

Early Childhood Program

2026-2027 Parent Handbook

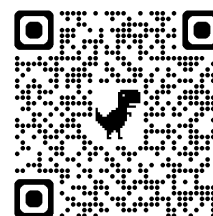
At Madison School District, we inspire passion for learning and leading in an ever-changing world.

The early years are learning years! You don't need research to tell you that children's early years are a crucial period of learning and development. You see it every day in your own young child. In the Madison School District Early Childhood Program (ECP), we support each child's growth through developmentally appropriate practices and activities - helping them obtain a strong foundation for lifelong learning. ECP serves children ages 3-5.

*****Children must be 3 before September 1st to enroll in our program and cannot attend until their 3rd birthday if it falls between the August 5th and August 31st deadline. Depending on enrollment, you may be required to pay the half day rate to hold the space for the child until they can begin.***



MADISON
SCHOOL DISTRICT



Program Locations and Hours

Half Day Monday-Friday 7:00 am – 11:30 am Fee: \$688.50/month		School Day Monday-Friday 7:00 am - 3:00 pm Fee \$900.00/month		Full Day Monday-Friday 7:00 am – 6:00 pm Fee: \$1170.00/month
Madison Camelview 2002 E. Campbell Ave. Phoenix, AZ 85016 602-664-7226	Madison Simis 7302 N. 10 th Street Phoenix, AZ 85020 602-664-7370	Madison Rose Lane 1155 E. Rose Lane Phoenix, AZ 85014 602-664-7470	Madison Heights 7150 N. 22 nd Street Phoenix, AZ 85020 602-664-7870	Madison Traditional Academy 1431 E. Campbell Ave. Phoenix, AZ 85014 602-664-7570

Partial Scholarships Available!

**Disclaimer: The ECP parent handbook is an extension of the Madison School District parent handbook. All rules in this handbook are subject to the discretion of school administration.*

All ECP programs are licensed by:
Arizona Department of Health Services (DHS)
150 N. 18th Avenue Phoenix, AZ 85007
602-364-2539

Inspection reports are a matter of public record and are available for viewing.

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How to Register for Preschool

All registration is done online at www.madisonaz.org. Under the "Families" tab, click on "Preschool". Under Registration Information you will find the Community Education Parent Portal," Clicking that will redirect you to the registration website. If you do not have online access, you may visit our Community Ed Office where computers are available for public use.

There is a non-refundable \$75 registration fee, per child and per program that will need to be paid with your credit/debit card. For families with multiple children in the same program, the registration fee will be \$130 per family for that program. You will receive a confirmation email informing you that your registration was submitted. Your registration fee will be charged once the enrollment is accepted.

You will receive a follow up email in the weeks following with a second online registration step where you will need to upload current immunizations and a birth certificate.

Your child is eligible to begin attending on the Monday following the completion of all registration requirements. These include PowerSchool registration, current immunization records, a birth certificate, and payment of necessary fees. Please allow 2–3 business days for processing (longer during peak period).

Scholarships

Quality First Scholarships can be completed via email or in the District Office. Scholarship applications are released to us and are available as early as June 2026 on our district website. We receive a limited amount of scholarships and are reviewed on a first come first serve basis.

Review Quality First requirements here: <https://qualityfirstaz.com/providers/qf-scholarships/>

We currently accept DES child care subsidies at Madison Camelview and Rose Lane. Learn more and apply here: <https://des.az.gov/services/child-and-family/child-care/how-apply-for-child-care-assistance>

Salt River Schools Tribe Scholarships available at all of our campuses. Contact SRS at 480-362-2251 or www.SaltRiverSchools.org

For more information, call Madison Community Education at: 602-664-7580 or ceinfo@madisoned.org

Custody

Madison's Early Childhood Program focuses on providing your child with a safe and effective learning environment. As such, we will not restrict or limit involvement of either parent or legal guardian unless authorized by law. Should issues pertaining to or involving divorce, separation, or custody agreements become disruptive to our program, or impede the education of the child or any child on district premises, we reserve the right to immediately withdraw your child from the program. It is your responsibility to provide the most updated documentation to the program detailing any custody arrangements.

Babysitting

To protect the safety, privacy, and professionalism of all parties, Community Education staff are not permitted to provide babysitting or personal childcare services for program families or students outside of scheduled program hours. This policy helps maintain clear, professional boundaries, and prevents conflicts of interest and ensures consistent trust across our programs.

Preschool Calendar

MADISON PRESCHOOL PROGRAM 2026-2027 SCHOOL YEAR CALENDAR

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 11	Student's First Day
Sep 7	Labor Day- No School
Oct 9	Teacher Planning Day-No School
Oct 12-16	Fall Break- No School
Oct 29	Parent/Teacher Conferences-11 am release
Oct 30	Parent/Teacher Conferences-11 am release
Nov 11	Veterans' Day- No School
Nov 25-27	Thanksgiving Break- No School
Dec 18	Teacher Planning Day-No School
Dec 21-Jan 1	Winter Break- No School
Jan 4	School Resumes
Jan 18	Martin Luther King Day
Jan 28	Teacher Planning Day-11 am release
Jan 29	Teacher Planning Day-11 am release
Feb 15	Presidents' Day- No School
Mar 5	Teacher Planning Day-No School
Mar 8-12	Spring Break- No School
Mar 26	Spring Recess- No School
May 26	Students' Ending Day-11 am release

***Extended care is not provided for preschool
on Half Day 11am Release Days**

CAMPS

Oct 12-16	Fall Break Camp
No Camp offered	Winter Break Camp
Mar 8-12	Spring Break Camp
*Camps are an additional costs and seperate registration	

KEY

	First Day, Ending Day (Ending day 11 am Release)
	Conferences/Planning Day - 11am Release
	No School - Teacher Work Day
	School Holidays

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Attendance

Our intent is to provide a quality education for all students. One important factor in achieving excellence for all of our families is regular attendance. The curriculum is designed to scaffold skills for children throughout the week and school year. Daily attendance is necessary to allow students to build skills and grow. Following a routine builds good work habits and reduces behavior occurrences. Our preschools only operate a **five day a week program** and we **require an 85% attendance rate** per month, in order to remain in the program. Regular absences not only prevent the child from benefiting from our program, but also disrupt the overall classroom environment.

Early Release

The following dates are **11 am early release dates** for all preschool students. Extended care is not available on these dates. Please refer to our program calendar on the following page for more information.

10/29/26	10/30/26	1/28/17	1/29/27	5/26/27
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Arrival Time

Structured small group and whole group activities follow a regular schedule each morning. It is critical your child is present at their designated program start time. Not only does tardiness affect your child's opportunity to participate in routine classroom activities and instruction, tardiness is a distraction and disruption to the classroom as a whole. We kindly ask that your child is present and on time daily. If your child needs to be tardy for any reason, please let your child's teacher know so they can prepare for the late arrival. **All students must be in class no later than 8:00 am**, we recommend arriving earlier to allow time for your child to settle in and be ready to learn. The preschool lobby doors will be locked promptly at 8:00am, late arrivals will need to be checked in at the school's main front office and walked over to their preschool classroom.

Curriculum

Madison's Early Childhood Program uses an evidence-based curriculum, World of Wonders for Early Learners. World of Wonders for Early Learners builds a strong foundation for early literacy and provides developmentally appropriate instruction for young learners, ages three to five. This includes cross-curricular activities, a focus on social-emotional development, and preparation for kindergarten and beyond. Our preschool experiences are aligned with the Arizona Early Learning Standards.

Madison Heights Preschool mirrors the Heights campus Signature Program, and thus, offers Spanish curriculum in tandem with English curriculum. Please visit our district website to learn more about Signature Programs.

ASQ's

The first five years of life are a pivotal time in a child's growth and development. We are committed to giving your child the strongest possible start. As part of this commitment, we will partner with families to gather important developmental information at the beginning of the school year. During Preschool Orientation Night, caregivers will receive the Ages and Stages Questionnaire: Social-Emotional (ASQ:SE-2), which must be completed and returned to your child's teacher. Throughout August and September, our preschool team will engage children in a variety of fun, age-appropriate activities that support the ASQ-3 assessment, along with other developmental screening tools. The information collected will be reviewed together during fall conferences, providing an opportunity for families and teachers to discuss your child's growth and development.

Dress Code

Each preschool follows the dress code of the affiliated school. Please visit the school's website for uniform information. Athletic shoes (closed heel, closed toe) must be worn at all times. Sandals, flip-flops, Crocs, cowboy boots, ballet slippers, dress shoes, etc. are not allowed as we have found they contribute to slips and falls, resulting in injury. If an article of clothing (anything worn such as clothing, shoes, accessories, etc.) becomes unsafe, is being used inappropriately, or is a distraction to the learning environment, we reserve the right to ask the family for their child to not wear or bring the item to school. Violations can result in parents needing to bring the appropriate attire in order for the child to stay for the remainder of the day.

Nap & Quiet Time

Nap time will take place in the afternoon. You may send a small pillow and blanket with your child for use during the week (items need to be able to fit into a backpack to be sent home at the end of the week for washing). Children will be required to wear their shoes during nap time in the event of a sudden emergency. In alignment with pediatric guidelines on young children's sleep needs, our preschool students are expected to lie down quietly initially, relax their bodies, and try to nap. If, after a period of time, a student remains awake, at the discretion of the teacher, they may provide books or quiet activities for students to use on their cots. If materials are offered, students are expected to remain on their cot and use the provided materials quietly and independently, so that other students are able to nap, and so teachers can maintain the nap period as their designated planning time. Partnering with your teacher to make sure your child is rested and ready to learn is an important component of the parent-teacher relationship - be sure to let your teacher know if anything at home is impacting your child's sleep schedule or if you have questions about the classroom's naptime routines.

Field Trips

All students are expected to follow Madison School District rules and expectations while off site on a field trip. Students must be able to obey the instructions of Madison staff. For the safety of all students in our program, students that fail to properly respond to adult direction may be prohibited to attend future field trips.

All students present must attend scheduled field trips. We do not leave staff behind for students that do not wish to participate. If you do not wish for your child to attend a specific field trip, please make alternative plans for them that day.

Transportation will be provided by the Madison School District Transportation Department. Children MUST ride the bus with their group. Children are NOT to be picked up or dropped off at any field trip location.

Classroom Celebrations/Treats

Food allergies, diet restrictions, and health department guidelines prevent us from serving food outside of our listed menu items. Any outside food/treats for classroom celebrations will be sent home for children to enjoy at their parent/guardians' discretion. 'Birthday in a Box' is available for purchase from the school cafeteria and can be enjoyed during lunch as it meets the ADE nutritional guidelines.

Diapering

Community Education Programs, including the Early Childhood Program, are not licensed by the [Arizona Department of Health Services \(DHS\)](#) to support children that need to be diapered, Pull-Ups included. If a child's IEP discloses diapering and toileting needs however, diapering and toileting support will be accommodated by trained support staff.

Toilet Training Policy

At Madison Early Childhood Programs, we understand that independently using the toilet is an important developmental milestone. Potty training is a process in which each child reaches this milestone at different rates, however, due to DHS licensing regulations and health and safety standards, children must be fully potty trained to participate in our program. The program reserves the right to determine appropriate next steps at the discretion of the program Director, based on the child's individual needs and the frequency or pattern of accidents observed. To ensure a positive and successful experience for all children, we ask that families carefully review our potty training expectations. No credit of fees will be given for suspended days. Please note that the potty matrix also applies to preschool break camps.

Timeline	Expectations	Approaches and Next Steps
First two weeks of attendance- Transitional.	All accidents will be logged.	Parent signs log. Conversation with teacher. Reminder of matrix.
Third week of attendance, or regression after not having accidents.	No more than 3 accidents anytime during the week. If a 4th accident occurs, parents will be required to pick up.	Parent signs log. Parent meeting with teacher & coordinator.
Fourth week of attendance	No more than 1 accident. If a 2nd accident occurs, parents will be required to pick up.	Parent signs log. Parent meeting with site & district staff. Letter with stay home expectations. Student suspended for one day.
Fifth week of attendance	No more than 1 accident. If a 2nd accident occurs, parents will be required to pick up and keep the child home for one week from the date of accident.	Parent signs log. Student to stay home one week to work on potty training.
Sixth week of attendance	No accidents at all. Early pick up is required if an accident occurs.	Parent signs log. Student to stay home two weeks to work on potty training.
Seventh week of attendance	No accidents at all. Early pick up is required if an accident occurs.	Parent signs log. Parent meeting with site and district staff to review possible re-entry plan. Student may be removed from the program.

Daily Activities

Daily activities and schedules may vary by classroom. However, the guidelines below detail program activity norms. For specific details about your child's day, please refer to the classroom schedule and lesson plans posted on the Parent Board.

- Morning Meeting
- Whole and Small Group Learning
- Learning Centers
- Snack and Lunch
- Outside Learning

Breakfast/Lunch/Snack

Breakfast and/or lunch can be prepaid directly at your child's school cafeteria or through <https://lingconnect.com/main>. Each Preschool has their own breakfast schedule - please contact them directly about their timeframe. Parents may also provide lunch for their child. Parents are encouraged to provide their child with a labeled water bottle. AM & PM snacks are provided by the Preschool program and included in tuition, however, the School Day schedule does not provide a PM snack. For more information about Food Service, please refer to <https://www.madisonaz.org/families/food-nutrition-services>

In order to remain compliant with our Quality First accreditation, we respectfully request parents not send these items in lunchboxes, as they are considered choking hazards:

- Hotdogs and other meat sticks
- Any meat served on the bone
- Chunks of meat larger than can be swallowed
- Raw carrots, whole grapes or raw peas
- Nuts, seeds or spoonfuls of peanut butter
- Hard pretzels, chips, popcorn or rice cakes
- Hard candy or marshmallows

Exposure to Bodily Fluids/Other Contagions

If a student has an accident that includes blood or bodily fluids, including saliva/spitting/biting, urine, feces and/or vomit, staff members will use Universal Precautions to protect students and staff from exposure to diseases spread by blood and certain body fluids. You may be required to pick up your child from school. Minor accidents (e.g., cuts and scrapes) may be treated by Community Education Staff. The Site Coordinator will contact the parent and/or school nurse as appropriate if the incident is believed to be related to illness or injury. Children who show signs of illness must be picked up.

If your child has been diagnosed with a contagious illness, including pink eye and/or strep, please notify your Site Coordinator. A note from a doctor may be required in order for your child to return to the program.

Visitor/Volunteer Information

You may pre-arrange to visit during class time by contacting your child's teacher or the MAC office. Children who are not enrolled at the school are not permitted on school grounds during the school day. Children not enrolled in the school may not be on the playground during the school day. Visitors are not permitted to photograph and/or record any students other than any student(s) of which they are legal guardians of. Additional volunteer information can be found on our volunteer page: www.madisonaz.org/community/volunteer. Volunteers must be district approved in RAPTOR in order to volunteer in their child's classroom.

Conferences

Student success is dependent on parent involvement and collaboration with ECP staff. Fall and Spring conferences are highly recommended for communication regarding your students' progress. If both parents are unable to attend in-person conferences together due to custody or schedule conflicts, then a virtual group conference will be offered.

Keeping you Informed

Parents play a crucial role in every stage of childhood and can play a positive role in getting the best in education. Please don't hesitate to contact the Community Education Staff at your child's school to share questions, comments or concerns regarding your child's experience. Together, as team partners, we will assure that your child enjoys a safe, nurturing and successful experience in Community Education Programs in the Madison School District. Please allow at least 24 hours for a response as staff will be caring for your child during the school day.

Parents are encouraged to keep abreast of information about the program and its operations by regularly checking their email and our school to parent communication platform, ParentSquare. The ParentSquare app allows parents and guardians the opportunity to review program events, communicate with staff via the messaging feature, and review newsletters and lesson plans. Follow Madison Community Education on [Facebook](#) and [Instagram](#) to learn more about what our program is doing

Program Guidelines

1. Our program provides a wide variety of toys and games for the children. Personal belongings from home can be disruptive to the learning environment or unsafe for a school setting. Program staff are not responsible for any personal items being lost or damaged. Items from home might include toys, candy, gum, devices, etc. and will be placed out of reach of children and given to parents at the end of day.
2. It is very important that all clothing, jackets and lunch pails be clearly labeled with your child's name. Though every attempt is made to keep track of children's outdoor clothing, water bottles, and lunch boxes program staff are not responsible for their safe return.
3. All children need a complete set of clothing to be left at the program in case the child needs a change of clothing during the day.
4. We suggest your child come dressed for comfort. Your child should wear practical, washable clothing.
5. Children must be completely toilet trained. This includes being able to nap without any accidents. NO Pull-Ups can be worn during program hours.
6. ECP aligns with the district discipline matrix that can be found in the Madison School District Student & Parent Handbook on the District website. For Preschool specific guidelines, please refer to page 11/12.

Sign In/Out Procedures

All CE programs follow the same sign in/out procedures. Children enrolled in the Early Childhood Program must be signed in and out each day by the parent/guardian or other responsible person designated by the parent/guardian. Each person authorized to pick up your child will utilize the account PIN Number. Upon drop off or pick up, the parent will input the PIN number on the tablet and choose the child they are picking up. Children may only be signed out one at a time. The authorized pickup will then utilize their signature which will automatically record the time and person picking up the child. Checking out a child is taking physical custody and legal responsibility of them. **Continued non-compliance of sign in/out procedures may result in removal of your child(ren) from the program.**

Children will be released only to those persons listed on the Emergency Blue Card and parent portal. To add or delete a person on this form, you may call, email, or update the Blue Card in person at the school. Children cannot be called up to the office for pick up. Parents must pick up and drop off children at the location of the group.

Health & Safety

1. Children will not be accepted into the program until they have been free of fever (and are not on medication to alleviate fever) and/or symptoms for at least 24 hours. Nausea, vomiting, unexplained rash, continuous cough or colored nasal discharges are examples of such symptoms. If your child has been diagnosed with a contagious illness, including pink eye and/or strep, please notify your Site Coordinator.
2. When a child becomes ill, displays a fever (100.4°F) or is seriously injured at the program, the parent will be notified and expected to pick up their child from the program immediately.
3. In case of an emergency, as determined by program staff, paramedics may be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. A child may be suspended from the program if we cannot keep them safe, their behavior endangers themselves or others, or their actions create a health concern.
5. Only medication in the original container will be administered. The Madison School District does not administer the initial dosage of a new medication. A special consent form for the administration of medication must be completed by the parent or guardian and be kept on file at the program site. Dosage and quantity must match what is listed on the consent form.
6. All medications must be administered in compliance with the written prescription or directions. If emergency medications (ex. EPI Pens) require two doses, we must have both doses, or a written note from the doctor giving permission to only have one. Over-the-counter medication will not be administered if the child is under the age listed on the instructions and must have a prescription from your Doctor to administer.
7. Madison's Early Childhood Program will focus on helping children learn appropriate behavior. Behavioral guidelines have been established with the goal of both maintaining the physical and emotional well-being of each student and strengthening self-regulation, judgment and empathy. Positive guidance is used to support social and emotional development. Parents and staff are partners in guiding the child's development. Parents are kept informed of children's experiences in the classroom and may be asked to follow through at home in certain situations. If program staff determines that a child cannot benefit from the program or if we cannot keep them safe, their behavior endangers themselves or others or their actions create a health issue, the child will be suspended or withdrawn from the program.
8. During operating hours a parent has access to the areas on facility premises where the parent's enrolled child is receiving child care services.
9. Liability insurance coverage is provided.
10. Parents are asked to provide a change of clothing for the student. If a student is unable to care for themselves appropriately, the parent or guardian listed on the DHS Blue Card may be contacted to take the student home.
11. When necessary, posting for pesticide use will be displayed in the school's main office. Postings will be displayed at least 48 hours before a pesticide is applied on a facility's premises.
12. As per Board Policy JICK-EB, bullying in any form will not be tolerated. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Behavior Expectations & Supports

Madison's ECP works to build the skills of students to help them be successful in our learning environments. We take proactive, preventative steps to implement resources and support and to avoid suspension and expulsion. We will strive to build individual relationships with each student; make individualized adaptations in classroom environments and activities, teaching strategies, and curriculum; and consult with the family so that each student benefits from our program.

We will collaborate with the student's family and if and when applicable, appropriate specialists (such as the Quality First Consultant, Quality First Inclusion Specialist, School Social Worker or Psychologist) to determine additional services needed and/or the placement option(s) most likely to ensure student success. Madison Elementary School District's Discipline Matrix will guide interventions and responses for all students enrolled in preschool, regardless of who the behavior is directed at (staff, students, or visitors). We reserve the right to direct appropriate next steps outside of the below matrix, if deemed necessary for the well being of students, staff, and programming. Please refer to the Preschool Discipline Matrix on page 12.

We work to create a welcoming environment for all families and staff. Questionable actions or inactions on the part of a parent or guardian may result in the removal from the program. These actions may include, but are not limited to the following:

1. Inappropriate behavior and/or parent conduct on campus, property damage or littering, parental disputes regarding payment plans, verbal or physical abuse towards staff, children, or other parents, threats or physical intimidation toward staff, children, or other parents, failure to pay required co-payments or fees.
2. Inappropriate clothing worn on campus by a parent or guardian, such as bathing suits, items printed with explicit language, inappropriate pictures of paraphernalia, alcohol, or that are sexual in nature, etc.
3. Refusal to abide by district procedures when entering or exiting campus.
4. Any handbook violation.

Preschool Discipline Matrix

<u>Definitions/Descriptions</u>	<u>Interventions</u>	<u>Responses</u>
<p>Actionable behaviors may include but are not limited to the following:</p> <p>Leaving Licensed/Supervised Areas: Leaving licensed and/or supervised areas during program hours. Students who leave without permission create a serious safety concern for self and others.</p> <p>Disruption: Engaging in behavior that causes an interruption of the learning environment. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horse play or roughhousing; or sustained unsafe behavior.</p> <p>Defiance/Non-Compliance w/ Program Staff: Refusal to follow directions, screaming/talking back, the use of inappropriate language, or delivering socially rude interactions.</p> <p>Damage of Personal or School Property: Willful damage, destruction or defacement of personal or school property.</p> <p>Bullying: Involves hurting a person's body or things that belong to them. Physical bullying includes: hitting, kicking, punching, spitting, pinching, pushing, damaging someone's belongings, or making rude/inappropriate comments.</p> <p>Minor Aggressive Acts: Non-serious but inappropriate physical contact (unwanted touching, poking, pulling, pushing, etc.). Other behaviors that may be considered under this violation are running in the building, hallways, corridors, or other behaviors that demonstrate low level hostile behaviors.</p> <p>Threat or Intimidation: When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or property. (Paraphrased from A.R.S. 13-1202).</p>	<p>Interventions are practices used to develop young children's social and emotional competencies and positive behavior. These proactive measures may include but are not limited to the following:</p> <ul style="list-style-type: none"> ● Parent/teacher conferences. Conferences may include district staff representation. ● Universal instruction and supports received by all children, such as: Multiple means of engagement including visual modalities, auditory modalities, and tactile developmentally appropriate experiences in the learning, social, and physical environment; Curriculum, instruction, and assessments are approved & district aligned; Professional development is ongoing & meets or exceeds ADHS & Quality First guidelines and recommendations. ● Implementation of action/safety plans; For example, if a student leaves a licensed supervised area, a safety plan may include the student not being seated near an exit door, or the student may be guided to a specific play area. Action/safety plans are dependent on the behavior, and are at the discretion of the teacher and Site Coordinator. ● Referral for intervention (Child Find, AZ Steps, Quality First, etc.) 	<p>Responses to unsafe behavior or program disruption may vary, and level of response is dependent on severity of behavior or disruption. Responses may include but are not limited to the following:</p> <ul style="list-style-type: none"> ● Documentation report of incident, as required by ADHS. ● Temporary loss of privilege; May include a specific center, toy, item, etc. ● Temporary removal from classroom supervised by support staff or Site Coordinator. ● Early pick-up request; Child must be picked up within the hour. ● Program suspension, ranging from 1 or more days (paired with return to school plan/expectations). ● Program expulsion.

Fee and Payment Information

1. All changes to the contract can be made by contacting the Community Education Office at (602) 664-7580 or ceinfo@madisoned.org. The first change is free, subsequent changes are \$25. If you withdraw or are withdrawn from a program, there is a \$25.00 reinstatement fee.
2. Fees are due the 1st and 15th of each month for ECP (See Billing Process). Payments received more than five days past the due date will be considered late and will incur a \$25.00 late fee. If you are officially withdrawn for non-payment, you will be required to pay the reinstatement fee to continue services in addition to tuition and late fees. The district reserves the right to remove any student/students that have been placed on the delinquent list more than **three (3) times**.
3. Fees must be paid by check, money order or credit card. CASH IS NOT ACCEPTED. Checks returned by the bank for any reason are subject to collection by an outside agency. A \$25 charge will be incurred per returned check in addition to the principal amount. After one returned check incident only certified funds or credit cards will be accepted through the end of the program year.
4. The district reserves the right to remove any child(ren) that has been placed on the delinquent list more than three (3) times. Payment plans may be set up with the Accounting Coordinator. Parents are responsible for any late charges or legal costs incurred in the collection of their account. The Community Education Department has been authorized by the Governing Board to use the following methods of collecting delinquent accounts: File with small claims court, send to a collection agency, report to major credit bureaus and File a 1099C with the Internal Revenue Service.
5. There is a 2.99% processing fee and \$0.39 transaction fee to all program payments made using a credit/debit card or ACH bank transfer. These fees will be applied at checkout. Payments received by check or money order in our office will not incur the processing fees.
6. Fees must be paid by check, money order or credit/debit card. CASH IS NOT ACCEPTED. Checks returned by the bank for any reason are subject to collection by an outside agency. A \$25.00 charge will be collected per returned check in addition to the principal amount. After **two returned** check incidents only certified funds or credit cards will be accepted through the end of the program year.
7. No credits of fees or make-up times are offered for absences due to illness, vacations or suspensions.
8. Families with multiple children will receive a discount of 15% off the less expensive program (MAC and ECP).
9. Community Education does not maintain tax records for individual accounts. The Tax ID # is 86-6000497. Families who utilize flex-spending accounts are able to access invoice and payment receipts from their ARUX parent Portal. If documentation is required, families must provide the Community Ed Receptionist (602-664-7580/ceinfo@madisoned.org) with the appropriate information from their employer. Please allow up to 5 business days to process.
10. If a child is picked up late, parents will be charged \$2 per minute. These late fees will be added to your invoice. Continued late pickups may result in withdrawal from the program.
11. Families enrolled in Madison School District's Early Childhood Program may qualify for a First Things First partial scholarship. Applications are available at the Community Education Office or on the Madison School District website. Scholarship recipients must have their child at school by 8:00am, and attend at least 85% of scheduled school days monthly.
12. Check or money order payments are to be made payable to:

**Madison School District #38
Community Education
1431 E. Campbell Ave
Phoenix, AZ 85014**

Preschool Payment Schedule

Due Date	Dates of Service (9 School Days)	Full Day	School Day	Half Day	Late Fee Assessed	Withdrawn for non-payment
7/15/2026	8/11/26-8/21/26	\$585.00	\$450.00	\$344.25	7/21/2026	8/5/2026
8/1/2026	8/22/26-9/3/26	\$585.00	\$450.00	\$344.25	8/6/2026	8/21/2026
8/15/2026	9/4/26-9/17/26	\$585.00	\$450.00	\$344.25	8/21/2026	9/3/2026
9/1/2026	9/18/26-9/30/26	\$585.00	\$450.00	\$344.25	9/6/2026	9/17/2026
9/15/2026	10/1/26-10/20/26	\$585.00	\$450.00	\$344.25	9/21/2026	9/30/2026
10/1/2026	10/21/26-11/2/26	\$585.00	\$450.00	\$344.25	10/6/2026	10/20/2026
10/15/2026	11/3/26-11/16/26	\$585.00	\$450.00	\$344.25	10/21/2026	11/2/2026
11/1/2026	11/17/26-12/2/26	\$585.00	\$450.00	\$344.25	11/6/2026	11/16/2026
11/15/2026	12/3/26-12/15/26	\$585.00	\$450.00	\$344.25	11/21/2026	12/2/2026
12/1/2026	12/16/26-1/11/27	\$585.00	\$450.00	\$344.25	12/6/2026	12/15/2026
12/15/2026	1/12/27-1/25/27	\$585.00	\$450.00	\$344.25	12/21/2026	1/11/2027
1/1/2027	1/26/27-2/5/27	\$585.00	\$450.00	\$344.25	1/6/2027	1/25/2027
1/15/2027	2/6/27-2/19/27	\$585.00	\$450.00	\$344.25	1/21/2027	2/5/2027
2/1/2027	2/20/27-3/4/27	\$585.00	\$450.00	\$344.25	2/6/2027	2/19/2027
2/15/2027	3/5/27-3/24/27	\$585.00	\$450.00	\$344.25	2/21/2027	3/4/2027
3/1/2027	3/25/27-4/6/27	\$585.00	\$450.00	\$344.25	3/6/2027	3/24/2027
3/15/2027	4/7/27-4/19/27	\$585.00	\$450.00	\$344.25	3/21/2027	4/6/2027
4/1/2027	4/20/27-5/3/27	\$585.00	\$450.00	\$344.25	4/6/2027	4/19/2027
4/15/2027	5/4/27-5/14/27	\$585.00	\$450.00	\$344.25	4/21/2027	5/3/2027
5/1/2027	5/15/27-5/26/27	\$585.00	\$450.00	\$344.25	5/6/2027	5/14/2027
Yearly Total		\$11,700.00	\$9,000.00	\$6,885.00		

*Payments reflect 9 days of service.

*Your payments will not be less in the months October, December and March as the holidays/ school closure days have been removed when setting the fees.

Drop-In Care: This option is for families who require care outside their contracted hours. Parents are first required to contact the Site Coordinator 24 hours prior to the date(s) of care for program availability and sign the Drop-In Care Form. (approval based on availability and staffing). This is not for a recurring schedule. Due to licensing requirements for staffing and space available for napping students, we cannot guarantee that the full day care will be available.

Additional Fees

- Registration Fee \$75/child or \$130/family
- Reinstatement Fee \$25.00
- Program Change Fee \$25.00 -1st Change is Free
- Late Payment Fee \$25.00
- Late Pick Up Fee \$2.00/minute
- Returned Check Fee \$25.00
- Missing Check in/out \$5.00/occurrence

School Break Camps

Camp	Dates	Daily Fee
Fall Break	10/12 - 10/16	\$63.25
Winter Break	No Camp Offered	N/A
Spring Break	3/08 - 3/12	\$63.25

Camp registration typically occurs one month before camp and is on a first come first served basis. School year camps are registered by day and limited space is available as camp is combined into one campus.

There are additional fees for the Holiday camps offered during Fall and Spring Breaks. DES and Quality First scholarships do not cover Camp fees.

Special Education

Child Find Notice

It is the Madison School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 15 years and how to access those services. Additionally, we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 15 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help.

Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

If you have any concerns about a child you know, please contact Madison School District's Special Education Preschool Department at (602) 664-77535 or the school district in which you reside.