



PARENT INFORMATION

Little Sunbeams Preschool is located at
4850 N Litchfield Road, Suite 104-105; Litchfield Park, AZ 85340
Tel. 623-935-0422
Service Hours: Monday through Friday 6:30am to 6:00pm



WE SERVICE: Early Preschoolers: 2-year-olds
Preschool: 3-year-olds
Pre-Kindergarten: 4-year-olds

SCHEDULE OPTIONS

TRADITIONAL: Full days (8:00-4:00) Half days (8:00-12:00 OR 12:00-4:00)
based on availability.

- A.** Monday through Friday (up to 184 days per year)
- B.** Monday, Wednesday, Friday (108 days per year)
- C.** Tuesday, Thursday (78 days per year)

CUSTOMIZED (for additional fees)

- Extended hours (1 hr. limit for half day schedules)
- Drop-in rates (upon availability)

TUITION & FEES

- Registration fee: \$175 per student/family upon enrollment
- Tuition is due on the first day of each month regardless of holidays, vacation, weekends, and days missed.
- \$25 fee for split payment (1st and 15th)
- \$25 fee for any late payments.
- \$55 fee for any schedule change
- \$55 fee for children not toilet trained in 2-year-old class.
- **NO REFUNDS/CREDIT ON REGISTRATION FEE & MISSED DAYS**

DISCOUNTS

- 10% discount for current military families. ID is required.
- 10% discount for enrolled siblings.
- 10% discount when total balance is paid for the year.
- 10% discount when employed at Little Sunbeams
- 10-30% discount if qualified for a family scholarship when enrolling in a second child. Tax forms required.

Where every child Shines in 100 ways!

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MISSION

Little Sunbeams Preschool is committed to helping children in Litchfield Park and its surrounding communities experience daily success. Our aim is to provide caring adults, an inviting environment, and child-centered activities to equip children with a love for learning and with an ability to make learning visible in their own unique way.

PHILOSOPHY

Little Sunbeams Preschool believes that children can make learning visible in a hundred ways and more. When children are encouraged to explore and develop their own way of learning, children gain confidence, experience success, and therefore shine in their own way! This philosophy is inspired by the world-renown Reggio Emilia approach, named after the city in northern Italy, where it originated. Loris Malaguzzi, the founder of the Reggio-Emilia approach illustrates this philosophy in his poem.

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The Hundred Languages of Childhood

The child is made of one hundred.
The child has a hundred languages, a hundred hands, a hundred
thoughts, a hundred ways of thinking, of playing, of speaking.
A hundred, always a hundred ways of listening, of marveling of
loving A hundred joys for singing and understanding
A hundred worlds to discover, a hundred worlds to invent, hundred worlds to
dream The child has a hundred languages
(and a hundred hundred hundred more)
But they steal ninety-nine.
The school and the culture
Separate the head from the body.
They tell the child to think without hands, to do without head,
to listen and not to speak, to understand without joy
To love and to marvel only at Easter and Christmas
They tell the child to discover the world already there and of the
hundred They steal ninety-nine.
They tell the child that work and play, reality and fantasy, Science and imagination,
Sky and earth, reason and dream
Are things that do not belong together
And thus they tell the child
That the hundred is not there
The child says: NO WAY the hundred is there

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TEN CURRICULUM FOUNDATIONS

To fulfill its mission, Little Sunbeams builds and incorporates a curriculum based on the following ten foundations:

1. Children can demonstrate, storing, and organizing learning in various ways and levels.
2. Children can choose how they learn.
3. Every child is unique and can impact the learning of others.
4. Parents are the child's first teachers.
5. Parents can impact learning in schools.
6. Classroom teachers are observers, documenters, and facilitators.
7. Classroom teachers develop learning experiences based on student interests.
8. The environment is the child's third teacher.
9. A safe, clean, organized, and beautiful environment enhances the learning process for children.
10. Children, parents, and teachers can make learning visible each day through various mediums (languages), such as drawings, paintings, sculpture, role-playing, poetry, writing, singing, interactive journaling, and constructions, to name a few

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FIVE PRINCIPLES

Emergent Curriculum

We believe that children's natural ability as learners is enhanced when learning is self-initiated and incorporates their own interests, styles, and needs. Themes and daily lessons are developed strategically from the observations in everyday interactions among students, teachers, and parents.

Representing Learning

Essential to the Reggio Emilia approach is the opportunity a child is given to represent his or her experience in the learning process in his or her own way. Tools such as art mediums, language, drama, music, movement, and other materials in the environment are accessible to all children to help them express and make their learning experience visible each day.

Meaningful relationships

We believe that cognitive development is advanced when children are consistently interacting with peers, teachers, and parents in positive, constructive, and collaborating ways. As children are encouraged to dialogue, record and share observations, compare outcomes and ideas, and solve problems through group work as well as home/community-based activities, they form meaningful as well as lasting and trusting relationships.

Teachers as learners

At Little Sunbeams Preschool, teachers are naturally inclined to learn more as they embark on facilitating children's new discoveries and learning. Teachers are constantly investigating best practices to promote in children more curiosity, more "languages" for expressing and representing daily learning.

Documentation

Documenting key observations, progress, creative representations, and verbal expressions is crucial as we want to impact the learning of children as well as our own learning as teachers. Daily journals, photographs, and formal assessments are a few of several tools we use to help us reflect on the process, cycle, and patterns of learning and teaching.

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THE LEARNING ENVIRONMENT

In the Reggio Emilia approach, the environment is a child's third teacher. As such, it needs to integrate elements that target cognitive, social, linguistic, and physical development. At Little Sunbeams, we take careful measures to ensure our environment displays and highlights student creations; incorporates natural materials that allow children to manipulate, appreciate, and respect what nature offers us; and is organized in ways that promote beauty, invite children to choose with a purpose, and provoke children's curiosity and creativity.

Atelier (studio)

At the heart of our school program is the atelier. It is the place where our little sunbeams can explore, experiment, and express learning and creativity with numerous art mediums including clay, paint, watercolors, pastels, beads, fabric, etc. They may choose to be self-directed to work on self-initiated projects or be guided by our Atelierista (studio teacher) to represent investigations meaningful to the child and his peers.

Casita

Our picket-fence playhouse is equipped with baby dolls, carriages, dress-up clothes, and kitchen toys to stimulate dramatic play. Mi casita also turns into a stage for several performances children participate in during the year to share with our parents: The Thanksgiving story, the Polar Express, Mother's Day dance recital, and end of the year Graduation.

Nature

A Science-enriched center where children are invited to manipulate elements from nature: window garden to monitor, observe, and report; water and sand for tactile and sensory stimulation; rocks and pebbles for weighing, measuring, and patterning. Nature also houses a few favorite (safe) friends: guinea pigs, turtles, fish, etc. Children love to pet, bathe, and feed our friends!

Calendar Centers

This center is found in our Spanish and in our English classrooms and it's the gathering place for circle time. It displays calendar numbers, weather symbols, birthday pictures, counting tally marks or items, pattern pictures. They come equipped with "pointers" for children to play "teacher" during independent play time.

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Construction Zone

Blocks, connecting cubes, gears, rods, geoboards, pattern blocks, lacing pictures, work bench with real tools and lots more manipulatives for children to create structures, patterns, and develop problem solving skills, design principles, and strengthen fine motor abilities.

ABC Centers

Little Sunbeams integrates the whole language approach by emphasizing the development of all the components of language: speaking, listening, reading and writing. The ABC centers are designed in both English and Spanish and serve as an area for direct teaching as well as independent learning. It's equipped with magnetic letters, letter puzzles, writing tools, ABC charts, puppets, and books, individual size and large dry-erase boards, and "pointers" for children and teachers to point while they read letters, the word wall, and children's names. Another place where children play "teacher".

Music Corner

Musical instruments are displayed accessibly for children to explore and manipulate noise makers, shakers, maracas, cans, rhythm sticks, toy keyboard, and a baby grand piano. A great place to gather and have a sing-along or a musical parade!

Library

Every room in Little Sunbeams Preschool has a dedicated corner for reading and displays books that enforce themes of study, as well as favorite books children love to read repeatedly. However, most of our books will be found in our library. It houses English and Spanish books, books authored by children, books on tape, and books appropriate for all children. Every child picks up a book or two (one in each language) to read at home each night and record in a monthly log; a daily routine children love to do!

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CURRICULAR OVERVIEW Y AGE GROUP

Two-year-old

Our two-year-old curriculum focus is to involve your child in discovering his/her environment through different engaging centers including water/sand, music & movement, drama, literacy, atelier (art studio), and construction. Each of these centers is designed to channel two-year-olds' energy and curiosity toward discovering important elements in our environment such as water, soil, sound, movement, shapes, and language.

Early Preschool (2-3 years)

Little Sunbeams Early Preschool curriculum focuses on exploring themes of your child's own interests, listening to your child's questions, and developing readiness skills for Preschool success. Your child will choose from several learning centers to explore in more depth cognitive principles such as numbers, sequencing, designing, constructing, and patterns.

Preschool (3-4 years)

Our preschool curriculum emphasizes project-based learning using various forms of expression to document your child's learning such as sculpting, painting, drawing, dramatic plays, and poetry. Your child will develop a strong sense for his/her natural languages for learning and strengthening communication skills.

Pre-Kindergarten (4-5 years)

The emphasis in the pre-Kindergarten curriculum is to develop fine motor skills, and literacy skills for success in kindergarten. Your child will continue to experience project-based learning using various forms of expressions to document their learning such as sculpting, painting, drawing, dramatic plays, poetry, and writing.

- All children will participate in at least one center where Spanish will be the main language of communication.
- When developmentally ready, your child may participate in our phonics reading program.

Children will be assigned to classes based on their age as of September 1 and they will stay in that class until the conclusion of the year. However, should a class not reach a capacity of 6 or more, Little Sunbeams Preschool reserves the right to cancel the class and move enrolled children to another class. Mid-year enrollment is upon availability only.

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SCHOOL POLICIES AT A GLANCE

TUITION

- Tuition is non-refundable
- Tuition is due every first of the month.
- A late fee of \$25 will automatically be added after 3rd of the month
- Missed or absent days are not credited or made up
- \$175.00 Non-Refundable Registration Fee

DAILY SCHEDULE

- Your permanent daily schedule is written in your parent agreement
- \$45 fee applies for any schedule change (upon availability)
- To avoid interruptions in your child's learning, your child must be in school at his/her scheduled time (no later than 9:00am)
- 5 minutes are allowed for early drop off and 5 minutes after pick up time.

LUNCH/SNACK

Lunches must come in a self-iced lunch box

- 1 snack if half day schedule
- 2 snacks if full day schedule
- 3 snacks if at school after 4pm
- Juice drinks can be part of lunch on Thursday/Friday

MUST INCLUDE UTENSILS AND NAPKIN

MUST BE PEANUT-FREE

LSP Policies ensure our commitment to maintaining a happy and safe environment for all enrolled children. LSP reserves the right to discontinue your childcare services upon failure to comply with policies after providing proper communication to at least one parent or guardian



HEALTH RELATED EARLY DISMISSAL

A child will be dismissed home when:

- a fever reaches 99 degrees F
- excessive coughing, sneezing, mucus
- head lice or nits
- pink eye
- diarrhea

Parents must pick up child with contagious symptoms within the hour after being notified by school

A child may return to school 24 hours after contagious symptoms clear

LATE PICK-UP FEE

A \$1.00 fee will apply for every minute after a 5 minute window. LSP will invoice at the end of each week. LSP will contact DPS if no family contact after 30 minutes window.

DIAPERING

- A child in the 3-4-year old classroom must be toilet-trained
- A child in the 3-4-year old classroom will be sent home on second toilet accident within a month and returns to school 2 weeks later (Lost time is not credited or made up)
- When potty-trained (as notified by parent), a 2 year-old must be accident free in school for 1 week to discontinue use of diapers (5 extra change of clothes must be stored in school)
- 2 year-olds must remain free from toilet accidents in school for one month before diaper fee is removed from tuition
- A child on diapers must have monthly supplies of diapers, wipes, and disposable gloves stored at school

MEDICATION

- Every medication administered in school must have a COMPLETE consent form
- Every medication stored in school must include the original package and prescription
- Every medication administered in school is logged and log is available to view upon request

BEHAVIOR

LSP will implement a plan to ensure student success when the behaviors endanger the safety of self and others.

The plan will always require parent involvement and communication.

BITING

Biting is a high health risk if it breaks skin. It will be grounds to discontinue services.

PERSONAL HOME ITEMS

Toys, phones are to stay home. LSP is not responsible for items that are lost or broken. LSP will store items and will return to parent



Dear Parents,

We understand that the current economy has created challenges for many families. For that reason, we have decided not to increase monthly tuition. However, to help cover rising operational costs, we are making a few adjustments.

Quality First and the Empower state health program require preschoolers to have a nutritious meal and snack each day. Each meal must include a dairy serving, such as white milk or an approved milk substitute, along with at least two foods from the four food groups: fruits, grains, vegetables, and protein. These programs also recommend limiting juice drinks to two per week.

Quality First and Empower complete regular assessments and evaluations to ensure our center meets these and other requirements.

To help families and the school stay on track, please note the following:

1. Juice drinks may be sent on Tuesdays and Fridays only.
2. You may send milk in a 16 oz bottle for us to refrigerate and return home each day.

If your child does not bring milk or any of the items listed below, the school will provide them at a small cost.

- Milk (offered three times daily; 6 oz per serving):
- Fruit (oranges, apples, grapes):
- Cheese crackers: OTHER
- Fork/napkin set:

OTHER ITEMS

- Bedding set:
- Cot Rental:

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TABLE OF MEAL PATTERN REQUIREMENTS FOR CHILDREN

Food Components	Ages 1 through 2 years	Ages 3 through 5 years
Breakfast: 1. Milk, fluid 2. Vegetable, fruit, or both 3. Grains	1/2 cup 1/4 cup 1/2 oz.	3/4 cup 1/2 cup 1/2 oz
Lunch or Dinner: 1. Milk, fluid 2. Vegetables Fruits 3. Grains 4. Meat or meat alternates:	1/2 cup 1/8 cup 1/2 oz. 1 oz.	3/4 cup 1/4 cup 1/2 oz. 1/2 oz.
Snack: (select 2 of these 4 components) 1. Milk, fluid 2. Vegetables Fruits 3. Grains 4. Meat or meat alternates:	1/2 cup 1/2 cup 1/2 oz. 1/2 oz.	1/2 cup 1/2 cup 1/2 oz. 1/2 oz.
Meat and meat alternates may be used to substitute the entire grains component for a maximum of three times per week. Oz eq = ounce equivalents * In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components. ** At lunch and dinner, no more than 50% of the requirements shall be met with nuts, seeds, or nut butters. Nuts, seeds, or nut butters shall be combined with another meat or meat alternative to fulfill the requirement. Two tablespoons of nut butter or one ounce of nuts or seeds equals one ounce of meat. *** Juice may not be served when milk is served as the only other component.		

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