

Parent Handbook

&

Statement of Services

7840 W Lower Buckeye Rd

Phoenix, AZ 85043

623-907-9938

www.Elitepreschool.org

6:30 AM – 6:00 PM

Monday through Friday

Latest drop off time 9:00am

Updated 2026

Dear Parents,

Welcome to Elite Preschool & Learning Center and thank you for choosing our school for your family. As parents ourselves we understand how difficult it can be choosing a school & teacher for your child. Here at Elite, we take pride in our excellent academics, as well as our loving and nurturing Christian Classrooms and Teachers. We understand the importance of making every child feel special and loved and strive to become your extended family. *We believe God made every child unique and special and their education should be the same!* We are a Five Star Rated Quality First Preschool. In this handbook you will read through our program descriptions, rules, regulations and policies. We are confident that most of your questions will be answered within these pages, and you will feel at home here at Elite. Please feel free to stop by the office at any time, our door is always open. We love to hear about your child's milestones and accomplishments, as well as your joys and concerns. Each of our students holds a special place in our hearts, and the families that have been led to our school richly bless us.

In Christ's Love,
Pastor Joe Calloway
Owner

This handbook is designed as a handy reference for you. It contains specific information as well as the Policies and Procedures set forth by Elite Preschool & Learning Center, Quality First, and the State of Arizona. It in no way represents all Elite Policies. For questions you may see Mrs. Angie Jimenez (Director) or call the front desk at 623-907-9938.

OUR MISSION, FAITH AND FAMILY VALUES STATEMENT

Mission Statement:

"CHANGING THE LIVES, ONE CHILD AT A TIME"

At Elite we see the unique potential in each child. Each child has their own special character and personality. Our mission is to help each child develop their life character and to have a positive influence on those around them as they grow. At Elite we want to introduce your child to the learning atmosphere with fun and positive teaching techniques.

Statement of Faith:

"WE BELIEVE EACH PERSON HAS AN OPPORTUNITY TO CHOOSE A PERSONAL RELATIONSHIP WITH GOD"

Elite Preschool and Learning Center is a Christian Preschool. At Elite your child will learn about God's love for them. Your child will also learn how God's Word can be relevant to their daily life. They will learn how they can develop their own personal relationship with God. It is by God's Grace that allows his love to be seen in our lives.

Statement of Family Structure:

"EACH CHILD IS PART OF A FAMILY STRUCTURE", the Bible talks about many different structures in families. A family can be those you are born with, those you live with, those you work or go to school with. At Elite we have the responsibility to respect and have consideration towards one another.

Non-discrimination policy:

Elite Preschool is a developmentally, age-appropriate preschool. Elite does not discriminate on the basis of race, religion, color, national or ethnic origin.

Children with special needs:

Our goal is to meet the individual needs of the child within the structure of our program. We also want to maintain a healthy and safe environment for all children and staff, some special needs may not fit within the structure of our program

Daily routines and schedules:

Each classroom will post their weekly lesson plans. Please stop and notice what your child has learned for the week. It is a great support for you to talk to your child regardless of age about what was learned for the day or week.

Transitions:

New to Elite: If your child has just started, you are encourage to spend additional time in the classroom to help them become comfortable in a new atmosphere. It is suggested you spend time encouraging and learning about your child's friends, teachers or day. Spend time talking before and after school about the activities your child was a part of. To get a copy of the daily lesson plan please ask the front desk.

New Classroom: We understand that every child responds in a different way to change. Your child may experience this difficulty and tend toward regressive behaviors (biting, pants-wetting, etc.) this is normal. We want to encourage you to support your child during this time. We have procedures for our teachers to use to support children who may experience these moments of anxiety and may need extra reassurance and comfort.

Television and other Media Sources:

Preschool: We limit television and video in our school because we want our students to experience interactive learning. We do however show Bible videos and clips during Bible study time as reflected on the lesson plan. Any scheduled Movies will be announced via Procare.

Communication with Parents:

Elite believes that the home is the primary educator in the life of a young child, and that we are an extension of the home. It is our desire to partner with parents to educate our students.

Discipline Policies:

Elite staff members will handle behavior problems in the classroom through redirection, reflective listening, and positive reinforcement. Children are taught to "use their words" to tell others how certain behaviors make them feel. Staff members are constant role models, providing examples to students. Teachers will help and encourage students to resolve conflict by using their words.

Field Trip and Requirements and Procedures:

You will be required to fill out a Field trip permission policy for each field trip your child will go on. If your child does not return a permission slip, the child will stay at the school in a classroom. Walking field trips are areas in which your child will participate in and around the facility that are not considered a licensed area.

Transportation: Elite Preschool does NOT provide any transportation.

Parent Participation

Parents are invited welcome to join our festivities; however, parents must sign and follow our rules before participating in the classroom. ***This includes: No videos, pictures, or student contact is allowed for the safety and protection of all students. A Parent can only participate 15 minutes per event. Elite Preschool has authority to make any changes if deemed necessary.***
Teachers will be managing and guiding the classroom; Parents will be responsible for their own child.
To keep in line with our daily schedules, curriculum and routines please keep pick up and drop off time to a 10-minute maximum.

Personal Belongings:

Children are required to bring a spare set of clothing, a small blanket, and pillow to keep in their cubby. Please dress your child appropriately for the weather. Your child will spend 20-30 minutes outdoors unless weather conditions are not appropriate.

Enrollment:

At Elite Preschool we offer two programs, Full Time and Part Time. Registration packets must be completed and submitted **1 day before** your child can begin at Elite. All Fee must be paid in full before starting. We want to ensure your child is safe and healthy by having these forms completed and on file. There are many forms in your packet that are state required forms that must be completed.
You are eligible for enrollment based upon space availability, and your enrollment handbook is complete. If an outstanding balance exists, you are responsible for paying all due fees in order to start.

For the safety of all students, you are required to park in a parking spot to drop off and pick up.

All Parents are required to walk their child into the facility to their classroom.

Vacation policy

You will have the opportunity to earn 1 week of vacation time yearly. You can earn this by making payments on time by due date and if you do not have a return on your payment for 1 year. You will need to contact the office and verify your account was in good standing for 1 year. Once it is verified, we will need in writing the week you will be taking time off. Your year will start at your initial enrollment date. Vacation time will need to be taken all at one time**.**

10-hour per day RULE

Students may not exceed 10 hours per day.

Withdrawing from Elite:

We require a 2-week notice when withdrawing your child. There is a form you can fill out to perform this action. Failure to provide such notification will result in tuition and charges for those 2 weeks. If you leave on good standing with Elite, we welcome your return, should you require later childcare. All fees must be paid if you choose to return to Elite.

Expulsion policy:

In certain circumstances, it may be necessary to discontinue a child's enrollment. Elite meets the new federal guidelines for removal or expulsion of a child. It is ADES' intention to provide assistance by creating better awareness for parents/guardians and childcare programs of the issues that may lead to the expulsion of children in care. This decision is based on the best interest of your child, other children in class, teachers, and the well-being of everyone at the school.
Expulsion may be a result of:

- *Abuse of other children, staff, teachers or property by child or parent/guardian*
- *Continued violation of policies by child or parent/guardian*
- *Disruptive or dangerous behavior by child or parent/guardian*
- *Disruptive or dangerous behavior by an individual identified as an authorized or emergency pick-up person*
- *The school's inability to meet the child's need or the parent's/guardian's expectations*
- *Any form of intimidation, bulling, foul language used by a parent or an adult for any reason*
- *Repeated late pick ups*
- *Repeated late tuition payments, non-payment or accumulated weekly tuition or fees*
- *Refusal of parent's/guardians to pay fee's due*
- *Child or parent/guardian in-cooperation unresponsive modification with action plans for child behavior improvement*

***Elite Preschool reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.**

Sign in/out procedures:

For security reasons you are required to CHEK IN AND OUT into the preschool system via the Procare application on your phone OR using the front desk tablet. Every authorized parent or guardian has their individual assigned pin number. Both of which will require a signature each time. If you fail to follow procedures, a signature fee of $5.00 will be billed to your account per day.

Security/Drop-Off and Pick-Up Procedures

Procedures have been put into place for the safety of not only your child but other children, parents, or those who use the parking lot. Please follow the guidelines below.

- **All parents are required to park in a parking space to pick up or drop off.**
- **Parents must bring their children into the building, sign them in and walk each child to their classroom when picking up or dropping off.**
- **Only a person who is listed on your ADHS EMERGENCY CARD is allowed to drop off or pick up your child.**
- **Young Adults under the age of 18 must have a written authorization letter from Parent to pick up student.**
- **No person under the age of 16 will be allowed to pick up any students.**
- **Those who do not have access to Brivio (our door system) For security reasons we have our doors locked, please knock on the door and our staff will let you in**

ALL CHILDREN MUST BE DROPPED OFF BEFORE 9 AM TO AVOID CLASSROOM DISRUPTION.

Holiday Schedule:

- ***Closed: Christmas, New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and the day after Thanksgiving.***
- ***Closed for Teacher in-service Days: Presidents Day and Columbus Day***
- ***The current annual calendar is posted at the front desk. You may ask for a copy.***
- ***When a holiday falls on the weekend, the closest business day will be observed.***

DES Requirements: We accept DES tuition assistance.

- As a DES parent, you are required to pay a co-pay.
- DES pays for 5 absences per month; if your child is absent more than 5 days a month you will be responsible for paying the tuition DES pays Elite, along with your normal co-pay.
- DES is not responsible for REGESTRATION FEES and ANY OTHER Elite Preschool Fees. (REVIEW PAGE 10 FOR ELITE PRESCHOOL FEES)

Quality First Scholarship Requirements:

- QF is not responsible for Registration Fees or any other fees that are acquired at Elite Preschool
- All QF scholarships applications must be submitted within the appropriate timeframe and all documents must be attached.
- Income Verification Forms are sent to Valley of the Sun United Way for Approval.
- A copy of QF Attendance Expectations will be provided upon submitting the application.

Insurance:

Elite Preschool & Learning Center exceeds the minimum insurance coverage required by the State of Arizona. Can be reviewed upon request.

Screenings and Referral:

During infancy and early childhood, your child will gain many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period. Elite Preschool & Learning Center uses Ages and Stages (ASQ-3) and every child will participate in the screening and monitoring program. If a possible developmental concern is identified, the director will refer families to the appropriate community agency for further testing. Each child has a developmental journal where the teachers record observations. Early childhood assessments are completed twice a year, as well as parent/teacher conferences.

Tuition:

For your convenience Elite Preschool offers Two payment options.

- *Online Payments – this is no hassle no charge recurring debit card payment*
- Cash Payments – Must be received by Director or Assistant Director. A copy of your receipt will be given to you when payment is submitted.

Holidays and days that the center will be closed will still be charged in that week's tuition.

Fee	Reason
$35.00	Decline Fee Tuition Fee
$5.00	Cash payment processing fee
$25.00	Per each child per each 15 minute late pickup Fee
$5.00	Failure to sign sign-in/out sheet monthly
$100.00	Reactivation of a child who is withdrawn or is a no show for 1 week
$100.00	Enrollment paperwork (Registration Fee)
$3-$5	You will be charged a $5.00 fee for each lunch Elite has to provide and $3.00 for each snack
$25.00	Late tuition Fee
$100.00	Reactivation fee for a child who misses more than 2 weeks allotted vacation
$3 - $8	You are charged $3.00 for each diaper & $ 8.00 for each box of wipes Elite supplies

Tuition Rates for 2026-2027		
$265.00	Full Time (1 year old)	Part time (3 full days) $175.00
$265.00	Full Time (2-year-old)	Part time (3 full days) $175.00
$250.00	Full Time (3–5-year-old)	Part time (3 full days) $170.00

Sick Days/Absences:
Here at Elite preschool, you are responsible for paying the full week's tuition whether in attendance or not. When your student is enrolled, you are reserving your child's spot.
See previous page DES policies and procedures, as their policies may vary.

Health Policies

10 Ways to Empower Children to Live Healthy Lives:
Here at Elite Preschool and Learning Center we are committed to our children's health. Here are 10 ways we practice this.

1) Provide at least 60 minutes of daily physical activity and do not allow more than 60 minutes of sedentary activity at a time, or more than three hours of screen time per week.
2) Practice Sun Safety
3) Provide a breastfeeding-friendly environment.
4) Serve meals family-style and do not use food as a reward.
5) Provide monthly oral healthcare education or implement a tooth brushing program.
6) Ensure that staff members receive three hours of training annually on Empower topics.
7) Make Arizona Smokers' Helpline (ASHLine) Education materials available at all times)
8) Maintain a smoke free campus.

Meals:
Parents are required to pack a lunch and two snacks for the day. Please make sure all meals are ready-to-serve. Make sure to pack adequate ice packs and pack warm food ready-to-serve in a thermos.

Please be sure to avoid sugary drinks such as soda, or sugary juices. If you need snack or meal ideas, please ask the office to provide you with our lunch guideline sheet.

You will be charged a FEE for any items Elite Preschool must provide in the case your child was not sent with any.

Allergies:

All allergies to medication and/or other substances must be stated on the emergency and medical forms in your enrollment packet.

Medication:

As per ADHS rules and regulations regarding medications we will only administer medication prescribed by a doctor. All medication must be accompanied by a medication form that gives detailed information dates, time and dose to be given to your child. You may get this form at the front desk. Teachers are not authorized to administer any medications including across-the-counter medication. Elite Preschool Admin will only administer life-saving medications which may include EpiPens, Inhalers, or Breathing Treatments.

Accidents/Emergency Procedures:

All teachers are certified in infant/child CPR and first aid. In case of illness, accident or injury, we will attempt to reach you first. If we are unable to reach you, the emergency contact person will be contacted. If the emergency contact cannot be contacted an ambulance will be called. If a child is unable to respond and is having trouble breathing, experiencing a seizure or other life-threatening issue we will call 911. Once we have called a parent you are expected to pick up your child within 30 minutes. Elite Preschool reserves the right to call 911 in case of an emergency.

Sickness/Communicable Disease:

Elite Preschool is concerned about the health of all our students, so we observe each child's health on a daily basis. If we observe your child developing symptoms of illness during the day, we will isolate them from other children and call you to pick up your child. You must pick up your child within 30 minutes of being called. For the health and wellbeing of all the children you must keep your child out of school for 24 hours should they develop any of the following symptoms or signs of a contagious disease.

- *Rash, unusual spots or rashes*
- *Diarrhea (more than three loose stools)*
- *Severe coughing*
- *Difficult or rapid breathing*
- *Yellow skin or eyes*
- *Tears, redness or eyes that have discharge*
- *Mouth sores with or without drooling or a white tongue or areas in the mouth*
- *A fever of 100.4 degrees or more*
- *Sore throat or trouble swallowing*
- *Infected skin patches*
- *Severe itching of body or scalp or signs of head lice or nymphs*
- *Vomiting*
- *Headache or stiff neck*
- *Tea-colored urine, or unusual colored stools*
- *Heavy nasal discharge that is not clear*
- *A parasite*
- *Any other contagious or communicable disease which may be observed by the Administration Staff*

Student Confidentiality

We maintain the highest levels of Student Confidentiality pertaining to a child or the family. Occasionally, we may be required by state law to share confidential information and our records may be reviewed by licensing agents for information that is pertinent to a child's well-being.

Non-Discrimination Policy

Elite Preschool & Learning Center is a developmentally, age-appropriate preschool. We do not discriminate on the basis of race, religion, color, national or ethnic origin in the administration of our educational policies or admissions. However, because of our staff's credentials and the facility's limitations, we are unable to accommodate all children's special needs.

Health and Safety:

The Department of Health and the Fire Marshall inspect Elite on a regular basis. The most recent inspection information is located in the preschool office.

Pest Control:

We may, at times, have a licensed, qualified exterminator apply pesticides to the facility. We will post notices of such occurrences at least 48 hours prior to their application, and notices will remain posted for 24 hours after they have been applied. All applications will be made during hours that the school is closed. We maintain a log of all pesticide applications.

Curriculum and Classroom Schedule

Our curriculum is a Theme based curriculum written by the teachers at Elite Preschool & Learning Center and is designed to fit a variety of needs and learning styles. The curriculum follows the Quality First guidelines for learn through play. This assures that the curriculum is touching on the milestones which we teach while your child is enrolled at Elite.

Quality First

In April 2012, Quality First Arizona partnered with Elite to improve the quality of the educational programs for children birth to five. The purpose of Quality First Arizona is to improve the early care and education in Arizona so young children can begin school safe, healthy and ready to succeed. The goal of Elite Preschool with Quality first is to continue to maintain this standard of excellence for our school.

Elite Preschool is regulated by the Department of Health Services.

Our CDC is 14277.

Bureau of Child Care Licensing

Arizona Department of Health Services

150 N. 18th Ave. Suite 400

Phoenix, Az 85007

Phone: 602-364-2539

For more questions regarding our licensing policies and procedures, you may contact our State Licensing Surveyors.

Flossie Wagner

ACKNOWLEDGEMENT

I understand the policies and procedures set forth in this handbook have been put into place for the welfare of the school, teachers, families and children working or attending Elite. By signing this acknowledgement, I am entering into a legal agreement between Elite and my family agreeing to comply with ALL the policies within.

_____

Print child name & date

_____

Print parent name

_____

Parents signature

Please sign and return with your enrollment pack