



# Community Schools & PreK Programs Department

Brichta and Schumaker IELCs

Before & After School Programs

PreK Programs

2023-2024

## **CONTACT INFORMATION**

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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
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PEEPs Programs	520-225-1177	Aimee Gillard
TUSD Community Schools Website		<a href="http://www.tusd1.org/preschool">www.tusd1.org/preschool</a>



## PROGRAM FEES

	<b>Infant &amp; Early Learning Centers</b>	<b>Tuition Preschools</b>	<b>Before/After School Programs</b>
Monthly Tuition	Infants: \$1,089.02 Toddlers: \$997.15 Preschool: \$900.88		







## GUIDELINES

### TUITION/PAYMENTS

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

DES allows for 5 absence per month. Any child receiving DES subsidies



**STUDENT PICK UP/DROP OFF**

Children must be signed in and out daily in the sign in 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 to the front office or site lead to set this up. A picture I.D. is required of anyone picking up a child who is unknown to the staff, even if he/she is listed on the emergency contact card.

**CHANGE OF ADDRESS AND PHONE NUMBER**

Please notify your



**PHOTOGRAPHS/VIDEOTAPING**

Photographs of children, family members and staff are displayed in every Documenting class

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

As language improves, biting tends to lessen.

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

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

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

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

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

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

### **FIELD TRIPS**

IELC Programs do not participate in off campus field trips.

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

## **TRANSPORTATION**

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

## **EMERGENCY DRILLS**

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

## **CAMPUS ACCESS**

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

## **PARENT ADVISORY BOARD**

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

## **45-DAY SCREENING**

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

## **TRANSITION TO KINDERGARTEN**

Preschool staff will work with families to help facilitate the transition to school for kindergarten. Information will be provided to parents regarding Kinder Round up, which is held at each elementary school in spring. During Kinder Round up, parents learn about the kindergarten program, 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) 5329960. Website: [Arizona Early Intervention](http://des.az.gov/aze) (des.az.gov/aze)p

Screenings are available to children ages 5-18 in the areas of hearing, vision, speech & language,

## **Education P**

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

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

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

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

## **QUALITY FIRST**

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

**OUR CHILD'S Preschool PROGRAM INFORMATION**

SCHOOL \_\_\_\_\_

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

TEACHER \_\_\_\_\_

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

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

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

NOTES