



Little Wonders Early Learning Academy Parent Handbook

18-Months to 5-Years-Old
2022-2023

619A W. Desmond St.
Winslow, AZ 86047
Phone: (928)-587-0154 or (928)-587-0084
Website: www.littlewonderspreschool.org
Facebook Page: [https://www.facebook.com/littlewonders619/
littlewonders619@gmail.com](https://www.facebook.com/littlewonders619/littlewonders619@gmail.com)

Hours of Operation:
Monday: 9:00 AM – 11:00 AM
Tuesday through Thursday: 8:00 AM – 2:00 PM

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Our mission is to provide high-quality education based on developmentally appropriate guidelines in a safe, respectful, and nurturing environment.

Through an inquiry-based learning approach, **our goal** is to encourage the social, emotional, and intellectual growth of each child to help build skills that set children up for success in kindergarten and beyond.

Curriculum:

- Our curriculum is ever-changing and growing to both meet the needs of our students as well as the expectations of WUSD kindergarten teachers. Our curriculum will be designed to prepare students for success in meeting the Arizona State standards for kindergarten.
- Our Tiny Tots program is a Montessori-inspired toddler preschool program. Our curriculum is intended to help students gain the social emotional skills they need to be successful in our Little Learners and Pre-K programs and beyond.
- Lesson plans/units are posted in the classroom daily and copies are available upon request.

Site Supervision:

Director: E. Mikayla Hartnett

Director Designee: Celeste Hartnett

Tiny Tots Teacher-Caregiver: Emma Kloor

Assistant Teacher-Caregiver: Hannah Stapp

Ages:

- Tiny Tots: 18-months-old to 35-months-old. Students must be at least 18-months-old to enroll in the Tiny Tots program. Children that will be turning 3-years-old by September 1st will be enrolled in the Little Learners Preschool class. Children that turn 3-years-old during the school year will be moved up to the Little Learners class and must be potty trained.
- Preschool classes are broken up into two age groups. Pre-K students are children that will be entering kindergarten next school year and will be 4-years-old by September 1st. Little Learners are at least 3-years-old. (Tiny Tots that turn 3-years-old during the school year will be moved up to the Little Learners class.) All preschool students must be potty-trained. In the mornings, preschool-aged children will share class time. They will participate in many activities as a whole group and also be separated into their small groups throughout the day in order to follow developmentally appropriate guidelines.

Sessions:

Tiny Tots: Mondays & Wednesdays: 9:00 AM - 11:00 AM, Tuesdays & Thursdays: 9:00 AM - 11:00 AM

Little Learners: Tuesday-Thursday 8:00 AM - 11:00 AM

Pre-K (Full-Day): Tuesday-Thursday 8:00 AM – 2:00 PM

Pre-K (Half-Day): Tuesday-Thursday 11:00 AM - 2:00 PM

Enrollment Process:

Little Wonders Early Learning Academy provides a fun learning environment for students from ages of 18-months to 5-years. Children in the preschool classes need to be toilet trained, although occasional

accidents are understandable. Applications for enrollment are available by contacting the school office at (928)-587-0154 or visiting our website at www.littlewonderspreschool.org. Once sessions are filled, students will be placed on a waiting list.

Required documents to complete enrollment:

Enrollment paperwork

Potty trained agreement

Original birth certificate

Current immunization records

\$50 registration fee

Disenrollment:

Parents are asked to notify the school within two weeks of disenrollment by signing a disenrollment form. There are no refunds or partial week credits given.

Disciplinary Action:

Discipline procedures used at Little Wonders Early Learning Academy include positive reinforcement and a cooling off period, if needed. If the child's negative behavior persists, redirection from staff fails, and the behavior causes disruption to delay classroom routine or endangers other children, parents will be called to pick the student up and a write up will be issued. After 3 formal write-ups, the child will be disenrolled.

Parental Participation and Access:

We have an Open-Door-Policy. Parents of enrolled preschool students are welcome to visit and volunteer. Parents will be invited to attend holiday parties, music programs, graduations, and parent/teacher conferences throughout the year.

Transportation and Field Trips:

Little Wonders does not provide daily transportation or field trips.

Sign-In & Out:

Parents/Guardians are required to escort their child into the preschool center and sign them in. At the end of the day a designated person is required to sign them out. A photo ID is required of parent(s), guardian(s), or anyone else that is authorized to pick up your child. **Authorized persons must be at least 18 years of age.**

Snack and Meals:

One snack will be provided, daily. The menu will be posted on the monthly calendar as well as the parent board. Lunch will be provided in the afternoon to the Pre-K class.

Medication:

Only prescription medication in the original pharmaceutical container, with instructions and the child's name, will be administered. No over the counter medicine will be administered by staff unless it is sent in by the parent in

the original, unopened container with written instructions from the parent. A medication form must be filled out and signed by a parent/guardian that states specific instructions of dosage, when to be given, and possible side effects. All medication will be kept in the first aid station.

Medical/Dental Emergency Plan:

In the event that a child suffers a medical/dental emergency while at our center, we will make every effort to contact the parents or designated person. If the situation requires immediate medical assistance, 911 will be called. One staff person will accompany the child to the hospital. At least one staff person will stay with the remaining children. Parents/Guardians are financially responsible for all emergency assistance.

Accident Report:

An accident report will be written and filed in the students' portfolio when a child is injured and copies will be available.

Tuition Cost:

The monthly tuition cost:

\$250 Tiny Tots (18 to 35 months-old)

\$300 Little Learners (3 to 4 years-old)

\$400 Half-Day Pre-K (4 to 5 years-old)

\$550 Full-Day Pre-K (4 to 5 years-old)

Tuition is due on or before the first day of each month. Tuition can be made by cash, check, or through Square. (Additional fees will apply if paid through Square.)

Late Fees:

If payment is not received by the 3rd day of the month, a \$35.00 charge will be added. After the 4th day of the month, a \$5.00/day charge will be added. The student will not be allowed to return until payment has been received. However, we are open to working with you, please feel free to reach out to us to set up an alternative pay date.

Refunds:

There are no refunds or partial week credits given.

Pesticide Notification:

Parents will be notified 48 hours prior to the use of pesticide treatments on site. Notifications will be posted.

State Licensing & Liability:

Little Wonders Preschool LLC is currently licensed and regulated by: The Arizona Department of Health Services, Office of Child Care Licensing
150 N. 18th Ave. Suite 400
Phoenix, AZ 85007
602.364.2539

Little Wonders
School Year 2022-2023
(Following WUSD Calendar)

August 5	Friday	Meet the teachers
August 8 or 9 (August 8th - Tiny Tots M/W class only)	Tuesday	First day of school
October 6	Thursday	End of Q1
October 10-13	Entire week	No school - Fall break
November 23-24	Wednesday-Thursday	No school - Thanksgiving break
December 20	Tuesday	End of Q2
December 21 - January 3	Through Tuesday, the 3rd	No school - Winter break
January 4	Wednesday	School resumes
March 16	Thursday	End of Q3
March 20-23	Entire week	Spring break
May 25	Thursday	End of Q4 - Last day of school & pre-k graduation