

2018-2019 ADHS Licensed Programs Statement of Services

SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48

Kids Club, Pre-K, Preschool, Toddler 2s, Title I Pre-K and the PANDA Program are Arizona Department of Health Services licensed programs of the Scottsdale Unified School District. Our programs serve children from 2 years old through those exiting the seventh grade. This statement of services is your guide to our programs. This guide will be supplemented by newsletters and a parent information board at each site, as well as by updates on our website.

ENROLLMENT AND DISENROLLMENT INFORMATION:

Community Education requirements:

For Toddlers, Preschool and Pre-K registrations must be done in person at the Community Education office. For Kids Club, registrations must be completed online at CE.SUSD.ORG. All registration requirements must be met, including completion of the emergency card and proof of immunization requirements. Children must be two years old to register in the Toddler program. For Preschool, children must be 3 years old before September 1, 2018 and must be three before they start. Children must be four years old before September 1, 2018 to enroll in the Pre-K program. Children who are 3 years of age or older and currently registered in one of our Preschool/Pre-K programs may also register for Kids Club. All children in a Community Education 2/3 Combo class, Preschool, Pre-K, or Kids Club must be fully potty trained (no pull-ups permitted). Children who exhibit behaviors that places students and/or teachers in jeopardy or disrupts the learning environment can be withdrawn from the program.

TITLE I Pre-K requirements:

For Title I programs, Complete the application forms online at <https://enrollment.susd.org> and register in person at the Mohave District Annex. **A child may be disenrolled** from the program when any of the following circumstances occur:

- Child does not meet legal requirements for immunizations or other health-related issues (unless McKinney-Vento Act applies)
- Child moves out of the Title I elementary school attendance area (unless McKinney-Vento Act applies)
- Child has unexcused absences in excess of **ten consecutive days**
- Child does not maintain established schedule; thus non-medical absences cannot be sporadic
- Child exhibits behavior that places students and/or teacher in jeopardy or disrupts the learning environment
- Child is enrolled in another pre-Kindergarten program or qualifies for a more appropriate program, e.g. PANDA, Kindergarten
- Child is not fully potty trained (no pull-ups permitted)

The Title I Pre-K program is federally funded and available at no cost to students who qualify based on the Title I criteria established by the ESSA – Every Student Succeeds Act.

PANDA requirements:

For PANDA programs, the student must have a current individual educational plan (IEP) and completion and submission of an enrollment packet at the school office is required prior to attendance. **A child may be disenrolled** from the program when any of the following circumstances occur:

- Child has unexcused absences in excess of **ten consecutive days**
- Child does not maintain established schedule; thus non-medical absences cannot be sporadic
- Child does not continue to demonstrate developmental delays that warrant special education intervention

The PANDA program is provided at no cost to children with identified special needs. Peer model weekly fee is \$30.00.

PARENTAL RESPONSIBILITIES:

Parents must keep all emergency information, including addresses, phone numbers and immunization records, current at the program site. For Community Education programs parents are also required to notify the teacher/specialist if their child will not be attending on his/her regularly scheduled day. For Title I Pre-K and PANDA programs parents are required to notify the school office if their child will not be attending on his or her regularly scheduled day. Please remember to check the parent message board for news and updates, and read the newsletters and calendars published by the site. These will provide you with information on schedules and special needs throughout the year. Parents will be notified of any application of pesticides on a facility's premises at least 48 hours before application by a posting in the school's front office as well as on the classroom's parent board. Parents are allowed access to areas where their child is receiving child care services. Parents must be supervised by the site staff and may work and participate only with their child. If it necessary to withdraw a child from a Title I Pre-K or PANDA classroom, parents must notify the school registrar. For a Community Education program, parents must complete a change of option form online.

ATTENDANCE & SIGN-IN/OUT PROCEDURES:

Students are expected to attend the established schedule for the program of participation. Parents or previously authorized parties must sign each child in and/or out each day on the designated sign in/out sheet. **Only adults (18 years or older) are permitted to sign out children in our Pre-K, Preschool or Toddler classes.** Community Education parents may also be required to sign in and out through Tadpoles. Children will be released only to those persons listed on the emergency card. Changes to the emergency card must be made only by the parent/guardian. Photo identification will be required when signing a child out of any SUSD DHS licensed program.

Under the laws of the state of Arizona, both parents may have the right to pick up their child unless a court document restricts that right. If the enrolling parent chooses not to include the other parent on the authorized list, an official court document (e.g. current restraining order, sole custody decree, divorce decree designating sole custody) must be on file at the program. Absent that document, the program may release the child to either parent, provided that the parent documents his/her paternity/maternity of the child. If we have concerns about a child's safety at pick up time, we will contact another person on the authorized list to pick up the child. **Children must be picked up by the time class/program ends.** Failure to do so may result in a late fee and/or removal from the program.

DAILY SCHEDULES (excluding Kids Club):

Each program's daily schedule includes developmentally appropriate activities that support oral language development, fine and gross motor skills, self-help skills, and social and emotional development. These experiences may include story time, reading and writing, daily calendar, math exploration, science discovery, singing, outdoor play and art. A copy of the weekly lesson plan is posted on the parent board for each program.

CURRICULUM:

Our preschool programs use the curriculum below to enrich children's learning experiences and meet the Arizona Department of Education Early Learning Standards.

Core Knowledge Language Arts Preschool (CKLA)

- Developmentally appropriate activities that build a rich foundation in oral language development, phonological and print awareness. In addition to explicit instruction in early language and literacy skills, CKLA Preschool develops students' knowledge of content areas—including social studies and science.

Math Connects, Pre-Kindergarten

- Activities that engage students and allow them to see patterns, explore math relationships, and communicate their thinking with others.

The Arizona Early Learning Standards developed by the Arizona Department of Education for children 3-5 years of age include:

- **Social-emotional development:** varied opportunities for children to engage throughout the day with teaching staff facilitating social competence and learning through interactions with others.
- **Physical development, Health and Safety:** opportunities and equipment are provided to engage in large and small muscle motor experiences that enhance sensory-motor skills and develop controlled movement for balance, strength and coordination and fine motor skills such as using writing tools and scissors.
- **Language and Literacy:** competence in verbal and nonverbal communication by responding to questions, communicating needs, thoughts and experiences and describing things and events.
- **Mathematics:** understanding of numbers and their relationships to quantities and symbols through play with toys.
- **Science:** finding out about the world through such activities as preparing simple foods and water and sand play using toys to fill, empty and measure.
- **Fine Arts:** art media, drama and dance in ways that reflect cultural diversity and children's interests.
- **Social Studies:** activities to explore classroom, neighborhood, the community and the world.

MEAL TIMES:

Meal times are opportunities to develop language, self-help and socialization skills as well as focus on nutrition and health. Each month a menu calendar is posted. Some families may qualify for the district free/reduced meal program. Parents are required to complete the application to receive this benefit. Families, who do not qualify or choose not to participate in the District free & reduced program, can set up an account with Nutritional Services to pay for the cost of the snack/lunch or provide a daily snack/lunch.

Parents may be asked to bring snacks for the class or contribute to snack menus. Snacks will consist of at least two food groups per Arizona Department of Health Services guidelines. At some sites, snack can be provided.

State health regulations require the following:

- Special treats must be store-bought, wrapped and unopened
- All drinks must be brought in sealed containers
- Fruits or vegetables must be served whole, or if cut, must be prepared and sealed at the store

PLEASE NOTIFY YOUR CHILD'S TEACHER OF ANY ALLERGIES.

PARENT TEACHER CONFERENCES:

Parent-teacher conferences are held twice a year and take place in October and March. Conferences provide opportunities to sit down one on one with teaching staff to review your child's progress and ask questions.

ILLNESS AND EMERGENCIES:

1. Children who are ill (runny nose, contagious cough, red throat, fever, unexplained rashes, swollen glands, head or stomach aches) will not be accepted into the program on that day. Children must be fever free for 24 hours before returning to our programs.
2. When a child becomes ill or seriously injured, the parent will be promptly notified and expected to pick up the child from the program immediately.
3. In case of a medical emergency as determined by the program staff, the paramedics will be called, and the parent will be notified immediately. All such costs are a family responsibility. Written notice of the emergency will be available within 24 hours.

MEDICATIONS:

Only medications in the original prescription container will be administered. Prescribed medication containers must be labeled by the pharmacist to include the name of the student, date, dosage, name of medication, method of administration, and # of doses contained.

A consent form for the administration of medication must be completed by the parent/guardian and be on file at the program before any medication can be accepted. Medication must be brought by the parent to the school nurse and not the Preschool/Pre-K classroom. For before and after school programs it must go to the specialist.

BEHAVIOR GUIDELINES:

Students are bound by the SUSD Student Code of Conduct. If staff determines that a child cannot benefit from the program or presents a danger to other children, parents will be requested to withdraw their child from the program (*does not apply to the PANDA classroom for Special Education students*). Age-appropriate discipline guidelines and methods are followed. The staff uses positive techniques to teach children acceptable behavior and self-control. Consistent and reasonable rules are set and appropriate behavior is modeled and encouraged. Corporal punishment is never utilized, and discipline is never associated with eating or toileting.

DRESS CODE:

The SUSD student dress code must be followed. Please be sure that all belongings are labeled with your child's name. Children should dress comfortably and be prepared for heat and protection from the sun. Clothing should be washable, play clothes, which they can completely manage by themselves. They also need to wear comfortable, sturdy closed-toed shoes to school. Please provide an extra set of clothing (diapers and wipes if applicable for Toddlers) to keep at school.

BACKPACK & PERSONAL BELONGINGS:

Please provide your child with a tote bag or backpack, labeled with his/her name in which to carry school information, arts and crafts and other items. If you want to send any communication between home and school, please place it inside the backpack. Parents should check backpacks daily for information and student's work. Lost backpacks or personal belongings (toys, clothing articles, electronics, etc.) are not the school's or the teacher's responsibility.

TRANSPORTATION AND FIELD TRIPS:

Transportation to and from our programs is the responsibility of the parents. **For the PANDA Special Education students, transportation maybe provided. If your child is eligible for transportation, it usually begins 7 to 10 working days after enrollment. Parents will be contacted by the bus driver with pickup and drop off information. Parents must have children outside and ready when the bus arrives. The bus cannot wait due to scheduling issues. If a parent is not at home to meet the child at the end of the day, he/she will be returned to school.** . If your child will be transported and dropped off or picked up by an outside childcare provider, parents must complete the Student Transportation Childcare Authorization form. District-owned or approved transportation is used whenever the Kids Club children go on field trips (children must be at least 5 years old). A program-issued permission slip must be signed before any child can attend the field trip. Community Education Early Learning, Title I and PANDA programs do not attend field trips.

VISITORS AND VOLUNTEERS:

Parents/guardians are invited to visit and/or volunteer in the preschool classrooms. All visitors and volunteers must sign in at the school office and wear the appropriate SUSD school identification badge. Class projects sometimes require tracing, cutting, stapling, etc. Many of these projects can be done at home; thus providing parents/guardians with other opportunities to volunteer.

To volunteer in the classroom, the Scottsdale Unified School District and the Arizona Department of Health Services have requirements that must be met before volunteering in a preschool classroom. Please check with the school for information about completing the **SUSD** requirements. In addition, the **Arizona Department of Health Services (ADHS)** requires that all preschool volunteers complete and provide additional documentation; please contact your child's teacher about the ADHS requirements for volunteers.

CHILD ABUSE AND REPORTING:

Per state law, school employees must report reasonably suspected cases of neglect, non-accidental injury, or sexual offenses against children to Arizona Department of Child Safety and/or local law enforcement agencies.

LIABILITY & LICENSING:

Scottsdale Unified School District has liability insurance pursuant to R9-5-308. Proof of coverage is kept at each site and is available for review.

Kids Club, Pre-K, Preschool, Toddler 2s, Title I Pre-K and the PANDA programs are licensed and regulated by the Arizona Department of Health Services, 150 North 18th Avenue, Phoenix, AZ 85007, (602) 364-2539. Copies of inspection reports are kept on site and are available for review upon request.

PROGRAM HOURS AND LOCATIONS:

Community Education programs are available at most of our elementary schools. Community Education Early Learning programs follow regular school hours 8:45 a.m. – 3:15 p.m., but actual class times are determined by the individual school. An Early Bird before-school care program will be offered at most of our Kids Club sites. (The doors are open from 6:30 a.m. until 15 minutes before school begins.) The hours for Kids Club after school are from school dismissal until 6:30 p.m., Monday through Friday. The hours for the Toddler program are 7:00 a.m. - 4:00 p.m., Monday through Friday. Full day Title I Pre-K classes are typically from 8:45 a.m. – 3:15 p.m. but actual times are determined by the individual school. PANDA class times are 8:45 a.m. – 11:30 a.m. & 12:30 a.m. – 3:15 p.m. All programs follow the Scottsdale Unified School District Calendar. Full day Preschool and Pre-K observe early release on designated professional development and parent teacher conference dates. *PANDA will not have classes on early release days.* Toddler 2s, and the DCES 2/3 Combo do not observe early release. School begins August 7, 2018 and ends May 30, 2019.

Community Education & Gifted Pre-K Rates

Twos (2s) Combo (2s/3s)	Cherokee, Desert Canyon, Laguna & Pueblo	7:00 a.m. - 4:00 p.m.	\$689 per block
	<i>Aftercare</i>	4:00 p.m. - 5:30 p.m.	\$99 per block

Preschool (3s) Combo (3s/4s) Pre-K (4s)	Cheyenne & Echo Canyon	7:45am - 2:15pm	\$629 per block
	Anasazi, Cherokee, Copper Ridge, Desert Canyon, Kiva, & Laguna	8:30am - 3:00 pm	
	Cochise	8:40am - 3:10pm	
	Pueblo	8:45am- 3:15pm	

Gifted Pre-K	Redfield	8:30am -3:00pm	\$750 per block
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\$50 non-refundable registration fee and 1st block payment is due at registration

Kids**Community Education Kids Club Rates**

\$50 non-refundable registration fee

Early Bird (Before School) = \$6/day

Kids Club (After School) = \$11/day