


CHECKLIST TO ENROLL

- Phone or in-person interview with school administrator.
 - Submit your enrollment packet in person, by email, by using QR code below or by mail to:
info@mylittlesunbeamspreschool.com
Little Sunbeams Preschool
4850 N. Litchfield Suite 105
Litchfield Park, AZ 85340
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- Submit registration fee of \$175 through the school App (Brightwheel) to secure a spot.
 - Completing the following documents:
 - o Brightwheel student information (online)
 - o Parent Agreement
 - o State Emergency Information and Immunization Record form.
 - Provide a **copy** of child's current immunization records.
 - Provide a **photocopy** of child's birth certificate.

TO DISENROLL

- Complete a withdrawal form 2 weeks prior to leaving.
- No refunds available
- Unpaid balances are due upon submitting a withdrawal form.

HEALTH INFORMATION

- Health Alerts are sent home electronically to notify parents of any breakout of a contagious illness or hazardous contamination. Any special instructions to the parents will accompany the alert notice.
- A child must be picked up within an hour after receiving notification that he/she has symptoms of a contagious illness or contamination.
- ANY medication (prescription or over the counter) MUST have a COMPLETE consent form on file before the school administers it to a child.

ACCIDENTS & EMERGENCIES

- Little Sunbeams follows ADHS regulations to address accident & emergencies.
- Emergency plans are posted in every room, accessible to the school personnel.
- Emergency supplies are stored in every classroom: first-aid kits, water, snacks, blanket, etc.
- All staff is CPR and FIRST AID certified.
- Medical information of a child is accessible to all staff. List of children with allergies is posted in each room.
- Little Sunbeams will notify any emergency by phone, text or Brightwheel message as follows:

Red Emergencies: need immediate evacuation or medical attention- parent phone notification is made within 30 minutes of the accident.

Yellow Emergencies: need rest and observation at home-within 1-hour parent call and pick up.

Green Emergencies: need minor care (wash & Band-Aid) --within 8-hour parent notification, including verbal notification at pick up.

CULTURE OF CHILDREN

At Little Sunbeams, we believe that children come first, and they are the center of our school. They come to our school capable of making learning visible and making positive choices to impact their own learning environment.

Children agree to make choices that help themselves and others to:

BE SAFE

LEARN

DO THEIR BEST WORK

Caregivers agree to provide:

LOVING ENCOURAGEMENT

POSITIVE REDIRECTING

EMERGENT CURRICULUM*

Parents agree to participate in:

DAILY COMMUNICATION

CURRICULAR ACTIVITIES

SCHOOL EVENTS

*Emergent curriculum: the teacher stands next to the child and not in the front, acknowledging and implementing children's ideas into the everyday curriculum which may result in students' designs and solutions to real-life concerns.

IMPORTANT PROVISIONS

- Little Sunbeams has an open-door policy: parents can come to the facility at any time when in operation. However, expect hand sanitizing, signing -in, and other possible precautions to ensure security.
- Little Sunbeams liability insurance through MARKEL Co. as required by R9-5-308 and is available onsite for your review.
- Little Sunbeams is licensed and regulated by:
Arizona Department of Health Services
150 North 18th Avenue
Phoenix, Arizona 85007
602-542-1025
- Inspection reports provided by ADHS and Goodyear Fire Department are available onsite upon request.
- Notices are posted on the premises 48 hours before a pesticide is applied to the facilities.
- When discussing a situation when two or more students are involved, the staff will provide information to an authorized parent or guardian pertaining ONLY to his/her child.
- It is important to follow the school schedule. Coming to school on time, maintains a smooth transition and fluidity in your child's education. Cut off time 9am unless a doctor's note is provided.
- Notify the school if the student will be absent or coming in late.