



General Information

- 1) **PROVISIONS FOR SPECIAL CHILDREN**
New Day School accepts all children with special need (mentally/physically).
- 2) **INSURANCE**
The coverage of our policy for general liability insurance well exceeds the Arizona State Department minimum limit of \$500,000.00.
- 3) **FIELD TRIPS**
New Day School does not participate in any type of field trips.
- 4) **TRANSPORTATION**
New Day School offers no transportation.
- 5) **DEPARTMENT OF ECONOMIC SECURITY**
We accept children funded through D.E.S.
 - 1) Tuition to be paid in full every Monday.
 - 2) Rates vary depending on type of program and level.
See child day care subsidy schedule.
- 6) **Arizona Department of Health Services**
All Arizona Department of Service inspections are available for parent viewing.

Office of Child Care Licensure
Bill Manzelmann (928) 774-2707
1500 E. Cedar Suites 20,22,24 Flagstaff, AZ. 86004
- 7) **Emergency Medical Procedures**
Both parents are notified in an emergency situation.
If parents are unable to be contacted, the school will contact the people available on the emergency form. If no one is available, New Day School administers as it sees fit for the child's best interest.
- 8) **Enrollment:**
Parents of children who enroll at New Day School are required to complete a registration packet and are encouraged to read and understand all New Day School policies and procedures. New Day School accepts all children with both physical and mental special needs. Children may be suspended and/or disenrolled from New Day School if their behavior is abusive or detrimental to the overall quality of care other children receive. New Day School has the right to suspend, disenroll or refuse services to parents, guardians or relatives of a child that do not abide by the policy and procedures or become abusive or detrimental to the overall well being of the school.
- 9) **Discipline**
Discipline is a way to help a child deal with his emotions. Preschoolers need help sometimes in sorting out their emotions. For example, if a child is angry, he needs to know that it is fine to be angry, but that he has to redirect his anger. This is when the teacher can offer some alternatives. It is very important to let the child know that it is his negative behavior which is unacceptable and not his personality. We believe that it is essential to work with the parents in guiding the child's emotional growth. Only through open, honest communication can we make sure that the child has his best chance to develop his full potential as a human being.

(Parent or Guardian)

(Date)