

First Steps Preschool  
2339 N. Hayden Road  
Scottsdale, AZ 85257  
(480) 949-5552

## **Statement of Services**

### **Licensing**

First Impressions and First Steps Preschool offer full and part day care for Infants through afterschool. We are regulated by:

Arizona Department of Health Services  
150 N. 18 Ave Suite 400  
(602) 364-2539

Inspection reports are available at the above location upon request.

### **Liability**

We are covered with the necessary liability insurance to meet state requirements. Policy is available for review onsite.

### **Special Needs Children**

First Impressions/First Steps Preschool is happy to accept special needs children upon evaluation to determine whether the staff is able to meet the needs of your child.

### **School Hours**

We are open from 6:30 a.m. to 6:00 p.m. Monday thru Friday. Infant and Toddler hours are 7:00 a.m. to 5:30 p.m. We do not accept students between 10:00 am and 2:00 pm as it is too disruptive to our programming. Please plan your arrival accordingly.

### **Late Fees**

Tuition is due and payable on the first day your child attends for the week. Tuition not received by 6:00 pm will be assessed a \$10.00 late fee. You will be responsible for all collection costs. 15% interest will be charged on unpaid balances. In addition, since our teachers are only scheduled to work until 6:00, (5:30 for Infants and Toddlers) and have other commitments, there is a \$1.00 per minute charge for late pick-ups. You will be asked to sign a form acknowledging your late arrival, and the fee must be paid by the next scheduled day of attendance.

### **Admission and Enrollment**

Children will not be permitted to attend without a current immunization record. A copy of the immunization record must be provided upon enrollment, along with a signed Blue Emergency card, Policy Agreement, Registration Agreement, Parent Handbook Acknowledgement, and Statement of Services. Enrollment cannot be guaranteed without payment of registration fee and the first week's tuition. We require a two- week written notice of withdrawal and parents will be responsible for tuition during that two-week period whether or not your child is in attendance. We reserve the right to terminate our agreement at any time if we determine that we are unable to meet your child's needs. We do not discriminate based upon ethnicity or disability.

### **Sign-In/Out Procedure**

We must follow state mandated regulations regarding signing children in and out of school. Remember that your signature is your permission for your child to be here. You must accurately record the date and time of arrival and pick-up, as well as your complete signed name. Initials cannot be accepted. We will not release your child to anyone who is not authorized by you on your blue emergency card. Anyone picking up your child may be asked for identification. The sign in/sign out book will be randomly checked to ensure that this regulation is being followed, and a \$1.00 charge will be imposed for each failure to sign in or out.

### **Transportation**

Parents are responsible for transporting the child to and from school. We provide transportation from some local elementary schools. Written parental permission is required. Please check with the director.

### **Infants**

Infants follow their own individual schedules at First Steps. "Awake" hours include opportunities to explore and grow, including supervised daily "Tummy Time" to help develop the muscles and skills necessary to crawl. Length of tummy time is increased as children become more comfortable on their tummies. We encourage breastfeeding in the classroom.

### **Guidance in the Classroom**

Good programs for young children should have a good discipline plan as well. Some things that contribute to a good discipline plan include room arrangement, appropriate equipment and materials, both in choice and amount, respect and consideration for others, and the opportunity to express feelings. Discipline is part of learning, and will be handled in a positive manner. We will do this through the following steps:

1. Explanation of expected behavior
2. Suggestions of alternative acceptable behaviors
3. Removal from the situation for a short period of time

### **Meals**

Children will be provided a nutritious breakfast, lunch and afternoon snack.

### **Medication**

We prefer that all medication be administered at home; however, when necessary we will administer prescription medication from a pharmacy labeled bottle. All medications must be brought to the office.

**Supervision of Visitors**

All visitors must be supervised by a staff member at all times. Classrooms are video monitored.

**Parent Involvement and Responsibilities**

Parents are always welcome to visit and participate in our activities as long as your child does not have a difficult time adjusting. Some children are fine with parents dropping in and out, but new students may have an especially hard time understanding that it is not time to go home every time the parent visits. It may be best to limit your visits to drop-off and pick-up times until your child is comfortable with our routine. A discussion with the director can determine the best approach for your child. Family activities are scheduled throughout the year. Progress reports are sent home twice a year. Parent/Teacher conferences are offered twice per year. Additional conferences can be scheduled as necessary.

**Information**

There is a bulletin board in the office which will contain important information including weekly lesson plans. A notice will be posted here 48 hours prior to any pesticide spraying at the facility. Additional information and fliers will be attached to your child's sign in sheet. School activity calendars are sent home monthly.

**Emergencies**

All serious accidents and injuries are reported to the Director, who will then contact the parents and/or 911 if urgent attention is needed. Parents will be notified within 30 minutes by telephone and within 24 hours in writing

**Injuries**

A certain number of minor scrapes and bumps are to be expected as children grow and explore. We do our best to maintain the playground and classrooms to keep them in a safe condition. All staff members are required to have first aid and CPR training. A first aid kit is kept at school at all times for those unpreventable accidents. An accident report will be filled out by the teacher.

**Extra Clothing**

Please send 2 extra sets of "accident" clothing in a small ziploc bag marked with your child's name.

**Dress for Play**

It is the job of your child to explore his/her environment. Sometimes that exploration is messy, and no matter how we try to cover clothes with smocks, no one finds dirt more easily than a child. Please dress your child in comfortable, washable clothing that can easily be managed so we can encourage self-reliance. Elastic waist pants, not buttons or zippers, pullover or button up shirts and suspenders that do not need to be unbuckled are best. Remember that one-piece outfits are difficult for children to manage when they are in a hurry to use the bathroom. All children must wear closed toed shoes. Please label everything with your child's name.

**Toys**

Please do not allow your child to bring toys to school. We offer many opportunities to explore and create, and toys from home are distracting to our goals.

**Field Trips**

Classes might take field trips throughout the year as a supplement to the school experiences of your child. A signed permission slip will be necessary in order for your child to participate. Booster Seats are REQUIRED. Special fees may be charged.

**Illness**

For the protection of all children, your child should be kept at home if he/she shows any of the following symptoms:

Temperature      Diarrhea  
Vomiting          Rash  
Colored Nasal Discharge

Please notify the school if your child has been exposed to a contagious disease.

If a child becomes ill during the school day, the parents or emergency contacts will be called to pick the child up from school.

**For a more complete listing of our school policies, please see our *Parent Handbook*.**

**I acknowledge that I have read and agree to all policies.**

---

Parent Signature

---

Date

---

Parent Signature

---

Date