2026-2027

EDUPRIZE SCHOOLS

Pre-K Program

Parent & Student Handbook



EDUPRIZE retains the authority to revise this Handbook at any time in alignment with its established policies and procedures. This Handbook supersedes all previous editions. The most current version of the Handbook can be accessed on EDUPRIZE's website.

The policies and procedures outlined in this document are not exhaustive. EDUPRIZE reserves the sole discretion to interpret, modify, or discontinue any of the policies and procedures contained herein, in whole or in part.

EDUPRIZE has made every effort to ensure that the policies in this Handbook comply with all relevant state and federal laws and regulations. Should any policy in this Handbook conflict with applicable law, the law will prevail over the Handbook policy. If any section of the Handbook is found to be unenforceable for any reason, that section will be considered severable, and the remainder of the Handbook will remain fully enforceable.

By enrolling in EDUPRIZE, the Parent/Legal Guardian and Student acknowledge that they have reviewed and understood the contents of this Handbook. Furthermore, they agree to adhere to all EDUPRIZE policies and procedures outlined in this Handbook or communicated elsewhere during the Student's enrollment at EDUPRIZE.

This Handbook is a dynamic document, subject to ongoing review and updates. Any revisions to this document will be communicated to students, staff, and parents.

PHILOSOPHY

The EDUPRIZE mission is to provide educational excellence to our community of learners through the use of multiple modality instruction and a strong differentiated curriculum. Students will grow socially and academically in an environment where both leadership and collaboration are stressed. Students will acquire knowledge and ability in mathematics and language arts through our science-based, thematic approach to applied learning. Our project-based focus better ensures that students will excel across the curriculum, providing competencies for career and college readiness.

MISSION

In partnership with families, to foster a personalized learning environment where all students are known, valued, and thrive

VALUES

The EDUPRIZE system champions six core (THRIVE) values that inform our operations, pedagogy, and instructional model. They are as follows:

Trust
Heart
Respect
Inquiry
Value
Excellence

EDUPRIZE SCHOOLS LLC STATEMENT OF SERVICES FOR Pre-K PROGRAM

Pre-Kg Services Classification in R9-5-204: EDUPRIZE Pre-K offers a part day 4 year old program

Hours of Operation:

Full Day Class: 8:15 a.m. - 2:30 p.m Monday - Thursday, 8:15 a.m. - 12:30 p.m. Fridays
AM Half Day Class: 8:15 a.m. – 12:30 p.m. Monday - Friday
Early Drop Off: 7:30 a.m. – 8:15 a.m. Monday - Friday

Programs: Monday through Friday; Monday/Wednesday/Friday; Tuesday/Thursday.

Facility Address: 580 West Melody Avenue, Gilbert, AZ 85233
Facility Phone: 480-813-9537

Arizona Department of Health:

EDUPRIZE Pre-K School is regulated by the Arizona Department of Health Office located at
Arizona Department of Health Services
150 N. 18th Ave.
Phoenix, AZ 85007
602-364-2539

A General Description of Activities and Programs:

At EDUPRIZE, our PreKindergarten program provides a strong foundation for lifelong learning by nurturing each child's natural curiosity and love for discovery. Designed for children ages 4–5, our program blends academic readiness with social-emotional development in a caring, structured, and play-based environment.

Our PreK Philosophy: We believe young children learn best through hands-on exploration, meaningful play, and consistent routines guided by compassionate, skilled educators. Our program fosters independence, creativity, and confidence while preparing students for success in kindergarten and beyond.

Core Program Components

1. Academic Readiness

Our curriculum introduces foundational skills in:

- Early literacy (letter recognition, phonemic awareness, storytelling)
- Math (numbers, patterns, shapes, counting)
- Science and social studies through thematic units and discovery-based learning
- Fine motor and pre-writing skills

2. Social-Emotional Development

Students are supported in developing:

- Self-regulation and coping strategies
- Positive peer relationships
- Conflict resolution and sharing
- Respect for others and classroom routines

3. Creative Expression and Play

Daily opportunities are provided for:

- Art, music, and imaginative play
- Sensory activities and hands-on exploration

- Gross motor development through movement, dance, and outdoor play

4. Character and Citizenship
Aligned with EDUPRIZE values, students learn:

- Responsibility and respect
- Kindness and empathy
- Being a helpful classroom citizen

Learning Environment

Our PreK classrooms are:

- Safe, welcoming, and structured with consistent daily routines
- Rich in language, visuals, and opportunities for choice
- Designed with centers for literacy, math, art, dramatic play, and science exploration

Each class is led by experienced, certified early childhood educators who build strong connections with students and families, ensuring every child feels seen, valued, and supported.

Kindergarten Preparation

By the end of the program, students are:

- Familiar with school routines and expectations
- Confident in communication and classroom participation
- Ready for the academic and social demands of kindergarten

Accident and Emergency Procedures:

First Aid Kits that meet or exceed state-required standards are maintained in the Pre-K area. These kits are readily accessible to staff but kept out of reach of students at all times.

- On-Campus Treatment: If a student requires first aid, treatment will be provided by a Registered Nurse or first-aid-trained staff member, based on their evaluation of the situation.
- Parent Notification: The parent or guardian listed on the student's emergency card will be notified within 30 minutes of the incident. The notification will include:
    - A description of the incident
    - The nature of the injury or treatment provided
    - Time and method of communication (e.g., phone call, message)
- Incident Documentation: A written incident report will be completed and include:
    - Description of the incident

    - Date, time, and location
    - Actions taken
    - Time and method of parent notification
- Record Retention: All incident reports are maintained on site for a minimum of 12 months following the child's disenrollment from the program.

Age-Appropriate Discipline Guidelines and Methods:

At EDUPRIZE, we believe that early childhood is a time to guide, nurture, and teach children how to manage their behavior in a safe, supportive, and respectful environment. Our approach to discipline is rooted in positive guidance, teaching students the skills they need to make good choices and build healthy relationships.

Our Goals

- To help students understand expectations and develop self-control.
- To teach problem-solving, responsibility, and respect for others.
- To maintain a safe, structured environment where learning can thrive.

Positive Behavior Expectations

In our PreK classrooms, we teach and reinforce these key expectations:

- Be Safe – Keep hands, feet, and body to yourself.
- Be Kind – Use kind words and actions with teachers and classmates.
- Be Respectful – Listen when others are talking and follow directions.
- Be Responsible – Take care of classroom materials and help clean up.

These expectations are taught explicitly, modeled, practiced, and reviewed throughout the school year.

Guidance and Redirection Strategies

Teachers use a variety of age-appropriate strategies to support positive behavior, including:

- Clear, consistent expectations and routines.
- Positive reinforcement and encouragement.
- Visual supports and social stories.
- Calm redirection and reminders.
- Choices that empower students within boundaries.
- Logical and natural consequences.
- Opportunities to try again or take a short break to reset.

When Additional Support Is Needed

If a child engages in ongoing disruptive or unsafe behavior, the following steps may be taken:

1. Teacher Intervention – Gentle correction, redirection, and conferencing with the child.
2. Parent Communication – The teacher may reach out to discuss strategies and ask for insight.
3. Behavior Support Plan – For repeated behaviors, a collaborative plan may be developed with parents and staff.
4. Administrative Support – If the behavior poses a safety concern or significantly disrupts the learning environment, an administrator may become involved.

Behaviors such as hitting, biting, extreme defiance, or unsafe actions are handled promptly, with both safety and teaching in mind. Parents will always be informed when serious incidents occur.

Our Philosophy

We believe:

- Young children are still learning how to manage their emotions and behavior.
- Discipline is about teaching, not punishing.
- Children thrive when expectations are clear, consistent, and loving.

We appreciate your partnership in helping every child learn, grow, and shine. If you ever have questions or concerns, please reach out to your child's teacher or the PreK Director.

Charges, Fees, and Payment Requirements for Pre-K:

	Full Day	AM Half Day
Monday - Friday	$1,600 / quarter $5,760 / full year	$1,000 / quarter $3,600 / full year
Monday/Wednesday/Friday	$1,000 / quarter $3,600 / full year	$670 / quarter $2,400 / full year
Tuesday/Thursday	$750 / quarter $2,700 / full year	$470 / quarter $1,690 / full year

Payments are made through Infinite Campus (small processing fee applied) and are accepted by the quarter. There are 4 quarters per school year. All payments are non-refundable and are due by the 1st day of each quarter. If the year tuition is paid in full, a discount is applied.

Child Admission and Release Requirements:

Children must be walked in each day by a parent, legal guardian, or authorized adult and signed in at the playground gate. At the end of the day, children are signed out by a parent or legal guardian at the playground gate.

Child Enrollment & Disenrollment Procedures:

Enrollment

Students are enrolled on a first-come, first-served basis through a written application submitted by the parent or legal guardian.

The application must include the following information:

- Child's full name
- Home address (including city, state, and zip code)
- Gender
- Date of birth

Additional required documentation:

- Current immunization records or a valid immunization exemption document

Additional information collected during enrollment includes:

- Enrollment date
- Contact information for each parent or legal guardian
- Names and contact information for two emergency contacts (in case a parent/guardian cannot be reached)
- Written authorization for emergency medical care
- Information regarding any dietary needs
- Any health or emotional concerns that staff should be aware of

All of this information must be completed and submitted with the initial application form.

Students are disenrolled when the parent/legal guardian submits a written request to withdraw the student from the program. The date of withdrawal is entered by staff on the child's student records file and is maintained on the premises for at least 12 months after the disenrollment date. See Attached Exhibit A

Enrollment Termination:

EDUPRIZE Pre-K reserves the right to terminate enrollment for the following reasons, but not limited to:

- Failure to pay
- Routinely late pick-up
- Failure to complete the required forms
- Lack of parental cooperation
- Not toilet trained
- Failure of the child to adjust after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- If a child creates a hazardous environment due to behavior or bodily fluid
- Lack of compliance with policy and regulations
- Serious illness of the child

Family Partnership

We believe families are a child's first and most important teachers. We are committed to building strong partnerships with families through:

- Ongoing communication
- Parent-teacher conferences
- Opportunities for classroom involvement

The EDUPRIZE PreKindergarten program is a joyful, intentional start to your child's educational journey. We invite you to join us as we inspire curiosity, build character, and prepare for a successful transition into elementary school.

These connections help us work together to support each child's growth and development.

Field Trip Requirements and Procedures:

N/A Pre-K does not take off-site field trips.

Illness Policy:

At EDUPRIZE Schools, the health and safety of our students and staff are a top priority. To maintain a healthy learning environment, we adhere to a strict illness policy and ask for your cooperation in keeping sick children at home. EDUPRIZE reserves the right to temporarily

deny a child's admittance or request early pick-up if symptoms of illness are present during the school day.

We understand that minor illnesses are a part of childhood; however, sending a child to school when they are not well places others at risk and delays their own recovery. Please review the following guidelines to determine when your child should remain home.

When a Child May Not Attend School

Fever

- A fever is often a sign of infection. Any child with a temperature of 100°F or higher must stay home.
- If a fever develops during the day, you will be contacted to pick up your child.
- Children must be fever-free for at least 24 hours without the use of fever-reducing medication before returning to school.
  Example: If a fever breaks at 6:00 p.m., your child may not return the following morning.

Rash

- Rashes can indicate contagious illnesses (e.g., chickenpox, measles).
- Any rash other than common diaper rash or mild skin irritation requires evaluation.
- A written doctor's note stating the rash is not contagious is required for reentry.

Conjunctivitis (Pink Eye)

- Children with excessive eye discharge will be sent home.
- Return to school requires a doctor's diagnosis:
- Bacterial conjunctivitis: Return after 24 hours of treatment.
- Viral conjunctivitis: Return only if there is no discharge.
- If the diagnosis rules out pink eye, a doctor's note must confirm it is not contagious.

Head Lice

- Children must be treated and nit-free before returning.
- Return is subject to school nurse clearance, at least 24 hours post-treatment.

Diarrhea

- Diarrhea due to illness is highly contagious.
- Children must stay home if they have diarrhea.
- If a child has two or more episodes, or any uncontained diarrhea while at school, parents will be called for immediate pick-up.
- Return to school requires 24 hours without symptoms.

Vomiting

- If vomiting occurs at school, parents will be contacted immediately.
  Children may return 24 hours after the last episode of vomiting.

Coughs and Colds

- Minor colds may not require absence; however, children should stay home if they have:
    - Persistent or severe cough
    - Green or yellow nasal discharge
    - Productive cough with green or yellow phlegm
    - Symptoms that prevent participation in daily activities
- If your child has a mild cold:
    - Notify the teacher.
    - Ensure they have proper clothing for outdoor activities.

Note: If your child cannot participate in routine activities, including outdoor play, they are likely not well enough to be at school.

Returning After Illness

If your child has been evaluated by a healthcare provider and is cleared to return to school but is still recovering, please inform staff and ensure the child has everything needed for comfort (e.g., extra clothes, rest items, or medication with written permission).

We appreciate your partnership in promoting a healthy school environment. If you have any questions or are unsure whether your child should attend, please contact the school nurse or the PreK Director.

Inspection Reports:

Reports of all inspections required by law are available on-site and can be viewed online at DHS.

Liability Insurance in compliance with Arizona Administrative Code R9-5-308.

- Transportation Coverage: EDUPRIZE Pre-K does not utilize school-owned vehicles for transporting Pre-K students; therefore, motor vehicle liability insurance is not required for this program.
- Student Accident Insurance: EDUPRIZE Pre-K does not provide individual student accident insurance. Families are encouraged to obtain their own coverage. Affordable student insurance plans are available—please visit www.eduprize.com for more information.
- Proof of Insurance: EDUPRIZE will submit updated proof of insurance to the Arizona Department of Health Services whenever coverage is renewed, canceled, or modified.

Medication Administration Procedures:

EDUPRIZE Schools ensures the health and safety of all students by employing Registered Nurses (used in emergencies) and first-aid-trained staff who are available on campus during hours of operation.

- Medication Administration: All medications for Pre-K students are administered by trained staff members in accordance with a doctor's written orders and the original prescription instructions. *Giving medicine to students during school hours shall be restricted to necessary medication that cannot be given on an alternative schedule.*
- The Medication Consent Form is available from the Director or Assistant Director. The initial medication intake is through the Director or Assistant Director of the facility.
- Parent/Guardian Consent: A signed Medication Consent Form is required before any medication is administered. Medicine administered by school staff must be accompanied by a label affixed to it by a pharmacy, physician, or parent(s)/guardian in case of non-prescription medicines. This form is kept in the school's Emergency Procedure Binder and includes the following:
    - Student's full name, first and last
    - Name of the medication
    - Prescription number
    - Dosage and method of administration
    - Frequency and timeline for administration
    - Reason for the medication
    - Signature and date from the parent/guardian
    - Signature and date from the school nurse
- Injections: Any injectable medications are administered in compliance with Arizona Revised Statutes A.R.S. §§ 32-1421(A)(1) and 32-1631(2).
- Medication Disposal: Any unused or expired medication will be returned to the parent/guardian if it is no longer needed or if the child withdraws from the program. See attached Exhibit B

Parental Access:

Parents/legal guardians have access to the areas on the EDUPRIZE campus where their children are taught in Pre-K.

Pesticide Notification:

In compliance with state regulations and in our ongoing commitment to student safety, EDUPRIZE Pre-K provides advance notice of any pesticide applications.

- Notification Posting: A notice will be posted at the front entrance of the building at least 48 hours prior to any pesticide application.
- Application Timing: All pesticide treatments are scheduled on Saturdays, when students are not present on campus.
- Notice Details: Posted notices will include the date and time of the scheduled application.
- Pesticide Log: A detailed logbook is maintained in the business office. This includes:
    - Name of the pesticide and brand
    - Concentration and rate of application
    - Any use restrictions
    - Material Safety Data Sheets (MSDS) for all products used
- Service Provider Information: The logbook also contains the name of the licensed pest control company, a copy of the applicator's business license, and relevant documentation.
- Parent Access: For your convenience, a calendar of scheduled pesticide application dates is posted on the Pre-K bulletin board.

Transportation:

Transportation to and from school is provided by the parent/legal guardian. EDUPRIZE does not offer transportation for students.

Responsibilities and Participation of Parents in Facility Activities:

1. Bring students to school and pick them up on time
2. Maintain vaccinations as required by law
3. Notify the administration of any communicable illnesses as required by law
4. Attend parent/teacher conferences as scheduled
5. Attend student activities

EXHIBIT A

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:
www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

☐	Copy of current official documented immunization record attached
☐	Religious Beliefs exemption form signed by parent/guardian attached
☐	Medical Exemption form signed by physician and parent/guardian attached
☐	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

Is child allergic to food or other substances? ☐ No ☐ Yes If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	
Is child usually susceptible to infections and if so, what precautions need to be taken? ☐ No ☐ Yes If yes, list precautions:	
Is child subject to convulsions and what should be our procedure if one occurs? ☐ No ☐ Yes If yes, specify procedure:	
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? ☐ No ☐ Yes If yes, list precautions:	
Additional comments:	
Other special instructions:	

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:

EXHIBIT B

Arizona Department of Health Services
Bureau of Child Care Licensing

MEDICATION CONSENT FORM

First & Last Name of CHILD:			
Type/Name of Medication:	Prescription #:	Dosage:	Route (method)*:
Start date:	End Date:	Times & frequency:	
REASON:			
I give permission for the administration of the medication, according to the instructions listed, to the child listed above.			
Date of authorization:	Signature (parent/guardian):		

POSSIBLE SIDE EFFECTS TO WATCH FOR WITH THIS MEDICATION:

_____

_____

*** Injections: Attach health care provider's written authorization.**

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FOR STAFF REVIEW PRIOR TO ADMINISTERING MEDICATION:	YES	NO
Is the medication consent form complete?	☐	☐
Is the original prescription label on the medication container or prepackaged and labeled for use by manufacturer?	☐	☐
Is the full name of the child on the container?	☐	☐
Is the prescription or over-the-counter medication current?	☐	☐
Is the dose, name of drug, frequency of administration given on label consistent with instructions above?	☐	☐

Staff initials:_____

Please use the second page to document administration of the medication.

Name of Child:

DATE	NAME OF MEDICATION	RX#	DOSE	TIME	FULL SIGNATURE of AUTHORIZED STAFF PERSON