

## **OUR MISSION**

Our certified, early educators are staff who inspire curiosity, build problem-solving skills and self-esteem, and foster a love for learning in our children with a nurturing and play-based environment.

## **OUR VISION**

Bring teachers, parents and community together to educate and improve the lives of children and their families.

## **OUR GOAL**

- Provide quality, foundational early learning experiences
- Provide loving, safe and nurturing early childhood environments
- Build self-esteem
- Develop creativity and the joy of learning
- Expand communication and language skills
- Cultivate academic skills
- Develop fine and gross motor skills
- Foster self-control and responsibilities
- Develop problem solving and decision making skills
- Encourage concerns for others

*Come Grow  
With Us!*

## **OUR STAFF**

Certified educators will guide your child in learning new skills, help your child develop a sense of belonging as well as foster a love of learning and celebration of life each day. All preschool teachers are Highly Qualified with an endorsement in early childhood education. Para professionals are selected for their depth of educational training and experience working with young children. Teachers and para professionals participate in continued formal training each year as well as ongoing professional development opportunities.

We limit our class sizes to enable our teachers to provide our students quality instruction individually and in a small group.

Our teachers, along with our curriculum; provide a foundation for inquiry and will challenge each individual student. We are committed to providing meaningful and developmentally appropriate educational experiences for your child's intellectual, social, emotional, creative and physical development.

## **OUR CURRICULUM**

Our early learning preschool program offers an academic based preschool through the McGraw Hill Wonders preschool curriculum. The curriculum includes early literacy and reading, math,

music and movement, physical education, technology, social/emotional skills, exploratory play and multi-sensory centers.

### **PROGRAM OPTIONS AND TUITION**

***CHILDREN MUST BE THREE YEARS OLD and POTTY-TRAINED TO PARTICIPATE IN MUSD'S EARLY LEARNING PRESCHOOL PROGRAM.***

Preschool Only (Monday – Friday) 8:35 AM – 3:35 PM	\$570.00
Preschool (Monday – Friday) and Copa Kids AM Care 6:00 AM – 3:35 PM	\$620.00
Preschool (Monday – Friday) and Copa Kids PM Care 8:35 AM – 6:00 PM	\$660.00
Preschool Full Day (Monday – Friday) and Copa Kids AM and PM Care 6:00 AM – 6:00 PM	\$740.00

All classes will follow the MUSD school calendar. Before and After School Care is available beginning at 6:00 AM and ending at 6:00 PM at Santa Rosa Elementary School.

### **LUNCH OPTIONS FOR STUDENTS**

Full day preschool children have the option to purchase a lunch from the cafeteria each day or bring a well-balanced meal from home. Parents will have the opportunity to create and load money into an online lunch account. Parents will receive information explaining how to set up their child's online, School Bucks, lunch account prior to the start of school.

Free/Reduced lunch is not available for early learning preschool program students.

### **REGISTRATION AND ENROLLMENT INFORMATION**

Open registration is available at **Santa Rosa Elementary School** located at 21400 North Santa Rosa Drive, Maricopa AZ, 85138. Phone 520-568-6150. **Santa Cruz Elementary School** located at 19845 N. Costa Del Sol Blvd, Maricopa AZ, 85138. Phone 520-568-5170.

### **ITEMS NEEDED FOR REGISTRATION**

A complete MUSD enrollment packet must be filled out entirely for registration. The enrollment and registration forms are available online at [www.musd20.org](http://www.musd20.org).

## EMERGENCY INFORMATION AND IMMUNIZATION RECORDS

It is the parent's responsibility to make sure that the information provided on the emergency information and immunization record is kept up to date. It is extremely important that all home, business and emergency contact information is CORRECT and COMPLETE. At least two emergency contacts in addition to the parents/legal guardians must be listed on the registration form. No one may pick up your child unless they are listed on the emergency card.

## PROOF OF CURRENT IMMUNIZATION

Your child's immunization record will be reviewed by the school health office. The Department of Health Services requires that immunization records, provided by parents from a health care provider, contain all current age-appropriate immunizations. ***If a child's immunizations are not up to date, they will not be allowed to attend school until the parent/guardian brings an updated shot record to the health office.***

## STUDENT IDENTIFICATION

Please provide a copy of your child's birth certificate.

## PARENT IDENTIFICATION

Parents will need to provide a copy of their driver's licenses or Government issued ID.

## PAYMENT INFORMATION

Tuition is due by the first day of the month. Parents will receive an email containing a link with instruction on how to set up their child's online tuition account. This will enable parents to make tuition payments, pay on their child's lunch account and receive invoices. Parents will also have the option to pay at their child's school site.

The last payment is due May 1st. For your convenience, tuition is divided into 10 equal payments. A \$25.00 late fee will be assessed if the payment is not received by the fifth day of the month. Lack of payment will result in the un-enrollment of your child in the Maricopa Unified School District Preschool Program.

## REFUND POLICY

***PLEASE note that NO refunds will be given for unused days, sick days, vacation days, early withdrawal from the program or removal from the program.***

### THE PAYMENT SCHEDULE IS AS FOLLOWS:

July 1 – August 1	September 1	October 1	November 1	December 1
January 1	February 1	March 1	April 1	May 1

***Tuition divided into 10 equal payments.***

## **NON-PAYMENT OF FEES**

MUSD early learning preschool program is a non-profit entity. The funding for the program is completely tuition based. We collect fees in a timely manner to operate this quality program. We reserve the right to terminate our preschool services if tuition is past due no longer than 5 days.

## **NON-PAYMENT AND ACCOUNT COLLECTION POLICY**

We understand that sometimes families run into difficult financial periods. We are willing to work with all families through these times. If an account is more than 5 days past due, one of the following will occur:

- The child will not be admitted to the program until the amount of account balance is paid in full, or contact with the program director has been made to work out a payment plan.
- If your previous school years account is not cleared due to non-payment, you will NOT be able to register/enroll your child(ren) for the following school year unless your previous year's balance is paid in full.

## **LATE PICK UPS**

**A late pick up fee of \$1.00 per minute will be assessed for pick up that occurs after 3:40 PM (time according to the clock located at the site).** A "Late Pick Up" slip will be filled out at the site and placed in your child's folder. **The payment will be required at the time you pick up your child.** More than three late pick – ups per semester may result in dismissal of your child from the program.

## **DES POLICIES**

We are a DES (Department of Economic Security) contracted childcare facility. Before DES assistance can be utilized our Accounts Receivable Department must have an authorization number, and details on what your co-pays will be, and the days you are authorized to use care. We will not be able to honor DES assistance until those items have been given to and approved by the program coordinator. You will be held responsible for the DES co-pays to the early learning preschool program, which will be billed at the beginning of each month for the prior month.

## **SIGN-IN/SIGN-OUT PROCEDURES**

For the safety of your child, individuals will be required to show proof of ID to the site staff at any time. A child will not be released to an individual refusing to show ID upon request. Police will be called if a child is removed from the program by anyone refusing to show ID. Always bring an ID to the site. Do not assume you will not need it.

Department of Health Services requires that a parent or an authorized party sign a child in and out of preschool each day. To sign a child out, the parent or authorized party must sign in ink his/her full name, the date, and the time. The child must leave the site once he/she has been signed out. A child enrolled in preschool will be released only to those persons specifically authorized on the emergency information form (Blue Card). Exceptions cannot be made without advance written permission of the parent. If you are receiving DES assistance, authorized signers must be at least 18 years of age.

It is assumed that both parents have the right to pick up a child unless it is otherwise noted. If one parent has sole legal custody of a child, the office must have a legal document on file stating such. In the case of an extreme emergency only, the parent/guardian who registered the child for the program may call the school site to authorize emergency telephone release of their child to a designated person. Parents will be asked very specific information regarding their child prior to the release being authorized by the staff. Photo ID will be required from the designated person at the time the child is picked up from the site. This must be approved by the Program Director.

### **BEHAVIOR GUIDELINES**

Because social growth is so crucial during the elementary years, the early learning preschool program will focus on helping children learn appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also of teaching self-discipline, judgment, and manners. Positive techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Teachers and staff will work with parents to establish consistency for each child. Parents will be kept informed of problems should they arise.

***Please understand that your child may be refused enrollment or may be removed from the preschool program at any time when the program believes that it is in the best interest of your child, or the other children in the program. The site administrator will contact you if we feel that your child should be removed from the program.***

*Appropriate behavior is essential to learning and growing and should be based upon mutual respect for the rights and property of others, respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety, or learning environment of other children. Children will be expected to display responsible behavior when they are attending the early learning preschool program. Emphasis is placed upon each student taking responsibility for his/her own behaviors. **A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges. For more severe or continuous problems, one or more of the following may result: incident report, conference with parent, suspension, and/or removal from the preschool program.** The following are general expectations of all students:*

- Listen and follow directions the FIRST time they are given
- Keep hands, feet, and all objects to self

- Respect others and the equipment
- Use words to solve problems
- Appropriate language must be used at all times

Behavioral and Physical issues that become excessive or extreme will be written up on a Discussion Document so the child can understand what the infraction was and how to correct the behavior. A copy will be given to the parent. Once the child has reached Level 3 we will complete an Incident Report that will need to be signed by the parent/guardian. When Level 4 is reached, the child will be automatically suspended from the program or a Behavioral Contract will be written and agreed upon in a meeting with the Site Administrator or Program Director, and Parents/Guardians. **At any time if the staff feels that a particular behavior is excessive or severe enough the decision can be made to go directly to Level 4 without written warnings given.** Parents/Guardians will still be responsible for tuition during the suspension. The program will not tolerate any foul, profane, offensive, or inappropriate behavior. All children have a right to feel safe in the preschool program and those children not following these guidelines will not be permitted to be in the program.

#### **Level of Consequence and Definitions: Plan for Safe and Orderly Environment**

##### **Level 1: Warning**

Staff member informs student of policy violation. Warning logged. Parents are verbally informed of incident.

##### **Level 2: Removal from Activity, Refocus**

Student is removed or isolated from activity and given a hands-on refocus activity until ready to participate. Student may be removed from activity for full time if inappropriate physical contact has occurred. Discussion Document completed and logged.

##### **Level 3: Incident Report**

Parent/Guardian of student will be notified of infraction. Incident report will be filled out and signed.

##### **Level 4: Removal from Program or Behavior Contract**

Student is suspended from program until staff and parents/guardians have a behavior contract set to help student achieve success. Suspension will either be complete removal from the program, or an in school suspension depending on the behavior contract.

#### **ILLNESS**

Parents must inform the school site when an absence is due to illness. A child should not attend the preschool program with any of the following symptoms: fever within the past 24 hours, vomiting, diarrhea, undiagnosed rash, inflamed or matter-filled eyes, severe cold or sore throat, swollen glands, head or stomachaches, or head lice. If a child becomes ill while attending

preschool with a temperature of 100 or higher, vomiting, frequent diarrhea, or onset of a rash, a parent/guardian/emergency contact must pick up the child. Children that are sent home sick will not be allowed to return for 24 hours. Parents must inform the teacher or site administrator when an absence is due to a potentially infectious illness. ***There is no credit or refund for unused sick days.***

## **SAFETY AND EMERGENCY PROCEDURES**

In the event of an accident or emergency, parents are to be notified by phone or other expeditious means, which will be accomplished by doing the following:

- Depending on the emergency, 911 will be called immediately. Teachers/staff will call parents and emergency contacts until someone is reached for the child. An injury report will be filled out.
- In the event of contraction of a communicable disease or infection, our staff will inform the parents/guardians of all children within 24 hours of notice of the communicable disease or infection. We will also ensure that all children and/or staff who show signs of infection will be excluded from the program until written documentation by a health care provider that the individual may return to the program is provided.
- In the event of an accident or injury that is minor, the parents are to be given written notification within 24 hours, which will be accomplished by doing the following: An injury report will be filled out by the instructor and given to the parent at time of pick up.

**Please review our First Aid and 911 Emergency Calls Policies and Procedures.**

In the event of a medical emergency involving a student or a staff member, the following guidelines and procedures are necessary to establish communication between the school district, parent/ legal guardian, and emergency medical providers.

**It is the responsibility of any staff member present to render assistance and to communicate the need for first aid or emergency care to the site administrator.**

- Notification of a student or staff member illness or injury by phone and radio to the site administrator or designee.
- Provide a safe environment for the ill or injured. Continue necessary care and establish parent contact.
- In the event of a **life threatening** injury or illness, a 911 call will be placed.
- Staff will make sure that all of the other students are in their safe zone, accounted for, and are aware of the front door.
- Staff will make the following calls:
  1. Notify the Site Administrator
  2. Contact Parent/Legal Guardian of the 911 Emergency
  3. Refer to both DHS Student Emergency Blue Card forms
  4. Site lead/ instructor will be in visual and hearing distance of incident to assist with first aid/CPR

Upon arrival of the Emergency Medical Services Team, care will be turned over to the EMS responders. Parent communication will be established at the scene. If unable to reach a parent, emergency contacts will be followed.

### **Additional Information**

#### **Personal Belongings**

We cannot assume responsibility for personal belongings. Please have your child leave personal belongings in his/her backpack or at home. This includes any electronics. Please clearly mark any items your child does bring.

#### **Snacks**

Preschool provides two snacks a day for your child in full day preschool and one snack a day for your child in half-day preschool.

#### **Pesticides**

MUSD will post a notice on the front and back doors of Santa Rosa Elementary School at least 48 hours prior to the application of any pesticides.