



H·I·G·L·E·Y
COMMUNITY
EDUCATION

HUSD Early Childhood Development Center Parent Handbook

Grow ♦ Learn ♦ Lead

ECDC Program Locations and Phone Numbers

Early Childhood Development Center (ECDC) Locations

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

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

ECDC Administration

Patti Gleason, Program Director
480-279-9279
Stacey Utley, Assistant Director
480-279-9720

Preschool Evaluation Team

Located at the Sossaman ECDC campus
480-279-8027

Jodie DeMets-Horn, School Psychologist
Heather Balch, Speech Language Pathologist
Angela Colbert, Preschool Special Educator

Community Education Department

community.education@husd.org

480-279-7055

Community Education Dept. oversees Kid's Club (our before and aftercare program) as well as all ECDC financial billing questions.

Our Program History/Background

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

Our ECDC Mission

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

Our ECDC Vision

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

Our ECDC Goal

Provide quality, foundational early childhood experiences

Provide loving, safe and nurturing early childhood environments

Build self-esteem

Develop creativity and a joy of learning

Expand communication and language skills

Foster self-control and responsibility

Develop fine and gross motor skills

Cultivate academic skills

Develop problem-solving and decision-making skills

Encourage concern for others

Program Options and Tuition

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

All classes will follow the ECDC school calendar year including the Fridays before Fall Break and Spring Break for Parent/Teacher Conferences when there is no preschool or Kids Club care provided. Before and after school care is available beginning at 6 a.m. until 8:15 a.m. and 2:45 p.m. ending at 6 p.m.

Brilliant Beginnings

Three and Four year olds **MUST** be 3 years old **and potty trained** with no pull-ups.

Tuesday/Thursday Classes

Half Day Sessions: 8:15-11:15 A.M. or 12:15-3:15 P.M. \$160 per month

Full Day Session: 7:45 A.M. - 2:45 P.M. \$300 per month

Monday/Wednesday/Friday Classes

Half Day Sessions: 8:15-11:15 A.M. or 12:15-3:15 P.M. \$215 per month

Full Day Session: 7:45 A.M. - 2:45 P.M. \$430 per month

Monday - Friday Classes

Half Day Sessions: 8:15-11:15 A.M. or 12:15-3:15 P.M. \$370 per month

Full Day Session: 7:45 A.M. - 2:45 P.M. \$710 per month

Kindergarten Prep

Four and Five year olds

Monday - Friday Classes

Half Day Sessions: 8:15-11:15 A.M. or 12:15-3:15 P.M. \$370 per month

Full Day Session: 7:45 A.M. - 2:45 P.M. \$710 per month

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

HUSD Employee Discount: 20% per Child Sibling Discount: 10% per Sibling
(Discounts may not be combined)

DES Certified

If you believe your family would be eligible for childcare assistance provided through the Department of Economic Security, please contact a local DES Child Care Office or visit www.azdes.gov for more information.

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

ECDC Registration Information and Fees

Registration and Acceptance Policies

Space is limited and early registration is recommended.

Only the legal guardian may register the child for any Early Childhood program.

Registration must be done in person at one of our Early Childhood Development Centers. Payments are made through our online Eleyo system.

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

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

Lunch Fees for Full Day Preschool Students

Full day Brilliant Beginnings and Kindergarten Prep students will be provided a free lunch each day for the 21-22 school year. See Monthly Menu for lunch selections. You may also choose to bring a healthy lunch for your child.

Tuition Payment Policies

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

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

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

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

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

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

Summary of Fees

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

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

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

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

Program Cancellations

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

Program Changes

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

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

Refunds

No refunds or credits will be given.

Kids Club Registration and Rates

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

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

Program information

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

Kids Club Hours: Monday -Friday

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

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

Daily Rates

AM Only	\$9.00
PM Only	\$13.50
AM/PM	\$22.50

Kids Club Camps

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

Community Education Department

480-279-7055

ECDC Staff, Curriculum and Credentials

Our Staff

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

Our Facilities

Two state-of-the-art Early Childhood Development Centers opened in 2013

Large playgrounds

Preschool Library located within the Middle School Library

Learning Lab carts with computers to teach mouse and computer skills

Specialized Kindergarten Prep classes include:

Mandarin Dual Language program at Cooley ECDC

Spanish Dual Language program at Sossaman ECDC

THINK! Higley's Highly Gifted program at Sossaman ECDC

Our Curriculum

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

Read, Play, and Learn

Read, Play and Learn is the curriculum chosen for our youngest learners. It is used in our Brilliant Beginnings classrooms as well as in our Special Education preschool classrooms. Read, Play, and Learn is a play-based curriculum that emphasizes a developmental approach to learning. At the heart of the curriculum are its storybook modules. Each module contains flexible, sequenced activities that were developed around popular, high-quality storybooks such as "The Kissing Hand," "The Snowy Day," and "The Knight and the Dragon." The modules creatively build from the concepts, ideas, actions, and events of the stories in order to make learning more relevant for children.

Big Day for Pre-K

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

Learning Without Tears

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

Conscious Discipline

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

Assessments

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

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

Early Learning Standards

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

https://www.azed.gov/sites/default/files/2015/02/Arizona%20Early%20Learning%20Standards_4th%20Edition_2021.pdf

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

Department of Health Services Child Care Licensing

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

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

Special Education

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

Child Find Screenings

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

Child Find Screenings for children 2.9 through age 5 (not Kindergarten eligible) will be held throughout the school year and summer. The Child Find screenings for

possible developmental delays are available to all children residing within district boundaries and are free of charge.

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

Transition from AzEIP (Arizona Early Intervention Program) to Preschool

The Arizona Early Intervention Program (AzEIP) or Department of Developmental Disabilities (DDD) and the Local Education Agency System have an agreement that establishes procedures for the transition of children with disabilities who are reaching their third birthday from the AzEIP/DDD program to the school district. The purpose of this agreement is (1) to minimize the number of transitions and disruptions to children and families eligible for services, (2) encourage cooperation and communication between agencies and families to assure the provision of a Free Appropriate Public Education from a child's third birthday, (3) to insure cooperation between agencies in order to reduce the stress on children and families inherent in the transition process, and (4) to identify the responsibilities of each agency during the transition process to all involved parties.

Transition Conference

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

Comprehensive Developmental Assessments (CDA)

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

Children must reside with the HUSD boundaries in order for HUSD to conduct the CDA. Evaluations are free of charge.

Individual Education Program (IEP)

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

Discontinuation of Eligibility for Preschool Services

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

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

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

If your child is in STARS, he/she will no longer be enrolled in that special education program. You may choose to enroll in a tuition based early childhood program (based on availability).

If your child is in the Preschool Articulation Class, he/she will be withdrawn from that program. You may choose to enroll in a tuition based early childhood education program (based on availability).

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

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

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

Calendar Information

We set aside one day per month for Professional Development for our staff. On these days there will be no half-day classes and the full-day classes will be released 3 ½ hours after class start time. Special education classes do not meet on Wednesdays.

August 25
September 22
October 27
December 1
January 26
February 23
March 30
April 20

District Early Release Days

On there will be half day classes from 8:15-9:45 (AM session) and 10:15-11:45 (PM session) and the full-day classes will release students 3 ½ hours after start time. Special Education Preschool classes will not meet on these days.

November 24
December 16
May 25

We follow the Higley School District for all other holidays and breaks. There will be no preschool on the following days:

September 6	Labor Day
September 24	Parent/Teacher Conferences
Sept. 27 - Oct. 8	Fall Break
November 11	Veterans Day
November 25-26	Thanksgiving
December 17-January 31	Winter Break
January 17	Martin Luther King Jr. Day
February 21	President's Day
March 11	Parent/Teacher Conferences
March 14-25	Spring Break
April 15	Spring Holiday

Attendance and Health Information

Attendance Procedure

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

Illness

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

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

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

Accidents & Emergencies

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

Health Records

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

Medication Administration

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

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

Sun Safety

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

Staff will, on a daily basis, check current UV index prior to implementing planned outdoor activities. Based on the UV index, staff will make adjustments to the schedule and keep children inside when warranted.

Parents are encouraged to apply sunscreen to children prior to arriving at the program. Children are encouraged to keep a hat at the program for use during outdoor activities.

Children and staff will use shaded areas regularly during outdoor activities.

Staff and children will receive education and training regarding sun safety practices regularly.

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

Hand Washing

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

Method for Hand Washing at a Sink

Turn on water to a comfortable temperature (60°F-110°F).

Moisten hands with water and apply liquid (not antibacterial) soap.

With hands out of the water, **lather all skin surfaces** and nails with soap and water.

Try to achieve the recommended lathering time of 20 seconds. (Sing or say twice "Happy Birthday to You"; "Twinkle, Twinkle, Little Star"; or a jingle of comparable length such as, "Wash, wash, wash your hands; play this handy game; scrub and rub; rub and scrub; germs go down the drain" sung twice to the tune of "Row, Row, Row Your Boat"). Include between fingers, under and around nail beds, backs of hands, and any jewelry.

Rinse hands well under running water with fingers down so water flows from wrist to fingertips.

Leave the water running while drying hands with a disposable paper towel.

Use a towel to turn off the faucet and, if inside a toilet room with a closed door, to open the door. Discard the towel in a lined trash container.

Liability Insurance

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

ASHline

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

Pesticides

We limit the use of pesticides and herbicides in our program. If it is necessary to use pesticides or herbicides, they are applied by a licensed professional when children are not present. Material Safety Data Sheets (MSDS) for all chemicals used in pest

control are kept on file at the Higley Unified School District Office and Community Education Department. Notice of Pesticide Application, with date of application, is posted at all Early Childhood Development Centers. Changes to these dates will be posted within 72 hours before application.

ECDC Routines

Backpacks

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

Arrival/Dismissal

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

Sign In/Out Procedures

For the safety of your child, any individuals removing children from the program will be required to show proof of identification. A child will not be released to an individual refusing to show ID upon request. **Always bring a valid (state) picture I.D. to the site. Do not assume you will not need it.**

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

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

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

Without this documentation, we may release the child to either parent, provided that parent provides the parent documents, biological or adoptive parenthood, of that child. The parent must provide us with updated legal documents when any changes occur. Otherwise, a child enrolled in the HUSD Early Childhood Development Center will be released only to those persons specifically authorized on the emergency information form. A sibling may not sign out a child unless he/she is listed on the emergency form as an authorized party. Center staff are not eligible to be an authorized party for any child other than their own.

Parents will be required to fill out a list of people who are authorized to pick up their child. Any changes need to be made at the front office. Any last minute changes need to be authorized by parents and will be noted on an exception form.

Preschool Dress Code

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

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

Physical Activity

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

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

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

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

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

Snack Time

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

Child Guidance and Discipline

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

Conscious Discipline Overview

The School Family: The Foundation for Connection

Ask yourself, "Would I rather have children say, 'What do I get if I'm good?' or 'How do I give of my goodness?'" How you answer this question will determine the school

climate and culture you want your child to participate in. School climate impacts all achievement. The culture of a school can foster bullying, blame and cliques, or it can build cooperation, willingness and responsibility.

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

These connections provide the three essential ingredients for school success:

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

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

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

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

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

Discipline Policy

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

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

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

Dismissal or Suspension from the Program

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

A child may be removed from the program if a tuition payment by any financially responsible party is delinquent. The financially accountable party will be responsible for any costs incurred in the collection of the balance due. No refunds or credit to the family account will be given if a child is removed from a HUSD Early Childhood Development program.

A child may be removed from the program if program administration determines that a child cannot benefit from the program, or that the child's behavior endangers the safety of other children, themselves, or staff.

A child may be removed from the program if nonmedical drugs are found on the child or in their backpack. DCS will be contacted.

Any and all behavioral incidents are situational and will be documented according to our guidelines. Our program will make every attempt to include parents in situations involving behavioral concerns and progressive consequences. The consequences of inappropriate behavior can range from, but are not limited to, parents attending parenting classes, prompt removal from class, suspension (up to 5 days) and removal

from our program. Our goal is to try and ensure success for all of the children enrolled in our programs.

Family Connection

Meet the Teacher

This is the first event of the year. You will receive an email on July 19 from your child's teacher. There will also be information as to how to sign up for an appointment to meet the teacher. We like our teachers to meet with just a few families at a time in order to begin building relationships.

Curriculum Night

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

Parent/Teacher Conferences

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

Other School and PTO Sponsored Events

Restaurant Nights throughout the year
Book Fairs twice a year
Week of the Young Child events in April

Visiting

Parents or grandparents are always welcome to visit the child's classroom at any time. We encourage you to see what your child's day is like or perhaps have snack or lunch with them. If you would like to do more than just observe, please see the following regarding volunteer opportunities. You are always welcome to see the front office staff if you have any questions or concerns.

Volunteering

Parent participation is a very special link between school and home. We value the active involvement of parents in our program through classroom participation. Volunteering in the classroom allows for children to see their parents as important and concerned members of their new school environment. In order to keep all students safe, we do require that all volunteers fill out a Tier 1 Background check before scheduling time in the classroom. Teachers begin scheduling volunteers after 4 or 5 weeks of school in order to establish their classroom routines and build the school family.

Other Ways To Be Involved

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

Communication

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

Parent Education

We offer a course on Conscious Discipline for parents during the fall and spring semester at our Cooley location. We have various classes offered to parents throughout the year, some have a nominal cost.

Family Services

We are aware of several services offered by various local and state agencies. Birth to Five Helpline is free. The website is www.birthtofivehelpline.org. If you want to discover free and almost free services that encompass a variety of subjects, contact www.findhelpphx.org. Should you need help, please let us assist you.

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

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

-Fred Rogers

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

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

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

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

The Department may be contacted at:

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

www.hs.state.az.us/als/childcare/index.htm