what we are charged for monthly credit card processing fees. Automatic credit card withdrawals can also be set up in the school management app.

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. If tuition is not received by the 10th of the month an additional \$40 fee will be charged and your child may not attend until payment is current. In the case a debit or check is returned, or a payment is disputed, a \$40 fee will be added.

REGISTRATION AND ENROLLMENT

The initial registration process will include:

- A family tour and interview
- A \$55 non-refundable registration fee
- 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.**

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.

CREDITS, REFUNDS, ACCOUNT PAUSES

We do not issue credits, refunds, or pro-rate adjustments for any days missed, including, but not limited to: 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.

WITHDRAWAL OR DISENROLLMENT

As a courtesy, we ask for a two-week advance notice prior to the student's last date of attendance for withdrawals. 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 leadership.

2024 - 2025 TUITION RATES

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

	ACH/CHECK/CASH	CREDIT CARD
<i>T/Th</i>	\$375	\$387
<i>MWF</i>	\$495	\$510
<i>M-F</i>	\$715	\$737

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

	ACH/CHECK/CASH	CREDIT CARD
<i>T/Th</i>	\$450	\$464
<i>MWF</i>	\$550	\$567
<i>M-F</i>	\$725	\$747

FAMILY HANDBOOK SIGNATURE PAGE

Child's Name

Date



I have read, understood, agreed to 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 promotional materials.



I give permission for the staff to apply sunscreen.

Printed Name (Parent/Guardian)

Signature (Parent/Guardian)

Date

