



# HUSD Early Childhood Development Center Parent Handbook



Preparing Learners for Limitless Opportunities

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Department of Health Services Licensed  
Department of Economic Services Certified

Higley Unified School District Office  
2935 S. Recker Rd., Gilbert, AZ 85295  
(480) 279-7055

## **ECDC Program Locations and Phone Numbers**

### **Early Childhood Development Center (ECDC) Locations**

Elona P. Cooley ECDC  
1100 S. Recker Road  
Gilbert, AZ 85296  
Mona Skyler, Office Manager  
Michelle Brennan, Customer Service Representative  
Office Number: 480-279-8401

Sue Sossaman ECDC  
18655 E. Jacaranda Blvd.  
Queen Creek, AZ 85142  
Nicole Camp, Office Manager  
Sarah Gagliardi, Customer Service Representative  
Office Number: 480-279-8601

### **ECDC Administration**

Amy Kochis, Program Director  
480-279-9279

Marsha Hostetter, Assistant Director  
480-279-9720

### **Preschool Evaluation Team**

School Psychologist, Cooley ECDC Campus 480-279-8401

Jodie DeMets-Horn, School Psychologist, Sossaman ECDC campus 480-279-8601

### **Community Education Department**

Community Education Department oversees Kid's Club before and aftercare program.  
[community.education@husd.org](mailto:community.education@husd.org) 480-279-7055

## **Our Program History/Background**

Our Early Childhood Development Centers opened in August of 2013. Previously all preschool programs were housed at various elementary schools throughout the district. HUSD had a vision to create a dedicated space for our youngest learners and future Higley students by bringing all our Special Needs Preschool and Kindergarten Prep classrooms under one roof on the campuses of our newly constructed Middle Schools. We added the Brilliant Beginnings class for 3's and early 4's to extend the early learning experience to an even broader base of students.

## **Our ECDC Mission**

Our certified, early childhood educators and staff inspire curiosity, build problem solving skills, self-esteem and foster a love for learning in our young children within a nurturing and play-based environment.

## **Our ECDC Vision**

Bring teachers, parents and community together to educate and improve the lives of children and their families.

## **Our ECDC Goal**

- Provide quality, foundational early childhood experiences
- Provide loving, safe and nurturing early childhood environments
- Build self-esteem
- Develop creativity and a joy of learning
- Expand communication and language skills
- Foster self-control and responsibility
- Develop fine and gross motor skills
- Cultivate academic skills
- Develop problem-solving and decision-making skills
- Encourage concern for others

## Program Options and Tuition

A \$75 annual program registration fee will be collected when enrollment forms are submitted.

All classes will follow the ECDC school calendar year including the Fridays before Fall Break and Spring Break for Parent/Teacher Conferences when there is no preschool or Kids Club care provided. Before and after school care is available beginning at 6:30 a.m. until 8:40 a.m. and 2:00 p.m. ending at 6 p.m.

**Brilliant Beginnings-** Three and early four-year old's. Class times may vary slightly to assist with parking lot. Must be 3 years old and FULLY potty trained -no pull-ups.

<u>Session Option</u>	<u>Start Times</u>	<u>End Times</u>	<u>Time in Class</u>	<u>Pricing per Month</u>		
AM	8:00-8:10	11:00-11:10	3 hours	MWF=\$235	TTH=\$180	M-F=\$400
PM	12:00	3:00	3 hours	MWF=\$235	TTH=\$180	M-F=\$400
Full Day	7:20-7:50	2:20-2:50	7 hours	MWF=\$460	TTH=\$330	M-F=\$750
4 Day AM	8:40	11:10	2.5 hrs	M, T, TH, F=\$266		
4 Day PM	11:25	1:55	2.5 hrs	M, T, TH, F=\$266		

**Kindergarten Prep - Four and Five year old's - Recommended four by Aug 31, 2023.**  
**Full day options for Mandarin, Spanish and THINK Higley's Highly Gifted Academy.**

<u>Session Option</u>	<u>Start Times</u>	<u>End Times</u>	<u>Time in Class</u>	<u>Pricing per Month</u>
AM	8:00-8:20	11:00-11:20	3 hours	M-F = \$400
PM	12:00	3:00	3 hours	M-F = \$400
Full Day	7:20-7:50	2:20-2:50	7 hours	M-F = \$750

**\*Parents wishing to enroll their 4 or 5-year-old in a 2- or 3-day program will be placed in an appropriate Brilliant Beginnings class.**

**H.U.S.D. Employee Discount: 20% per Child    Sibling Discount: 10% per Sibling**  
 (Discounts may not be combined)

## **DES Certified**

If you believe your family would be eligible for childcare assistance provided through the Department of Economic Security, please contact a local DES Childcare Office or visit [www.azdes.gov](http://www.azdes.gov) for more information.

If you have already been approved by DES for childcare assistance, please contact an HUSD Early Childhood Development Center for registration information.

## **ECDC Registration Information and Fees**

### **Registration and Acceptance Policies**

Space is limited and early registration is recommended.

**Only the legal guardian may register the child for any Early Childhood program.** Registration must be done in person at one of our Early Childhood Development Centers. Payments are made through our online Eleyo system.

The registration packet can be found on the HUSD website or pick one up at either Early Childhood Development Center. Fill out **COMPLETELY**. Bring the completed packet to the center with a copy of your child's birth certificate, immunization record, proof of residency, and a copy of your driver's license. A completed registration packet must be submitted for each child. Failure to fully complete all sections of enrollment packet will delay entry into the program.

If your child has an Individualized Educational Plan (IEP), the document must be made available for review prior to acceptance into the program.

### **Lunch Fees for Full Day Preschool Students**

Full day Brilliant Beginnings and Kindergarten Prep students can bring a healthy lunch from home or purchase lunch at school. Updated Preschool monthly menus and lunch prices will be posted after July 5, 2024, on the Food Services website [Food Services / Chartwells K12 \(husd.org\)](http://Food Services / Chartwells K12 (husd.org)).

## Tuition Payment Policies

Tuition is paid in advance. Parents will create an auto-pay account through our Eleyo Online system. Tuition will automatically be charged to the credit/debit card on file. If you need any assistance, please call or visit the Customer Service Representative at your Preschool site.

A \$75 registration fee will be due at the time of registration. Tuition is due on or before the 1<sup>st</sup> of every month. A \$25.00 late fee will be assessed per student if payment is not received by the close of business on the 4<sup>th</sup> of each month. Student(s) may be removed from the program if payment is not received.

The financially accountable parties are responsible for any charges or legal costs incurred by HUSD in the collection of the delinquent accounts.

HUSD's Federal tax ID number is #86-6000505. Tax information can be found on our Eleyo site. Our Customer Service Representatives are available to help if needed.

**Tuition fees are not adjusted for school closure and holidays.** Fees are determined by the number of days the program is in operation during the year and is divided into 10 equal monthly payments.

Families who wish to make changes to their program contract must do so by the 15<sup>th</sup> day of the month prior to the changes taking effect. Contact the school Office Manager to make the changes. Changes become effective on the first business day of the following month. If you change programs - add or delete days - you will need to fill out a new Financial Agreement with the new tuition amounts.

## Summary of Fees

The following fees will be assessed based upon the applicable criteria listed below. The family account will be charged and the parent/guardian will be held financially responsible for the payment of these fees. All fees are non-refundable and non-transferable.

A \$25.00 late fee will be assessed per family if payment is not received by the close of business on the 4<sup>th</sup> of each month and student(s) may be removed from the program if payment is not received.

\$2.00 Late Pick Up Fee (per child, per minute). Please reference your child's program end times. If the child is picked up 11 or more minutes after class time has

ended, \$2 per child/per minute will be assessed to the family account. The Early Childhood Development Center site clock will be used to determine the time.

## **Program Cancellations**

Cancellation is defined as the parent or guardian removing their child/children from a program in which they are currently enrolled. The financially accountable parties are responsible for paying tuition balance if program change is made after the 15<sup>th</sup> of the month.

## **Program Changes**

Change in program is defined as adjusting or modifying your current program contract. This includes changing the days of the week that your child attends the program, changing the hours that your child attends, or any other change to our current agreement. You will need to fill out a new Financial Agreement with the new tuition amount.

**Families who wish to remove their child from the program or make a change in participation must let the school office manager know by the 15th day of the month prior to the changes taking effect.**

## **Refunds**

No refunds or credits will be given.



## **Kids Club Registration and Rates**

To register for Kids Club (before and/or after care):

1. Go to <https://husd.ce.eleyo.com/>
2. Select: Explore all programs
3. Select: Enroll Kids Club
4. Set up account and follow directions
5. If you need assistance please call Community Education at 480-279-7055.

### **Program information**

Online registration needs to be completed to enroll for Kids Club each week. Families must schedule Kids Club for the following week between Monday and Thursday at 8:00 p.m. Families will receive an emailed bill on Friday morning and fees are due in full by Saturday prior to using services. A \$5.00 fee per child, per day, will be assessed if late scheduling occurs and families must call the Community Education Department to get Kids Club scheduled (480) 279-7055.

### **Kids Club Hours: Monday -Friday**

AM Session: 6:30 AM until start of school (full-day or AM session)

PM Session: End of school until 6 PM (full-day or PM session)

### **Daily Rates**

AM Only	\$11.50
PM Only	\$16.50
AM/PM	\$28.00

### **Kids Club Camps**

In addition to before and after school care, we will offer camps for our ECDC students during summer, fall, winter, and spring breaks. Locations vary within HUSD schools from camp to camp.

### **Community Education Department**

480-279-7055

# ECDC Staff Credentials and Curriculum

## **Our Staff**

Our teachers are Arizona Department of Education Certified and Highly Qualified Early Childhood Teachers. In addition to the classroom teacher, paraprofessionals are also assigned to each classroom and are invaluable in helping your child benefit from their preschool experience. This team allows us to maintain a 1:10 ratio in our Brilliant Beginnings program and a 1:12.5 ratio in our Kinder Prep program. The state mandated ratios are 1:13 for three-year-olds, 1:15 for four-year-olds, and 1:20 for five year olds.

## **Our Facilities**

- \*Two state-of-the-art Early Childhood Development Centers opened in 2013
- \*Large playgrounds
- \*Preschool Library located within the Middle School Library
- \*Learning Lab carts with computers to teach mouse and computer skills
- \*Specialized Kindergarten Prep classes include:
  - Mandarin Dual Language program at Cooley ECDC
  - Spanish Dual Language program at Sossaman ECDC
  - THINK! Higley's Highly Gifted Preschool program at Sossaman ECDC

## **Our Curriculum**

Our curriculum was carefully chosen to provide foundational educational experiences for your child's intellectual, social, emotional, creative, and physical development.

## **Conscious Discipline**

Conscious Discipline integrates social-emotional learning, discipline, and self-regulation so teachers spend less time policing behaviors and more time teaching vital life skills. Conscious Discipline is a longtime leader in integrating classroom management and social-emotional learning. It utilizes everyday events rather than an external curriculum and addresses the adult's emotional intelligence as well as the child's. Conscious Discipline is evidence-based and was named as a national model for character education by the Florida State Legislature. For more information as to how we use it in our centers, please see pages 23-25.

## **TELL**

TELL, Teaching Early Literacy and Language, is the curriculum chosen for our youngest learners. It is used in our Brilliant Beginnings classrooms as well as in our Special Education preschool classrooms. It was developed at ASU to improve code-focused and oral language skills in preschoolers and includes learning opportunities that are embedded within typical preschool classroom activities and routines. TELL pairs learning opportunities and teaching practices known to promote young children's language and literacy development. 14 different themed units are designed to capture the interest and imagination of our young students.

## **Big Day for Pre-K**

Big Day for Pre-K from Houghton Mifflin Harcourt is used in our Kinder Prep classrooms and flows directly into the curriculum used in our Higley Kindergarten classrooms. It's a comprehensive, integrated early learning program designed to ensure success for today's early learners based on the latest research and interactive learning philosophies. It integrates all curricular areas into our daily instruction including Reading and Language Arts, Math, Science, Social Studies, Health, and Art. Thorough, comprehensive lessons and high interest activities completely engage children along with a flexible instruction plan that allows children to learn and explore at many different levels and gives our teachers a variety of activities to choose from depending on individual child interest.

## **Learning without Tears**

The Learning Without Tears® curriculum is used throughout our centers and draws from years of innovation and research to provide developmentally appropriate, multisensory tools and strategies for classroom lessons. The program follows research that demonstrates how children learn more effectively by actively manipulating materials that address all styles of learning.

## **Assessments/Parent Teacher Conferences**

Each of our teachers will assess your child throughout the school year in several developmental and academic areas. This will help teachers adjust their planning and instruction to best meet the needs of each student. A basic developmental screening will be given to all tuition students upon reaching the 45<sup>th</sup> day of enrollment called a 45-day screening. Your teacher will alert you should there be any concerns. Additional assessments may be sent home for your input as needed.

There are 2 scheduled Parent Teacher Conferences each school year. They are held before Fall Break and before Spring Break. The spring conference is a Student Led Conference.

## Early Learning Standards

Our entire curriculum aligns with the Arizona Early Learning Standards available at the Arizona Department of Education website:

[https://www.azed.gov/sites/default/files/2015/02/Arizona%20Early%20Learning%20Standards\\_4th%20Edition\\_2021.pdf](https://www.azed.gov/sites/default/files/2015/02/Arizona%20Early%20Learning%20Standards_4th%20Edition_2021.pdf)

These standards have been developed for children 3-5 years of age. The standards support each child's learning through positive relationships with teachers and peers and through child-initiated and teacher supported play.

## Department of Health Services Childcare Licensing

Our program is licensed by the Arizona Department of Health Services for preschool-age children 3 to 5 years of age. The policies and procedures followed by Early Childhood Development staff and administration are directly based on applicable state regulations. For the safety of your child, any individuals removing children from the program will be required to show proof of identification to the center staff. A child will not be released to an individual refusing to show ID upon request. **Always bring a valid (state) picture I.D. to the site.** ***Do not assume you will not need it.***

DHS requires that a parent or an authorized party sign a child in/out at the Early Childhood Development Center before and after school each day. To sign a child out, the parent or authorized party must sign his/her full name along with the date and time in ink. The child must leave the center once he/she has been signed out.

## **Special Education**

Early Childhood Special Education is a state-mandated preschool program for those children with special needs. Higley Unified School District provides screening and/or identification of 3- and 4-year-olds and non-kindergarten eligible 5-year-old children with suspected disabilities. HUSD provides three special education programming options to meet the educational needs of children: STARS (Students Together Are Reaching Success), BEST (Building Essential Skills Together) and PAC (Preschool Articulation Class). HUSD's services are designed to address the educational needs of preschool children with developmental delays.

### **Child Find Screenings**

School districts are mandated to locate, identify, and evaluate children with disabilities within their attendance area. Referrals for the program may come from various sources (such as 45-day screenings), but the most common is the child's parents. Initial preschool referrals are handled and recorded through the Preschool Evaluation Team office. A Child Find or developmental screening determines if a child has a potential disability that requires a Comprehensive Developmental Assessment (CDA). All 5 areas of development are screened (e.g., communication, social, adaptive behavior, motor, and cognitive skills). A vision and hearing screening will also be conducted.

Child Find Screenings for children 2.9 through age 5 (not Kindergarten eligible) will be held throughout the school year and summer. The Child Find screenings for possible developmental delays are available to all children residing within district boundaries and are free of charge.

Please call the Preschool Evaluation Team to schedule an appointment at 480-279-8027

### **Transition from AzEIP (Arizona Early Intervention Program) to Preschool**

The Arizona Early Intervention Program (AzEIP) or Department of Developmental Disabilities (DDD) and the Local Education Agency System have an agreement that establishes procedures for the transition of children with disabilities who are reaching their third birthday from the AzEIP/DDD program to the school district. The purpose of this agreement is (1) to minimize the number of transitions and disruptions to children and families eligible for services, (2) encourage cooperation and communication between agencies and families to assure the provision of a Free

Appropriate Public Education from a child's third birthday, (3) to insure cooperation between agencies in order to reduce the stress on children and families inherent in the transition process, and (4) to identify the responsibilities of each agency during the transition process to all involved parties.

## **Transition Conference**

The AzEIP/DDD support coordinator contacts the Preschool Evaluation Team to schedule a transition meeting. A meeting will occur between the time the child is two years six months old and two years nine months old. The purpose of the transition conference is to: (1) identify existing assessment components, (2) plan for the completion of the necessary additional assessment components by the appropriate agency, (3) establish a plan for parental visitation to the preschool site, and (4) establish timelines and activities for the child's transition into the preschool program. The team members for this conference consist, at the minimum, of the child's parent(s), representative of the current program provider, and local education agency representative.

## **Comprehensive Developmental Assessments (CDA)**

A Comprehensive Developmental Assessment (CDA) may be recommended following a Child Find Screening or Transition Conference. The purpose of the CDA is to determine whether a child is eligible for special education services. This evaluation includes assessing the child's communication, social, adaptive behavior, motor, and cognitive skills. Prior to evaluations, the Preschool Evaluation Team will need a copy of the child's current hearing and vision screening and parent consent for evaluations. Children must reside within the HUSD boundaries for HUSD to conduct the CDA. Evaluations are free of charge.

## **Individual Education Program (IEP)**

If a child has been found eligible for special education services, an Individual Education Program (IEP) will be developed to address the child's educational needs. The Preschool Evaluation Team will arrange and facilitate the child's initial IEP conference to determine the appropriate placement for the child. The annual IEP conference is arranged and facilitated by the child's teacher or therapist. The conference participants include parents, special education teachers, general education teacher, local education agency representative, and therapists (e.g. SLP, OT, and/or PT). The IEP conference will consist of the development of the Individual Educational Program. The IEP components consist of a written description of the child's present level of educational performance, goals and objectives, services, statement of placement in the least restrictive environment, and consent of parents.

Services are based on the needs of the child and determined by the IEP team members.

## **Discontinuation of Eligibility for Preschool Services**

Our goal in special education is to provide service and support to bridge the gap in your child's skills and what is considered typical development. Our services in HUSD are provided in various ways. Students are assessed formally and informally on a regular basis to ensure progress is made and for whether the child continues to qualify and need the special education service. Additionally, a re-evaluation is conducted the school year prior to kindergarten (but may occur earlier if the team suspects the child may no longer have a special education delay).

Sometimes it is determined through an evaluation that a child has progressed and is no longer in need of specialized instruction and no longer qualifies for special education services. It is very exciting for our special education team to see children graduate from special education and move into general education. That means the early intervention has been successful!

For you and your child in an HUSD Special Education Preschool classroom, what does it mean if your child no longer demonstrates delays and no longer qualifies as a student with a disability?

- If your child is in STARS, he/she will no longer be enrolled in that special education program. You may choose to enroll in a tuition based early childhood program (based on availability).
- If your child is in the Preschool Articulation Class, he/she will be withdrawn from that program. You may choose to enroll in a tuition based early childhood education program (based on availability).
- If your child is in STARS and it is determined upon re-evaluation that your child continues to be eligible in the area of articulation or phonological skills, services are provided in the 1 day a week 45-minute Preschool Articulation Classroom.
- Special Education (state and federal funded) services will end 7 calendar days from the date of the meeting that determines your child has progressed to the point he/she no longer qualifies with a disability.

\*Parents are welcomed and encouraged to continue with other HUSD early childhood programs at parent expense. Please contact the school office, for information on options and availability.

If your child has special needs or disabilities, please notify the Community Education Department or the ECDC secretary prior to registration. DHS regulations (R9-5-507) require that you provide copies of the following: your child's IEP, medication schedule and qualifications for staff.

## **Attendance and Health Information**

### **Attendance Procedure**

Please make sure your child arrives at school on time every day. This teaches children that being on time is expected because school is important. Should your child need to be out for the day, parents should inform their child's teacher. Your child's teacher will let you know the best method to communicate with her.

### **Illness**

A child cannot attend the program with any of the following symptoms:

- Fever within the past 24 hours
- Vomiting within past 24 hours
- Diarrhea within the past 24 hours
- Head or stomachache
- Swollen glands
- Undiagnosed rash
- Head lice
- Severe Cold or sore throat
- Inflamed or matter-filled eyes
- Is unable to participate comfortably in activities

Your child must be fever-free without Tylenol or other medications for 24 hours before he/she can return to school. If your child becomes ill while at school, parents will be called. Please cooperate by picking up your child promptly.

### **Accidents & Emergencies**

If a child is injured at the site, first aid will be administered. In case of an emergency, as determined by program staff, the paramedics will be called, and a parent or other emergency contact will be notified as soon as possible. Early Childhood Development Centers are not responsible for any charges incurred for any transport or care.

### **Health Records**



Any changes and revisions to health records must be made at your Early Childhood Development Center site immediately. Please remember to keep all records updated. **A Child's immunization record must be provided at the time of registration.** The immunization record provided by the parent shall contain all information required by the Arizona Department of Health Services and be up to date.

## **Medication Administration**

Medication is not given to a student without prior arrangements with the school Health Aide or the Kids Club Site Supervisor. If approved, only *physician ordered* medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the child, date, dosage, prescription number, name of the medication, and method of administration. A medication consent form for the administration of medication must be completed by the parent or guardian and be kept on file at the center. This includes over-the-counter medications as well as prescription medications.

- Any unused or expired prescription medication will be returned to the parent or guardian at the end of the program or the child's withdrawal.

## **Sun Safety**

We understand that too much sun can be harmful and that children especially can be harmed by UV radiation. The Early Childhood Development Centers are committed to protecting the health and safety of our children and reducing skin cancer in our state. When the local weather and environmental conditions are at levels where negative health consequences can occur, staff and children will take the following precautions for outdoor activities during recess and before and after school programs.

- Staff will check current UV index daily prior to implementing planned outdoor activities. Based on the UV index, staff will adjust the schedule and keep children inside when warranted.
- Parents are encouraged to apply sunscreen to children prior to arriving at the program. Children are encouraged to keep a hat at the program for use during outdoor activities.
- Children and staff will use shaded areas regularly during outdoor activities.

- Staff and children will receive education and training regarding sun safety practices regularly.
- Staff will keep onsite resources and information for program families regarding sun safety and how to "Be SUNWISE". You can find more information at <https://www.azdhs.gov/preparedness/epidemiology-disease-control/sunwise/index.php> .

## Hand Washing

Hand washing is the preferred way for all staff members, volunteers, children, and visitors to help prevent the spread of germs. Please help us teach your children the proper hand washing method.

\*Method for Hand Washing at a Sink:

1. **Turn on water** to a comfortable temperature (60°F-110°F).
2. **Moisten hands** with water and apply liquid (not antibacterial) soap.
3. With hands out of the water, **lather all skin surfaces** and nails with soap and water. Try to achieve the recommended lathering time of 20 seconds. (Sing or say twice "Happy Birthday to You"; "Twinkle, Twinkle, Little Star"; or a jingle of comparable length such as, "Wash, wash, wash your hands; play this handy game; scrub and rub; rub and scrub; germs go down the drain" sung twice to the tune of "Row, Row, Row Your Boat"). Include between fingers, under and around nail beds, backs of hands, and any jewelry.
4. **Rinse hands** well under running water with fingers down so water flows from wrist to fingertips.
5. **Leave the water running while drying hands** with a disposable paper towel.
6. **Use a towel to turn off the faucet** and, if inside a toilet room with a closed door, to open the door. Discard the towel in a lined trash container.

## Liability Insurance

HUSD Early Childhood Development Centers and Kids Club are insured by the Higley Unified School District. Documentation of insurance may be reviewed at the District Office. Upon request, all inspection reports are available on-site.

## **ASHline**

We are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHline) to help staff members and parents quit tobacco and provide information on the dangers of second and third-hand smoke. Call ASHline at 1-800-556-6222 to speak with a "quit coach."

## **Pesticides**

We limit the use of pesticides and herbicides in our program. If it is necessary to use pesticides or herbicides, they are applied by a licensed professional when children are not present. Material Safety Data Sheets (MSDS) for all chemicals used in pest control are kept on file at the Higley Unified School District Office and Community Education Department. Notice of Pesticide Application, with date of application, is posted at all Early Childhood Development Centers. Changes to these dates will be posted within 72 hours before application.

## **ECDC Routines**

### **Backpacks**

Please provide your child with a standard sized backpack with his/her name on it to be used to transport papers, artwork, and special items. It is very important that parents check their child's backpack daily for important notes and communication from school. Please do not bring gum, candy, toys, or other personal items from home. Items that are valuable or breakable may become lost in the classroom. Toy weapons are not allowed on campus at any time.

### **Arrival/Dismissal**

All parents and caregivers will accompany children to their classroom where a staff-member will take responsibility for the student. Children may not be left unless a staff member is there to supervise. Children must be dropped off no earlier than class start time. Late pick-ups are subject to fees and leave teachers without adequate preparation and lunchtime.

### **Sign In/Out Procedures**

For the safety of your child, any individuals removing children from the program will be required to show proof of identification. A child will not be released to an

individual refusing to show ID upon request. Always bring a valid (state) picture I.D. to the site. *Do not assume you will not need it.*

DHS requires that a parent or an authorized party sign a child in/out of the HUSD Early Childhood Development Center before and after school each day. To sign a child out, the parent or authorized party must sign his/her full name along with the date and time.

Under state laws, both parents have the right to pick up their child unless a court document restricts this right. The enrolling parent who chooses not to include the other parent's name on the authorized list for pickup must file an official court document such as the following:

Current restraining order  
Sole-custody decree  
Divorce decree stating sole custody  
Judgment of adoption  
Foster parent documentation

Without this documentation, we may release the child to either parent, if parent provides the parent documents, biological or adoptive parenthood, of that child. Parents must provide us with updated legal documents when any changes occur. Otherwise, a child enrolled in the HUSD Early Childhood Development Center will be released only to those persons specifically authorized on the emergency information form. A sibling may not sign out a child unless he/she is listed on the emergency form as an authorized party. Center staff are not eligible to be an authorized party for any child other than their own. Parents will be required to fill out a list of people who are authorized to pick up their child. Any changes need to be made at the front office. Any last-minute changes need to be authorized by parents and will be noted on an exception form.

## **Preschool Dress Code**

Each child needs to be dressed according to the Dress Code set forth by the Higley Public School District. As a reminder, shirts and tops may not expose bare midriff or bare shoulders (no spaghetti straps or halter tops). We are also asking that you send your child to school in closed - toed, closed heel shoes. Everyday your child will be engaged in outdoor activities and gross motor development skills that require running, jumping and quick movements that are best done in tennis shoes. Children at this age tend to get their little toes stepped on a lot and tennis shoes provide more protection. Our primary goal is to keep your student safe.

**NO LIGHT-UP SHOES!** Children are not allowed to wear light up shoes to school. During our lockdown drills, our classrooms need to remain dark and silent for the safety of all children and staff. Light up shoes are very distracting.

## **Physical Activity**

We are committed to promoting healthy habits. If children are inactive for long periods of time, they can be at risk of problems associated with being overweight. We encourage all children to participate in a variety of physical activity opportunities that are fun and appropriate for their age.

All children 3 and older are provided with at least 60 minutes of physical activity every day for full-day students and at least 30 minutes for half-day students. This includes both teacher-led and free-play activities.

Staff will encourage moderate and vigorous levels of physical activity and every child will have the opportunity to participate in outdoor physical activity.

We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to fewer than 60 minutes at a time (except during nap time).

Screen time is limited and used to engage children in physical activity and for educational purposes. No screen time during meal or snack time. Physical activity is never used or withheld as punishment.

## **Snack Time**

A snack will be served family-style every day to refuel our bodies and our brains. Snack time provides an opportunity for language development, social development, fine motor skill development and the development of adaptive skills. Your child's teacher will let you know how she handles signing up for snacks in her classroom. We require only 100% fruit juice and limit it to 4-6 ounce serving at a time. You will be notified of any food allergy restrictions in your child's classroom.

## **Naptime in Full Day Brilliant Beginnings Classrooms**

In our Brilliant Beginnings full-day classrooms, children are required to rest or nap for at least 30 minutes. If a child sleeps for longer than the allotted naptime, we let them sleep. Growing bodies really do need those restorative naps. We provide quiet activities for children who just can't sleep. Children nap quietly for at least 30 to 45 minutes each day, but we never force wakeful children to close their eyes or go to

sleep. During naptime, non-nappers can read quietly or do other quiet activities on their mats.

We follow a lights-low, shoes-on approach. Children nap with shoes on, because we are always prepared to help children exit the building quickly and safely in the event of an emergency. During naps, classrooms are dimly lit, but not completely dark, so that teachers can watch children while they're sleeping.

We provide napping mats for each child. Parents will need to bring in a crib sheet and blanket for naptime. A child may also bring a small stuffed toy to cuddle with during naptime. At the end of each week, the sheet and blanket will be sent home for laundering.

## **Child Guidance and Discipline**

Social growth is crucial during the early childhood years. For this reason, HUSD Early Childhood Development Centers place great emphasis on helping children learn to display appropriate behaviors. Behavioral guidelines are established to maintain the physical and emotional wellbeing of each student and to teach self-discipline, judgment and manners. Positive behavior management techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding each child's development. Conscious Discipline by Dr. Becky Bailey is the discipline tool we use in our centers.

Corporal punishment, harsh, cruel, or unusual treatment of any child is forbidden. An employee who violates District standards or state law concerning conduct with students is subject to disciplinary action, up to and including dismissal. Other legal action may be taken as appropriate.

### **Conscious Discipline Overview**

#### **The School Family: The Foundation for Connection**

Ask yourself, "Would I rather have children say, 'What do I get if I'm good?' or 'How do I give of my goodness?'" How you answer this question will determine the school climate and culture you want your child to participate in. School climate impacts all achievement. The culture of a school can foster bullying, blame and cliques, or it can build cooperation, willingness and responsibility.

Historically, we have unconsciously used the metaphor of a factory when creating our classrooms and schools. The goal of a factory is to create standardized products

through a rewards and punishment paradigm. Research and experience prove that we need a new metaphor if we wish to build successful and safe educational institutions. The School Family, built on a healthy family model, is this new metaphor. The goal of a healthy family is the optimal development of all members. The School Family builds connections between families and schools, teachers and teachers, teachers and students, and students and students to ensure the optimal development of all.

These connections provide the three essential ingredients for school success:

**A willingness to learn:** Without willingness, each interaction becomes a power struggle instead of a learning opportunity. The School Family brings all children, especially the most difficult, to a place of willingness through a sense of belonging.

**Impulse control:** Connection with others is the construct that literally wires the brain for impulse control. Disconnected children are disruptive and prone to aggressive or bullying behaviors. External reward/punishment systems cannot improve a child's ability to self-regulate because they are not designed to teach new skills. The School Family uses connection to encourage impulse control while teaching self-regulation skills in context.

**Attention:** Our attentional system is sensitive to stress and becomes engaged with positive emotions. The School Family reduces stress while creating an atmosphere of caring, encouragement and meaningful contributions. These components are essential for children to develop and apply sustained attention.

The School Family creates a fundamental shift in education and classroom management because it is created through routines, rituals and structures. We replace coercion, fear and external rewards with intrinsic motivation, helpfulness, problem-solving and connection.

Conscious Discipline defines discipline not as something you do to children, but something you develop within them. Our staff is trained to teach students how to respond instead of react to situations throughout the school day. Parent training is offered throughout the school year.

## **Discipline Policy**

Appropriate behavior is essential to learning, both physically and emotionally, and should be based on mutual respect. This respect includes the rights and property of others, respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety or learning environment of others.

If a child's behavior escalates and he/she does not respond to Conscious Discipline strategies, the school will begin the ECDC Intense Intervention Process. This is a six-week process that uses a team approach to supporting students with challenging behaviors. This complete step by step process is available for review in the front office.

If program administration determines that a child cannot safely function within the program, or that the child's behavior presents a danger or harm to other children or staff, HUSD Early Childhood Development Center administration reserve the right to remove the child from the program through suspension or expulsion.

## **Dismissal or Suspension from the Program**

HUSD Early Childhood Development Centers reserve the right to remove or suspend any child from the program for the following reasons:

1. A child may be removed from the program if a tuition payment by any financially responsible party is delinquent. The financially accountable party will be responsible for any costs incurred in the collection of the balance due. No refunds or credit to the family account will be given if a child is removed from a HUSD Early Childhood Development program.
2. A child may be removed from the program if program administration determines that a child cannot benefit from the program, or that the child's behavior endangers the safety of other children, themselves, or staff.
3. A child may be removed from the program if nonmedical drugs are found on the child or in their backpack. DCS will be contacted.

All incidents are situational and will be documented according to our guidelines. Our program will make every attempt to include parents in situations involving these concerns and progressive consequences. These consequences can range from, but are not limited to, parents attending parenting classes, prompt removal from class, suspension (up to 5 days) and removal from our program. Our goal is to try and ensure success for all the children enrolled in our programs.



## **Family Connection**

### **Meet the Teacher**

This is the first event of the year. You will receive an email the week before school starts from your child's teacher. There will be information on how to sign up for an appointment to meet the teacher. Our teachers meet with just a few families at a time to begin building relationships.

### **Curriculum Night**

Curriculum Night is scheduled for an evening in early August. This event gives you the opportunity to find out more about the curriculum as well as the routines in your child's classroom.

### **Parent/Teacher Conferences**

We have two conferences scheduled, one in late September (just before our Fall Break) and one in March (just before our Spring Break). If you need to talk to your child's teacher at any other time, you may email them or leave a message for them to call you before, between or after classes.

### **Other School and PTO Sponsored Events**

- Restaurant Nights throughout the year
- Book Fairs twice a year
- Family Celebration Night during the Week of the Young Child in April
- ...and more!

### **Visiting and Volunteering**

Parents or grandparents are always welcome to visit the child's classroom at any time. We encourage you to see what your child's day is like or perhaps have snack or lunch with them. You are always welcome to see the front office staff if you have any questions or concerns.

Parent participation is a very special link between school and home. We value the active involvement of parents in our program through classroom participation. Volunteering in the classroom allows children to see their parents as important and

concerned members of their new school environment. Teachers begin scheduling volunteers after 4 or 5 weeks of school to establish their classroom routines and build the school family.

If you wish to visit or volunteer in the classroom, we use the Raptor Visitor Management System to screen visitors, volunteers, and contractors in our schools to provide a safer environment for our students and staff. Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

## **Other Ways To Be Involved**

- Take home projects to prepare for class
- Share your profession
- Be a Room Mom or Dad
- Sign up for PTO

## **Communication**

You can expect to receive regular newsletters from both the Center as well as your child's teacher. By checking your child's backpack on a regular basis, you can be sure you are aware of any communication from your child's teacher. Each teacher also has a website for general information. You may call or email to communicate with them or set up an appointment to meet with them. You may also coordinate with the front office to make an appointment with our Director or Assistant Director.

## **Parent Education**

We offer a course on Conscious Discipline for parents during the school year. The 10 workshops series begins on August 22, 2024.

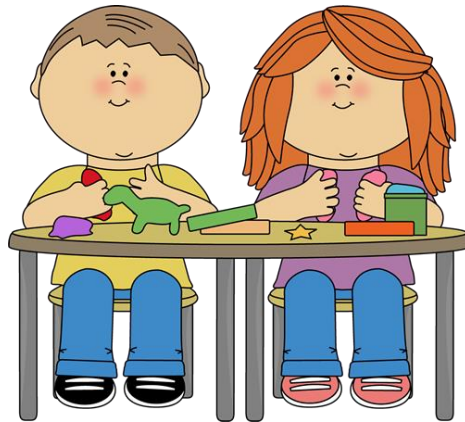
## Family Services

We are aware of several services offered by various local and state agencies. Birth to Five Helpline is free. Their website is [www.birthtofivehelpline.org](http://www.birthtofivehelpline.org). If you want to discover free and almost free services with information on a variety of subjects, contact [www.findhelpphx.org](http://www.findhelpphx.org). Should you need help, please let us assist you.

Our centers are breastfeeding-friendly environments. Information is available should you need it.

*Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood.*

**-Fred Rogers**



*Discipline is not something you do to children; it is something you develop within them.*

**-Becky Bailey, PHD  
Author of Conscious Discipline**

The HUSD Early Childhood Development Center program is open to all children. It does not discriminate as to race, creed, color or gender.

The Arizona Department of Health Services licenses and regulates HUSD  
Early Childhood Development Center Programs:

The Department may be contacted at:

Office of Childcare Licensure  
150 N. 18th Ave., 4th Floor  
Phoenix, AZ 85007  
602-364-2536

[www.hs.state.az.us/als/childcare/index.htm](http://www.hs.state.az.us/als/childcare/index.htm)

\*Upon request, all facility inspection reports are available for public viewing.