

RISE and Shine Agreement

301 N. Willard Street, Cottonwood AZ

Director Emily Holly 623-297-2146

Office (928) 6395697

Hours:

Monday-Friday 8:00-5:00

Registration Fee:

\$20.00

Tuition:

Part time \$400.00/month- Monday-Friday, 8:00 - 11:30

Full time \$650.00/month- Monday-Friday, 8:00 - 3:30

RISE and Shine aftercare (3:30 -5:00 pm) available upon request.

Full time + After care \$800.00/month-Monday-Friday, 8:00-5:00

DHS Certified,

Break and Summer Care Program available

*Will need a copy of Birth Certificate and Immunizations with
return of this packet*

Tuition/Payment Agreement

RISE and Shine Tuition:

- Part time \$350.00/month Monday- Friday 8:00-11:30
- Full time \$550.00/month Monday-Friday 8:00-3:30
- Full time + after care \$700.00/month Monday-Friday
8:00-5:00

Registration Fee: \$20.00

Tuition will be billed within the first week of the month.

It is your responsibility to either retrieve the paper bill or the emailed bill. You will be given one week from the billed date to pay.

Bills that have not been paid within the week will result in a late fee of \$10.00. Bills that have not been paid within two weeks will result in an additional \$10.00 late fee and possible removal of your child from the program until the bill is paid.

I HAVE READ AND UNDERSTAND THE TUITION/PAYMENT AGREEMENT

Child: _____

Parent/Guardian: _____

Date: _____

Disciplinary Policies & Procedures

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Our discipline procedures will consist of the following strategies:

1. Encourage children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group /activity until they are calm and ready to return.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary policies.

Discipline Policies

1. Warning about unacceptable behavior.
2. Child will sit out with staff member and reflect on behavior.
3. Contact parents- either verbally or written.
4. Temporary suspension for the remainder of the day and up to 3 days depending on behavior.
5. Removal of child from program.

We use Incident Reports to keep a log of behaviors that occur. A copy will be sent home with the parent and a copy will be kept by Rise and Shine

I HAVE READ AND UNDERSTAND THE DISCIPLINARY POLICIES AND PROCEDURES

Child: _____

Parent/Guardian signature: _____

Date: _____

Toileting Agreement

Rise and Shine Preschool can only admit children that are toilet trained. Exceptions can be made on an individual basis. Children will be encouraged to use the restroom both at scheduled times throughout the day and as needed.

We do recognize that accidents happen and they will be treated with sensitivity.

If it becomes apparent to our staff that a child is not completely potty trained, we may work together to create a schedule that works better for the child, or choose to dis-enroll the child from the program if the problem is consistent.

A potty trained child is a child who:

- Is able to communicate to an adult that they need to go potty BEFORE they have to go.
- Is able to pull down their undergarments and pull them back up without assistance.
- Is able to wipe themselves clean after using the toilet.
- Is able to get on and off the potty by themselves (with use of a stool if needed.)

I HAVE READ AND UNDERSTAND THE TOILETING AGREEMENT POLICIES AND PROCEDURES

Child: _____

Parent/Guardian signature: _____

Date: _____