



Community Schools

Family Handbook

2022-2023

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	Celina Robles
TUSD Community Schools Website		central.tusd1/org/preschool

PROGRAM LOCATIONS AND CONTACT INFORMATION

Description of Services and Locations

Banks Elementary 3200 S. Lead Flower (520)731-5205 9:00am – 3:25pm Tuition Preschool	Brichta Infant & Early Learning Center 2110 W. Brichta Dr (520) 225-1100 7:00am- 6:00pm Birth to Preschool	*Collier Elementary 3900 N. Bear Canyon (520)731-5205 7:00am-5:30pam Tuition Preschool and Before/After school	Dunham Elementary 9850 E. 29th St. (520)731-5205 6:00am-6:00pm Tuition Preschool and Before/After school
Gale Elementary 678 S. Gollob Rd (520)731-5205 6:30am-6:00pm Before/After School	Henry Elementary 650 N. Igo Way (520)731-5205 6:30am-6:00pm Tuition Preschool and Before/After school	Hudlow Elementary 502 N. Caribe Ave (520)731-520 1:55pm-6:00pm After School	Kellond Elementary 6606 E Lehigh Dr (520)731-5205 7:00am-6:00pm Before/After School
Lineweaver Elementary 461 S. Bryant Ave (520)731-5205 6:30am-6:00pm Before/After School	Marshall Elementary 9066 E. 29 th St. (520)731-5205 6:30am-6:00pm Tuition Preschool and Before/After school	McCorkle PK-8 4455 S. Mission Rd (520)731-5205 7:00am-6:00pm Before/After School	*Miles Exploratory Center 1400 E. Broadway (520)731-5205 7:30am-5:30pm Tuition Preschool
Oyama Elementary 2700 S. La Cholla (520)731-5205 8:15am-2:30pm Tuition Preschool	Schumaker Infant & Early Learning Center 501 N.Maguire Ave (520)731-5200 7:00am-6:00pm Birth to Preschool	Sewell Elementary 425 N. Sahuara Ave (520)731-5205 7:00am-6:00pm Before/After School	*Soleng Tom Elementary 10520 E. Camino Quince (520)731-5205 6:30am-6:00pm Tuition Preschool and Before/After school
White Elementary 2315 W. Canada St (520)731-5205 1:55pm-6:00pm After School			

PROGRAM FEES

Infant & Early Learning Centers	Tuition Preschool	Before/After School Programs
Infants: \$1037.17 Toddlers: \$949.50 Preschool: \$857.50	Preschool Half Day: \$400 Preschool Full Day: \$520 Preschool Extended Day: \$620	Before School: \$140 After School: \$260 Before/After School: \$300

*sites may have different rates for preschool extended day care or due to service options

MISSION STATEMENT

The mission of TUSD Community School Programs in partnership with parents and the greater community is to assure every child receives an engaging, developmentally appropriate and rigorous, comprehensive education in an inclusive learning environment.

PHILOSOPHY

Community Schools believes every child:

- *is a unique, complex learner;
 - *is a social being who learns through the development of relationships with peers and adults;
 - *is entitled to learning environments that support optimal development of the whole child;
 - *is entitled to opportunities to learn through active exploration;
- learns through child-initiated, child-directed, teacher-supported play,
From Arizona Department of Education Early Learning Standards, 2018.

PROGRAM DESCRIPTIONS

IELC

The Infant and Early Learning Centers (IELCs) provide a developmental early childhood program to children ages 6 weeks to 5 years of age. This program is tuition based with hours of operation from 7:00 a.m.-6:00 p.m. Monday – Friday. Eastside Location at Schumaker IELC and Westside Location at Brichta IELC.

Tuition Preschool Program

Our tuition-based preschools view children 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. Please see the description and location for hours of operation.

Before and After School Programs

Our Before- and After School Programs offer a safe and fun place for children before school, and after school, on breaks, and during the summer. Our programs engage students in various activities that include arts and crafts, indoor/outdoor games, cooking, homework help, and more! Please see the description and location for hours of operation.

ENROLLMENT CRITERIA

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. All required paperwork and fees must be completed and processed before the child can attend the program.

Ages 3-to-5-year Olds

Each child must provide their own basic care including: feeding and toileting him/herself without assistance, 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. A modification may be made for a student with a current IEP or medical condition. All required paperwork and fees must be completed and processed before the child can attend the program.

Before and Afterschool Programs

Students must be enrolled in a TUSD school for after school care during the school year. We serve students kindergarten through fifth grade. Accommodations may be provided for students with special needs who have a current IEP. All required paperwork and fees must be completed and processed before the student can attend the program. 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 30 days 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 30 days, the family is responsible for tuition 30 days after the written notification.
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 three months tuition.
Absences	Except in special circumstances, any child who is absent for a period of 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.

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 used 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. It is the expectation of Community Schools that 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.

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 utilize the play-based curriculum framework from Creative Curriculum in conjunction 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

Tuition is continuous throughout the year (considering the days the school is closed) and guarantees a reservation for your child at the school for the school year designated on the IELC school calendar.

HOLIDAYS / PROFESSIONAL DEVELOPMENT DAYS

(IELC) 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 on the school calendar. No credit/refund will be owed if the school must close because of emergency or inclement weather.

(Tuition Preschool and School Age Programs) No credit will be given for holidays, grading days, or professional in-service days or student absences or illnesses. Holidays and professional in-service days for the school year are shown on 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

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. Scholarships may be available, check with your individual site.

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.

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.

IMMUNIZATION RECORDS

Community Schools are responsible for validating immunization dates by reviewing your child's immunization record. If the immunization record reveals that established immunization 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., so that in keeping with confidentiality we can share this information with the families of other children in the center. 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.

ACCIDENT/INJURY AND INCIDENT REPORT

Community Schools believes 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 your 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 drugs, inhalers and other prescription drugs, sunscreens) should 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 in on a chart with the time, date, dose and signature of the staff member who administered it.

DENTAL HEALTH

Dental health is discussed and encouraged as part of the curriculum. IELC and preschool programs participate in the SMILE Matters Dental program.

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. Communications 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.

BREASTFEEDING FRIENDLY LOCATION

Community School IELC's offer a location for breastfeeding 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.

Families may eat breakfast at home before arriving at school or have the option to send or pre-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 regulations, staff are not allowed to refrigerate, warm, cut, or stir 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.

JUICE

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

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

Children are not allowed 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.

FIELD TRIPS

Field trips are provided as a way for children to participate in learning experiences outside of the classroom. TUSD buses and drivers will be used for transportation to and from all off-site field trips. Parents must give written permission in order for a child to attend a field trip. All adult chaperones, if needed for a field trip, must follow the district's volunteer guidelines.

IELC Programs do not participate in off campus field trips.

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 provided authorization for their child to attend the field trip.

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.

SCREEN TIME/VIDEOS

(IELC Only) No videos will be shown unless prior approval and a direct connection to the children's interest/current curriculum is made evident. We discourage any screen time – iPads, iPhones, computers, any handheld device or even TV and do not use these in our programs.

Videos in the Tuition Preschool programs are a rare occurrence. The videos will have a direct connection to the curriculum being taught in class. Staff will need to get prior approval from parents to show the video. We do discourage other forms for screen time such as iPads, iPhones, computers, and other devices.

The Before and After School programs do occasionally watch video/movies during program time. This is not a regular occurrence, but parents are provided with 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.

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

All Community School Programs are on a secure campus. During school hours, parents are allowed to access their child's learning environment.

PARENT ADVISORY BOARD

(IELC Only) A Parent Advisory Board 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](tel:6025329960). Website:

<https://des.az.gov/services/disabilities/early-intervention/information-families-about-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), need to 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 that ASHline at

<https://www.azdhs.gov/ashline/>.

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

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.