

# **Community Education Parent Handbook 2025-2026**



## **Preschool Programs**

**Early Learning Center  
Preschool  
Prekindergarten**

*We've got what you want!*

## State Licensing & Insurance

DVUSD Community Education programs are licensed and regulated by the Arizona Department of Health Services. All records related to licensing **reviews** are public record. Records may be reviewed for any licensed program at: Arizona Department of Health Services, Office of Child Care Licensure, 150 North 18<sup>th</sup> Avenue, Phoenix, AZ 85007, Phone 602-364-2539, or are available to view at the site.

DVUSD Community Education programs hold the required liability insurance through the Deer Valley Unified School District.

Programs may be subject to change or cancellation based on variables including, but not limited to minimum enrollment and site capacity.

## Responsibilities to Protect Children

The DVUSD Community Education staff is required by Arizona Law (HB 2293) to report any suspected neglect to the Child Protective Services Agency *HotLine* at 1-888-SOS-CHILD (1-888-767-2445) or 911. While normal bruises and scrapes and/or mood swings will not alarm the trained staff, they may ask from time to time for clarification on how an injury may have occurred or why a child's behavior has changed. This procedure is DVUSD Community Education's way of ensuring children's needs are being met by caring and supportive adults. **All inquiries will be made in a sensitive and confidential manner.** These inquiries usually give parents and staff an opportunity to work as a team to provide a safe and healthy environment for children. Please note that all inquiries and reports made are confidential.

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. No child will be denied enrollment in or access to the Community Education programs solely on these bases. All protections that students with disabilities and their parents are entitled to under the provisions of Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-65) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), including reasonable accommodations, will be provided to eligible students in the DVUSD Community Education programs. For students with disabilities who are placed in special education programs, this means that, except for reasonable accommodations, special education services listed in a student's IEP, including all specially designed instruction, will not be provided to those students during the DVUSD Community Education programs. **Some information contained in this handbook may be subject to change; please visit [www.dvUSD.org/community](http://www.dvUSD.org/community) for our most up-to-date version.**

# **DV Community Education Contact Information**

**DVUSD Community Education**  
**7071 W. Hillcrest Boulevard**  
**Glendale, AZ 85310**

## **Community Education Website**

◆ [www.dvusd.org/communityed](http://www.dvusd.org/communityed)

## **Online Payments**

<https://deervalley.ce.eleyo.com>

## **Payment and Registration Clerks**

- ◆ Beth Harvill, 623-376-3976
- ◆ Teri Thorley, 623-376-3978
- ◆ Traci Piccoli, 623-376-3979 (PRESCHOOL)

## **Gifted Preschool Information, Registration and Payments**

- ◆ 623-445-3292
- ◆ Giftedservices@dvusd.org

## **Community Education Secretary**

Dina Sands, 623-376-3903

## **Program Supervisor**

Carey Conger, 623-376-3907

## **Operations Supervisor**

Carrie Finch, 623-376-3908

## **First Things First Family Resource Center Coordinator**

Dawn Sears, 623-376-3975

## **Enrichment Specialist**

Stephen Slavick, 623-376-3923

## **Director of Community Education**

Deb Roets, 623-376-3903

## **Transportation**

602-467-5090

## **Safe Schools Hotline**

623-376-3262

**Tax Identification Number (EIN) 86-6004178**

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# Deer Valley Unified School District

## Community Education Preschool 2025-2026 District Calendar

All campus wide full-day releases and holidays apply to the Community Education programs.  
This program is subject to a different early release schedule, outlined below.

### **Beginning Dates**

First Day of School July 31st

### **Holidays/Recesses - CE observes the DVUSD holiday/break schedules**

Labor Day Recess September 1	Full Release Staff Development January 5
Fall Break Sept 29-Oct 3	Martin Luther King Day January 19
Veterans Day November 11	Presidents Day February 16
Thanksgiving Recess November 24-28	Spring Break March 16-20
Winter Break December 22-January 2	Spring Break Day April 3

### **Ending Dates**

Last Day of School (half day) May 21  
School Offices Close May 29

### **Half-Day Early Release Days for Preschool Students**

The following dates will be half-day early release days for Community Education Preschool programs.  
Preschool students will **not** observe the DVUSD 90-minute early release schedule.

### **Half-Day Professional Development Preschool/PreK Early Release (ELC not included):**

August 29	January 30
September 26	February 27
October 24	March 27
November 21	April 24

### **Half-Day Early Release for Parent-Teacher Conferences (ELC included):**

October 9 & 10  
February 12 & 13

### **Half-Day Early Release at End of Semester (ELC included):**

December 19  
May 21

Some days may be subject to change pending DVUSD Governing Board review and approval.



## DVUSD Preschool/Prekindergarten Programs

<p style="text-align: center;"><b>Arrowhead</b> Preschool/Prekindergarten Ages 3-5 7490 W. Union Hills Drive Glendale, AZ 85308 Full Day 8:30-3:15 AM 8:30-11:15 PM 12:30-3:15</p>	<p style="text-align: center;"><b>Boulder Creek HS</b> Preschool/Prekindergarten Ages 3-5 40404 N. Gavilan Peak Pkwy Anthem, AZ 85086 Full Day 8:15-3:00* AM 8:15-11:00* PM 12:15-3:00*</p>	<p style="text-align: center;"><b>Bellair</b> Preschool/Prekindergarten Ages 3-5 4701 W Grovers Ave. Glendale, AZ 85308 Full Day 8:30-3:15 AM 8:30-11:15 PM 12:30-3:15</p>
<p style="text-align: center;"><b>Copper Creek</b> Prekindergarten Ages 4-5 7071 W. Hillcrest Blvd. Glendale, AZ 85310 Full Day Only: 7:50-2:35</p>	<p style="text-align: center;"><b>Diamond Canyon</b> Prekindergarten Ages 4-5 40004 Liberty Bell Way Anthem, AZ 85086 Full Day 8:45- :30 AM 8:45-11:30 PM 12:45-3:30</p>	<p style="text-align: center;"><b>Greenbrier</b> Preschool/Prekindergarten Ages 3-5 6150 W. Greenbriar Road Glendale, AZ 85308 Full Day: 8:45-3:30 AM 8:45-11:30 PM 12:45-3:30</p>
<p style="text-align: center;"><b>Las Brisas</b> Gifted Pre-K Academy Ages 4-5 5805 W. Alameda Rd Glendale, AZ 85310 Full Day Only: 7:45-2:30 *Prequalification required: <a href="https://url.dvusd.org/d5dcf7fc">https://url.dvusd.org/d5dcf7fc</a></p>	<p style="text-align: center;"><b>Legend Springs</b> Prekindergarten Ages 4-5 21150 N. Arrowhead Loop Glendale, AZ 85308 Full Day: 8:45-3:30 AM 8:45-11:30 PM 12:45-3:30</p>	<p style="text-align: center;"><b>Mountain Ridge HS</b> Preschool/Prekindergarten Ages 3-5 22800 N. 67<sup>th</sup> Avenue Glendale, AZ 85310 Full Day 8:15-3:00* AM 8:15-11:00* PM 12:15-3:00*</p>
<p style="text-align: center;"><b>Norterra Canyon</b> Prekindergarten Ages 4-5 2200 W. Maya Way Phoenix, AZ 85085 Full Day 8:30-3:15 AM 8:30-11:15 PM 12:30-3:15</p>	<p style="text-align: center;"><b>Paseo Hills</b> Preschool/Prekindergarten Ages 3-5 3302 W. Louise Drive Phoenix, AZ 85027 Full Day 8:30-3:15 AM 8:30-11:15 PM 12:30-3:15</p>	<p style="text-align: center;"><b>Sandra Day O'Connor HS</b> Preschool/Prekindergarten Ages 3-5 25250 N. 35<sup>th</sup> Avenue Phoenix, AZ 85083 Full Day 8:15-3:00* AM 8:15-11:00* PM 12:15-3:00*</p>
<p style="text-align: center;"><b>Sunset Ridge</b> Preschool/Prekindergarten Ages 3-5 35707 N. 33<sup>rd</sup> Lane Phoenix, AZ 85086 Full Day 8:45-3:30 AM 8:45-11:30 PM 12:45-3:30</p>	<p style="text-align: center;"><b>*Optional extended hours are offered at the high school campuses. Additional fees apply - Subject to minimum enrollment</b></p>	
	<p style="text-align: center;"><b>Boulder Creek, Mountain Ridge</b> 7:15-8:15 a.m. 3:00-4:00 p.m.</p>	<p style="text-align: center;"><b>Sandra Day O'Connor HS</b> 7:00-8:15 a.m. 3:00-4:00 p.m. 3:00-5:00 p.m.</p>



## COMMUNITY EDUCATION *SPECIALTY* PROGRAMS

### **Gifted Pre-K Academy at Las Brisas**

Gifted Pre-K Academy at Las Brisas Elementary School is for students who have been identified as gifted learners.

Gifted Preschool is located at Las Brisas 5805 W. Alameda Road, Glendale, AZ 85310

Email [Giftedservices@dvusd.org](mailto:Giftedservices@dvusd.org)

Las Brisas Gifted Preschool Times: Full Day - 7:45-2:30

Prequalification required: <https://url.dvusd.org/d5dcf7fc>

See information specific to the Gifted PK Academy in this [handbook](#).

Gifted Preschool Information, Registration and Payments ♦ 623-445-3292

### **Early Learning Center**

Toilet training not required

Ages 2, 3

Community Education Building on Copper Creek Campus

7071 W. Hillcrest Blvd. Glendale, AZ 85310 Phone: 623-376-3971

2-Year Old Half Day

Tuesday & Thursday AM 8:00-10:45

3-Year Old Half Day

Monday, Wednesday & Friday AM 8:00-11:30

### **Preschool/Prekindergarten at select high school campuses**

Boulder Creek & Sandra Day High Schools offer Preschool/Prekindergarten that collaborate with the DVUSD CTE Early Childhood program. Our high school programs also offer before and after care, depending on minimum participation and capacity (see below for more information).

### **Deer Valley First Things First Family Resource Center**

Providing resources and education for families with children age birth through 5. Located at the Community Education office. 623-376-3975

**Head Start and Developmental Preschools** are administered through the DVUSD  
Early Childhood Division, 623-467-6013

# Preschool & Prekindergarten Tuition Rates

## Tuition

Due the 1st of each month, September through May, and will be set on an automatic payment plan. The first month and registration fee are collected at the time of registration and both are non-refundable. Paid in ten equal monthly installments; one month's tuition and a \$55 registration fee are due upon contract approval (non-refundable).

- Payment Schedule: Payments are charged automatically on the 1st of each month (September–May). The first month's tuition and registration fee are charged at contract approval.
- Invoice Dates: Invoices are issued on specific dates. Changes to payments must be requested by these dates.

- July 25
- August 25
- September 24
- October 24
- November 19
- December 17
- January 23
- February 25
- March 25
- April 24

\* Short months are not prorated, as school closures have already been accounted for in the annual tuition. A non-refundable registration fee of \$55 per student, along with the first month's tuition, is due and will be charged upon contract approval.

## Preschool & Prekindergarten

Full Day \$734.00 Month\*

Half Day AM or PM \$440.00 Month\*

Extended Mid-Day at any Half Day Program \$171 Month (Cost of meal not included) - extended mid-day is not offered on dates for early release/half days.

## Gifted Pre-K Academy at Las Brisas

Full Day \$807.00 Month

## Early Learning Center: Half Day AM

2–Year Old Program, Tuesday & Thursday \$286.00 Month\*

3-Year Old Program, Monday, Wednesday & Friday \$395.00 Month\*

## High School Extended Day Option:

Extended Care 7:15 - 8:15 AM at BCHS & MRHS - \$171 / Month

Extended Care 3:00 - 4:00 PM at BCHS, MRHS & SDOC - \$171/ Month

Extended Care 7:00 - 8:15 AM at SDOC - \$175 / Month

Extended Care 3:00 - 5:00 at SDOC - \$345 / Month

\*Extended care not available on half-day releases

## Discounts

- Multiple Child Discount: 10% for additional children in the same program (not combinable with employee discounts).
- DVUSD Employee Discount: 10% for all children in the same program.

## **Additional Fees**

Per student **annual** registration fee \$55.00

Late payment for tuition received after the 1st of each month \$30.00

Returned Check Fee                      As charged by Nexcheck

Late Pick-Up Fee                          \$15 plus \$3.00 per minute late

Enrollment Change Fee                \$30 per occurrence

## **Federal Tax ID**

**#86-600417**

Late Payments:

- \$30 late fee applies to overdue payments or failed automatic payments not promptly addressed.
- Unpaid balances lead to disenrollment, with re-enrollment subject to availability and a \$30 reinstatement fee.

Financial Assistance

- Arizona DES Subsidy: Families may apply for financial aid. Responsibilities include co-pays, registration fees, and any unsubsidized tuition differences.
- Scholarships: May be available mid-July at qualifying sites; prepayment rules apply until scholarship funds are confirmed.

Late Pick-up Fees

- \$15 plus \$3/minute after dismissal.
- Three or more late pick-ups may result in withdrawal from the program.

Absences

- No refunds or credits for missed days or absences.

Payment Options

- Automatic Payments: Required for all accounts.
- Alternative Payments: Online payments before the due date or prepaid credit cards (specific cards accepted).
- Returned Payments: Subject to additional fees, including late fees for failed transactions.

Enrollment and Withdrawal

- Schedule Changes:
  - \$30 fee for enrollment changes; partial month changes prorated.
- Withdrawal:
  - Two weeks' written notice is required.
  - Refunds are unavailable after the payment due date.
  - Re-enrollment is treated as new enrollment with a \$30 fee.

Suspension or Removal:

- Non-payment, excessive late pick-ups, disciplinary issues, or other violations may result in removal.
- Re-enrollment is subject to a trial basis and availability.

# Registration

## Eleyo

Registration for programs is offered on a first-come, first-served basis and will remain open until each program reaches capacity. To ensure the class can be held, a minimum enrollment is required at each location. Families must complete all registration forms online at <https://deervalley.ce.eleyo.com> and submit any required documentation to the Community Education Division, located at 7071 W. Hillcrest Boulevard, Glendale, AZ 85310. Contracts will only be approved once all forms and documentation have been completed and received.

Except for the Early Learning Center, all students enrolling in the program must be fully toilet trained. This means they must independently use restroom facilities without adult assistance. For the safety of all students and in compliance with DHS licensing requirements, incomplete registration forms will not be accepted.

Once registration is complete, there is a three-business-day waiting period before the student may attend the program. At the time of registration, families are required to pay one full month's tuition and a per-child registration fee. Both fees are non-refundable.

This process ensures programs meet required standards while providing families with a clear and structured enrollment procedure.

## PowerSchool Registration

Following acceptance of a contract for a preschool or prekindergarten program, students will also need to be registered in Powerschool. You will receive a notification late April informing you of the process and next step. More information and registration link can be found at <https://www.dvusd.org/registration>.

Registration for Preschool requires **prior acceptance** into a preschool program before enrollment. DO NOT proceed if you have not been accepted. For more information contact Community Education at [Community.Education@dvusd.org](mailto:Community.Education@dvusd.org). More information about Preschool programs can be found on the district website Community Education preschool pages.

## Toileting

Children in any of the Community Education Preschool and Prekindergarten programs, except the Early Learning Center half-day 2's and 3's classes, are expected to be fully potty trained prior to enrollment in our programs. Fully potty trained means that students should be able to recognize when they need to use the restroom, alert an adult, independently pull up/down clothing, sit on the toilet, and wipe themselves afterward. We understand that potty training is a learning process and takes time to master, practicing a lot at home will ensure fewer accidents once school starts. In the case of an emergency, we ask that all students have an extra set of clothes at all times in their backpack.

A child will **NOT** be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents within the first 30 days of enrollment. After the first two weeks of enrollment, the following procedures will be in place:

- After week two, if one or more accidents occur in a one-week period, the parents will be notified and required to sign the toilet accident log.
- After the 30-day period if the issue is not corrected, your child will be subject to withdrawal.

## **Preschool Philosophy and Goals**

The Deer Valley Unified School District's Preschool programs are based on the belief that all children can learn. Each program provides quality child development services designed to meet and exceed the individual needs of the children through an effective partnership with the staff, parents/ guardians, and community.

Each child is a unique individual. Our preschools provide a literacy-rich, play-based learning environment, which promotes the physical, social, emotional, and creative development of each child. We encourage children to express their individuality by offering developmentally appropriate experiences that:

- Encourage self-esteem and self-reliance
- Develop an interest and joy in learning
- Enhance communication skills
- Support concept development
- Develop fine and gross motor skills
- Develop self-control and responsibility
- Encourage appropriate interactions with fellow preschoolers and adults
- Teach problem-solving and decision-making skills
- Encourage the child to have concern for others
- Emphasize the cultural values and individual backgrounds of the home and family

We believe that young children are our most valuable resource for the future. We encourage active learning with opportunities for self-esteem, enhancement, discovery, and decision-making.

We want our children to be aware of the world in which he/she lives, as well as the SPECIAL UNIQUENESS that is theirs.

Our program is also designed to enrich and enhance preschool development by providing a variety of multi-sensory opportunities in the areas of motor skill development, language, music, and creative arts.

### **Preschool Curriculum and Assessment**

Community Education Preschool programs use Creative Curriculum to develop confidence, creativity, and critical thinking skills in our students. This curriculum is based on objectives for development and learning that are aligned with the Arizona Department of Education Early Learning Standards.

Community Education Preschool and Prekindergarten instructors use ESGI to assess student development and learning in the areas of:

- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- The Arts
- Social Studies
- Science/Technology
- Mathematics

Our Lead Instructors also schedule two conferences annually with parents to discuss your child's progress in these developmental areas.

## **Policies for Screening and Referrals**

Deer Valley Unified School District provides the “ Child Find” service that allows us to screen students residing in our District in the following areas:

- Hearing and Vision
- Cognitive Skills
- Self Help Skills
- Social and Emotional Development
- Physical Motor Skills
- Communication

Deer Valley Unified School District also has a Family Resource Center available to all families of children from birth through five years old. This Center offers assistance in the areas of parent/child interactive classes, as well as referrals. Visit [www.dvUSD.org/dvfrC](http://www.dvUSD.org/dvfrC) or call [623-376-3975](tel:623-376-3975) for more information.

## **Preschool & Prekindergarten programs at high school locations**

### **CTE Partnerships at BCHS and SDOHS**

In collaboration with the DVUSD CTE (Career & Technical Education) department, High School students enrolled in the Early Childhood Education class provide supervised instruction to our preschool students at BCHS and SDOHS on a regular basis. This program is a unique and beneficial opportunity for both the high school students as well as our preschool students. Below are a few of the procedures and expectations for our partnership preschool programs:

- The high school students are under the direct supervision of a paraprofessional or certified & licensed teacher.
- High School students are instructed in classroom management, confidentiality, lesson design, safety, and standards-based instruction.
- Licensed preschool staff remain responsible and present for the entirety of the lesson.
- Lessons are age-appropriate, approved by the teacher, and aligned to classwork.
- Class schedule & calendar will be posted/communicated with parents in advance.
- While the high school students instruct preschool students, they do so in small groups supervised by both the high school teacher as well as preschool staff.

If parents have questions regarding the classroom model and collaboration with CTE, please contact your preschool teacher.

### **Extended Day Options at High School Locations**

- Before and after care opportunities are provided at our high school locations of MRHS, SDOHS and BCHS. Please check specific site information as hours vary. An additional fee is applicable to extended-day options.
- Minimum number of students enrolled in the before and/or after-school care may be required.
- Notice will be provided to parents if before or after care will not be offered at any of our high school sites.
- During before and after care, staff will supervise and engage with students in free play activities such as puzzles, books, blocks or other age-appropriate centers.

Note: Extended day options before and after school are not available at our K-6 or K-8 locations. Mid-day options are available at all sites offering half-day preschool (except Early Learning Center). Please note: on dates when all students are released early, there is no mid day extended day available.

## Gifted Pre-K Academy at Las Brisas

Students must qualify for enrollment in the Gifted Pre-K Academy at Las Brisas. Information can be found on the Gifted Services website at: <https://url.dvusd.org/d5dcf7fc>

The philosophy of Deer Valley Unified School District's Gifted Pre-K program is that it is a place where students are valued and respected for their individual differences and needs. The gifted Pre-K classroom is rich with literacy and hands-on learning activities. The goal is to foster a love of learning by all students. Lessons are tailored to student's needs so that all students will flourish academically and prepare them for a successful gifted kindergarten experience. Affective needs of gifted learners will also be incorporated. We will reach our goals by offering experiences such as:

- STEAM (science, technology, engineering, arts, math) hands-on and enriching activities using inquiry learning
- The Creative Curriculum for Preschool allows for exploration and discovery learning
- Eureka Math - the adopted math curriculum for grades K-5 in our district
- PBL (Problem-Based Learning) focuses on novel problems and builds from student interests so the learning process is meaningful and relevant to the student
- Exposure to World Languages such as American Sign Language
- Capit (on Ipads) fosters personalized student growth with engaging phonics, writing and reading instruction engaging phonics, writing, and reading instruction
- Teacher-led, small-group instruction at students' differentiated levels
- All Things EQ lessons support students' affective needs
- The classroom will have a positive mindset to promote well-being, connectedness, and success

Classroom support allows for small group, individualized instruction, and a love of learning

- Encouragement of self-esteem and self-reliance
- Activities that enhance communication skills
- Participation in Art, Music and STEAM special area classes.
- Activities that develop fine and gross motor skills
- Strengthening student self-control, responsibility, problem-solving, and decision-making skills

Deer Valley's Gifted Pre-K Academy is designed to enrich and enhance early childhood development by providing a variety of multi-sensory opportunities in the areas of motor skill development, language, music, and creative arts.

Students enrolled at the Gifted Pre-K Academy at Las Brisas will be released early from school on 8 designated half-days for professional development. For more information about scheduling on these early release days, please contact your child's Gifted PreK teacher.

## **Transitioning Into Our Preschool Programs**

Whether you are a parent starting your preschooler from home or transferring from a childcare or another preschool setting, Community Education has opportunities available for you, as a parent, to make a confident decision on enrolling your student into one of our programs. We provide several options for you to become comfortable with the services we provide.

- We have a knowledgeable registration team here at our office that will provide you with information about our classrooms, class times and locations
- Meet the teacher event at the beginning of the new school year- all registered students and their families will be invited to an orientation and teacher meeting.
- If you enroll mid-year, you may email the teacher to request a specific time which will provide you and your child an opportunity to meet the teacher, complete a brief student assessment, and to become familiar with the campus and staff that will be working with your child.

### **Transitioning from Preschool into Kindergarten**

One of the added benefits of enrolling your child into our Community Education or Prekindergarten is that we are able to provide opportunities for a smooth transition into Kindergarten.

- Students become familiar with the campus
- Kindergarten teachers may visit the preschool students in their classroom and invite them to visit a Kindergarten classroom
- Kindergarten round-up/orientation is scheduled at each of the individual schools.

### **Early Entry Preschool**

- The Early Learning Center 2 year old class is for children who have reached their 2<sup>nd</sup> birthday by the first day of school\*
- The Early Learning Center 3-year old class is for children who have reached their 3<sup>rd</sup> birthday by August 31
- Preschool is open to children who have reached their 3<sup>rd</sup> birthday by the first day of school\*
- Prekindergarten is open to children reaching their 4<sup>th</sup> birthday by August 31

\*Children reaching their qualifying birthday after the start of school and no later than August 31, may attend upon reaching their birthday.

Children turning the qualifying age between September 1 and October 31, who are potty trained & school ready, may be enrolled into the age appropriate program with the understanding that there will be a 30-day classroom observation period after which determination of continuation will be made. Children turning 3 years of age between September 1 and October 31 may only register for a 3 year old classroom (ELC, MRHS, SDOHS). All decisions are final.

A child who is enrolled early into a classroom is not automatically eligible for early entry into the next level program the following year. Please visit [www.dvusd.org](http://www.dvusd.org) for more details. All other eligibility requirements must be met as well.



# Program Information

## Staffing

DVUSD Community Education Preschool programs follow DHS ratio guidelines. There is one program instructor and one or more instructional assistants providing instruction in the Preschool environment. DVUSD Community Education has experienced and well-trained professionals in all of our Preschool and Prekindergarten classrooms. We invest in providing monthly professional development meetings. Our full-time employees are eligible for a comprehensive benefit and retirement package. Our Lead Instructors and Instructional Assistants are eligible for continuing education opportunities and grants for educational degrees. We offer both full-time and part-time positions.

## Arrival/Dismissal

In accordance with state licensing regulations, our programs will require the **signature** of the parent/guardian each time the child enters or leaves the site. **We will require any authorized persons that we do not recognize to provide picture identification** as well as a signature. A written request is required to release your child to anyone not on your authorized list. Anyone authorized to sign your child in or out of the program must be on your Emergency Information form. If there is a custody order, we require a copy of the legal document to be on file with the program.

We understand there are circumstances when a student may be late to class or need to leave early, however, we do ask that you adhere to the classroom times posted so as to provide all students the maximum opportunity for instructional time **without** disruption to their day. Parents and/or students must leave campus grounds immediately after dropping off or picking up at **a program**.

A student transitioning between a Developmental and Community Education preschool class must have arrangements for care for any time outside of program times. Our programs begin and end at the times posted, and additional fees will apply if students are in attendance outside of their scheduled program times.

## Transportation

Community Education does not provide transportation to or from its programs. Transportation is a parent/guardian responsibility.

## DVUSD Policy and Procedures

All Community Education programs follow Deer Valley Unified School District's policies and procedures. This may be viewed in its entirety at [www.dvUSD.org](http://www.dvUSD.org).

## Clothing

Children should dress for comfort as well as for the weather. Preschool is a time of exploration that may include messy art, cooking, outside play, and other activities that may be rough on clothes. . . . washable play clothes work best. Shoes should be closed-toe, comfortable and appropriate in size. NO FLIP-FLOPS are to be worn.

Parents of students in the Early Learning Center will need to provide diapers and wipes that will be kept on-site. You will be notified in writing when additional supplies are needed.

NOTE: In case of an accident, please provide a complete outfit that will remain at school. (Example: shirt, pants/shorts, underwear, socks, etc.) Mark all items with your child's name and place items in a plastic bag with your child's name on it.  
(See *Sun Safety Policies* for additional information about clothing.)

## Backpacks

We encourage our preschool students to bring an empty backpack to class each day. If they forget or don't have a backpack their papers and crafts will be sent home in a plastic bag.

## Toys to School

Children are NOT allowed to bring toys to school. However, instructors may have a specific day for 'show and tell'. At that time, it will be appropriate to bring something from home. It may be permissible with your instructor to bring books and music that can easily be shared during group time throughout the week. Toys that arrive unannounced will be set aside and returned to the child at dismissal time. Please help your child by not allowing him/her to bring toys from home to the classroom. Make that a rule, beginning with your child's first day of school. THANK YOU!

## Empower

Community Education preschools are licensed with DHS and participate in EMPOWER which helps model and teach young children healthy habits for life including limiting screen time and increasing physical activity. You can learn more online at

<https://www.azdhs.gov/prevention/nutrition-physical-activity/empower/index.php>

## Field Trips

At this time our Preschool programs do not participate in off site field trips. For on-site activities, i.e. assemblies, fun runs, or other activities, parents will be informed in advance and fill out the DHS field trip form giving permission to participate.

## Rest Time

Children in a 3 year old full-day program are required to rest each day. Children in a blended 3-5 year old program and Prekindergarten will be given the opportunity for quiet time or to rest as needed. A beach towel or blanket labeled in permanent ink with your child's name needs to be brought to school. Towels/blankets will be sent home to be laundered and need to be promptly returned.

## Parent-Instructor Conferences

There will be opportunities for parent-instructor conferences. The conferences may include a discussion of your child's progress and parental observations.

These opportunities for one-to-one conference time are very valuable to you as a family and to the teaching teams.

## Lunch (if applicable)

Children in a full-day program on a high school campus will need to bring their own lunch and drink. Children in a full-day program at elementary schools should bring their lunch or, at the discretion of the teacher and school, may eat lunch in the cafeteria as a class. The first week of school we ask that your child bring their own lunches. When preparing lunch for your child we strongly encourage foods that are high in nutrients and low in fat and sugar to support best practices that meet the nutritional needs of the developing child. ***All packed lunches must be ready to eat as we do not provide refrigeration or heating.***



## **Snack**

Most DVUSD Community Education preschools are Quality First participants and we follow USDA Dietary Guidelines. A nutritional snack is provided in the morning and afternoon. A monthly snack menu is available to parents at their request. Parents can participate in “Holiday Events” by bringing special treats to school. Parents are asked to send only prepackaged food items. Childcare regulations *prohibit* the distribution of ‘home-cooked’ food from unlicensed kitchens to children in our classroom. Parents are to ask the instructor for suggestions. We strongly encourage foods that are high in nutrients and low in fat and sugar to support best practices that meet the nutritional needs of the developing child.

Snacks and lunches are encouraged to follow nutrition guidelines. Community Education limits juice to 100% fruit juice in moderation - no more than 4 oz twice a week. We eat family style for our lunches and snacks to promote conversations, positive food experiences and manners.

Families seeking assistance for food programs or food resources may reach out to our office for additional information.

## **Positive Discipline Practices**

All learning opportunities for young children should be positive and helpful in teaching acceptable behavior and self-control. Our discipline plan is very basic – respect yourself and the rights of others. If we are having any specific behavior problems, you will be notified, and documentation will be shared with you prior to any suspension. If these problems are consistent it may be necessary for your child to be withdrawn from the Preschool programs.

1. Positive redirection
2. Verbal reminders warning for specific unacceptable behavior.
3. Separation from the group with a warning of future consequences for repeated behavior
4. Separation from the group with a warning and write-up for repeated behavior.
5. Separation from group with a call to parent or guardian and write-up.
6. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
7. Suspension - 1 day from the program and/or remainder of the day.
8. Repeated aggressive/inappropriate behavior with 1-3 suspensions may result in removal from the program with approval from the Preschool Lead Instructor and Program Director

Children are more successful when disciplinary methods are consistent at home and at school. All disciplinary practices will be handled with regard to the developmental age of the child. Six steps will be taken for effective guidance. We recommend these steps to you as well.

1. *Approach calmly.* Your body language says a lot about your intentions and feelings. Stay neutral in order to respect all points of view in a conflict
2. *Acknowledge feelings.* Make simple statements such as “I can see you’re feeling sad/angry/upset.” This helps the child let go of feelings and prepares him/her to think clearly about solutions
3. *Gather information.* Listen to all points of view, both for your own information and so children can learn what others believe they need. The details revealed about a conflict are very important in finding a solution. Listen carefully
4. *Restate the problem.* Use as much of the children’s language as possible and rephrase child language that may be hurtful
5. *Ask for ideas, possible solutions, and choose one together.* Respect the child’s ideas, even if some are unrealistic. Explore how they might work
6. *Be prepared to give follow-up support, and acknowledge efforts and future successes*  
(As developed by the High/Scope Educational Research Foundation)

# Health and Safety

## Health

All children will be monitored carefully to ensure that immunizations are **complete** and current. We appreciate your cooperation. Your child's health is a prerequisite to learning ability. Children need adequate rest and nourishment before school each day.

## Communicable Disease

The control of communicable diseases during the school year is a difficult problem and a serious responsibility. The first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect the signs of illness. (The symptoms of a cold are the symptoms of many communicable diseases.) The following rules will help control communicable diseases and illness in the school community. Please keep it as a convenient reference.

- Do not send a child to school if there are signs of illness
- Children must be fever-free for 24 hours, without the aid of medication to attend class.
- Children should not vomit or have diarrhea for at least 24 hours without the aid of medication prior to attending school
- Do not send a sick child to school for the nurse or instructor to decide if the child should be in school. If in doubt, parents should call their physician
- If a child is sick, keep other people away from the child
- Some signs and symptoms of acute illness are:

Runny nose	Headache	Fever
Sneezing/Coughing	Diarrhea	Flushed face or paleness
Red, crusted, watery eyes	Restlessness at night	Ear ache
Nausea/Vomiting	Swelling of the face and neck	Rash
- If a child comes to school ill or becomes ill while at school, parents will be notified by telephone. Parents will then need to make **immediate arrangements** to pick up the sick child. The child will remain in the nurse's office or isolated with adult supervision in the classroom until the parent/ guardian arrives.

**If every parent follows these procedures, it will do much to improve and provide a healthy environment for our students**

- Call your instructor to report any illness. Call as early as possible
- Fill out Emergency Cards on each child. Keep the information on these cards current by telling the instructor when changes have occurred throughout the year

## **KEEP CHILD'S EMERGENCY CARD UP TO DATE**

Emergency Cards must include:

- Child and parent/guardian current street address and phone **numbers**
- The name and phone number of a minimum of two (2) **emergency** contacts, other than parent/guardian, who are responsible for the child in the event that a parent/guardian cannot be immediately located in case of an emergency
- Health status/medications/allergies

## Medication

If your child has allergies they need to be listed on the enrollment form and discussed with the program instructor/coordinator. We will make every effort to accommodate your child's special needs. It is extremely helpful when you can administer medication before or after school hours. We are aware that there may be times when your child needs medication during the program. The instructor/coordinator or designee will administer prescribed and over-the-counter medications during those times when the proper medication **authorization** forms are completed

and turned in. Prescribed medications must be in a child-proof original container, labeled by a pharmacist with your child's first and last name, date prescription was filled, doctor's name, expiration date.

Over-the-counter medications require you to provide a note from your child's health care provider recommending the medication, dosage, times, method of use and administration duration. The medication needs to be in a child proof container.

At **no time** should a child carry any medication on them, in their lunch box or backpack. Always hand your child's medication to a staff member on duty.

## Sun Safety

DVUSD Community Education programs encourage children to wear sun-**protective** clothing and hats while outdoors. Light-colored, loose-fitting, **lightweight** cotton clothing is best for sun protection. Sunglasses with UV protection is encouraged. Parents must clearly mark these items with the child's name; permanent marker works best. Children should wear sunscreen and lip balm containing sunscreen each day. Shade is encouraged while outdoors. Note: Community Education follows guidelines for heat advisory including limiting exposure to sun and UV index.

## Emergency Illness/Accident Procedures

Emergency first aid may be given by the school nurse or program staff. Please see the Emergency Injury/Illness Procedures posted in the classroom. If while attending a facility, a child has an accident, injury, or emergency that, based on evaluation by a staff member, requires medical treatment by a health care **provider**, the staff member shall, in accordance with DHS R9-5-514:

- Notify the enrolled child's parent **immediately** after the accident, injury, or emergency and provide documentation including:
  - A description of the accident, injury, or emergency, including the date, time, and location of the incident
  - The method used to notify the enrolled child's parent
  - The time the enrolled child's parent was notified
- If the child's parent informs the program staff that their child obtained medical treatment from a healthcare provider for an accident, injury, or emergency the child had while attending the program, the staff member will:
  - Document any information about the child's accident, injury, or emergency received from the child's parent
  - Maintain documentation on premises for 12 months after the date of child's disenrollment

## Safety Procedures

Parents are asked to please inform the Community Education staff of accidents that occur when the children are away from school so we may be sensitive to their condition as well as assist in maintaining their overall safety.

Community Education programs participate in lockdown procedures and fire drills throughout the school year.

With the signed submission of your child(ren)'s registration and/or enrollment forms for any Community Education program, you authorize the instructor of the DVUSD Community Education Division to act for you in any emergency requiring medical attention.

## Pesticides

School will post in writing at all doors/entrances a notice of pesticide **application** 48 hours in advance of service.

## Campus Access

All parents of registered students have access to areas on the facility premises where their child is receiving services. Parents will be required to follow **district** procedures regarding admission to facilities during school hours.

## Emergency on Campus

If there is an emergency or threat on campus and it goes into lockdown, you will be notified via an automatic communication system. If your student **attends** Preschool/Pre Kindergarten on a high school campus, your notification may come from the neighboring elementary school as follows:

- Boulder Creek announcements from Anthem
- Mountain Ridge announcements from Copper Creek
- Sandra Day O'Connor announcements from Stetson Hills

DVUSD has an Emergency Response Plan that you may view on the campus or at the district office. It outlines the procedures we follow in the event of an emergency that may result in a lockdown, lock-out, or evacuation.

The Community Education staff at the district office remains in **communication** with the emergency response team throughout a situation. Our number one priority is the safety and well-being of your child(ren).

## Parent Responsibilities

### Parent Involvement

You will read throughout this handbook that parent involvement is necessary to ensure the success of your child. We need you. There are a variety of ways you can support your child. Ask your instructor how you can help. Communication between parents and program staff is vital. Parents should watch for newsletters, calendars, and communications that may come home in their child's backpack.

### Holiday Celebrations

We will encourage parents and community members to tell us how they celebrate special occasions as a family or community so that we can incorporate those traditions into our classroom learning experiences. All year long we celebrate milestones, points of learning, children and families, and wonders of the world.

### Visiting

'Our doors are open' to drop-in visits, however, visitors are asked to call ahead if they wish to spend any time talking with the instructor or assistants, as the staff's first priority is with the children and we must remain in ratio at all times. Please understand that children need some time to adjust to the program routine. The program staff encourages parents to wait four weeks before visiting.

**When you are in the program as a visitor or volunteer, the following policies/ procedures must be adhered to:**

- All visitors/volunteers are required to sign in/out through the front office
- Volunteers are expected to attend training through DVUSD. Please ask your school for further information
- Visitors/Volunteers must maintain confidentiality regarding students and families. We ask that you **not** discuss or 'share' information about individual students or their families while volunteering in the program
- We use positive discipline techniques in our programs. Ask your instructor to explain this philosophy. (Please read the complete positive discipline statement in the discipline section of this Parent Handbook.) It is not appropriate for visitors or volunteers to discipline students.

- Our dress code requires that you dress neatly.
  - We must always look clean and modest, dress comfortably to work and play with children
- We always have an **eye for safety** and never leave children unattended
- Watch for anything that could be a danger to children
- Please plan ahead to schedule your program volunteer time so the instructor can organize an activity for your supervision

Volunteers in the programs may be asked to:

- Follow the directions of the program staff
- Prepare activities (mix paint, etc.)
- Help prepare or clean up after snack
- Read to a child or group of children
- Work with children
- Help children glue, paint, etc.
- Participate in songs, finger-plays, etc.

## 2025-2026 Community Education PS and PK Start and Dismissal Times

Site & Program		School Day Schedule				Half Day Early Release Schedule			
School Site	Program Type	Full Day	Half Day Morning	Half Day Afternoon	Optional Extended Care & Mid-Day Hours*	Half-Day Schedule - Full Day Students	Half-Day schedule - Morning Students	Half-Day schedule - Afternoon Students	Half Day schedule for Optional Extended HS Care Hours
Arrowhead	Combined PS/PK	8:30-3:15	8:30-11:15	12:30-3:15	11:15-12:30	8:30-11:50	8:30-10:00	10:20-11:50	Not Available
Bellair	Combined PS/PK	8:30-3:15	8:30-11:15	12:30-3:15	11:15-12:30	8:30-11:50	8:30-10:00	10:20-11:50	Not Available
Boulder Creek HS	Combined PS/PK	8:15-3:00	8:15-11:00	12:15-3:00	7:15-8:15 11:00-12:15 3:00-4:00	8:15-11:30	8:15-9:45	10:00-11:30	7:15-8:15
Copper Creek	PK	7:50-2:35	Not Available	Not Available	Not Available	7:50-11:10	Not Available	Not Available	Not Available
Diamond Canyon	PK	8:45-3:30	8:45-11:30	12:45-3:30	11:30-12:45	8:45-12:05	8:45-10:15	10:35-12:05	Not Available
Greenbrier	Combined PS/PK	8:45-3:30	8:45-11:30	12:45-3:30	11:30-12:45	8:45-12:05	8:45-10:15	10:35-12:05	Not Available
Las Brisas Gifted Academy PK	Gifted PK	7:45-2:30	Not Available	Not Available	Not Available	7:45-11:05	Not Available	Not Available	Not Available
Legend Springs	PK	8:45-3:30	8:45-11:30	12:45-3:30	11:30-12:45	8:45-12:05	8:45-10:15	10:35-12:05	Not Available
Mountain Ridge HS	PS and PK	8:15-3:00	8:15-11:00	12:15-3:00	7:15-8:15 11:00-12:15 3:00-4:00	8:15-11:30	8:15-9:45	10:00-11:30	7:15-8:15
Norterra Canyon	PK	8:30-3:15	8:30-11:15	12:30-3:15	11:15-12:30	8:30-11:50	8:30-10:00	10:20-11:50	Not Available
Paseo Hills	Combined PS/PK	8:30-3:15	8:30-11:15	12:30-3:15	11:15-12:30	8:30-11:50	8:30-10:00	10:20-11:50	Not Available
SD O'Connor HS	PS and PK	8:15-3:00	8:15-11:00	12:15-3:00	7:00-8:15 11:00-12:15 3:00-4:00 3:00 - 5:00	8:15-11:30	8:15-9:45	10:00-11:30	7:00-8:15
Sunset Ridge	Combined PS/PK	8:45-3:30	8:45-11:30	12:45-3:30	11:30-12:45	8:45-12:05	8:45-10:15	10:35-12:05	Not Available
Early Learning Two's (Tues & Thur)	PS	Not Available	8:00-10:45	Not Available	Not Available	Not Available	8:00-9:30	Not Available	Not Available
Early Learning Three's (Mon, Wed, & Fri)	PS	Not Available	8:00-11:30	Not Available	Not Available	Not Available	8:00-9:45	Not Available	Not Available

\*no mid day extended care on early release/half days.



## Hospital/Emergency Service Listings

### **Abrazo Arrowhead Hospital**

18701 North 67th Avenue  
Glendale, AZ 85308-7101  
623-561-1000

### **Banner Thunderbird Medical Center**

5555 W. Thunderbird Road  
Glendale, AZ 85306  
602-865-5555

### **HonorHealth Deer Valley Medical Center**

19829 N. 27th Avenue  
Phoenix, AZ 85027-4002  
623-879-6100

### **HonorHealth John C. Lincoln Medical Center**

250 E. Dunlap Avenue  
Phoenix, AZ 85020-2914  
602-943-2381

### **HonorHealth Sonoran Health and Emergency Center**

33423 N. 32nd Avenue  
Phoenix, AZ 85085  
623-474-1600

### **Maricopa Integrated Health System**

2601 E. Roosevelt Street  
Phoenix, AZ 85008  
602-344-5011

### **HonorHealth Pediatric Emergency Deer Valley**

(formerly Mendy's Place)  
19829 N. 27th Ave.  
Phoenix, AZ 85027  
623-879-5416

### **Abrazo Scottsdale Campus**

3929 East Bell Road  
Phoenix, AZ 85032  
602-923-5000

### **Poison Control**

800-222-1222

**My Child's Preschool/Prekindergarten Location**

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**My Child's Instructor and Phone Number**

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**Notes**

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**DVUSD Community Education  
7071 N. Hillcrest Boulevard  
Glendale, AZ 85310**

1/15/23