



Community Schools & PreK Programs  
Department

*Brichta and Schumaker IELCs*

*Before & After School Programs*

*PreK Programs*

**Family Handbook**

2023-2024

## **CONTACT INFORMATION**

Community Schools Director	520-225-1175	Reem Kievit
Brichta IELC Coordinator	520-225-1100	Maricela Valenzuela
Schumaker IELC Coordinator	520-731-5200	Heather Norbrock
Tuition Preschool Programs	520-731-5205	Andrea Hudson
Before and After Care Programs	520-731-5205	Andrea Hudson
Inclusive Preschool Programs	520-225-1177	Celina Robles
PEEPs Programs	520-225-1177	Aimee Gillard
TUSD Community Schools Website		<a href="http://www.tusd1.org/preschool">www.tusd1.org/preschool</a>

## PROGRAM LOCATIONS AND CONTACT INFORMATION

### Description of Tuition Services and Locations

#### **Brichta Infant & Early Learning**

##### **Center**

2110 W. Brichta Dr.  
Tucson, AZ 85745  
(520)225-1100  
7:00 am – 6:00 pm  
Birth to Preschool

#### **Collier Elementary**

3900 N. Bear Canyon  
Tucson, AZ 85749  
(520)731-5205  
7:00 am – 5:30 pm  
Tuition Preschool and  
Before/After School

#### **Dunham Elementary**

9850 E. 29<sup>th</sup> St.  
Tucson, AZ 85748  
(520)731-5205  
6:00 am – 6:00 pm  
Tuition Preschool and  
Before/After School

#### **Gale Elementary**

678 S. Gollob Rd.  
Tucson, AZ 85710  
(520)731-5205  
6:30 am – 6:00 pm  
Before/After School

#### **Henry Elementary**

650 N. Igo Way  
Tucson, AZ 85710  
(520)731-5205  
6:30 am – 6:00 pm  
Tuition Preschool and  
Before/After School

#### **Hudlow Elementary**

502 N. Caribe Ave.  
Tucson, AZ 85710  
(520)731-5205  
1:55 pm – 6:00 pm  
After School

#### **Kellond Elementary**

6606 E. Lehigh Dr.  
Tucson, AZ 85710  
(520)731-5205  
7:00 am – 6:00 pm  
Before/After School

#### **Lineweaver Elementary**

461 S. Bryant Ave.  
Tucson, AZ 85711  
(520)731-5205  
6:30 am – 6:00 pm  
Before/After School

#### **Marshall Elementary**

9066 E. 29<sup>th</sup> St.  
Tucson, AZ 85710  
(520)731-5205  
6:30 am – 6:00 pm  
Tuition Preschool and Before/After  
School

#### **McCorkle PK-8**

4455 S. Mission Rd.  
Tucson, AZ 85746  
(520)731-5205  
7:00 am – 6:00 pm  
Before/After School

#### **Miles Exploratory Center**

1400 E. Broadway Blvd.  
Tucson, AZ 85715  
(520)731-5205  
7:30 am – 5:30 pm  
Tuition Preschool

#### **Oyama Elementary**

2700 S. La Cholla Blvd.  
Tucson, AZ 85713  
(520)731-5205  
8:15 am – 2:30 pm  
Tuition Preschool

#### **Schumaker Infant & Early Learning Center**

501 N. Maguire Ave.  
Tucson, AZ 85710  
(520)731-5200  
7:00 am – 6:00 pm  
Birth to Preschool

#### **Sewell Elementary**

425 N. Sahaura Ave.  
Tucson, AZ 85711  
(520)731-5205  
7:00 am – 6:00 pm  
Before/After School

#### **Soleng Tom Elementary**

10520 E. Camino Quince  
Tucson, AZ 85748  
(520)731-5205  
6:30 am – 6:00 pm  
Tuition Preschool and  
Before/After School

#### **White Elementary**

2315 W. Canada St.  
Tucson, AZ 85746  
(520)731-5205  
1:55 pm – 6:00 pm  
After School

## PROGRAM FEES

	<b>Infant &amp; Early Learning Centers</b>	<b>Tuition Preschools</b>	<b>Before/After School Programs</b>
Monthly Tuition	Infants: \$1,089.02 Toddlers: \$997.15 Preschool: \$900.38	Preschool Half Day: \$460.80 Preschool Full Day: \$599.04 Preschool Extended Day: \$714.24	Before School: \$161.28 After School: \$299.52 Before/After School: \$345.60
Enrollment Fee (non-refundable)	\$75		
Deposit (non-refundable)	\$100		
Annual Registration Fee	\$75	\$60	\$60
Supply Fee	\$75		
Late Payment Fee	\$25	\$25	\$25
Late Pick-up Fee	\$1 per minute per child. Increases by \$1 with each additional late pick-up.	\$1 per minute per child. Increases by \$1 with each additional late pick-up.	\$1 per minute per child. Increases by \$1 with each additional late pick-up.

## VISION STATEMENT

Creating a nurturing environment where all children thrive.

## MISSION STATEMENT

We support each student's success in a diverse and evolving world by providing meaningful learning experiences that encourage empathy, curiosity, creativity, collaboration, and critical thinking.

## **PROGRAM DESCRIPTIONS**

We offer a wide range of preschool and childcare options for students 6 weeks to 12 years of age. Our programs view students as feeling, thinking, creative and growing individuals. We offer a high quality, standards-based curriculum that focuses on academics and social emotional learning through play. Teachers establish strong relationships with students through our smaller class sizes. Each program is licensed by the Arizona Department of Health Services.

The primary goals for our department are to:

- Provide meaningful play and learning experiences that promote growth in all areas of development.
- Support the growth and development of families in their role as their child's primary teachers.
- Developmentally support the whole child and provide a quality early education program that offers a smooth transition from home to school.

### **Infant and Early Learning Centers (Schumaker and Brichta)**

- Serves students aged 6 weeks to 5 years old
- Tuition-based
- Inclusive Preschool students can attend IELC programs outside their preschool program hours
- Accepts DES
- Offers Quality First scholarships
- Full Day year-round program

### **Community Education Preschool Program**

- Students aged 3 years to 5 years (must be potty-trained)
- Tuition-based
- Accepts DES
- Offers Quality First scholarships
- Part Day and Full Day options
- Extended Day options at various sites

### **Before and After School Programs**

- Serves students 5 years to 12 years old
- Tuition-based
- Accepts DES
- Offered at schools across the district
- Holiday and summer camps available at some sites

### **Inclusive Preschool Programs**

- Students aged 3 years to 5 years (must be potty-trained)
- Families participate under Title I and Child Find
- Ratios are 16 students per session with 2 or 3 adults
- Classes are 4 days per week (M, T, TH, F), no school on Wednesdays
- Each program runs 2.5 hours a day with AM and PM sessions
- Must be fully potty-trained when placed through Title I

### **Pima Early Education Program Scholarship (PEEPS)**

- Serves students ages 3-5 years old (must be fully potty-trained when placed through PEEPS scholarship)
- Families who participate must financially qualify
- Accepts DES
- Ratios are 18 students to 3 adults
- Follows the school year calendar
- Students attend Monday through Friday for 6 hours a day

## **ENROLLMENT CRITERIA**

**All required paperwork & fees must be completed & processed before child can attend program.**

**All students must provide current immunization and an original birth certificate.**

### *Infants to 2-year olds*

- Children 2 and under do not need to be potty trained but must be potty trained by age 3 to move to a preschool classroom. A modification may be made for a student with a current IEP or medical condition.

### *Ages 3-to-5 year-olds*

- Each child must provide their own basic care which includes: feeding and toileting him/herself without assistance and expressing basic needs to staff. Accommodation may be provided for children with special needs who have a current IEP. To move to a preschool classroom, 3-year-olds must be fully potty trained.

### *Before and After-school Programs*

- Students must be enrolled in a TUSD school to participate in Before & After School Programs. We serve students kindergarten through fifth grade. Accommodations may be provided for students with special needs who have a current IEP. Various sites provide summer programming - please contact the Community Education office at (520)731-5205 for more information.

## **WITHDRAWAL OR DIS-ENROLLMENT PROCEDURE**

A child may be removed from the program for the following reasons:

### **Withdrawal:**

- Written notice must be provided at least two (2) weeks prior to withdrawal.
- If a child is withdrawn, there will be no refund if monthly tuition has been paid.
- The registration fee and any advance tuition are not refundable.
- If the written notification is less than two (2) weeks, the family is responsible for tuition two (2) weeks after the written notification. At the time of withdrawal, accounts must be paid for in full. If it is not, the family will be responsible for any outstanding fees.
- [2-Week Withdrawal Form](http://tusd1.org/community-school-form-withdrawal) (tusd1.org/community-school-form-withdrawal)

### **Discipline:**

- We reserve the right to remove a student that exhibits extended periods of behaviors which impact the learning environment.

### **Past-Due Tuition:**

- We reserve the right to remove students whose account becomes delinquent. Re-enrollment may be allowed at the discretion of the program coordinator and may be contingent upon prepayment of tuition.

### **Absences:**

- Except in special circumstances, any child absent for two consecutive weeks may be removed from the program.

### **Late Pick-Up**

- Any child picked up late (i.e., after his/her program's scheduled end time) more than three times may be removed from the program.

### **Respect**

- It is the expectation of Community Schools that all adults model appropriate and kind behaviors when interacting with all staff. All adults should refrain from using profanity or disrespectful language toward each other while on campus.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. Community Schools will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be needed to support a child's success in the program. If, after all reasonable efforts are exhausted, and a concern cannot be resolved, we reserve the right to dismiss a child from the program.

## **CONTINUITY OF CARE**

Most of the Community Schools programs implement the practice of Continuity of Care (CoC). Continuity of Care promotes the idea that students build positive and meaningful relationships with their teachers over time. This minimizes the disruption of transitions and allows children, teachers, and families to interact in safe, trusting, and positive environments.

According to Head Start Early Childhood Learning and Knowledge Center, the implementation of CoC has a positive impact in the classroom. “Young children have more time to learn that people remain in their lives in caring, meaningful ways—that they can rely on and safely love other people. It offers stability for young children whose families experience challenges such as unstable housing, multiple moves, employment issues, or other concerns. Families have opportunities for deeper relationships with teachers based on open, two-way lines of communication.”

## **CURRICULUM SHARED WITH FAMILIES**

Community Schools provide an educational program designed to meet the needs of the whole child. This program is based on the knowledge that young children are active learners, involved in a process that uses all their senses as they talk, work, and play with people and materials. Teachers plan activities and arrange stimulating learning environments appropriate for the different developmental stages of a child’s life. Community Schools use the play-based curriculum framework from Creative Curriculum or TELL Curriculum with the Arizona Infant and Toddler Guidelines and Arizona Early Learning Standards.

Curriculum includes the domains of literacy and Language, Cognitive, Social Emotional, Creative, Approaches to Learning, Math, Social Studies, Physical and Adaptive. Curriculum is shared with families through daily logs, newsletters, and parent communication. Families and staff will review student progress in regard to the curriculum and standards twice per year during Parent Teacher Conferences.

The Before and After School Programs follow the Arizona Center for After School Excellence standards. To support the standards, we utilize MindWorks kits to engage students in daily learning.

# GUIDELINES

## TUITION/PAYMENTS

Balance must be fully paid by the due date indicated on invoice. Tuition is prorated for the year to include holidays and dates the center is closed for professional development. Tuition guarantees a placement for your child at the center. If you choose to withdraw during the 12-month period, your placement is no longer guaranteed. No credit will be given for holidays, professional in-service days, or student absences due to vacations or illnesses. No credit/refund will be owed if the center must close because of emergency or inclement weather. Tuition is for the current school year and does not change based on your child's age, except an infant transitioning to a 1 yr. old room.

DES allows for 5 absences per month. Any child receiving DES subsidies would be responsible for the daily tuition rate once they miss 6 or more days of school per month.

## HOLIDAYS / PROFESSIONAL DEVELOPMENT DAYS

No credit will be given for holidays or professional development days or student absences or illnesses. Holidays and professional development days for the school year are reflected in the school calendar. No credit/refund will be owed if the school must close because of emergency or inclement weather.

## LATE PICK-UP CHARGE

If your child is picked up after 6:00 pm, you will be charged \$1.00 for every minute per child the first time. This fee will increase by \$1 per minute/per child each time you are late. Continuous late pick-ups may result in services being discontinued.

## FINANCIAL ASSISTANCE

### DES Child Care

The Department of Economic Security (DES) offers financial assistance for childcare to qualifying families. Our locations accept DES subsidy. Contact DES at (833) 762-8196 for more information and to apply.

### Quality First Scholarships

Our TUSD preschool programs receive Quality First scholarships. These scholarships are designed to assist families with the cost of tuition. There is a financial requirement to qualify for these scholarships. The scholarships are based on the Federal Poverty Levels below. For more information, please go to [Quality First scholarships](http://qualityfirstaz.com/providers/qf-scholarships) (qualityfirstaz.com/providers/qf-scholarships).

2023 Federal Poverty Levels (FPL) Supplied by the U.S. Department of Health and Human Services							
Family Size	2	3	4	5	6	7	8*
300% of FPL	\$59,160	\$74,580	\$90,000	\$105,420	\$120,840	\$136,260	\$151,680

\*For each person over a family size of eight (8), add \$15,420.

### Payment Plan

We understand that some families may experience crisis and financial hardships. If you are unable to pay your fees, please call the office to arrange a payment schedule.



## **STUDENT PICK UP/DROP OFF**

Children must be signed in and out daily in the sign in/out notebooks and on the tablets. Licensing regulations require that you sign your full first and last name – initials may not be used. Children will only be released to his/her custodial parent(s) or to anyone listed on the emergency contact card unless written authorization from a parent is given. Persons dropping off or picking up children must be at least 16 or older. Phone authorization for release of a child will only be accepted when a password plan has been instituted in advance. Please speak with the front office or site lead to set this up. A picture I.D. is required of anyone picking up a child who is unknown to the staff, even if he/she is listed on the emergency contact card.

## **CHANGE OF ADDRESS AND PHONE NUMBER**

Please notify your child's teacher, site lead (for school age) and the front office at your site if your phone number or address changes. Up-to-date contact information ensures we can reach you in the event of an emergency.

## **PROCEDURE FOR RELEASE OF CHILDREN**

**Only authorized persons** will be allowed to pick up your child.

Children will not be released to an adult not on the authorization form (blue form), unless the following occurs:

- The person is listed on the authorization form (blue card).
- An adult family member or legal guardian writes a note or calls the teacher to authorize an individual not on the authorization form to pick up your child.
- If the parent/guardian calls in to provide authorization for an adult that is not on the blue card, you must provide your Procure pin code as an added security measure.
- The individual that has been authorized to pick up the child must provide picture identification.

## **IMMUNIZATION RECORDS**

Community Schools are responsible for validating immunization dates by reviewing your child's record. If the immunization record reveals that established dates have not been fulfilled, your child will be denied admission until the required immunizations are obtained.

## **ILLNESS**

We are committed to providing a healthy environment, promoted through regular hand washing, rest time, and washing toys and tables with sanitizing solutions. However, children will get sick and need to remain at home if presenting any of the following: fever, vomiting, diarrhea, severe coughing, pink eye, head lice, chicken pox, or any other contagious illness. If your child should become sick or injured at school, you will be notified to pick up your child. Contact the front office or site lead, if your child is diagnosed with any communicable diseases such as pink eye, hand foot and mouth, whooping cough, etc., we are required by Department of Health Services to post notifications for any communicable disease; however, we will keep your child's information confidential. **Children must be symptom-free without medication** (i.e., not taking medication to suppress symptoms) for at least 24 hours before returning to school.

## **ABSENCE PROCEDURE**

If your child is going to be out of school for any reason, please let the office or site lead know. Note that in all tuition programs, tuition is not adjusted to reflect absences.

DES allows for 5 absences per month. Any child receiving DES subsidies would be responsible for the daily tuition rate once they miss 6 or more days of school per month.

## **ACCIDENT/INJURY AND INCIDENT REPORT**

Community Schools believe in communicating all accidents, injuries or incidents that might occur during the school day. In case of a minor injury, such as a scraped knee, splinter, or nosebleed, your child will be treated in accordance with first-aid procedures. An incident report will be available for parents at the time of pick up detailing any incidents that occurred that day. In case of an emergency, a parent or emergency contact will be notified immediately, and authorized medical attention will be given. Information regarding any allergies, medical conditions or special accommodation must be listed on youthdr child's enrollment form.

## **MEDICATION ADMINISTRATION**

A Community School Staff Designee is permitted to dispense medications with parent/guardian authorization. If your child needs medication, you must fill out a medication consent form (available from the front office). All medications (e.g., over-the-counter medications, inhalers and other prescriptions, sunscreens) must be furnished by the parent/guardian in the original container and labeled with the child's first and last name, date, name of the medication, dose, time to be taken, and date to be discontinued. Any medications given will be logged on a chart with the time, date, dose, and signature of the staff member who administered it.

## **SUNSCREEN/LOTION/DIAPER CREAM/INSECT REPELLENT**

Families need to provide in the original packaging any sunscreen, lotion, diaper cream or insect repellent. A permission form must be signed for staff to apply these items during the school day. All items must be labeled with the child's full name.

## **COMMUNICATION**

Staff will communicate with families in a variety of ways, including in-person contact, written notes, phone calls, email, Procure Electronic Community System and newsletters. Each room has a bulletin board featuring information about the program, weekly lesson plans and upcoming events. Staff may have information to share with you, so we discourage the use of cell phones when dropping off or picking up your child. Formal conferences will be held twice per year. Additional conferences may be requested by parents and/or staff, as needed. Please do not hesitate to contact your child's teacher or the Director if you have any questions or concerns.

## **CONFIDENTIALITY**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Communication among staff and parents about children should always be kept confidential. We recommend that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the learning community as often as possible.

## **PHOTOGRAPHS/VIDEOTAPING**

Photographs of children, family members and staff are displayed in every room. Documenting class projects and special events through pictures or videotapes provides a visual record of long-term projects and allows parents the opportunity to “see” activities children are involved in daily. Annually, families are asked to complete a photographic release form. Any family can opt out of public displays of photographs.

## **JUICE**

When juice is provided as a drink option, milk or water are also served.

## **BREASTFEEDING FRIENDLY LOCATION**

(IELC Only) A location for breastfeeding is available to families to use throughout the day.

## **SNACKS/MEALS**

Children aged 1 and older attending the IELCs will be provided with a free morning and afternoon snack. Students attending afterschool programming will receive a free afternoon snack.

Students may eat breakfast at home before arriving at school or have the option to send or order breakfast and lunch daily. Cold gel packs and insulated bags should be used in order to keep food items fresh. Due to Health Department recommendations staff are not allowed to refrigerate or warm any food items.

Students and staff sit family style for meals. During this time staff and students work on language development, table manners and discuss nutrition and healthy eating. When packing breakfast or lunch from home, please remember to check with your classroom teacher for any food restrictions in the classroom due to student allergies.

Many TUSD schools participate in the CEP Program which allows families to receive free breakfast and lunch. Please check with your teacher or office staff to determine if your school is participating. For Non-CEP programs, an application for meals at elementary schools (IELCs are excluded) will be available in July. Please visit the school office or website for further information: [School Meal Services \(tusd1.org\)](http://tusd1.org)

## **PHYSICAL ACTIVITY**

Staff provides and encourages opportunities for physical activity each day. The amount of time is based on the current Department of Health guidelines by age. Students are provided indoor and outdoor physical activity space. Adult led physical activity is part of the daily routine.

## **REST TIME**

A rest/quiet time will be provided for all children who participate in our full-day program. Infants and toddlers will be provided with the opportunity to nap, or rest based on their individual needs. Preschool children will have a rest period after lunch. Children who do not sleep will be provided with quiet activities during the rest period.

## **GUIDANCE AND BEHAVIOR MANAGEMENT**

Community Schools staff use relationship-based methods which include positive reinforcement, redirection, logical and natural consequences, and other appropriate methods to help children learn how to be responsible and manage their own behavior. Your child will participate in activities that provide them with opportunities to learn and practice self-control, cooperation, and making healthy and positive choices. Teachers work closely with parents to understand each child and to determine which methods meet their needs.

### **BITING**

(IELC Only) Biting is common in early childhood. Babies and toddlers bite for a variety of reasons, such as teething or exploring a new toy or object with their mouth. As they begin to understand cause-and-effect, they also might bite a person to see if they can get a reaction. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions and toddlers lack the language skills to communicate how they are feeling. So, if they can't find the words they need quickly enough or can't say how they're feeling, they may bite as a way of saying, "Pay attention to me!" or "I don't like that!"

As language improves, biting tends to lessen.

Classroom staff will monitor and intervene if a student begins biting in an effort to diminish the behavior. Staff will work with the families to appropriately support the child.

### **TOYS OR ITEMS FROM HOME**

Students are not permitted to bring toys or electronic devices from home to school. Toy guns and other weapons are strictly prohibited. TUSD does not take responsibility for damaged, lost, or stolen items.

### **SCREEN TIME/DIGITAL MEDIA**

Videos and digital media that have a direct connection to the curriculum may be shown to enhance learning.

The Before and After School programs do occasionally watch videos/movies/digital media during program time. This is not a regular occurrence, but parents are provided with a permission form at registration which notifies them that videos and movies will be shown. Some sites have access to computers, which students may use for homework or playing educational games. Screen time will be limited to no more than 30 minutes for each session.

### **FIELD TRIPS**

IELC Programs do not participate in off campus field trips.

Inclusive, PEEPS, Before and After Programs and Tuition Preschool Programs may participate in off-site field trips. Families will be notified in advance of all field trips and must provide authorization for their child to attend the field trip. Field trips are provided for children to participate in learning experiences outside of the classroom. TUSD buses and drivers or parent volunteer drivers will be used for transportation to and from all off-site field trips. Parents must give written permission for a child to attend a field trip. All adult chaperones, if needed for a field trip, must follow the district's volunteer guidelines. Siblings may not attend field trips.

## **TRANSPORTATION**

Parents are responsible for transporting their child to and from the program. Children with special needs may qualify for transportation according to their individual education plan.

## **EMERGENCY DRILLS**

The program has policies and procedures for emergencies including fire drills, lockdowns and extreme weather, etc. Each staff member is aware of these procedures to ensure the children's safety. Drills are practiced regularly. Evacuation plans are posted in each room. There is always a staff member present with CPR and first aid training.

## **CAMPUS ACCESS**

While all Community School Programs are on a secure campus, parents are permitted to access their child's learning environment during school hours.

## **PARENT ADVISORY BOARD**

(IELC Only) A Parent Advisory Group serves in an advisory capacity for child development programs. It is a support and education network for parents of children in our program. The committee acts only in an advisory capacity, providing recommendations for improving services. This committee is a proactive group responsible for planning and implementing a parent participation plan, providing workshops for parents, planning family-oriented activities and events and facilitating any other items of interest which will benefit the staff and children in the program. All parents are eligible to be members and we highly encourage your participation. Meetings are held monthly and are open to all those who wish to attend.

## **45-DAY SCREENING**

We believe it is best practice to screen every child in the areas of hearing, vision, and communication within 45 days of either initial enrollment or turning three –years-old (whichever comes later). Parents/guardians will be notified either directly (i.e., in-person or by phone) or via letter regarding the results of these screenings.

## **TRANSITION TO KINDERGARTEN**

Preschool staff will work with families to help facilitate the transition to school for kindergarten. Information will be provided to parents regarding Kinder Round up, which is held at each elementary school in spring. During Kinder Round up, parents learn about the kindergarten programs, meet the teachers, and fill out required paperwork.

## **CHILD FIND/SCREENINGS**

Children birth to 3 should contact Arizona Early Intervention and speak with their pediatrician regarding any developmental concerns.

Contact Number: (602) 532-9960. Website: [Arizona Early Intervention](http://des.az.gov/azeip) (des.az.gov/azeip)

Screenings are available to children aged 3-5 in the areas of hearing, vision, speech & language, cognitive, adaptive, social/emotional, and motor development. Parents who have concerns about the child's development should call 520-232-7034 to schedule an appointment. If a child is deemed eligible for special education services, a team of specialists, including parents, will develop an individual Education Program (IEP) with written annual goals.

For students' school aged (5 and old), please contact their child's school to share concerns and request a meeting.

## **TOBACCO, DRUG AND ALCOHOL-FREE CAMPUS**

All TUSD school campus locations are tobacco, drug, and alcohol free. This includes any vaping products. For assistance with quitting smoking, you can reach the hotline at:

[Welcome to Ashline](http://azdhs.gov/ashline) (azdhs.gov/ashline).

## **QUALITY FIRST**

TUSD Preschools strive for excellence; as a supporting component of our mission to provide high quality early childhood education, our teachers and classrooms participate in a partnership with Quality First. Some of the benefits in participating includes professionals who assist guiding our work in best practice for early education. They are coaches, childcare health consultants, mental health consultants and assessors.

To learn more about Quality First, please visit: [What is Quality First?](http://qualityfirstaz.com/parents/what-is-quality-first) (qualityfirstaz.com/parents/what-is-quality-first)

## **REGULATORY AGENCIES**

Our programs are governed by TUSD's Governing Board, monitored by the Department of Economic Security (DES), and regulated by the Arizona Department of Health Services (ADHS).

Inspection reports are available upon request in the front office and also at:

Arizona Department of Health Services  
Office of Childcare Licensure  
400 W. Congress, Ste. 100, Tucson, AZ 85701  
(520)628-6540

## **ABUSE/NEGLECT POLICY**

Arizona state law requires all staff who work with children to report suspicions of any form of child abuse to Arizona Department of Child Safety (DCS) within 24 hours. This includes sexual abuse, physical abuse, emotional abuse or neglect. The Tucson Unified School District does not condone, hide or tolerate any type of child abuse. ***Our first responsibility is the safety of your child.***

## **PESTICIDE POLICY**

Advanced notice of at least 48 hours is provided when pesticides will be used on campus. Our pesticide usage policy is posted in the front office at each location.

## **LIABILITY INSURANCE**

Liability insurance is carried through TUSD. Copy is available upon request.

## **NOTICE OF NONDISCRIMINATION**

*Tucson Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion or disability in admission or access to, or treatment or employment in its educational programs or activities.*

**OUR CHILD'S Preschool PROGRAM INFORMATION**

SCHOOL \_\_\_\_\_

CLASSROOM PHONE \_\_\_\_\_

TEACHER \_\_\_\_\_

TEACHER ASSISTANT \_\_\_\_\_

PROGRAM HOURS \_\_\_\_\_

ROOM # \_\_\_\_\_

NOTES