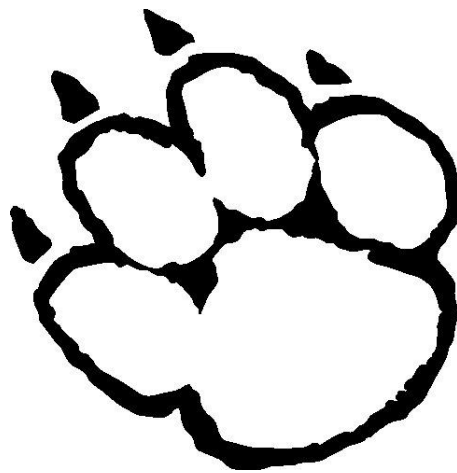


Noah Webster Schools



2025 - 2026
Pre-Kindergarten Handbook

Dear Parents,

We are pleased that you have chosen to enroll your child in Noah Webster Schools' Pre-Kindergarten program. We look forward to you and your child becoming a part of the Noah Webster Schools family.

Our goal and philosophy is to prepare your child for kindergarten. This will be achieved through our excellent academic program. Our students are also given the tools needed to develop social and emotional skills necessary to become an important part of society. It is our goal to offer this stepping stone for your child to become successful in life through well designed lessons and a caring environment. In addition to social and emotional development, your child will develop skills in math, language, science, reading, social studies, library, and music.

Communication is a large part of success in our daily lives. It is important that parents and teachers keep in close communication throughout the school year. We hope that this parent handbook will be our first step in communicating with you. Please read this parent handbook completely as it will answer most of the frequently asked questions.

Important Contact Information

Mesa Campus:	7301 E. Baseline Road Mesa, Arizona 85209	480-986-2335
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Pre-K Director:	Amber Dvorak advorak@noahwebster.org	ext. 2619
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Pre-K Teachers:	Room 210	ext. 2210
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Attendance:	attendance@noahwebster.org	ext. 2107
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Billing:	billing@noahwebster.org	ext. 3130
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Pima Campus:	5399 N. Pima Road Scottsdale, Arizona 85250	480-291-6900
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Pre-K Director:	Robert Rodenbaugh rrodenbaugh@noahwebster.org	ext. 3103
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Pre-K Teacher:	Room 136	ext. 3136
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Attendance:	attendance@noahwebster.org	ext. 2107
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Billing:	billing@noahwebster.org	ext. 3130
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Hours of Operation

The Pre-K program runs from 8:30 a.m. to 3:00 p.m. on regular school days and from 8:30 a.m. to 1:00 p.m. on early dismissal days. The facility will be open from 7:00 a.m. until 6:00 p.m. during all regular KG-8th mandated school dates. On early dismissal days, the facility will be open from 7:00 a.m. until 6:00 p.m. The facility will not be open during school holidays, breaks or summer vacation. As a Pre-K parent, you have access to the Pre-K areas during hours of operation. To ensure the safety of all the students, you must sign in at the front administration office prior to entering the Pre-K areas.

Parents are required to sign Pre-K students in and out of the classroom each day. The east visitor parking lot at Noah Webster Schools-Mesa is reserved for Pre-K drop off in the morning. The west end of the parking lot at Noah Webster Schools-Pima is reserved for Pre-K drop off. Please park in a parking space; DO NOT park in the fire lane. Pre-K parents may access the classroom in the morning by signing in with the aide at the designated Pre-K gate until 8:25 a.m. After that time, parents are required to sign in with the front office with a state issued ID.

Pre-K students may be picked up at any time throughout the day. Parents are required to sign in with the front office, with a state issued ID, to receive a visitor's badge prior to entering the campus. After 4:15 p.m. the front office is closed; therefore, parents must pick up their children by way of the designated Pre-K gate.

Enrollment of Children

- A. To be eligible for the Pre-K program, a child must be 4 years old on or before December 31, 2025.
- B. As per R9-5-304 of the Arizona Administrative Code, a child is required to be enrolled by the child's parent or an individual authorized in writing by the parent.
- C. At the time of enrollment, the child's parent will be required to complete an enrollment packet that is signed by a legal guardian containing:
 - a. The child's name, home address, home telephone number, gender and date of birth;
 - b. The date of the child's enrollment;
 - c. The names, home address, and telephone numbers of the child's parents;
 - d. The names, addresses, and telephone numbers of individuals authorized by a parent to collect a child from the facility if the parent cannot be located;
 - e. The names of individuals not permitted by a parent to remove the child from a facility;
 - f. The names and telephone numbers of a child's physician or health care provider and hospital;
 - g. The written authorization and parent instructions for emergency medical care of the parent's child when the parent cannot be contacted at the time of the emergency;
 - h. The written instructions of a parent or health care provider for nutritional and dietary needs of a child;
 - i. A written record completed by a parent or health care provider noting a child's susceptibility to illness, physical conditions of which child care personnel should be aware, and any individual requirements for health maintenance;
 - j. A child's immunization record or a notation of exemption affidavit, required by R9-5-305(A);

- k. A child's state certified birth certificate.
- D. A current Emergency Information card (blue card) for each enrolled child on facility premises in case of an emergency at, or evacuation of, the facility.
- E. The following takes place upon disenrollment of a child:
 - a. The date of disenrollment will be entered on the child's Emergency Information card; and
 - b. Record of the disenrollment will be maintained for 12 months from the date of disenrollment.
- F. Noah Webster School reserves the right to disenroll a student and/or refuse services.

Charges, Fees, and Payment Requirements for Pre-K and After School Care:

Pre-Kindergarten

- A. Tuition is \$190.00 per week regardless of attendance.
- B. There are no pro-rated charges unless it is a school holiday and school is not in session.
- C. Fees must be paid by Friday prior to the week of attendance. **If tuition is not received by the above day, the child will not be allowed to attend Pre-K for the following week.**
- D. In order to have your child's attendance continue uninterrupted, it is very important that your payment be received on time. **If payment has not been received by 11:59 pm Sunday, prior to the start of the week, a late fee of \$25.00 will be assessed to the account.**
- E. DES is accepted. Please contact DES directly for information regarding qualifications.
- F. Attendance Policy
 - a. If the child will not be in school, it is the parents' responsibility to call or email the attendance office on or before the day of each absence in order to advise the school as to the reason for the absence.
 - b. Weekly tuition payments are required regardless of attendance (regardless of the reason).
- G. Withdrawal Policy
 - a. Two weeks notice is required for disenrollment from the program. Students will be disenrolled if absent, without notifying the school, for two consecutive weeks. Parents will be responsible for tuition for the two weeks following the last day of attendance.
 - b. Students will be disenrolled from the program for non-payment if payment is two weeks overdue. Students will be unable to attend class if tuition is not received by Friday of the previous week.

After School Care

- A. After school care is 3:00 p.m. to 6:00 p.m. on regular school days.
After school care is 1:00 p.m. to 6:00 p.m. on early dismissal days.
- B. After school care costs are included in the pre-k fees. No additional after school care charges will be made for paid pre-k students, unless the student is picked up after hours.
- C. Late Parent Pick Up Fees
 - a. A fee of \$5.00 per minute (according to site clock) will be charged after 6:00 p.m. on regular school days. Police will be called at 6:30 p.m. if the student is still on campus.

- b. A fee of \$5.00 per minute (according to site clock) will be charged after 6:00 p.m. on early dismissal days. Police will be called at 6:30 p.m. if the student is still on campus.

Split Family Policy

Only one Procure account is permitted per student. No exceptions will be made to this policy. The registering parent will be considered the "Account Owner" and registered as the Primary Payer in Procure. If both parents will be utilizing/paying for the program, the Account Owner must allow the other parent use of the Procure program and add him/her as the Secondary Payer; both parents must be listed as Payers on the account and have an email listed in Procure. All step-parents and additional care givers/emergency contacts who are listed as Authorized Pick Ups must be in Noah Webster's main school database to be authorized for pick up in the Procure system. (These emergency contacts were completed at the time of enrollment into NWS for the current school year.)

Payment and account arrangements must be worked out between the parents. Personal information such as contacts and financial statements are only available to the Primary and Secondary Parents (the student's parents). Noah Webster Schools will not provide this information to anyone other than the Primary and Secondary Payers. The weekly invoices/statements will be emailed to the Account Owner (Primary Payer); if both parents want to receive the weekly statements, a written request must be emailed to the Billing Department at billing@noahwebster.org.

Any dispute between parents concerning Noah Webster School programs must be resolved by the parents. Noah Webster School staff will not become involved in nor resolve parental disputes. Noah Webster Schools reserves the right to close the account and withdraw the child(ren) if (1) an agreement between the parents cannot be reached, (2) if parents do not comply with the Split Family Policy or (3) the account balance is past due. If the child's Procure account is closed by Noah Webster Schools due to parental disagreements or non-compliance with the Split Family Policy, in order to reestablish care, written confirmation of an agreement from both parents must be submitted and approved by Noah Webster Schools prior to account reinstatement. If the child's Procure account is closed due to a past due balance, payment in full for the balance must be made prior to reinstatement, regardless of which parent used the services. If an account balance, from either parent is past due, the student will not be eligible to participate in the Pre-Kindergarten program, regardless of who is enrolling and/or paying for the program.

Admission and Release of Children; Attendance Records

- A. Noah Webster School will maintain digital attendance forms containing a child's name with the time of each admission and release of the child.
 - a. The attendance form will be electronically signed, via a unique Fingerprint ID, by each child's parent or individual designated in writing by a parent, each time the child is admitted or released.
 - b. Before releasing a child to an individual other than a parent, we shall require each individual collecting a child to present picture identification.
 - c. A child will not be released to an individual other than a child's parent or other individual designated in writing by a parent except when the parent is unable to collect the child and authorizes Noah Webster School by telephone to release the

- child to a designated individual. The school will verify the telephone authorization using a means of verification that has been agreed upon between the school and the parent at the time of enrollment.
- d. Self-admission or self-release of a child is not permitted.
- e. Attendance forms will be maintained on the premises for 12 months from the date of attendance.
- B. A staff member will prepare and maintain a roster each day for each child under the staff member's supervision that:
 - a. Is dated;
 - b. Lists the first and last name of each child physically present; and
 - c. Is maintained on facility premises for three months from the date of attendance.

Discipline Guidelines and Methods

When a student is misbehaving we will follow the following procedures:

1. Try to redirect
2. 1st Warning
3. Flip card (happy or sad face)
4. Time out given
5. Note or call home to parents
6. Send to the school Principal/Director
7. Possible disenrollment of the student
8. The Noah Webster School discipline policy will be used.

Transportation

There is no transportation offered to pre-k students through Noah Webster School's transportation department. All students must be transported to and from school by their parent.

Field Trip Requirements

There will be no off site field trips offered to pre-k students. On site field trips will be provided.

Parent Responsibilities and Participation of Parents in Facility Activities

Parents who enroll their child in our pre-k are expected to abide by the policies and procedures of the school. These policies can be found in both the Pre-Kindergarten and KG-8th Noah Webster School's Parent Handbooks. Parental support of academic homework, health and behavior issues, and student attendance is needed. We encourage you to participate in scheduled parental activities during the school year.

All parents who are visiting campus must sign in and produce a state issued ID at the front desk prior to being allowed on campus. All visits to campus should be scheduled, in advance, with the teacher or the Director. Parents who are admitted to campus must follow the modest dress code listed in the KG-8th Parent Handbook. No child under the age of 18, who is not enrolled in Noah Webster Schools, will be permitted on campus during school hours. Siblings of Pre-K students are not permitted in the classroom, as this may cause a change in student/teacher ratio.

Per safety requirements and the Arizona Administrative Code, Title 9, Chapter 5, this playground is closed to the public. In order to ensure a safe environment, parents are not permitted to remain within the Pre-K play area once the Pre-K student is signed out.

Curriculum

Our Pre-Kindergarten program is developed from our Kindergarten curriculum and complies with Arizona State Standards. This gives students a jump start into what they will be learning in Kindergarten.

Math: Our math program is guided by Pre-K and Kindergarten Standards. We promote the usage of math manipulatives to teach students math in a visually engaging way. We use Reveal Math from McGraw-Hill to teach students basic math concepts through:

- Problem-based instruction
- Small group interaction
- Visual and hands-on learning

Students will learn:

- Counting to 100
- Identifying and write numbers 0 to 20
- Identifying 2D and 3D shapes
- Place value
- Addition within 5
- Subtraction within 5
- Identifying and create patterns
- Calendar
- Greater than, less than, equal

Language Arts: At Noah Webster, Pre-Kindergarten students will develop their skills in language arts, focusing on penmanship, spelling, writing, Thinking Maps, and reading.

We use McGraw-Hill manuscript to introduce and teach students the basics of penmanship. Our teachers also use Thinking Maps—visual tools used to map out thinking based on eight cognitive skills—throughout all grade levels, providing a common visual language between students and teachers.

Students will learn to spell short/long vowel words, high-frequency words, and words that contain specific spelling rules. They will develop their writing skills through “Write from the Beginning,” Noah Webster Schools core writing program that teaches students the various traits of effective writing. Your child will draw a picture of an event and “write” a sentence to match the drawing. The “writing” will vary depending on the developmental stage of writing that your child is at.

PASI, also known as Phonological Awareness Screener for Intervention, is used to introduce and assess Pre-Kindergarten students on the following:

- Rhyming
- Syllables
- Categorization
- Beginning and ending sounds
- Deletion and addition of beginning, middle, and ending sounds
- Words in a sentence
- Phoneme segmentation
- Blending

- Letter recognition
- Letter sounds

Physical Education: All students participate in physical education classes at least once a week. Classes focus on competency of motor skills and performance of physical activities in order to achieve and maintain health-enhancing levels of fitness. Positive social interaction is embedded into instruction while promoting the value of physical activity.

Music: All students participate in music classes at least once a week. Students create meaning and expression through the use of listening, performing and improvisational skills. Students are introduced to the elements and theory of music and musical instruments.

Art: Noah Webster Schools has implemented Art Masterpiece to introduce artists and styles from diverse cultures and time periods. Students are taught to use classic and modern techniques in order to create artwork to communicate ideas, meanings, and/or purposes.

Recess and snacks are provided twice per day. Rest or nap time is provided for students.

Health Office

Either the Health Service Director or Health Assistant is on duty during regular school hours. If at any time your child is faced with an unusual health situation that could affect your child's performance in school, please notify the office staff. They will notify the teacher and appropriate personnel.

Emergency Cards

We ask all parents to complete an Emergency Medical Referral card for each of their children each year. Tell us how to contact you or another guardian if your child becomes ill or is injured at school. Please list health problems, including allergies to food, medicine and insect stings. Let us know if your address, home phone, business phone or emergency phone number changes during the school year.

Like you, we want to do what is best for your child. **If we cannot reach you in an emergency, we will call the paramedics who may decide an ambulance should be called.** The cost of this service is the parent's responsibility.

Medications

- Health Office personnel administer over-the-counter and prescription medication in the school setting in accordance with specific regulations from the Arizona State Board of Pharmacy.
- All medications must be brought to the health office by an adult and picked up from the health office by an adult.
- The medication must be in the original prescription container labeled by the pharmacist or in the original factory container with all warnings and directions intact. **(No medications in envelopes, foil or baggies will be accepted.)**
- The school must have written permission from the parent/guardian for the medication to be administered at school.
- Only medications needed to treat an existing ailment are stored in the health office.

- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.
- **NO STUDENT MAY CARRY MEDICATION ON CAMPUS.**

Health Screening Programs

- **Hearing:**
The guidelines recommended by the Arizona Department of Health Hearing Conservation program are followed. Hearing tests are given to students at specified grade levels.
- **Vision:**
The guidelines of the Arizona Department of Health Services Vision program are followed. Vision tests are given to students at specified grade levels.
- **Lice checks:**
Lice are commonly transmitted in children when they share combs, brushes, hats, and coats. Lice checks are performed on pupils when the parent or teacher suspects the child has lice, or if siblings of any student have lice. If a child is found to have head lice (live bugs and/or excessive nits), the parent/guardian will be notified immediately by telephone to take his/her child home. The child will need to be treated and the parent/guardian must remove most of the eggs (nits) from the hair shafts before the student may return to school. Students may not return to school until all live lice have been removed. Any student sent home with lice/nits, must be checked by the health office prior to returning to class or riding the bus. If you discover your child has lice, please inform the health office.

Other Health Information

- The Health Office deals with illnesses and accidents/emergencies that occur at school. Parent/guardians are requested to notify the Health Office if a student has a health problem. We cannot keep an ill child in school. Our main interest is to keep a student healthy and in school. For the protection of all students, please do not send your child to school when ill.
- **Any student with a temperature of 100.4 degrees or more must not attend school.** When a student is sent home from school with a fever, the student must not return to school until he/she is fever free for twenty-four hours without the use of Tylenol or similar medications.
- Parents/guardians are required to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, inflamed eyes or any skin rash unless it has been diagnosed by a physician as noninfectious. If any of these symptoms occur while at school, the parent/guardian will be contacted and the student will be sent home.
- Students who are sent home by the nurse must be picked up within one hour from the initial call.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.

Safety Drills

Noah Webster School has procedures in place to handle emergency or crisis situations. These procedures could include fire drills, lock downs or evacuations, depending on what is appropriate

for the situation. The school has a Human Response team to assist staff and students in preparing for, responding to or recovering from a crisis.

Liability Insurance

Noah Webster School maintains insurance coverage over the following minimums:

1. General facility liability insurance of at least \$300,000; and
2. Motor vehicle insurance coverage, required by A.R.S. Title 28, Chapter 9, Article 4, for each motor vehicle provided by a licensee to transport enrolled children.

Documentation of the liability insurance coverage is available for review upon request.

Child Abuse Reporting

A.R.S. 13-3620 states that all school personnel are obligated to report suspected abuse, including teachers, support staff and administrators. This obligation arises when observation or disclosure provides “reasonable grounds to believe” that a minor is a victim of child abuse, non-accidental injuries, physical neglect or sexual abuse. All school personnel must “immediately report or cause a report to be made” of suspected child abuse to the police and/or Child Protective Services (CPS).

Pesticide Notifications

All pesticide notifications will be sent home with the student at least 48 hours prior to the application on the facility’s premises. Notices will also be emailed to parents if they have provided a working email to the school.

NOTICE

This facility is regulated by the Arizona Department of Health Services, which can be reached at:

**Arizona Department of Health Services
Division of Licensing Services
Office of Child Care Licensing
150 North 18th Avenue, Suite 400
Phoenix, Arizona 85007
(602)364-2539
<http://www.azdhs.gov/als/childcare/index.htm>**

Facility inspection reports are available upon request.