



HANDBOOK

Mission Statement

Summit Academy Preschool's mission is to provide a rigorous educational environment in which the children will learn the method of logic and thinking skills. Students will learn to assess, question and look for connections in the environment and in academics. We teach children to find happiness through achievement. We build a strong foundation that builds from year to year to help ensure a student's future success. Summit Academy Preschool faculty recognizes and addresses individual learning styles, enabling them to teach the academic program in dynamic and meaningful ways.

About Summit Academy Preschool

Summit Academy Preschool is for children ages 2 years 9 months to 5 years old. Students must have independent bathroom habits.

At Summit Academy Preschool, we teach Phonics, Reading, Math, Music, Science, Geography, Problem Solving, Art, Physical Education and Social Skills. Concepts are taught using music, art, manipulatives and other forms of self-expression for the purpose of discovery and learning.

Enrollment at Summit Academy Preschool is on a first come, first served basis. The date and time of the submitted application and registration fee will be noted to help us create our class lists. Class sizes are targeted at 24 students per class with 2 highly qualified teachers.

We will accept applications for current students and siblings in January and will open enrollment to the public in February.

Important note: Entrance into the Summit Academy Preschool does not guarantee entrance into Summit Academy Charter School as a Kindergartner. Summit Academy is a public charter school and students are chosen to attend by a random selection process. Summit Academy Preschool will notify parents of open application periods for Summit Academy.

Attendance Policy

Regular, timely and consistent attendance is critical to the learning process. Families are encouraged to avoid scheduling vacations, doctor's appointments and other such interruptions during school hours.

We do not offer make up days for absences. If a student misses an extended amount of time, the student's spot in the class will only be held for him/her if tuition is paid and current.

You can contact the Preschool Coordinator by calling 801-638-3399 or emailing her at preschool@2summit.org and let her know that your child will be absent as a courtesy to the teachers.

Unloading and Loading

Class:	Drop off times:	Pick up times:
Tues/Thurs Morning	8:30 AM to 8:40 AM	11:30 AM to 11:40 AM
Tues/Thurs Afternoon	12:30 PM to 12:40 PM	3:30 PM to 3:40 PM
Mon/Wed/Fri Morning	8:30 AM to 8:40 AM	11:30 AM to 11:40 AM
Mon/Wed/Fri Afternoon	12:30 PM to 12:40 PM	3:30 PM to 3:40 PM

Parents may begin arriving at the school for unloading at 8:30 AM or 12:30 PM and for loading at 11:30 AM and 3:30 PM. Please display your visor card given to you so staff members can recognize your car.

Teachers are unable to conference with parents during unloading/loading times.

Unloading

School begins promptly at 8:30 for AM classes and 12:30 for PM classes. Teachers will be out on the curb to unload students until 8:40 AM and 12:40 PM. After this time, students must be escorted into the building and to their classrooms. **Please do not allow your student to be unattended on the premises at any time. Please do not allow your student to exit your vehicle without a staff member present to supervise your student.**

Loading

Students may be picked up in the loading area from 11:30-11:40 for AM classes and 3:30-3:40 for PM classes. If a parent arrives after the outlined times, students may be picked up from the Kindergarten Enrichment classes for AM students and the child's class for PM students. Parents will be charged \$1 per minute. This amount will be put on the following month's bill.

Parents will be given visor cards at orientation. A visor card will be required to pick up your student. If you need an additional visor card, please request one to be made by the office staff. Otherwise, parents may be required to show identification when picking up a child.

Display your visor card in your windshield or passenger window so that it is readable to our staff members. Do not remove the visor card until after all students have been loaded into the vehicle. Staff members will be present along the unloading/loading lane. **REMAIN IN YOUR VEHICLE.** A staff member will load your student(s) into the car.

STAFF MEMBERS ARE NOT PERMITTED TO BUCKLE YOUR CHILD INTO THE VEHICLE. Please always exit the property with your student(s) buckled safely into the vehicle.

If you are picking up another student, you must have his/her visor card from his/her parent in order to do this. Students will not be released to another adult without written communication to the teachers or without the visor card of the student.

Dress Code Policy

Boys: Navy pants
Navy shorts
Solid white short sleeve polo shirt
Solid white long sleeve polo shirt

Girls: Navy pants
Navy shorts
Navy capris
Navy skort
Navy jumper*
Navy dress*
Navy skirt*
Solid white short sleeve polo shirt
Solid white long sleeve polo shirt

*Students must wear shorts or tights under these items.

Outerwear: Students may wear appropriate jackets, hats, gloves and boots of their choosing in the winter time. If a student wears something with controversial language, logos or pictures on outerwear that are inappropriate, s/he will be asked to remove that item.
PLEASE NOTE: We go outside for recess most days. If your child does not have proper outerwear as deemed by staff, s/he may not be able to go outside.

Indoor wear: Students may wear solid navy and solid white clothing inside the classroom. Please send a solid navy sweatshirt, sweater or sweater vest with your student for wearing inside the classroom. Jackets and other items which are acceptable outerwear will not be permitted in the classroom.

Shoes: Students may wear any closed toe and closed heel athletic shoe or non-marking sole shoe.

Socks/tights: Students may wear solid navy or white socks, tights or leggings.

Backpacks: Summit Academy Preschool provides a tote bag. We encourage you to allow your child to use this as his/her backpack due to space constrictions.

There is a \$40 non-refundable application fee due with each application. This is necessary to hold a spot for your child in the class of your choosing.

Tuition

One child, monthly payments:

Class Description	No. of payments	Monthly Payment	Total Tuition
Tues/Thurs	9	\$130	\$1,170
Mon/Wed/Fri	9	\$185	\$1,665

If you pay tuition before September 1, you may receive a 5% discount on the total.

Class Description	No. of payments	Total Tuition
Tues/Thurs	1	\$1,111
Mon/Wed/Fri	1	\$1,581

Each monthly payment is due between the first (1st) and fifth (5th) of each month. Checks should be payable to Summit Academy Preschool. A \$5 late fee will apply every day after the fifth (5th) of the month. If checks are returned for insufficient funds, **the checks automatically go to collections and the responsible party will be charged applicable fees by the collection agency in addition to late fees which will be assessed by Summit Academy Preschool.**

Credit card, debit card and auto withdrawal from checking and savings accounts are available. Please obtain the necessary paperwork from the Preschool Coordinator. If payments are rejected, the responsible party will be charged applicable fees and late fees which will be assessed by Summit Academy Preschool.

Failure to pay tuition is an automatic forfeiture of the student's spot held in the preschool after the 10th of each month.

Withdrawal

Students can be withdrawn from the preschool with a 30 day written notice to the Preschool Coordinator. Parents can receive a pro-rated refund for the tuition that was paid in advance beyond the thirty day written notice.

Visitors

Parents are welcome any time to visit or volunteer at the school. For the safety and security of our students, visitors must check in at the Elementary Office to receive a "Visitor Badge" in order to be on campus. In order to receive this badge, your name, birthday and Driver's License number will be required. All adults must wear ID badges while on campus or they will be escorted from the building immediately. Teachers and staff will not allow any visitor or volunteer in the classroom without a "Visitor Badge" from the front office.