



H·I·G·L·E·Y  
COMMUNITY  
EDUCATION

# HUSD Early Childhood Development Center Parent Handbook

HUSD Community Education  
Connect • Engage • Inspire

Department of Health Services Licensed  
Department of Economic Services Certified

1100 S. Recker Rd., Gilbert, AZ 85296  
(480) 279-7055  
[community.education@husd.org](mailto:community.education@husd.org)

*Please take the time to read this handbook. It includes important information regarding your child and Brilliant Beginnings, STARS, Kindergarten Prep and Kids Club.*

## OUR VISION

The Higley Unified School District prides itself on providing quality educational experiences. We feel that enriched early childhood environments not only provide extraordinary opportunities for young children, but also form the foundation for a successful educational career. We have designed our **Brilliant Beginnings** program for 3 and 4 year olds, our **Kindergarten Prep** program for 4 and 5 year olds who will attend Kindergarten the following school year, and our **STARS** program for our qualifying special needs children to provide a loving, safe, and nurturing child-centered educational experience. The goal of our Early Childhood Development Center programs is to bring teachers, parents and community together with a common vision to enhance the lives of children and their families.

**Connect ~ Engage ~ Inspire**

### **Early Childhood Development Center Locations**

Elona P. Cooley EDCC  
1100 S. Recker Road  
Gilbert, AZ 85296

Sue Sossaman ECDC  
18655 E. Jacaranda Blvd.  
Queen Creek, AZ 85142

## Program Options and Tuition

A \$50 program registration fee will be collected when enrollment forms are submitted.

All classes will follow the HUSD school calendar year. Before and after school care will be available beginning at 6 a.m. and ending at 6 p.m. Please note: The day before Thanksgiving and the day before Winter Break there will be no preschool classes.

**\*\*\*Brilliant Beginnings \*\*\*** - Three and Four year olds. Must be 3 years old **and potty trained.**

### Tuesday/Thursday Classes

Half Day Sessions: 8:15-11:15 A.M. or 12:15-3:15 P.M. \$125 per month  
Full Day Session: 7:45 A.M. - 2:45 P.M. \$230 per month

### Monday/Wednesday/Friday Classes

Half Day Sessions: 8:15-11:15 A.M. or 12:15-3:15 P.M. \$165 per month  
Full Day Session: 7:45 A.M. - 2:45 P.M. \$345 per month

### Monday - Friday Classes

Half Day Sessions: 8:15-11:15 A.M. or 12:15-3:15 P.M. \$300 per month  
Full Day Session: 7:45 A.M. - 2:45 P.M. \$575 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. \$300 per month  
Full Day Session: 7:45 A.M. - 2:45 P.M. \$575 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.

### Kids Club Program Fee Information: (All prices monthly/No prorate for holidays.)

Program Options	2 days	3 days	5 days
Available for AM or Full day	____AM \$70	____AM \$95	____AM \$150
Available for PM or Full day	____PM \$120	____PM \$140	____PM \$230
Available for Full day only	____AM/PM \$180	____AM/PM \$210	____AM/PM \$340

**Daily Drop In Rate: \$30**

**Registration Fee:** \$25.00 (annual fee)

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

## **Department of Health Services Licensure**

This program is licensed by the Arizona Department of Health Services to provide child care for preschool-age children (primarily ages 3 to age 5). 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 of the HUSD Early Childhood 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.

### **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.

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. It is assumed that both parents have the right to pick up a child unless it is otherwise noted. If only one parent has sole legal custody of a child, the Preschool office must have court orders on file.

## 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](http://www.azdes.gov) for more information.

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



## Registration Information

### 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 at the Community Education Office at the Cooley Early Childhood Development Center.

\*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.

## Tuition Payment Policies

\*Tuition is paid in advance. Parent may choose the following payment methods: check, cash or credit card. Payments can be made in-person, by phone or online. We also offer the option of automatic deduction of tuition payments.

\*Tuition is due on or before the 1<sup>st</sup> of every month. First payment will be due at the time of registration. A \$25.00 late fee will be assessed per family if payment is not received by the close of business on the 4<sup>th</sup> of each month and student(s) may be removed from the program if payment is not received by the 10<sup>th</sup>.

\*All returned checks will be assessed a \$25.00 service fee per item. Checks will then not be accepted in regard to these accounts. Your child will not be able to attend the program until the returned check is settled in full with CCM Enterprises. You will be required to provide certified funds for all future financial transactions with Community Education.

\*The financially responsible parties will be responsible for any charges or legal costs incurred by H.U.S.D. in the collection of the delinquent accounts.

\*Payments can be mailed, delivered in person to Community Education at the Cooley Early Childhood Development Center or at the Sossaman Early Childhood Development Center. Credit or debit cards may be used online at [www.husd.org](http://www.husd.org). You may select auto-pay, which will be drafted the first week of each month.

\*Community Education will provide, upon request, a payment history for tax purposes. The program tax ID number is #86-6000505.

**\*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 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. A change request form is required (Change/ Cancellation forms are available online or at district office). Changes become effective on the first business day of the following month.

## Lunch Fees for Full Day Preschool Students

Full day Brilliant Beginnings and Kindergarten Prep students have the option to purchase a lunch each day or bring their own from home. Lunch will cost \$2.55 each

day. Parents may also complete a free and reduced meal form that will be available online at [mymealtime.com](http://mymealtime.com) or [husd.org](http://husd.org) beginning on July 6, 2015.

## Summary of Fees

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

\*A \$25.00 late fee will be assessed per family if payment is not received by the close of business on the 4<sup>th</sup> of each month and student(s) may be removed from the program if payment is not received by the 10<sup>th</sup>.

\*\$2.00 (per minute) Late Pick Up fee. Please reference your child's program start times. If the child is picked up 11 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. All charges will be assessed to the family account.

\*\$25.00 Returned Check fee will be assessed per item to the family account when checks are returned for any reason to HUSD Community Education. Checks will no longer be accepted in regard to these accounts. Your child will not be able to attend the program until the returned check is settled in full with CCM Enterprises. You will be required to provide certified funds for all future financial transactions with Community Education.

\*Kids Club specific: \$15.00 Program Change Fee will be assessed to any account when changes are made to the child's KIDS CLUB schedule *after the 15th day of the month prior to the changes taking effect*. To avoid this fee, any changes to your account must be made prior to this deadline. Program changes made within this period will not incur additional fees.

## Program Changes / Cancellations

\*Cancellation is defined as the parent or guardian removing their child/children from a program in which they are currently enrolled.

\*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 for providing childcare.

**\*Families who wish to remove their child from the program or make a change in participation must complete a Cancellation/Program Change Request form and submit it to the Community Education Department by the *15th day of the month prior to the changes taking effect.***

## **Refunds**

No refunds or credits will be given during the program periods.

## **Absences**

In the event that a child will not attend their program as scheduled, it is the parent's / guardian's responsibility to contact the HUSD Early Childhood Development site to report the absence. The Department of Health Services requires HUSD Early Childhood Development Centers to inform all families of potentially infectious illnesses. Please inform the Center Secretary when a child's absence is due to a potentially infectious illness. We do not refund or credit family accounts for unused program days

**Kids Club specific: Monthly calendars filled out by the parent/guardian are required for each child and must be turned in to the Site Supervisor prior to the month attending.**

## **Illness**

Parents must inform the center Secretary when an absence is due to illness. A child cannot attend the program with any of the following symptoms:

- Fever within the past 24 hours
- Vomiting
- Diarrhea
- Head or stomach ache
- Swollen glands
- Undiagnosed rash
- Head lice
- Severe Cold or sore throat
- Inflamed or matter-filled eyes

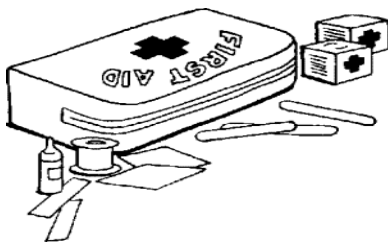


## Accidents & Emergencies

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.



## 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, 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.

## Hand Washing

Hand washing is the preferred way for all staff members, volunteers, children, and visitors to perform hand hygiene.

\*Method for Hand Washing at a Sink:

1. Turn on water to a comfortable temperature (60°F-110°F).
2. Moisten hands with water and apply liquid (not antibacterial) soap.
3. With hands out of the water, lather all skin surfaces and nails with soap and water. Try to achieve the recommended lathering time of 20 seconds.

- (Sing or say twice "Happy Birthday to You"; "Twinkle, Twinkle, Little Star"; or a jingle of comparable length such as, "Wash, wash, wash your hands; play this handy game; scrub and rub; rub and scrub; germs go down the drain" sung twice to the tune of "Row, Row, Row Your Boat"). Include between fingers, under and around nail beds, backs of hands, and any jewelry.
4. Rinse hands well under running water with fingers down so water flows from wrist to fingertips.
  5. Leave the water running while drying hands with a disposable paper towel.
  6. Use a towel to turn off the faucet and, if inside a toilet room with a closed door, to open the door. Discard the towel in a lined trash container.

## **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 camps 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"

## Physical Activity

We at the HUSD Early Childhood Development Centers are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun, and that offer variety. If children are inactive for long periods of time they can be at risk for problems associated with being overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- \* 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.
- \* 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 to fewer than 3 hours a week for children and will engage children in physical activity or be used for educational purposes.
- \* No screen time during meal or snack time.
- \* Physical activity is never used or withheld as punishment.



## Behavior Guidelines

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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.

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

Appropriate behavior is essential to learning and growing and should be based upon mutual respect for 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. Children will be expected to display responsible behavior when they attend any HUSD Early Childhood Development Center program. The Early Childhood Development Center adheres to the Higley Unified School District Code of Conduct and the following rules and expectations.

- Always Do Your Best
- Follow Directions
- Work and Play Safely
- Respect Staff, Peers and Property

## **Dismissal from the Program**

\*HUSD Early Childhood Development Centers reserve the right to remove any child from the program due to delinquent payment or behavior that endangers the safety of other children, themselves, or staff. 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 a tuition payment by any financially responsible party is delinquent for more than ten (10) days. The financially responsible party will be responsible for any costs incurred in the collection of the balance due.

\*A child may also 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.

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

## **SPECIAL EDUCATION**

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

### **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, but the most common is the child's parents. Initial preschool referrals are handled and recorded through the Preschool Evaluation Team office. A Child Find or developmental screening determines if a child has a potential disability that requires a Comprehensive Developmental Assessment (CDA). All 5 areas of development are screened (e.g. communication, social, adaptive behavior, motor, and cognitive skills). A vision and hearing screening will also be conducted.

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

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

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

The Arizona Early Intervention Program (AzEIP) or Department of Developmental Disabilities (DDD) and the Local Education Agency System have an agreement that establishes procedures for the transition of children with disabilities who are reaching their third birthday from the AzEIP/DDD program to the school district. The purpose of this agreement is (1) to minimize the number of transitions and

disruptions to children and families eligible for services, (2) encourage cooperation and communication between agencies and families to assure the provision of a Free Appropriate Public Education from a child's third birthday, (3) to insure cooperation between agencies in order to reduce the stress on children and families inherent in the transition process, and (4) to identify the responsibilities of each agency during the transition process to all involved parties.

## **Transition Conference**

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

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

A Comprehensive Developmental Assessment (CDA) may be recommended following a Child Find Screening or Transition Conference. The purpose of the CDA is to determine whether a child is eligible for special education services. This evaluation includes assessing the child's communication, social, adaptive behavior, motor, and cognitive skills. Prior to evaluations, the Preschool Evaluation Team will need a copy of the child's current hearing and vision screening and parent consent for evaluations. Children must reside within the HUSD boundaries 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 programming 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 community education program (based on availability).
- If your child is in Brilliant Beginnings, the state will no longer cover tuition for your child. If you would like your child to continue, you will be responsible for tuition. If not, your child will be withdrawn from the class.
- 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 community education program.
- If your child is in STARS or Brilliant Beginnings 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. \*\* Brilliant Beginnings: If you would like your child to continue, you will be responsible for tuition. If not, your child will be withdrawn from the class. \*\* The STARS program is not a tuition based program. You may choose to enroll in a tuition based community education program (based on availability).

- 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 community preschool programs at parent expense. Please contact Patti Gleason, Director, at 480-279-8600, for information on options.

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

## **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.

## **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.

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

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