



Early Childhood



Parent Handbook

“Where Every Student is a Champion!”

Tucson Country Day School – 9239 E. Wrightstown Rd. – Tucson, AZ 85715 – Ph: (520)296-0883



www.tcdcharterschool.com



TCDS Early Childhood

Dear Families,

Welcome to our program! We are so excited that you have chosen to enroll your child in our Tucson Country Day School Early Education Program. We are so honored to be caring for and helping your child have learning experiences that are stimulating, engaging and fun!

The Parent Handbook has been created to provide you with pertinent program information and to easily assist you in becoming familiar with many aspects of the Early Education Program.

We encourage you to observe and volunteer in our classrooms and participate in our Teacher-Parent committees so that you may have input into program planning and needs.

The program staff is available to answer questions and if we can provide you with additional assistance please do not hesitate to ask.

Welcome to our program!

Wanda Vinson
Education Director



Our Beliefs



Our Early Education Program (Pre-School and Pre-Kindergarten) is founded on our belief that children are capable, competent learners. We strive to create environments that are responsive to the many individual differences of each child, and create a sense of wonder and excitement of learning.

We promote purposeful play in our stimulating environment that provides development of the whole child, while framing their play and academic development.

Our Families

We believe building authentic relationships with families is vital to our work with children. We strive to approach and interact with children and families with the utmost respect and support.

We encourage parents to participate through volunteering in the classrooms and school functions. We use various forms of communication such as direct contact, notes, phone calls and newsletters. Formal conferences will be scheduled during the year. Additional conferences may be held at the request of parents and/or staff.

We also encourage parent participation in the monthly Student Parent Association (SPA) meetings.

The purpose of SPA is to determine the needs of the private and charter schools, participate in fundraising opportunities and help determine allocation of funds. SPA sponsors many items and activities that benefit our private school age children. The TCDS SPA meets once per month and will provide parents with a great opportunity to get to know one another and become involved in their child's early education.

Each fall the program holds a "Meet-n-Greet" so that parents and children can become familiar with the program, classrooms and staff. We request that all new families visit the classroom and meet the staff prior to their child(ren) starting in the program.

Parent Code of Conduct

Parents and staff are role models for children and will therefore act accordingly. Failure to do so may result in loss of childcare services. While on campus, parents will refrain from:

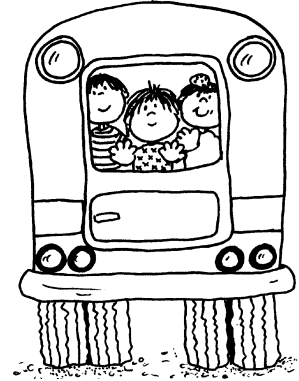
- ◆ Physical punishment of children
- ◆ Verbal abuse, swearing or cursing
- ◆ Threatening staff, or parents of other children
- ◆ Smoking
- ◆ Quarreling with other parents or staff
- ◆ Disciplining other people's children

Staff is available to help with ideas and techniques if needed, as parents are interacting with their children.

Policies and Procedures

Transportation/Release of a Child

Parents are responsible for transporting their child to and from the program. Parents will sign using a first initial and complete last name when signing a child in or out of the program daily. Children can only be released to the custodial parents/guardians and/or a person listed on the Emergency Information and Immunization Record unless written authorization from parent/guardian is provided in advance. As a safety measure, anyone picking up a child who is unknown to the staff will be asked to show a picture I.D. Please make sure any changes in emergency information are given to the Program Director.



Field Trips - Field trips are an exciting way for children to participate in learning experiences outside of the classroom. Parents will need to provide written permission in order for a child to attend a field trip.

Enrollment

The safety and well being of each child is important to us. Prior to enrollment each family is invited to tour our school and interview with the program director to ensure that we meet the needs of each individual child. Parents will need to complete the required registration information prior to their child(ren) starting in the program.

Toileting - Children must be at least three years of age and be able completely potty trained and be able to handle their own toileting needs in order to be enrolled in our program. If a child has a minimum of 3 potty accidents that are non-illness related, staff and parents will meet to discuss if child is prepared in the area of toileting independently. *Special note: "Poop" accidents may ONLY be cleaned up by the child's parent or legal guardian. Staff is not allowed by the Department of Child Licensing to assist in clean up.

We realize that all children adjust to new situations in their own unique way and we respect each child's individual needs. Each child is given a 2 week trial period to adjust to their new school. After that period, we will evaluate the effectiveness of our program for your child and again meet with parents for a follow-up interview.

Some children may need to bring something from home to help ease the transition from home to school. We encourage each child to bring a small (4x6) family photo and/or special stuffed animal to help make the child feel more confident in our setting.

A rest/quiet time is provided for all children who stay after lunch. Each child should bring one fitted crib sheet and one blanket to be used on their cots during rest time. The bedding will be sent home weekly to be laundered. Please make sure all children's items are clearly labeled with child's name.

We ask that parents dress children in clean but comfortable clothing that allows them to be "creative" in. Children will be active and need to wear shoes with rubber soles; heeled sandals or flip-flops are not safe and therefore not allowed during our regular school year. (Flip flops and water shoes are needed during our summer camp program due to swimming needs.)

A two-week notice needs to be given in writing to the Program Director when you are withdrawing your child from the program.

TCDS Early Childhood

Health, Safety, Medications

We are committed to providing a healthy environment. We promote this through hand washing, covering our coughs and sneezes, providing healthy snacks, rest time and sanitizing tables and toys. Sick/Injured Child Policy - When children are sick they need to remain at home if they have any of the following: fever, vomiting, diarrhea, severe coughing, pink eye, head lice, chicken pox, unknown rash or any other contagious disease. Children need to be **symptom free without the aid of ibuprofen or other pain/fever reducers for at least 24 hours** before returning to school.

In the event your child becomes ill at school you will be notified to pick up your child. It is to the benefit of all children that a sick child is kept a home. Also, a recovering child is more susceptible to illness if appropriate rest and care are not provided.

In the case of minor injury, such as a scraped knee, splinter, or nose bleed the child will be treated in accordance with First Aid procedures and a Child Update stating what happened and how the child was cared for will be sent home with the child. In the case of a major injury, such as falling from climbing equipment, emergency medical personnel and parents will be notified immediately.

Each child is required to keep an updated **Emergency Information and Immunization Form** on record; all portions of this form have to be completed including listing any allergies, medical conditions, or special needs. At time of enrollment we ask that parents discuss any special needs their child may have.

Administering Medications - By order of DHS Licensing regulations, no “over the counter” medications may be administered to a child by any staff. All prescribed medications must be brought in the original prescription bottle, with written instructions for dispensing, the ordering physician’s name and the child’s name clearly labeled. Any medications given will be administered and logged by the health clerk in compliance with the written instructions. A Medication Release form is required for each new medication to be administered and is valid for one year only.

Lunch, Snacks

Children are encouraged to eat healthy lunches every day they attend school. They may bring a healthy lunch from home or purchase a school catered lunch. To support our teaching goals of health and nutrition we request that no soft drinks or heavily sugared items be sent as part of the child’s lunch.

We provide snacks which are served mid-morning and afternoon and include nutritious and healthy foods such as fruit, vegetables, bread, peanut butter with crackers etc. Parents are required to make staff aware of any food allergies a child may have.



Discipline Policy

In our program, staff members will use communication, redirection, role modeling of appropriate behavior, and problem solving techniques when helping children deal with conflict. Removing a child from the group or “Time-out” will be used sparingly and only until a child is able to rejoin the group or be redirected to another activity.

TCDS Early Childhood

Parents will be notified if a child consistently endangers the health and safety of him/herself and others with inappropriate and/or dangerous behaviors. If the child continues to engage in harmful behavior, parents will be asked to meet with staff members to formulate a behavior plan.

Staff and parents will evaluate if the behavior plan is benefiting the child and the program. In the event inappropriate and/or dangerous behaviors continue a suspension from the program will be issued. Continued inappropriate or dangerous behaviors will result in a loss of program services.

Television, Movies, Toys

Television and movie viewing will be limited to “bad weather” days and special occasions. Only “G” rated movies or PBS children television shows will be shown.

Children are discouraged from bringing valuable toys and electronics games to school.

No toy guns, weapons or warfare items are allowed. The program staff is not responsible for damaged, lost or stolen items.

Photographs, Videotaping

Photographs of children and their families, staff and the campus community are displayed in every room. Documenting class projects and special events through visual means is a way for parents the opportunity to “see” what activities children are involved in on a daily basis. Please contact the Site Director if you do not want your child photographed or videotaped.

Hours of Operation

A copy of the current school year calendar is included with Parent Registration packet. The daily routine, lesson plan and schedule are posted in each classroom.

Our program is open Monday thru Friday beginning at 6:30 a.m. and closes PROMPTLY at 6:00 p.m. *Half-day programs end at 12:30 p.m.

Please realize that when you are late picking up your child you keep the staff that cares for your children from their homes and families. Therefore, there will be a late fee charged of \$10.00 for every 15 minutes after 6:00 p.m.



General Daily Schedule

6:30 – 8:30 a.m.	Before Care (Included in cost of tuition)
8:30 – 11:30	Instructional Time
11:30 – 12:30 p.m.	Lunch
12:30	Half Day Program Pick-up Time
12:30 – 2:30	Rest Time
2:30 – 3:00	Transition to After Care
3:00 – 6:00	After Care (Included in cost of Full day tuition)

TCDS Early Childhood

Tuition/Billing

WE BILL MONTHLY - TUITION IS DUE IN ADVANCE ON THE 1ST MONDAY OF EACH MONTH

(Please note that billing is based on how many Mondays are in a month, some months have up to 5 billing weeks). A late fee of \$10.00 per week will apply if payment is received after 6:00 p.m. of that Friday, and the child will be removed from the program until the balance is paid in full. *Ask about Tuition Express if you wish to sign-up for automatic WEEKLY payments.* Forms are available in the office. We gladly accept Visa and MasterCard. During the SUMMER PROGRAM ONLY, tuition will be waived with written notification at least one week prior.

Program Rates

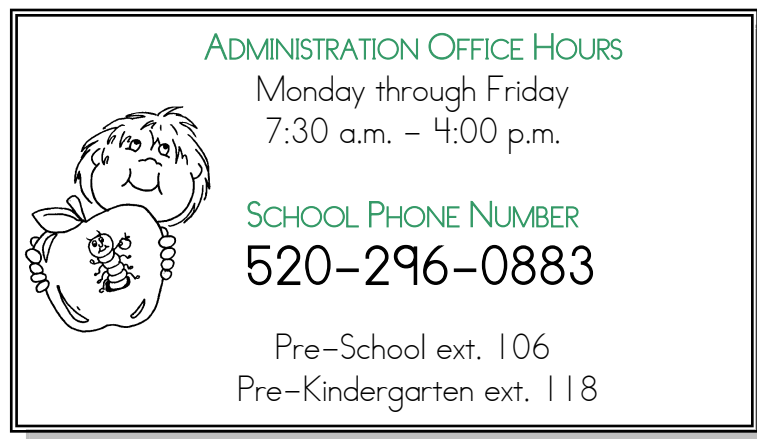
4-5 Full Days \$130/week

4-5 Half Days \$110/week

3 Full Days \$ 100/week

3 Half Days \$ 90/week

*There is an annual, non-refundable fee due of \$80 per child. The fee must accompany all registrations and is required for early registration and to be placed on the waiting list.



Terms of Registration

CHANGE IN SCHEDULE ~ CANCELLATIONS ~ WITHDRAWAL FROM PROGRAM: You must provide the office with written notice on any changes in schedule or withdrawal from program at least one week prior to the effective date of change/withdrawal. You will be required to pay all fees for the program you are currently registered for until written notice is received in the office.

HOLIDAYS: Tuition will be discounted for children in our 4-5 day programs, and *only* when the entire TCDS campus is closed for a holiday lasting 2 or more consecutive days. There is no pro-rating for children in our 3-day programs unless the campus is closed for 5 consecutive days. However, 3-day families may choose to shift their schedules to the days the school is open during a holiday week with prior written notification. See the School Calendar for these dates. Tuition for the week of Independence Day (4th of July) will be pro-rated should July 4th fall on a weekday.

VACATIONS ~ ILLNESS: There are NO credits, adjustments or pro-rating for single or partial day absences. If your child is absent for any reason during the School Year, full tuition is due for the time your child is not in school in order to continue enrollment. *During the Summer Program only, weekly tuition may be waived if written notification is received one week prior to a vacation.

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LATE PICK-UP: If your child remains past the time the program ends, an additional fee of \$10.00 per fifteen (15) minutes or any portion of a fifteen (15) period will be charged. If there are multiple children, the fee will be assessed to each child.

FAMILY DISCOUNT: There is a 10% discount for additional children in a family with a child enrolled in 5 full days at Pre-School or Pre-Kindergarten. The discount applies only to weekly tuition, not to registration fees or special program fees.

DELINQUENT ACCOUNTS: If your account is continuously delinquent, you will be asked to withdraw your child(ren) from the program. A \$25.00 processing fee will be charged for any returned checks or declined Tuition Express transactions. If 2 checks are returned during one school year, all future payments must be made via cash, credit card or money order for 12 months. You will be responsible for payment of all costs involved including reasonable attorney fees if your account is sent to collections.

DAILY SIGN-IN/SIGN-OUT: Your child(ren) must be signed in and out, using a 1st initial and complete last name, by a parent or parent-approved and school-notified representative.

RELEASE OF YOUR CHILD: Your child will be released only to those persons age 18 years or older whose name(s) appear on the "Emergency Information and Immunization Record Card", the terms of which are incorporated into this agreement. You must advise the Director or other designated person in charge, in writing, if any person other than those listed is to pick up your child. TCDS employees will require proof of identification from any caller or any person arriving to pick up your child. A telephone authorization shall be confirmed with the custodial parent at previously designated phone number.

TRANSPORTATION: Parents are responsible for providing transportation to and from TCDS.

PARKING LOT SAFETY: The speed limit in our parking lot is 5 MPH. Do not park your car in the loading/unloading zone located in front of the school. This is for loading and unloading only. Please observe all safety rules in our parking lot. Watch for little ones at all times.

DISCIPLINE: Teaching children to respect others and be responsible for their actions are essential ingredients in our philosophy. We aim to create an environment that provides children an opportunity to grow and have fun with age appropriate activities set within consistent limits. Choices, redirection, positive reinforcement and logical consequences including time-out and parent conferences are all ways we strive to help children grow and learn within our limits.

PUBLICATIONS RELEASE: Tucson Country Day School may use photographs, reproductions and/or any sound recordings of my child. Such use would be limited to advertising and publicity for purposes of promotion the school.

MEDICATION: Tucson Country Day School may NOT administer over-the-counter medication. A designated employee may administer properly labeled prescription medications if authorized in the required format on a daily basis. The school administrators or Health Clerk may apply first- aid, secure medical aid and/or ambulance service in case the parent or guardian cannot be reached.

ILLNESS: Your child will be sent home if he/she has a fever, is vomiting or has diarrhea. The child needs to be picked up by an authorized adult as soon as possible in the event of the above symptoms. Your child needs to be symptom free for twenty-four (24) hours before he/she may return to school. If your child has been exposed to a contagious disease, you must notify the school director or Health Clerk.

SPECIAL NEEDS CHILDREN: If your child has any special needs, please schedule an appointment with the school director. Your child will be enrolled once it is determined that TCDS can fully meet his/her needs.

REMOVAL FROM PROGRAM: If your child is removed or withdrawn from the program for any reason, there is no guarantee a space will be available for your child later in the year.

REFUNDS: Refunds require 2-4 weeks to process. Should a refund become necessary, your child may not re-enroll for the remainder of the school year.

TWO WEEK ADJUSTMENT PERIOD: A two week adjustment period has been established to ensure that your child feels comfortable. If we determine that we are unable to provide the services to meet the needs of your child without jeopardizing the quality of care provided to other children, you may be asked to withdraw your child.

FIELD TRIPS: Supervised field trips may be scheduled to local areas of interest. Your signature authorizes Tucson Country Day School to take your child on all field trips. In addition, you will be responsible to sign an authorization form on the day of the field trip.

SWIMMING: Your signature authorizes your child to swim at Tucson Country Day School throughout the school year and summer program.

