



**EARLY CHILDHOOD
Before Care & Aftercare
Camp Adventure**



Statement of Child Care Services

"Where Every Child is a Champion"

Tucson Country Day School - 9239 E. Wrightstown Rd., Tucson, AZ 85715
Phone: 520-296-0883 - Fax: 520-290-1521

Early Childhood After-Hours Phone: 520-240-3374
Before & Aftercare After-Hours Phone: 520-349-8670

www.TCDCharterSchool.com

1. A Description of the facility's child care services classifications:

- Early Childhood: 3-5 years old (FULLY POTTY TRAINED Pre-school-Pre-Kinder)
- Before and After Care: Kinder-8th grade
- Camp Adventure: Kinder-8th grade

2. Hours of Operation:

- Early Childhood: Monday-Friday 6:30am-6:00pm
- Before Care: Monday-Friday 6:30am-7:30am
- Aftercare; Monday-Friday 2:45pm-6:00pm (1:45pm-6:00pm on Wednesday)
- Camp Adventure: Monday-Friday 8:00am-3:30pm

3. Facility's street address, city, state, zip code, mailing address, & telephone number:

Tucson Country Day School
9239 E. Wrightstown Rd.
Tucson, AZ 85715

Mailing address same as above

Phone: 520-296-0883

Fax: 520-290-1521

Email: info@tcdcharterschool.com

Website: www.TCDCharterSchool.com

4. Child enrollment & disenrollment procedures:

- You must provide written notice on any changes in schedule or withdrawal from a program at least one week prior to the effective date of change/withdrawal. You will be required to pay all the fees for the program you are currently registered for until written notice is received. If your child is removed or withdrawn from the program for any reason, there is no guarantee a space will be available later in the year.
- 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 Director of each program to ensure that we meet the needs of each individual child. Parents will need to complete the required registration information prior to the child(ren) starting in the program.

5. Charges, fees and payment requirements for child care services:

- **Early Childhood, Before & Aftercare, Camp Adventure & Camp Days:**
- **Tuition/Billing:** Tuition will be billed weekly. If the first week of school does not begin on a Monday, that week will result in a pro-rated charge. Summer program billing is based on the schedule the parent/guardian selects. **The first payment will be due on the first day of attendance; subsequent payments are due in advance of the billing period by the Friday before.**
- **Tuition Express:** Automatic payment is also available using Tuition Express. This option withdraws your tuition automatically from your checking, savings, or credit card on file. Payments using this option are run every Friday prior to attendance. Please allow up to 48 business hours for the withdrawal to show on your account.
- **Delinquent or no sufficient payments:** If your account is continuously delinquent, you will be asked to withdraw your child from the program. A \$25.00 processing fee will be assessed for any

NSF check or declined Tuition Express transactions. Recurring NSF checks or declined Tuition Express transactions will require all future payments to be made via cash, credit card or money order. You will be responsible for all costs involved, including reasonable attorney fees if your account is sent to collections.

- **Family Discounts:** There is a 10% discount for each **additional child** in families with a child enrolled in **4-5 full days** at Pre-School or Pre-Kindergarten. The discount applies only to regular tuition, not to registration fees or special program fees.
- **Registration fee** is due upon enrollment and is not refundable.
- **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 absences. If your child is absent for any reason, 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 your vacation.
- **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) minute period will be charged. If there are multiple children, the fee will be assessed for each child.
- **Refunds:** Refunds require 2-4 weeks to process. Should a refund become necessary, your child may not re-enroll for the remainder of the year.

6. Child admission & release requirements:

- 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 your child who is not familiar to staff will be asked for proof of identification. Please make sure any changes in emergency information are given to the program director.

7. Age-appropriate discipline guidelines and procedures:

- In our programs, 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 will be used sparingly and only until a child is able to rejoin the group or be redirected to another activity.
- Parents will be notified if a child consistently endangers the health and safety of him/herself and/or 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 and/or dangerous behaviors will result in a loss of program services.

8. Transportation Procedures:

- Parents are responsible for proving transportation to and from TCDS

9. Field trip requirements and procedures:

- 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 required to sign an

authorization form for the day of the field trip. Field trips are an exciting way for children to participate in learning experiences outside of the classroom.

10. Responsibilities & participation of parents in facility activities:

- **Parent Code of Conduct:**

- A. 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:

1. Physical punishment of children
2. Verbal abuse, swearing or cursing, threatening staff or parents of other children
3. Smoking
4. Quarreling with other parents or staff
5. Discipline other people's children

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

- **Our families**

- A. 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.

- B. 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 may be held at the request of parents and/or staff.

- C. We also encourage parent participation in the monthly Parent Teacher Student Association (PTSA) meetings.

- D. The purpose of the PTSA is to determine the needs of the private and charter schools participation in fundraising opportunities and help determine allocation of funds. PTSA sponsors many items and activities that benefit our private school age children. The TCDS PTSA meets once per month and will provide parents with a great opportunity to get to know

one another and become involved in their children's early education.

E. 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 the program.

11. A general description of activities and programs:

- **Early Childhood:**

A. 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 accept enrollment of fully potty-trained 3 and 4 year old children.

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

- **Before Care and Aftercare:**

A. A fun, safe environment where children are encouraged to learn, grow and are taught socialization skills to last them throughout their educational years here at Tucson Country Day School.

B. Two staff members for each group, all whom are ready to help with homework, instruct with respect, listen to concerns and to be there for the children at all times.

C. We offer a structured and organized schedule with time dedicated to homework, playtime, technology, sports, creativity and more!

D. We are able to work with parents and children to make sure that all needs and concerns are met, ensuring the best program available for the children.

- **Camp Adventure:**

A. Archery: A very popular activity at Camp Adventure, Archery is enjoyed by campers from 1st thru 8th grade. We feature a 4-target range, and all campers have the chance to hone their skills and win a ‘Bulls-Eye!’ prize!

B. Art: Creativity is key! Our Art Counselors will lead your child through a variety of fun, creative activities that both you and your child will love!

C. Dance: Learn to move and groove to a hip hop beat at Camp Adventure! Campers learn new moves, and dance with their friends. Our ‘Musical Sensations’ production is looked forward to by families and fellow campers every year!

D. Indoor Games: Tired of the heat? Try Indoor Games. Campers learn group games, act out skits, play a variety of board games and take a chance on their luck at our Random Rally.

E. Music: Does your child love music, singing and/or musical instruments? All of these will be blended into this musical adventure.

F. Outdoor Games: Outdoor Games is a fun time to compete in Scooter Basketball, parachute games, kickball, basketball and other fun outdoor sports. Most of these sports are played under our huge outdoor activity center.

G. Science: Another well-loved activity at Camp Adventure. You can engage in a variety of science experiments, expanding your inquisitive minds. Become a detective in the world of Science.

H. Swimming: All campers participate in swim lessons in the morning and a free swim session each afternoon. Your child will learn pool safety skills as well as the different swim strokes. On a hot summer day, nothing is better than time in the pool!

I. Technology: Technology is a vast universe of options, from learning graphics and cool power point tricks, to learning how to produce and edit movie clips. Your child will learn new skills, and really enjoy this class!

12. The liability insurance required by R9-5-308 that is carried by Tucson Country Day School's facilities and documentation of the liability insurance coverage.

- Tucson Country Day School has a certificate of liability insurance posted in the front office on the parent board as well as in the Early Childhood area on the parent board.
- Tucson Country Day School and all programs have general liability, automobile liability and umbrella liability. For further detailed information, please see postings in the front office and at Early Childhood.

13. Medication administration procedures:

- Tucson Country Day School will only administer over-the-counter and prescription medication when it is provided by the parent/guardian in the original packaging, and a medication permission form is completed and signed. A Tucson Country Day School employee may administer originally labeled over-the-counter and prescription medications if authorized in the required format.

14. Accident and Emergency Procedures

- Sick/Injured Child Policy – Children should remain at home if they are sick with 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 at 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. If your child has a potty accident with defecation present, a parent/guardian will be called to come in and help clean the child before the child is able to return to class.

- Each child must have an updated **Emergency Information and Immunization Form** on record; all portions of this form have to be completed including listing all allergies, medical conditions and/or special needs. At time of enrollment we ask that parents discuss any special needs their child(ren) might have.

15. Inspection reports are available in the front office on the Parent Board and right inside the Early Childhood area on the Parent Board.

16. Tucson Country Day School, Early Childhood, Before & Aftercare and Camp Adventure are all regulated and surveyed by the Arizona Department of Health Services 400 W. Congress, Ste. 100, Tucson, AZ 85701, 520-628-6541

17. Pesticides applied on facility's services:

- Postings are distributed 48 hours in advance of pesticide use on the premises.

18. Parents with children enrolled in any Tucson Country Day School's programs have access to the areas on the Tucson Country Day School premises where their child is enrolled and receiving child care services.