



Moon Valley Prep

Where Learning Begins

Parent Handbook Addendum

Moon Valley Prep

14235 North 7th Street
Phoenix, AZ 85022

Phone: (602) 938-3114

Website: MoonValleyPrep.com

**School Year
2022-2023**

Moon Valley Prep

School Owners	Darcy Weekley David Weekley
School Director	Rebekah Brignoni
Days and Hours of Operation	Monday - Friday 6:00 AM - 6:00 PM
Ages of Children	Ages 6 weeks - 5 years Before and After School 5 - 12 years
Emergency Evacuation Location	In the event of an emergency or some other unexpected situation in which the school premises must be evacuated, the staff and children will be evacuated to one of the evacuation locations provided below:
Primary Evacuation Site	West Parking Lot Area
Secondary Evacuation Site	Goodwill Parking Lot (7th and Thunderbird)
Medical Facilities for Emergencies	In the event that emergency medical care is deemed necessary, the child or children will be accompanied in the ambulance by a member of the Leadership Team to the following healthcare facility : HonorHealth John C. Lincoln Medical Center
Withdrawal Notice	A 2 week withdrawal notice is required for any child who withdraws prior to the end of the school year.
Additional School Closing Dates	Our school observes the following holidays: Labor Day - Monday, September 5th 2022 Thanksgiving - Thursday and Friday, November 24th and 25th 2022 Christmas - Monday, December 26th 2022 New Year's Day - Monday, January 2nd 2023 Martin Luther King Jr Day - Monday, January 16th 2023 Memorial Day - Monday, May 29th 2023 Juneteenth - Monday, June 19th 2023 Independence Day - Tuesday, July 4th 2023 Professional Development Day - Friday, July 21st 2023
Licensed Capacity	119 persons
Parent Concerns	Parent may direct concerns and grievances to a member of the Leadership Team or the Owners noted above.
Child Abuse Reporting	If you believe you need to report suspected maltreatment or abuse of a child or a possible childcare licensing violation, please refer to the information below: 1-888-767-2445
Late Pick Up Fee	\$5.00 per minute per child after 6:00 PM
Late Tuition Payment Fee Amount	\$25.00
Non-Sufficient Funds (NSF) Fee	\$35.00
Annual Registration Fee	\$100.00 per child
Supply Fee	Included in Annual Registration Fee

Methods of Payment

Automatic Clearing House (ACH), Cash or Money Order,

The Leadership Team at Moon Valley Prep will provide school specific payment options. While most payments are collected electronically, you may make payments to a member of the Leadership Team in the form of cash, money order or personal check. You should not give payments to classroom teacher or leave tuition payments in your child's bag. If you require a receipt, you should notify the Director, and you will receive a receipt once the payment has been processed.

Tuition

Tuition for the week is billed and due on the Friday preceding the week covered by the tuition. If tuition is not paid in full by 12:00 PM on Monday of the following week, a late fee will be assessed.

Vacation Tuition Credit

Children who attend school for twelve consecutive months are eligible for vacation tuition credit. The tuition credit may be applied to one week's worth of tuition and must be consecutive days of Monday - Friday, falling within a single week. Single days across several weeks do not qualify for the vacation credit. If you would like to be considered for the vacation credit, you must submit a written request to a leadership team member at least one week in advance. Verbal requests will not be accepted. Credits do not accrue beyond a single week.

Poem of Thanks

Teachers work everyday to help the children develop good character by teaching and role modeling positive character traits. One of the most powerful ways to develop a positive character and outlook is to be grateful. Prior to each meal, teachers lead the class in reciting our Poem of Thanks.

Poem of Thanks

We're thankful for the food we eat.
We're thankful for our friends so sweet.
We're thankful we can learn and play.
We're thankful for today. Hurray!

Religious traditions are not part of the Moon Valley Prep curriculum, with the exception of December holidays. During this season, teachers may provide appropriate references to a variety of religious and cultural traditions without promoting any one tradition or religion over another.

Children may choose to not say the poem. For those who choose to say the poem, teachers will not ask them to bow their heads, fold their hands, say "Amen," or participate in any other action that might imply a specific religious belief.

Parent Handbook Addendum Acknowledgement

(This form must be completed, signed, and returned to school within the first 30 days of enrollment and within the first 30 days of the beginning of each new school year.)

I, _____, have read and fully understand the terms and agreements listed in the 2022– 2023 Parent Handbook Addendum. I acknowledge and agree to abide by all Policies and Procedures set forth and the provisions that are incorporated herein by reference, addendum, or as a part of this document.

Parent / Guardian Signature

Child's Name

Date