

# Global Minds Preschool Family Handbook 2025/2026

Global Minds Preschool  
12835 N. 32<sup>nd</sup> Street, suite B  
Phoenix, AZ 85032  
&  
Global Minds Preschool  
10135 E. Via Linda, suite D-130  
Scottsdale, AZ 85258

[www.globalmindsschool.com](http://www.globalmindsschool.com)  
[globalmindsschool@gmail.com](mailto:globalmindsschool@gmail.com)  
602-363-1680

**Application Policies**

- 1). A child must be 18 months of age to enroll in our preschool program. Children under 2 years old must come into the school to meet with our teaching staff before granted enrollment.
- 2). Children under 36 months old must be enrolled in our *Two to Young Three's Program*. Children who are not 3 years old by the first day of the school year will not be allowed out of the 2-3 year old classroom until the following year.
- 3). A child cannot leave the *Two Year Old and Young Three's Program* until they have passed the age of 3, are potty-trained, and the spring semester has been completed.

### **Registration**

- 1). The initial deposit fee of \$500.00 will secure your child's spot for our 2025-2026 school year.
- 2). The registration fee of \$200.00 is due the first day of August 2025, along with the tuition for the month of August.
- 3). By signing the registration form, the parents acknowledge that he/she/they are committed to continuous enrollment of their child/children listed in the application(s) at Global Minds from the period of August 4<sup>th</sup>, 2025 to May 22<sup>nd</sup>, 2026. By signing and initialing the registration form, parent(s) agree to pay tuition on time or will be assessed the penalties listed in the financial terms and agreements.

### **Tuition and Payment Policies at Global Minds**

The parent(s) of children enrolled at Global Minds are asked to make a financial commitment on an annual basis. The parent(s) of Global Minds children are responsible for paying the whole semester's tuition, and the terms are as follows:

- 1). The \$500.00 deposit will go towards your child's enrollment. Each month, \$50.00 from this deposit fee will be used towards the monthly tuition. The remainder of the tuition balance for each month is due August 3<sup>rd</sup>, 2025, September 1<sup>st</sup>, 2025, October 1<sup>st</sup>, 2025, November 1<sup>st</sup>, 2025, December 1<sup>st</sup>, 2025, January 1<sup>st</sup>, 2026, February 1<sup>st</sup>, 2026, March 1<sup>st</sup>, 2026, April 1<sup>st</sup>, 2026 and May 1<sup>st</sup>, 2026.
- 2). After the 3<sup>rd</sup> of each month, a penalty fee of \$25.00 will be assessed for late payment. After the 5<sup>th</sup> of each month, an additional penalty fee of \$50.00 will be assessed and Global Minds will not permit the child to attend class until the balance is current.
- 3). There are no refunds for missed classes, vacations, school holidays, or other reasons for missing school.
- 4). If a parent has multiple children at the school, during the same school year, sibling discounts will apply. The discount for the 2<sup>nd</sup> sibling (or more) is 10% (this only applies if their program is to equal or lesser value).

## **Withdrawal Policy**

Parents that sign this contract agree to the aforementioned terms. Should unforeseen circumstances arise during the time of your child's enrollment, parents must provide the Director of Global Minds Preschool with a 30-day prior written notice. Parents will be liable for tuition for a period of 30 days from the date that written notice is given to the school. Should that 30 days fall in the middle of a month, Global Minds will allow the parents to pay the prorated rate.

## **Discipline/Redirection**

Global Minds gets no satisfaction in the dismissal of any students. Our teachers are highly trained at correcting and adjusting the behavior of young children in a very positive and nurturing way. Each child's discipline is worked out on an individual basis.

At Global Minds, we have many forms of discipline/redirection and we like to work with parents so that we are on the same page as one another. Our main goal with redirection is to get the child to slow down, express themselves, and BREATH! Children will also be taught aspects of mindfulness in the classroom throughout the year, which helps with their understanding of respecting themselves and one another. Each child responds to discipline/redirection in a different way at different ages, and at Global Minds it is our job as their teachers to figure out which method works in the most positive manner.

The teachers and staff at Global Minds realize that there are many steps in child development and behavior. Although we work hand in hand with parents on disciplinary action for their children, we realize that sometimes a child's behavior can be difficult to change. If a child's behavior is a major distraction, danger and/or impediment physically, developmentally or psychologically to the other children at Global Minds, such behavior will not be tolerated and can result in eventual or immediate expulsion. Continual fighting, biting, disruption of class, name calling, use of bad language, destruction of school and other's property, insubordination, disrespect of teachers/staff/classmates may result in expulsion. Global Minds will work diligently to correct such behavior with students and we hope that the parents will work in line with us to do so. However, if a problem is persistent and cannot be corrected in due time, Global Minds reserves the right for expulsion. If feasible, a two-week notice may be given before termination of services in order to allow parents to find an alternative preschool. However, in extreme cases Global Minds will call for immediate dismissal.

## **Sign in and Sign Out Policies**

Please sign your child/children in and out every day on the Spanish and Chinese sign in sheets. Please write your child's full name, and write your signature or your first initial and last name. **AZDHS does not allow for parents to initial and the school can get in trouble for this discretion. This is a bit nit picky, but can cause an adverse**

**standing with AZDHS for our school.**

Only those who have clearance from the school may check in and pick up students. If a government i.d. is not shown and the person picking up is not recognizable to the staff, the child may not go home with the aforementioned person. **If it is not a known parent picking up, please be sure they have their driver's license, passport, green card, etc. with them. This is required by state law.**

**Failure to sign out and sign in properly each day will result in a \$5.00 fine each time. It is the parent/guardian's responsibility to make sure that this is done properly.**

Drop off's will take place outside of the front door of the school. We will take the child's temperature, and the teacher or staff member will bring the child to the classroom. Please say your goodbye's at the sign in table outside. Global Minds does not permit the parent's to come in and drop the children at their classroom door. This makes the drop off process so much easier for all involved! It also allows the children to take ownership and gain an understanding that school is a place where they will be away from their families, and will have a chance to learn with their wonderful teachers and awesome friends! We have excellent information on how to do successful drop offs, so please ask our staff for our "SUCCESSFUL DROP OFF" guidelines. We'll give you a document full of ways to thrive at drop off. Quick goodbyes equal dry eyes!

### **Parental Involvement**

There will be many opportunities for parents to be involved in school. One is our reading programs on every Wednesday where parents have the opportunity to read books to the children from 8:45-9:00. We like these books to be in line with what we are studying that week (this will be in the monthly newsletter). Cultural study will take place every Friday, and parents are able to help out two of these Fridays. There will also be festivals and holidays that we will celebrate at school, and parents are free to help out with those events as well. Please check our white board in front of the director's desk daily for upcoming events. They will be posted well in advance and in the school's newsletter.

### **Rules and Conduct on the Playground**

The playground is a wonderful place for children to have fun with their classmates, let out energy, and make strong bonds with classmates and teachers. However, it is where the majority of preschool accidents occur. Because of this, we have rules that need to be abided by while playing outdoors. The following are Global Minds playground rules:

- 1). No climbing on tables, trees, basketball hoops, racks or up the sides of the houses. Climbing can be done on the playground set and the jungle gym.
- 2). No climbing up the front of the slide.

- 3). No running on the sidewalks or around the building.
- 4). Children must stay in the designated playground or garden playground that the teacher is responsible for watching over.
- 5). Any conduct deemed unsafe will be stopped by teacher and or staff member immediately.
- 6). If an object or a ball goes over the side of the wall, a staff member or a supervisor will retrieve the item. Children are never to leave the premises.
- 7). Balls are to be thrown and kicked. All others are not.
- 8). No personal toys to be brought out on to the playground. If a teacher believes that a classroom toy may go out, it is up to their discretion.

### **Child/Teacher Ratios**

Global Minds will never exceed state student to teacher ratios, and will aim to keep below the state ratios for classes. Our older classes with 5 year old children will never exceed the 3 year old student to teacher ratio.

### **Lunches and Snacks**

Global Minds will provide one morning snack and one afternoon snack. We are part of the Empower Pack through AZDHS and promote healthy eating habits for our children. Most all of our fruit snacks will be organic, although some of our cracker/hard snacks will not. Please let us know if you have an aversion to foods with GMO's, and that are not organic and we will not serve them to your child. **No peanut or tree nuts are allowed at Global Minds.** Please keep in mind that hazelnuts, cashews and almonds fall into this category. An alternative to peanut butter which is acceptable at school is sunflower seed butter, and it looks, tastes, and has the same texture as peanut butter. If eggs are baked into a product (i.e. bread), that is totally fine.

Lunches must be provided by the parents. If parents would like to include their own snack or part of a snack that their child can have at the appropriate snack time, please feel free to add this to their lunchbox. **Children are to feed themselves**, and the teachers are there to encourage and supervise. Our teachers will not spoon or hand feed any of the children at snack or lunchtime. Feeding oneself is a prerequisite to enrolling at Global Minds and the teacher feeding the students inhibits their independence and growth. Global Minds also refrains from serving soups/stews due to their messy nature. This helps with the preservation of our carpets in the classroom, and gives the teachers more time with the children vs. cleaning.

### **Insurance**

Global Minds carries state required liability insurance at all time.

## **Field Trips**

Global Minds will not participate in any field trips. We will have events come to us. There is always a chance that we may have an informal get together on the weekend off of the school premises where parents will be responsible for their children, although teachers will attend and will instruct.

## **Transportation**

Global Minds does not provide transportation.

## **Lost and Found**

The office will keep a box of things that have been lost and found on the school premises. It is always a good idea to check your child's cubby first to see if the item is there.

## **Pesticide Applications Procedures**

Global Minds will notify all families at least 48 hours before a pesticide application. If possible, we will give you more notice. You will receive a Brightwheel notice, as well as a written notice with the time, date and the appropriate pesticide information provided by the company that will be doing the pesticide spraying.

## **School and Office Hours**

School is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. Doors will not open until 7:30 sharp. Teachers at Global Minds have other obligations to tend to after their working hours, so please pick up and drop off according to the time of your contract. Students must be dropped off and picked up at the appropriate times. There is a 10 minute grace period for students that begin class at 8:30. Students dropped off before 8:20 sharp will be assessed a \$12.00 charge to be paid before the child's next day of school. Pick up time for the afternoon is deemed late after 12:45, and 3:15 sharp and will be assessed a fine of \$8.00 for the first 10 minutes. Each minute thereafter will be assessed \$1.00 per minute. Students picked up after 5:30 sharp will be assessed a \$20.00 fine for the first 10 minutes. Each minute thereafter will be assessed \$1.00 per minute. Payment must be made before the child's next day of class.

We also require that students be dropped off at school no later than 9:00 a.m. during the school week. Should a dental/doctor or other appointment cause a child to be tardy, exceptions will be made. We simply request that the children arrive before 9:00 a.m. on a regular basis. This helps us minimize distractions for the class as a whole.

## **Calendar**

Please check out our website to get up to date on school events and our year calendar. The calendar is subject to change, so please check with it periodically.

## **Teacher/Parent Meetings**

Parent teacher meeting can be set up at any time of the year. Please call into the director in advance and a meeting can be set up. For our half day children, it is best to set up a meeting during quiet/nap time (12:45-2:45). For our full time students, it is best to set up a time immediately after pick up. We will try to accommodate your time, but will not stay after 6:00 for meetings. Meeting before school will not be scheduled. Many of our teachers have children and families of their own that they have to tend to as well. Also, parent teacher meeting may be scheduled on our school calendar throughout the year. Global Minds will not release the individual cell phone or email addresses of its teachers. All contact with teachers regarding your child should occur at our school, not via text, phone conversation, or email (with the exception of corresponding with the director).

## **Custody Issues**

It is the responsibility of the natural parent who has a court order restricting the rights of the other parent to access a child or a child's official school record to notify the Director or administration of the conditions of the order. If an order is issued and the guardian parent does not want the restricted parent access to child or the child's paperwork, it is the responsibility of the guardian parent to give copies of these papers to the Director.

If you have any issues regarding custody, please speak with the Director concerning any and all issues/questions. In most cases, natural parents will be given full access to view their child's paperwork and file if there are no custody papers filed with the school.

## **Emergency Procedures for Global Minds**

Global Minds will have medical emergency information for each child. Should you need to update your file, please do so at the front desk or with the Director. In case of an immediate emergency, 911 will be called. Parents will then be contacted using the phone numbers that Global Minds has for your contact information. If your personal cell, work phone, or home line changes, please tell the Director to make those changes.

Depending on the nature of the injury, the child will be transported for treatment either by the parent/guardian or an ambulance. If transported by ambulance, a staff member will ride along with the child and will take the child's personal file which will have all current information and the consent forms.

Parents/guardians will be notified/contacted immediately in emergency situations. If an

ambulance is called, a parent may be notified after the arrival, dependent on the urgency of the situation. Global Minds assures the parents that we will put the child's health as our primary concern.

If a parent/guardian cannot be reached, every child in their file will have two people that can be contacted in the event the parents/guardians cannot be reached. Included in the file will be permission for medical treatment for the child to be taken to the nearest medical facility/hospital.

## **Potty Training**

The staff at Global Minds is not responsible for the potty training of your child. However, if you are starting to train your child at home, please advise us of what is working for you, the scheduled times, etc., and we will implement those practices at our school with your child as well. A child must have 3 days of no accidents at home before they will be allowed to transition from a diaper/pull up to underpants at school. We are more than happy to help and assist in this huge transition for your child (the staff wants them potty trained just as much as you do!), but we do not want our school's carpets, floors, and premises to be a testing ground for if your child is ready or not. We also implement this policy to keep our school as hygienic as possible.

It can be difficult for a child to transition from being potty trained at home to being potty trained at school. Our teachers do their absolute best to ensure that this transition is successful, but in some cases, it may take some time. Please be patient and understanding during this time. If a child is not potty trained by their 3<sup>rd</sup> birthday, they will be asked to stay home until the potty training has been completed. We do not make exceptions to this rule. Parents will not be refunded for this time away from school, and must continue to make payments until their child is potty trained in order to ensure their enrollment spot at Global Minds. If you are looking for successful ways to potty train, please ask our staff well in advance of your child's 3<sup>rd</sup> birthday and we will give you some helpful tools.

## **Sick Policy**

Sick policies apply to all students at school. These policies will be strictly enforced, as a sickness/virus/disease/illness can spread quickly in a preschool. Symptoms of concern are as follows:

Diarrhea, sore throats, vomiting, head lice, spots and rashes, severe coughing, fever of over 99.5, severe itching, pink eye, unusual behavior, irregular breathing, and extreme runny nose.

If a student has diarrhea during the night or in the morning before school, they should stay home. If they have had a fever the night before or in the morning, they should stay home from school. If a child vomits the night before, or on the way to school, please keep them home for a minimum of 24 hours (regardless of the cause). A child will be



sent home from school for vomiting for a minimum of 24 hours. If a child has extreme and continuous coughing, they should stay home from school. Children with lice and or pink eye will not be admitted to school until it is cleared by a doctor and the Director. A child with an unknown rash will not be admitted to school until the rash has completely been healed and there has been a doctor's note. A child with a fever over 99.6 will not be admitted to school and the parents will be called to pick the child up if they come to school like this. If a child goes home sick from school, they will not be allowed back for a minimum period of 24 hours. No exceptions will be made.

If a child has tested positive for COVID-19, they will not be allowed to come into school until a test has been administered and comes back negative. Children with COVID-19 symptoms will not be allowed to enter the premises of our school.

**Please do not bring sick children to school. Although this may affect a day or two of your job and work, it potentially can affect the whole school, all of the children, teachers, staff and parents of the students at Global Minds.**

### **Medications**

Medications will be dealt with on a case to case basis, although the school is reluctant to administer due to liability issues. If a pediatrician can give you a medication for your child that can be given in the morning and after they are released from school, this would be the most ideal. Medication to be administered at school must be given with a doctor's note as by AZDHS rules.

### **Medical Attention**

If a child has a minor injury at school, we are equipped to deal with it using our first aid box. Parents and or guardians will be notified on the day of the injury, and a small report will be written into the medical log for the school. Should your child suffer any injury that exceeds basic first aid, the parents will be contacted immediately and are expected to come to school promptly to take their child to a specialist.

### **Inspection Reports and Facility Regulation by AZDHS**

AZDHS inspects our school on an annual basis. Inspection reports are available on-site. Global Minds Preschool is regulated by the Arizona Department of Health Services. For your convenience, their address and phone number is:

AZ Department of Health Services  
150 N 18th Ave  
Phoenix, AZ 85007

### **Fire and Emergency Drills**

Each month there will be a minimum of one fire/emergency drill where students are to evacuate the school. Emergency evacuation drills and their procedures are posted on each exit. Teachers are to bring out a list of the students names that they have for daily attendance, and the drill is not complete until each child's name is read.

During the procedure, students are to line up and exit the room quietly and in an orderly fashion behind the teacher's lead. They are to go to an appointed place and listen to instructions from their teachers. Students will not return to the classroom until the teacher has approved the drill a success and has gotten the signal to retire to the classroom from the Director or school administration.

### **Notices and Work to be Taken Home**

Important notices may be posted on the board by the front desk, listed on the website, will be put inside your child's backpack/lunchbox, or may be emailed to the address listed on the application, or through our Brightwheel App (this is the most common form of communication) It is always good to consult with the school calendar at the beginning and the middle of the month to make sure that parents and guardians are up to date with school activities and events. Take a picture of our calendar and add it to your for the year on the first day of school!

### **First Day of School Items**

The following are items that we ask the parents to bring to the first day of school for each child:

- 1). A water bottle/thermos with their name on it that can be left at school.
- 2). A small back pack.
- 3). A re-usable lunch box with a packed lunch (this will save time, waste and money during the course of the year).
- 4). A "floppy hat" to wear outside (it will still be hot).
- 5). A picture of the family or of the child and parents.
- 6). If the child is staying for full or extended day, they need two blankets and a fold up mat. Small cots are not allowed as they don't fold easily and break easily.
- 7). A change of clothes (pants, shirt, socks) in case of an accident.

### **A Final Note**

We are very excited to have all of your children joining us at Global Minds for the school year. We hope that you enjoy what the school will bring to your child emotionally,

developmentally, socially, academically and linguistically. Should you have any questions about the policies and rules at school, please feel free to talk to the director. We are very open towards listening to new ideas to further improve the school, so please feel free to give us any feedback that you think would enhance every child's experience at school. Thanks for trusting us with the opportunity to teach your children, and let's have a great year!

Thanks!

Global Minds Staff