

Community Education Parent Handbook 2019-2020



Preschool & Prekindergarten

We've got what you want!



The mission of the Community Education Division is to deliver high quality, educational, cultural, and recreational enrichment programs and services to our community using aligned resources beyond the school day.

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. No child will be denied enrollment in or access to the Community Education programs solely on these bases. All protections that students with disabilities and their parents are entitled to under the provisions of Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-65) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), including reasonable accommodations, will be provided to eligible students in the DVUSD Community Education programs. For students with disabilities who are placed in special education programs, this means that, except for reasonable accommodations, special education services listed in a student's IEP, including all specially designed instruction, will not be provided to those students during the DVUSD Community Education programs.

Some information contained in this handbook may be subject to change; please visit www.dvUSD.org/community for our most up-to-date version.

State Licensing & Insurance

DVUSD Community Education programs are licensed and regulated by the Arizona Department of Health Services. All records related to licensing reviews are public record. Records may be reviewed for any licensed program at: Arizona Department of Health Services, Office of Child Care Licensure, 150 North 18th Avenue, Phoenix, AZ 85007, Phone 602-364-2539, or are available to view at the site.

DVUSD Community Education programs hold the required liability insurance through the Deer Valley Unified School District.

Programs may be subject to change or cancellation based on variables including, but not limited to minimum enrollment and site capacity.

Responsibilities to Protect Children

The DVUSD Community Education staff is required by Arizona Law (HB-2293) to report any suspected neglect to the Child Protective Services Agency *Hot Line* at 1-888-SOS-CHILD (1-888-767-2445) or 911. While normal bruises and scrapes and/or mood swings will not alarm the trained staff, they may ask from time to time for clarification on how an injury may have occurred or why a child's behavior has changed. This procedure is DVUSD Community Education's way of assuring children's needs are being met by caring and supportive adults. **All inquiries will be made in a sensitive and confidential manner.** These inquiries usually give parents and staff an opportunity to work as a team to provide a safe and healthy environment for children.

DVUSD Community Education
7071 W. Hillcrest Boulevard
Glendale, AZ 85310



Online Payments

<http://deervalley.ce.eleyo.com>

Payment and Registration Clerks

- **Preschool , Early Entry Testing, Enrichment**
Julie Bak, 623-376-3979
- **Before & After Care, Break Camps**
Cindy Edwards, 623-376-3977
Beth Harvill, 623-376-3976
Teri Thorley, 623-376-3978

Community Education Secretary

Melissa Young, 623-376-3903

Operations Supervisor

Bobbi Paul, 623-376-3908

Program Supervisor

TBA 623-376-3907

First Things First Family Resource Center Coordinator

Courtney Taylor, 623-376-3975

Enrichment Specialist

Stephen Slavick, 623-376-3923

Facility Use Specialist

Tina Robinson, 623-376-3916

Director of Community Education

Barbara Ervin, 623-376-3901

Transportation

602-467-5090

Safe Schools Hotline

623-376-3262

Tax Identification Number (EIN) 86-6004178

Deer Valley Unified School District 2019-2020 District Calendar

All campus wide full-day release and holidays apply to the Community Education programs. This program is subject to a different early release schedule, to be determined.

Beginning Dates

School Offices Open	July 24
First Day of School	August 7

Holidays/Recesses

Independence Day	July 4
Labor Day	September 2
Fall Break Day	September 30
Fall Break Day	October 1
Fall Break Day	October 14
Veterans Day	November 11
Thanksgiving Recess	November 27-29
Winter Break	December 23-January 3
Martin Luther King Day	January 20
Presidents Day	February 17
Spring Break	March 16-20
Spring Break Day	April 10
Memorial Day	May 25

Ending Dates

Last Day of School (early release)	May 21
School Offices Close	June 4

Early Release Days for Students

Please refer to the calendar.

Some days may be subject to change pending DVUSD Governing Board review and approval.

The Community Education Division at the District Office is open all year, however, a summer schedule is in effect during June and July; please call for hours.



2019-2020 Preschool Instructional Calendar

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

Jul. 4 - Independence Day Observed
Offices Closed

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

Aug. 7 - First Day for Students
Aug. 23 - Staff Dev. - Half Day

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

Sept. 2 - Labor Day - No School
Sept. 20 - Staff Dev. - Half Day
Sept. 30 & Oct. 1 - Fall Break Days

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

Oct. 1 & 14 - Fall Break Days
Oct. 17 & 18 - Half Days
Oct. 17 & 18 - Parent/Teacher Conf

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

Nov. 1 - Staff Dev. - Half Day
Nov. 11 - Veterans Day - No School
Nov. 27-29 - Thanksgiving Recess

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

Dec. 6 - Staff Dev. - Half Day
Dec. 20 - Half Day
Dec. 23-Jan. 3 - Winter Break

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

Dec. 23-Jan. 3 - Winter Break
Jan. 20 - Martin Luther King - No School
Jan. 31 - Staff Dev. - Half Day

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

Feb. 17 - President's Day - No School
Feb. 20 & 21 - Half Days
Feb. 20 & 21 - Parent/Teacher Conf

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

Mar. 6 - Staff Dev. - Half Day
Mar. 16-20 - Spring Break Days

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

Apr. 10 - Spring Break Day

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

May 8 - Staff Dev. - Half Day
May 21 - Last day for students - Half Day
May 25 - Memorial Day - Offices Closed

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

	First Day of School
	Half Day Release
	Last Day of School
	NO SCHOOL - Federal Holiday or Break Days

Teacher Contract Days.....186
Student Contract Days.....181
40th Day.....Oct. 4, 2019
100th Day.....Jan. 17, 2020

Student last day - May 21
Teachers last day - May 22

1st semester = 90 days
2nd semester = 91 days

NO SCHOOL - Federal Holiday or Break Days	
Sept. 2	Labor Day
Sept. 30 - Oct. 1	Fall Break
Oct. 14	Fall Break
Nov. 11	Veterans Day
Nov. 27-29	Thanksgiving Recess
Dec. 23- Jan 3	Winter Break
Jan. 20	ML King Jr. Day
Feb. 17	President's Day
Mar. 16-20	Spring Break
Apr. 10	Spring Break Day

Please note that this calendar pertains only to Community Education Preschool. Please refer to the DVUSD Instructional calendar for all other dates.

Revised by jb on 6/12/2019.

General Education Preschool/Prekindergarten Sites

<p style="text-align: center;">Arrowhead Preschool/Prekindergarten Combined 7490 W. Union Hills Drive Glendale, AZ 85308 Phone: 623-376-4100 AM 8:30-11:15 PM 12:35-3:20</p>	<p style="text-align: center;">Boulder Creek HS Preschool/Prekindergarten Combined 40404 N. Gavilan Peak Pkwy. Anthem, AZ 85086 Phone: 623-445-8600 AM 8:15-11:00* PM 12:15-3:00*</p>
<p style="text-align: center;">Copper Creek Prekindergarten 7071 W. Hillcrest Blvd. Glendale, AZ 85310 Phone: 623-376-3900 AM 8:30-11:15 PM 12:30-3:15</p>	<p style="text-align: center;">Desert Mountain Preschool/Prekindergarten Combined 35959 N. 7th Avenue Desert Hills, AZ 85086 Phone: 623-445-3500 AM 8:15-11:00 PM 12:15-3:00</p>
<p style="text-align: center;">Diamond Canyon Prekindergarten 40004 Liberty Bell Way Anthem, AZ 85086 Phone: 623-445-8000 AM 8:45-11:30 PM 12:45-3:30</p>	<p style="text-align: center;">Greenbrier Preschool & Prekindergarten 6150 W. Greenbriar Road Glendale, AZ 85308 Phone: 602-467-5500 AM 8:45-11:30 PM 12:45-3:30</p>
<p style="text-align: center;">Legend Springs Prekindergarten 21150 N. Arrowhead Loop Glendale, AZ 85308 Phone: 623-376-4500 AM 8:45-11:30 PM 12:45-3:30</p>	<p style="text-align: center;">Mirage Preschool/Prekindergarten Combined 3910 W. Grovers Glendale, AZ 85308 Phone: 602-467-5300 AM 8:00-10:45 PM 12:00-2:45</p>

General Education Preschool/Prekindergarten Sites

<p>Mountain Ridge HS Preschool & Prekindergarten 22800 N. 67th Avenue Glendale, AZ 85310 Phone: 623-376-3000 AM 8:15-11:00* PM 12:15-3:00*</p>	<p>Paseo Hills Preschool/Prekindergarten Combined 3302 W. Louise Drive Phoenix, AZ 85027 Phone: 623-445-4500 AM 8:30-11:15 PM 12:30-3:15</p>
<p>Sandra Day O'Connor HS Preschool & Prekindergarten 25250 N. 35th Avenue Phoenix, AZ 85083 Phone: 623-445-7100 AM 8:15-11:00* PM 12:15-3:00*</p>	<p>Sunset Ridge Prekindergarten 35707 N. 33rd Lane Phoenix, AZ 85086 Phone: 623-445-7800 AM 8:45-11:30 PM 12:45-3:30</p>

*Optional extended hours are offered at the high school campuses of Boulder Creek, Mountain Ridge, and Sandra Day O'Connor, from 7:15-8:15 a.m. and from 3:00-4:00 p.m. subject to additional fees and minimum enrollment.

A 2-year old Early Learning Center opens in August of 2019 at the Community Education office. Additional information regarding the program and registration is available on our website.

Additional Preschool and Prekindergarten Offerings

<p>Head Start Preschool Head Start Preschool is a federally-funded program providing services for at-risk students and eligibility is based on income.</p>	<p>Developmental Preschool Provides services for students who may be experiencing difficulties in the area of language, social/emotional, motor/perceptual, and cognitive development.</p>
<p>Administered through the DVUSD Early Childhood Division 623-445-4991</p>	

DVUSD Community Education Preschool & Prekindergarten Program

<u>Tuition</u> Due the 1st of each Month, September through May, and will be set on an automatic payment plan.	Federal Tax ID #86-6004178
Half Day AM or PM General Education Program	\$340.00 Month*
Full Day General Education Program	\$630.00 Month*
Extended Care AM at High School Location	\$135.00 Month
Extended Care PM at High School Location	\$135.00 Month
Extended Mid-Day at any Half Day Program (Cost of meal not included)	\$135.00 Month
<u>Discounts</u>	
Multiple Child Discount (may not be combined with employee discount)	10%
Deer Valley USD Employee Discount (may not be combined with multi-child discount)	10%
<u>Additional Fees</u>	
Per student annual registration fee	\$50.00
Late payment for tuition received after the 1st of each month	\$25.00
Returned Check Fee	As charged by Nexcheck
Late Pick-Up Fee	\$15.00 plus \$2.00 per minute late
Enrollment Change Fee	\$25 per occurrence

*Monthly fees are based on annual tuitions of \$3,400 or \$6,300 respectively payable in ten equal monthly installments (one month due at registration with nine additional monthly payments). Short months are not pro-rated; all days that school is closed have already been factored into the annual tuition. The per student registration fee of \$50 plus the first month's tuition are due and will be charged upon contract approval, and both of these fees are non-refundable.

Preschool Philosophy and Goals

The Deer Valley Unified School District's Preschool programs are based on the belief that all children can learn and that each program provides quality child development services designed to meet and exceed the individual needs of the children through an effective partnership with the staff, parents/guardians, and community.

A child is a unique individual. Our preschools provide a literacy rich, play-based learning environment, which promotes the physical, social, emotional, and creative development of each child. We encourage children to express their individuality by offering developmentally appropriate experiences that:

- Encourage self-esteem and self-reliance
- Develop an interest and joy in learning
- Enhance communication skills
- Support concept development
- Develop fine and gross motor skills
- Develop self control and responsibility
- Encourage appropriate interactions with fellow preschoolers and adults
- Teach problem solving and decision making skills
- Encourage the child to have concern for others
- Emphasize the cultural values and individual backgrounds of the home and family

We believe that young children are our most valuable resource for the future. We encourage active learning with opportunities for self esteem, enhancement, discovery, and decision making.

We want our children to be aware of the world in which he/she lives, as well as the SPECIAL UNIQUENESS that is theirs.

Our program is also designed to enrich and enhance preschool development by providing a variety of multi-sensory opportunities in the areas of motor skill development, language, music, and creative arts.

Preschool/Prekindergarten Curriculum and Assessment

Community Education Preschool and Prekindergarten programs use Creative Curriculum to develop confidence, creativity, and critical thinking skills in our students. This curriculum is based on objectives for development and learning that are aligned with our the Arizona Department of Education Early Learning Standards.

Community Education Preschool and Prekindergarten instructors use Teaching Strategies Gold to assess student development and learning in the areas of:

- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science/Technology
- Social Studies
- The Arts

Our Lead Instructors also schedule two conferences annually with parents to discuss your child's progress in these developmental areas.

Policies for Screening and Referrals

Deer Valley Unified School District provides the "Childfind" service that allows us to screen students residing in our District in the following areas:

- Hearing and Vision
- Cognitive Skills
- Self Help Skills
- Communication
- Physical Motor Skills
- Social and Emotional Development

Deer Valley Unified School District also has a Family Resource Center available to all families of children birth through five year olds. This Center offers assistance in the areas of applications for services, parent/child interactive classes, and referrals. Visit www.dvUSD.org/dvrc or call 623-376-3975 for more information.

Transitioning Into Our Preschool Programs

Whether you are a parent starting your preschooler from home or transferring from a childcare or another preschool setting, Community Education has opportunities available for you, as a parent, to make a confident decision on enrolling your student into one of our programs. We provide several options for you to become comfortable with the services we provide.

- We have a knowledgeable registration team here at our district office that will provide you with information about our classrooms, class times and locations
- Within the two weeks prior to the beginning of the new school year, all registered students and their families will be invited to an orientation and teacher meeting. You will be requested to sign up online for a specific time which will provide you and your child an opportunity to meet the teacher, complete a brief student assessment, and to become familiar with the campus and staff that will be working with your child.

Transitioning from Preschool into Kindergarten

One of the added benefits of enrolling your child into our Community Education Prekindergarten is that we are able to provide opportunities for a smooth transition into Kindergarten.

- Students become familiar with the campus
- Kindergarten teachers visit the preschool students in their classroom and invite them to visit a Kindergarten classroom as well

Kindergarten round-up/orientation is scheduled at each of the individual schools.

Early Entry Preschool/Prekindergarten

Preschool is open to children who have reached their 3rd birthday by the first day of school. Prekindergarten is open to children reaching their 4th birthday by August 31st. Children reaching their 3rd birthday after the start of school and no later than August 31st, may attend upon turning 3. Children turning age 3 or 4 between September 1st and December 31st will be subject to assessment upon reaching their birthday and prior to being granted entry to a program. A child who is assessed early into Preschool/Prekindergarten is not automatically eligible for early entry into Kindergarten; please visit www.dvusd.org for more details. All other eligibility requirements must be met as well.

Parent Responsibilities

Parent Involvement

You will read throughout this handbook that parent involvement is necessary to assure the success of your child. We need you. There are a variety of ways you can support your child. Ask your instructor how you can help. Communication between parents and program staff is vital. Parents should watch for newsletters, calendars, and communications that may come home in their child's backpack.

Visiting

'Our doors are open' to drop-in visits, however, visitors are asked to call ahead if they wish to spend any time talking with the instructor or assistants, as staff's first priority is with the children and we must remain in ratio at all times. Please understand that children need some time to adjust to the program routine. The program staff encourages parents to wait four weeks before visiting.

When you are in the program as a volunteer, the following policies/ procedures must be adhered to:

- All volunteers are required to sign in/out through the front office
- Volunteers are expected to attend training. Please ask your school for further information
- Volunteers must maintain confidentiality regarding students and families. We ask that you **not** discuss or 'share' information about individual students or their families while volunteering in the program
- We use positive discipline techniques in our programs. Ask your instructor to explain this policy. (Please read the complete policy statement in the discipline section of this Parent Handbook.)
- Our dress code requires that you dress neatly. We must always look clean and modest, and dress comfortably to work and play with children
- We always have an **eye for safety** and never leave children unattended
- Watch for anything that could be a danger to children
- Please plan ahead to schedule your program volunteer time so the instructor can organize an activity for your supervision

Volunteers in the programs may be asked to:

- Follow the directions of the program staff
- Work with children
- Help children glue, paint, etc.
- Prepare activities (mix paint, etc.)
- Help prepare or clean-up after snack
- Read to a child or group of children
- Participate in songs, finger-plays, etc.

Registration

Registration is available on a **first come, first serve basis** and will continue until a program is full. All locations are subject to minimum enrollment for the class to be held. All registration forms must be completed in their entirety at <https://deervalley.ce.eleyo.com>, and required documentation must be on record with the Community Education Division located at 7071 W. Hillcrest Boulevard, Glendale, AZ 85310, before your contract will be approved. All students entering this program must be completely toilet trained, meaning they must be able to use the bathroom facility by themselves without assistance from an adult. For the safety of your student and in compliance with DHS licensing, incomplete registration forms will not be accepted. A three-business day waiting period applies prior to attending this program once completed registration is accepted. One full month's tuition plus a per-child **registration fee** is due at the time of registration, and both of these fees are non-refundable.

Tuition

All payments are due in advance of service on the due date indicated and will be set up on an automatic payment plan that will apply the charges on the first of each month, September through May, with the exception of the registration fee and first month's tuition which will be charged at the time of contract approval. A failed payment must be rectified immediately to ensure uninterrupted enrollment and attendance in the program. Payments not received by the due date are considered late and subject to a \$25 late payment fee. You will receive an invoice on or around the 25th of each month reflecting the charges that will occur on the first. The invoice date is subject to change due to weekends, holidays, or other conditions beyond our control. Nonpayment will result in an immediate disenrollment until the account is brought current, however, this vacancy may be filled with another student. Re-entry into the program is subject to availability and a \$25 reinstatement fee, in addition to payment of any past due balance.

All accounts are family accounts, and payments may be split between payers, however, all parties must submit payments on time for the student to remain enrolled in the program. Ultimately the person initiating the registration contract is responsible for making payments.

All balances must be paid before the end of the program year or session. Balances remaining at that time are considered past due and will result in account suspension. This will prohibit registration or enrollment in any Community Education class or program now or in the future until a payment or payment arrangement is made.

Discounts

- **Multiple child** discount of 10% is given for second and subsequent children in the same program. Children must have the same parents/guardians and all be included on the same enrollment to be eligible for this discount. This may not be combined with the DVUSD employee discount
- **DVUSD employees** receive a 10% discount on all children in the same program; this may not be combined with the multi-child discount

Financial Assistance

The Department of Economic Security (DES) may have funding available for low-income families who would like to utilize the program. Contact your local DES office to find out more information on how to apply. Processing can take up to 30 days. Families already receiving DES assistance must contact their case-worker in advance before attending a different site. This is the responsibility of the parent or guardian of the child for whom benefits are being provided. Failure to obtain prior approval for a different site can result in DES not paying your care, in which case you are liable for the charges incurred.

IMPORTANT INFORMATION regarding your DES subsidized account:

If you are eligible to receive financial assistance from the AZ Department of Economic Security (DES), you will be responsible for the following:

- The per child registration fee; DES does not cover this fee, and it will be charged to the parent/guardian at the time of contract approval
- Your daily co-pay as determined by DES
- Any difference between the daily rate that is subsidized by DES and our daily rate
 - for example, our annual full day rate breaks down to the equivalent of \$35 per day; DES pays \$23.80 per day (6 or more hours); your co-pay is \$1.50 per day. Your daily responsibility is \$11.20, including your copay for this example.
 - DES will not subsidize days that your child does not attend. We do not provide a credit for missed days. In this instance, you are responsible for the full daily rate of \$35.
- Submit the required documentation

Scholarships through outside organizations sometimes become available at qualified sites based on family income. Generally DVUSD is notified of availability by mid-July. If you think are interested and that you may qualify for a possible scholarship, please contact our office in July. All pre-payment requirements remain in effect; if you do receive a scholarship, any qualifying funds will be returned once the scholarship is confirmed.

Payment Options

All account balances remaining after the initial charges are required to be on an automatic payment plan which will charge your debit/credit card account on the first of the month, September through May.

- If you do not want your account automatically charged, you can pay online at <https://deervalley.ce.eleyo.com> prior to the due date
- If you do not have a debit or credit card, you may purchase and apply a pre-paid credit card to your account; any credits/refunds will be credited back to this card. The following cards are accepted:
 - Discover
 - MasterCard
 - VISA
- Automatic payment failures not addressed are subject to a late fee. It is the payer's responsibility to ensure payments are successfully transmitted. A failed payment will result in an electronically generated email notice sent to your address on file; it is your responsibility to keep this current
- Payments that are mailed or dropped off at the Community Education office, 7071 W. Hillcrest Boulevard, Glendale, AZ 85310, must be postmarked prior to—and payment received by—the due date to be considered on time
- Payments called into your Account Representative must be done by the day before the automatic payment date
- Tuition payments are NOT accepted in the program as we want our staff focused on your children
- Additional fees incurred are due at the time of service, but will be added to your next invoice

Late Payments

Any payment not received in our office by the specified due date will be charged a \$25 late fee, including a failed automatic payment that is not addressed in a timely manner. Payments posted or received after the due date are considered late and subject to a late fee.

Collection of Late Payments

In the event a balance remains unpaid, your instructor and account representative will work together to collect payment.

- After the payment due date each month, a reminder notice will be attached to your child's sign-in/out sheet, and a late payment fee will be assessed on your account
- Balances remaining unpaid will result in suspension from the program and sign-in/out sheet will be removed from book. This vacancy may be filled with another student
- Balances still unpaid by the next payment due date will result in permanent withdrawal from the program

- A \$25 fee plus any past due balance will be due prior to re-enrollment, subject to availability
- Account will remain suspended until any past due balance is received
- Suspension from ALL Community Education programs will remain in effect until balance is paid, even if it is beyond the current school year

Please communicate with your account representative if you need extra time. It is never our intention to remove a child from a program. All Community Education programs are self-funded through tuition payments and must remain solvent and sustainable. If you are experiencing difficulty, let's work out a mutually agreeable plan.

Returned Checks

DVUSD has contracted with "Nexcheck", an outside collection service, for returned checks. Fees established by law will be debited from your checking account for all rejected checks. If the check and fee are not collected electronically, then Nexcheck will contact you in order to make arrangements to pay. All checks must include your address and phone number, as well as preprinted name.

Late Pick-Up Fees

We understand there may be circumstances that prevent you from picking your child up on time, however, if you are past dismissal time, you will be required to pay a fee of \$15 plus \$2 per minute for every minute you are late. Fees are due immediately, at the time of pick up. This is a per-family fee. Three late pick ups are considered excessive, and will result in withdrawal from the program.

Absences

There are no discounts, refunds or credits for sick days, or days your child does not attend the program. Please report your child's absence on or before the day it occurs. We do request that you notify the program if your child will no longer be attending or if they will be absent for any reason. If your child stops attending and we have not been notified, we may offer this spot to another person on the waiting list.

Changes in Enrollment

All request for changes to enrollment are required to be in writing. Please email your request to your Account Representative directly, or email community.education@dvusd.org. A \$25 fee will be charged for each change in enrollment made to an account.

Partial month changes are subject to a half-month pro-ration of fees.

Withdrawal

Withdrawal may occur upon request of parent or guardian, due to non-payment of tuition, excessive late pick ups, excessive absences, as disciplinary action, or for repeated toileting accidents suggesting a student is not fully potty trained. In addition, withdrawal from the program may result due to parental abuse and/or threatening of Community Education staff. Refunds will not be provided for any unused portion of a reservation/tuition period once the payment due day has passed. We require two weeks written notice for withdrawal from a Community Education program. A student removed from the program may re-enroll as a new student on a trial basis at the next semester, subject to openings in the program. A child who has been withdrawn at the parent's request may also re-enroll as a new student at any time, subject to availability in the program. Any such situation will be considered a new enrollment and a \$25 re-enrollment fee will apply.

No refunds will be given for suspensions or removal. A student removed from the program for disciplinary reasons may re-enroll on a trial basis at the next semester, subject to openings in the program. If the student removal is in the second half of a semester, at staff discretion, the student may have to wait until the end of the following semester before re-enrolling on a trial basis.

Program Information

Arrival/Dismissal

In accordance with state licensing regulations, our programs will require the signature of the parent/guardian each time the child enters or leaves the site. **We will require any authorized persons that we do not recognize to provide picture identification** as well as a signature. A written request is required to release your child to anyone not on your authorized list. If an older (high school aged) sibling under the age of 18 will be walking your child to or from class, we require a notarized statement from the parent/guardian. Anyone authorized to sign your child in or out of the program must be on your Emergency Information form. If there is a custody order, we require a copy of the legal document to be on file with the program.

We understand there are circumstances when a student may be late to class or need to leave early, however, we do ask that you adhere to the classroom times posted so as to provide all students the maximum opportunity for instructional time without disruption to their day. Parents and/or students must leave campus grounds immediately after dropping off or picking up at program.

A student transitioning to/from a Developmental and Community Education preschool class must have arrangements for care for any time outside of program times. Our programs begin and end at the times posted, and additional fees will apply if students are in attendance outside of their scheduled program times.

Staffing

There is one program instructor and one instructional assistant providing instruction in the Preschool environment. The DVUSD Community Education Division has experienced and well trained professionals in all of our Preschool and Prekindergarten classrooms. We invest in providing monthly professional development meetings and conferences. Our full time employees are eligible for a comprehensive benefit and retirement package. Our Lead Instructors and Instructional Assistants are eligible for continuing education opportunities and grants for educational degrees. We offer both full time and part time positions.

Transportation

Community Education does not provide transportation to or from its programs. This is either provided by the parent/guardian or private day care.

DVUSD Policy and Procedures

All Community Education programs follow Deer Valley Unified School District's policies and procedures. This may be viewed in its entirety at www.dvUSD.org.

Clothing

Children should dress for comfort as well as for weather. Preschool is a time of exploration that may include messy art, cooking, outside play, and other activities that may be rough on clothes. . . . washable play clothes work best. Shoes should be closed toe, comfortable and appropriate in size. NO FLIP-FLOPS are to be worn.

NOTE: In case of an accident, please provide a complete outfit that will remain at school. (Example: shirt, pants/shorts, underwear, socks, etc.) Mark all items with your child's name and place items in a plastic bag with your child's name on it.

(See Sun Safety Policies for additional information about clothing.)

Backpacks

We encourage our preschool students to bring an empty backpack to class each day. If they forget or don't have a backpack their papers and crafts will be sent home in a plastic bag.

Toys to School

Children are NOT allowed to bring toys to school. However, instructors may have a specific day for 'show and tell'. At that time, it will be appropriate to bring something from home. It may be permissible with your instructor to bring books and music that can easily be shared during group time throughout the week. Toys that arrive unannounced will be set aside and returned to the child at dismissal time. Please help your child by not allowing him/her to bring toys from home to the classroom. Make that a rule, beginning with your child's first day of school. THANK YOU!

Field Trips

At this time our Preschool programs do not participate in field trips.

Rest Time

Children in a full day program are required to rest each day. A beach towel, labeled in permanent ink with your child's name needs to be brought to school. Towels will be sent home to be laundered monthly. Towels need to be promptly returned.

Parent-Instructor Conferences

There will be opportunities for parent-instructor conferences. The conferences may include a discussion of your child's progress and parental observations. These opportunities for one-to-one conference time are very valuable to you as a family and to the teaching teams.

Lunch (if applicable)

Children in a full day program on a high school campus will need to bring their own lunch and drink. ***All packed lunches must be ready-to-eat as we do not provide refrigeration or heating.*** Children in a full day program at elementary schools should bring their lunch or, at the discretion of the teacher and school, may eat lunch in the cafeteria as a class. The first week of school we ask that your child bring their own lunches. After that time, children may be allowed to purchase a school lunch. Lunch cost is \$2.80 per day (subject to change) and it includes a milk and juice. You can set up a prepaid lunch ticket in the cafeteria. We will send home reminders when a student's lunch ticket gets low and you may send in lunch checks in your child's folder. We will take your lunch checks to the cafeteria and have it added to their ticket. Children may purchase milk or juice for \$.50 (subject to change) to have with their sack lunches. We strongly encourage foods that are high in nutrients and low in fat and sugar to support best practices that meet the nutritional needs of the developing child.

Snack

Community Education is committed to providing children with nutritious food that promotes healthy growth and development. Children are given both an AM and PM snack. A monthly snack menu is available to parents at their request. Parents can participate in "Holiday Events" by bringing special treats to school. Parents are asked to send only prepackaged food items. Child Care regulations ***prohibit*** the distribution of 'home cooked' food from unlicensed kitchens to children in our classroom. Parents are to ask the instructor for suggestions. We strongly encourage foods that are high in nutrients and low in fat and sugar to support best practices that meet the nutritional needs of the developing child. Refer to the following guide as examples of foods that are low in fat and sugar.

Recommended Foods	Foods NOT Recommended
Fresh fruit and vegetable sticks	Candy
Whole wheat crackers/Pretzels	Gum
Low fat yogurt with fresh fruit	Marshmallows
Graham crackers/Popcorn	Potato chips
Bran and fruit muffins	Doughnuts
Pizza	Soda pop
Quesadillas	Cakes
Baked chips and salsa	Pastries
Raisins	Cookies
Fruit kabobs	Cupcakes
100% fruit juice or juice popsicles	Fruit punch or flavored drinks
Quick breads-pumpkin, zucchini, banana	Nuts/Foods with nuts in them

Holiday Celebrations

We will encourage parents and community members to tell us how they celebrate special occasions as a family or community, so that we can incorporate those traditions into our classroom learning experiences. All year long we celebrate milestones, points of learning, children and families, and wonders of the world.

Discipline Policy

All learning opportunities for young children should be positive and helpful in teaching acceptable behavior and self-control. Our discipline plan is very basic – respect yourself and the rights of others. If we are having any specific behavior problems, you will be notified. If these problems are consistent it may be necessary for your child to be withdrawn from the Preschool programs.

Instructors and staff follow the Child Day Care Regulation (R 9-5-510) which requires:

- Explaining rules to children and alternatives to unacceptable behavior.
- No physical punishment. No emotional or mental stress which would prove frightening to a child.
- Isolation (time-out) with supervision not to exceed three (3) minutes.
- Food can not be withheld as a means of punishment.

Children are more successful when disciplinary methods are consistent at home and at school. All disciplinary practices will be handled with regard to the developmental age of the child. Six steps will be taken for effective guidance. We recommend these steps to you as well.

1. *Approach calmly.* Your body language says a lot about your intentions and feelings. Stay neutral in order to respect all points of view in a conflict.
2. *Acknowledge feelings.* Make simple statements such as “I can see you’re feeling sad/angry/upset.” This helps the child let go of feelings and prepares him/her to think clearly about solutions.
3. *Gather information.* Listen to all points of view, both for your own information and so children can learn what others believe they need. The details revealed about a conflict are very important in finding a solution. Listen carefully.
4. *Restate the problem.* Use as much of the children’s language as possible and rephrase child language that may be hurtful.
5. *Ask for ideas, possible solutions, and choose one together.* Respect the child’s ideas, even if some are unrealistic. Explore how they might work.
6. *Be prepared to give follow-up support, and acknowledge efforts and future successes.*

(As developed by the High/Scope Educational Research Foundation)

Health and Safety

Health

All children will be monitored carefully to assure that immunizations are complete and current. We appreciate your cooperation. Your child's health is a prerequisite to learning ability. Children need adequate rest and nourishment before school each day.

Communicable Disease

The control of communicable diseases during the school year is a difficult problem and a serious responsibility. The first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect the signs of illness. (The symptoms of a cold are the symptoms of many communicable diseases.) The following rules will help control communicable diseases and illness in the school community. Please keep it as a convenient reference.

- Do not send a child to school if there are signs of illness
- Do not send a sick child to school for the nurse or instructor to decide if the child should be in school. If in doubt, parents should call their physician
- If a child is sick, keep other people away from the child
- Some signs and symptoms of acute illness are:

Runny nose	Headache
Sneezing/Coughing	Diarrhea
Rash	Restlessness at night
Nausea/Vomiting	Swelling of the face and neck
Red, crusted, watery eyes	Ear ache
Flushed face or paleness	Fever
- If a child comes to school ill or becomes ill while at school, parents will be notified by telephone. Parents will then need to make immediate arrangements to pick up the sick child. The child will remain in the nurse's office or isolated with adult supervision in the classroom until the parent/guardian arrives
- KEEP THE CHILD HOME UNTIL THE CHILD'S TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS WITHOUT THE USE OF TY-LENOL (Normal temperature is 98.6 F). Take the temperature at 4:00 p.m. each day. If the temperature is above normal, keep the child home the next day and take the temperature again at 4:00 p.m. Continue this process until the temperature is NORMAL FOR 24 HOURS, then the child may return to school. Early morning temperatures usually register low. The afternoon temperature is a more accurate one to use to decide whether a child may come to school. If a child shows any sign of the above symptoms, the child should be kept home until the parent has checked with the family's doctor. If every parent follows this procedure, it will do much to improve and provide a healthy environment for our students

- Call your instructor to report any illness. Call as early as possible
- Fill out Emergency Cards on each child. Keep the information on these cards current by telling the instructor when changes have occurred throughout the year
- **KEEP CHILD'S EMERGENCY CARD UP TO DATE**
It must include:
 - Child and parent/guardian current street address and phone numbers
 - The name and phone number of a minimum of two (2) emergency contacts, other than parent/guardian, who are responsible for the child in the event that a parent/guardian cannot be immediately located in case of an emergency
 - Health status/medications/allergies

Medication

If your child has allergies they need to be listed on the enrollment form and discussed with the program instructor/coordinator. We will make every effort to accommodate your child's special needs. It is extremely helpful when you can administer medication before or after school hours. We are aware that there may be times when your child needs medication during the program. The instructor/coordinator or designee will administer prescribed and over-the-counter medications during those times, when the proper medication authorization forms are completed and turned in.

Prescribed medications must be in a child proof original container, labeled by a pharmacist with your child's first and last name, date prescription was filled, doctor's name, expiration date.

Over-the-counter medications require you to provide a note from your child's health care provider recommending the medication, dosage, times, method of use and administration duration. The medication needs to be in a child proof container.

At **no time** should a child carry any medication on them, in their lunch box or backpack. Always hand your child's medication to a staff member on duty.

Sun Safety

DVUSD Community Education programs encourage children to wear sun protective clothing and hats while outdoors. Light colored, loose-fitting, lightweight cotton clothing is best for sun protection. Parents must clearly mark these items with the child's name; fingernail polish or a permanent marker works best. Children should wear sunscreen and lip balm containing sunscreen each day.

Emergency Illness/Accident Procedures

Emergency first aid may be given by the school nurse or program staff. Please see the Emergency Injury/Illness Procedures posted in the classroom. If while attending a facility, a child has an accident, injury, or emergency that, based on evaluation by a staff member, requires medical treatment by a health care provider, the staff member shall, in accordance with DHS R9-5-514:

- Notify the enrolled child's parent *immediately* after the accident, injury, or emergency and provide documentation including:
 - A description of the accident, injury, or emergency, including the date, time, and location of the incident
 - The method used to notify the enrolled child's parent; and
 - The time the enrolled child's parent was notified
- If the child's parent informs the program staff that their child obtained medical treatment from a health care provider for an accident, injury, or emergency the child had while attending the program, the staff member will:
 - Document any information about the child's accident, injury, or emergency received from the child's parent, and
 - Maintain documentation on premises for 12 months after the date of child's disenrollment

Liability Waiver

With the signed submission of your child(ren)'s registration and/or enrollment forms for any Community Education program, you authorize the instructor of the DVUSD Community Education Division to act for you in any emergency requiring medical attention. You agree to assume all costs related to medical treatment. You waive and release any and all rights and claims you have against Deer Valley Unified School District or its representatives for damage which may be sustained by you.

Safety Procedures

Parents are asked to please inform the Community Education staff of accidents that occur when the children are away from school so we may be sensitive to their condition as well as assist in maintaining their overall safety.

Community Education programs participate in lockdown procedures and fire drills throughout the school year.

Pesticides

School will post in writing at all doors/entrances a notice of pesticide application 48 hours in advance of service

Campus Access

All parents of registered students have access to areas on the facility premises where their child is receiving services. Parents will be required to follow district procedures regarding admission to facilities during school hours.

Emergency on Campus

If there is an emergency or threat on campus and it goes into lock down, you will be notified via an automatic communication system. If your student attends Preschool/Prekindergarten on a high school campus, your notification will come from the neighboring elementary school as follows:

- Boulder Creek announcements from Anthem
- Mountain Ridge announcements from Copper Creek
- Sandra Day O'Connor announcements from Stetson Hills

DVUSD has an Emergency Response Plan that you may view on the campus or at the district office. It outlines the procedures we follow in the event of an emergency that may result in a lock down, lock out, or evacuation.

The Community Education staff at the district office remains in communication with the emergency response team throughout a situation. Our number one priority is the safety and well being of your child(ren).

Hospital/Emergency Service Listings

Abrazo Arrowhead Hospital

18701 North 67th Avenue
Glendale, AZ 85308-7101
623-561-1000

Maricopa Integrated Health System

2601 E. Roosevelt Street
Phoenix, AZ 85008
602-344-5011

Banner Thunderbird Medical Center

5555 W. Thunderbird Road
Glendale, AZ 85306
602-588-5555

HonorHealth Children's Emergency Center

(formerly Mendy's Place)
19829 N. 27th Ave.
Phoenix, AZ 85027
623-879-KIDS (5437)

HonorHealth Deer Valley Medical Center

19829 N. 27th Avenue
Phoenix, AZ 85027-4002
623-879-6100

Abrazo Scottsdale Campus Arizona

3929 East Bell Road
Phoenix, AZ 85032
602-923-5000

HonorHealth John C. Lincoln Medical Center

250 E. Dunlap Avenue
Phoenix, AZ 85020-2914
602-943-2381

Poison Control

800-222-1222

HonorHealth Sonoran Health and Emergency Center

33423 N. 32nd Avenue
Phoenix, AZ 85085
623-474-1600

This is a partial list of emergency medical facilities available in this area.



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