

# Sahuarita Unified School District #30

## Early Childhood Center



## Family Handbook

Early Childhood Center  
16170 S Starlight View Lane  
Sahuarita AZ 85629  
Telephone 520-625-3502 ext 1925  
Director Cheryl McGlothlen

## **Philosophy and Mission Statement**

**We recognize and accept each child as a unique individual, with his/her own potential for growth and development.**

**We embrace and celebrate every child's cultural differences, striving to instill acceptance and a positive attitude towards self and others.**

**We believe that children learn best through active learning. This is accomplished through the use of hands-on activities such as child-initiated learning centers: small and large group activities; and exploring the natural world around them.**

## **Our Goals**

**Children grow and develop toward their full potential.**

**Children have a positive attitude toward self and others.**

**Children participate in hands-on learning and exploring.**

**To encourage families to be a part of their child's learning.**

**For children to have fun and be happy.**

**For children and families to feel safe.**

**Children learn acceptance.**

# Welcome to our Family!

Welcome to our center. As part of the Sahuarita School District # 30 we are happy that you have chosen us for your child's care and you can be confident that we will earn your trust. During the school year the center offers programs for ages two through five, and during the summer we also take children through age eight.

Much more than just child care, our program strives to provide a nurturing environment for your child's cognitive, social, emotional, and physical growth. Learning should be fun and children, respected. We will be working with families to meet the unique needs of each individual child.

Teachers and staff will welcome the opportunity to meet with you to discuss your child's progress, growth and development. We invite you to share any concerns that you may have.

When starting a new program, it is natural to have questions. You may find the answers to most of your questions in this handbook. You will find our policies and procedures in the following pages. These guidelines are designed to ensure that your child, and all of the children in our care, receives the best education and experience possible.

Please take time to review and become familiar with this information. Please keep this handbook as a reference for the future.

Sahuarita Unified School District Early Childhood Center is located at  
16170 S Starlight View Lane  
Sahuarita AZ 85629  
Telephone: 520.625-3502 ext 1925

Hours of operation are: Monday through Friday 6:30 AM TO 6:00 PM  
Hours are subject to change, pending on the needs of services.

## Arrival and Departure

To make sure your child begins the day on a happy, positive note, when you arrive at the center please check in with a staff member to let them know your child has arrived. If possible, spend a few moments of your time getting your child acclimated.

All children must be signed in and out on our computer system as well as our sign in/out book. These procedures are mandated by state licensing and school policies.

8:30 a.m. is the latest time for drop off.

## Accidents

If your child is injured at the center and needs treatment by a health care professional we will make every effort to contact a parent or guardian. We also have the advantage of calling the District R.N. if necessary.

In the event of an emergency we will make sure that your child receives any necessary emergency treatment until we can reach you. Upon enrollment, you completed an authorization for emergency treatment as a part of the Enrollment and Agreement Form. Please keep this information updated and make changes when necessary.

911 will be called and used if child needs transportation.

## Admission Procedures

All enrollment forms must be completed before your child can attend. Immunization records and a copy of the birth certificate must be provided. Emergency information must be updated as needed including: address along with home, cell, and work phone numbers. Please add changes in your child's medical information and changes of persons authorized to pick up your child as needed. If any changes are made it must be made by a parent with a date and initial next to the change.

## Emergency Situations and Evacuation Plans

In order to maintain a safe environment for your child, we make every attempt to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations and fire drills as required by state licensing. In addition, an emergency plan with telephone numbers and procedures will be posted in each classroom area.

## Field Trips and Transportations

Transportation will be provided only for children qualifying for special education services. During our summer program, walking field trips may be arranged, parent participation is always welcomed.



## Adherence to the Americans with Disabilities Act

We comply with American Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We carefully consider each child's individual needs in order to determine what services will be provided. If you child is disabled or has any other special needs, please communicate this to your director.

## Special Educational Program Information

All children with disabilities (birth through 21 years if age) within the Sahuarita District's jurisdiction are to be identified, located, and evaluated, including children attending private schools who are in need of special education and related services. A free appropriate public education (FAPE) is available to all children with disabilities aged three through 21.

A Free Appropriate Public Education (FAPE) will be available to each eligible child by the child's third birthday, within 30 days of the determination of eligibility. An individualized education program (IEP) will be formatted upon enrollment. A three hour preschool program will be provided at no cost to children qualifying for special education services.

For more detailed information regarding special education procedures and policies, please contact your local school district at 625-3502 ext. 1011 or ext. 1020.

## Curriculum

The ECC complies with the Arizona State Preschool Standards. Areas of study include: Social and Emotional Development, Physical Development, Language and

Literacy, Math, Science and Arts. At the start of each month themes, color, shape, number and letter may be picked up at Parent Information.

## Celebrations and Birthdays

Seasonal and cultural celebrations, and birthdays are special days for children. If you would like to celebrate your child's birthday or another special occasion, please make arrangements with your Center Director or front desk, and your child's classroom teacher. We are unable to serve foods prepared at home. Please discuss with your Center Director any plans that you may have to bring in special foods to the center before making purchases. Here at the ECC we encourage healthy eating habits. Please keep this in mind when providing the class with treats. *Our center is a "peanut and tree nut free" center due to the many severe peanut allergies.*



## Clothing

We want your child to have fun while playing and learning at our center. Therefore, we recommend easy fitting, comfortable, washable play clothes. Clothing that is simple for your child and our teachers to put on or take off is best.

- Please provide two (2) extra sets of labeled clothing for your child sealed in plastic bag.
- Please send your child in appropriate footwear. Tennis shoes are the best choice for safety. No flip flops, sandals, heels or jellies please!
- In hot weather, light loose clothing and hats or visors are appropriate.
- In cold weather, layered clothing is the best choice. Warm outerwear and socks are a must.
- We are not responsible for lost, stained, soiled, or torn clothing

## Complaint Procedure

If you have concerns or complaints please feel free to drop suggestions into the “Payment/Complaint” box located in the front office; or talk to the center Director. If you are not satisfied you may contact the Director of Student Services at 625-3502 Ext. 1020.

## Food and Nutrition

Our program is very active and children need proper nutrition to maintain a high level of interest throughout the day. At the present time children have the option to bring a cold lunch or purchase a hot lunch from the Copper View cafeteria. Lunches brought from home will be checked daily to ensure the content meets the standards of growing children. Foods high in sugar and fat are limited. Soda will not be served. If a child has not eaten breakfast and is hungry, appropriate breakfast items will be offered. Parents will need to provide 2 healthy snacks daily.

- Peanut or nut tree products are not allowed on school grounds.
- Food or meal time will not be used in disciplinary actions or as a reward.
  - Children will not be forced to eat or finish meals.
- Staff encourages the children to develop appropriate table manners.
  - Water is offered throughout the day.
- A pleasant environment will be provided for the children during meals and snacks.

## Illness

Children need to be in good health to get the most out of their early education experience. We understand that children may occasionally become sick during the day or show signs of illness prior to arrival. In order to reduce the spread of illness and maintain the health of all the children at our center, your child may not be allowed to attend the center or participate in certain activities for the following reasons.

- A reportable condition that the local health department or physician determines to be contagious and the child has not had sufficient treatment to reduce the risk to others

- An illness or symptom as described below that prevents participation in routine daily program activities including outdoor activities.
- An illness that requires more individual care our center staff members can provide without compromising health and safety of other children.

The following symptoms or signs of illness may also prohibit your child from participating in our program:

|   |                           |
|---|---------------------------|
| Blood in stool                              | Mouth Sores               |
| Infestation                                 | Persistent abdominal pain |
| Diarrhea                                    | Rash                      |
| Eye drainage                                | Respiratory distress      |
| Lethargy and/or persistent crying           | Vomiting                  |
| Fever over 100 degrees                      | Runny nose                |
| Unusual color of skin, eyes, stool or urine | Unexplained irritability  |

Children will be sent home showing signs of illness.

We will notify parents and the child will be taken care of in the isolation room until a parent arrives. (No longer than 30 minutes.) Due to district's COVID-19 policy, children will not be allowed to return until they are symptom free for 10 school days, OR a note from your child's doctor stating it is something else causing these symptoms, OR a Negative COVID test.



## Medication

Medication will be administered only when a medication permission form has been completed, and is in accordance with state licensing regulations and school policy.

### Parent/Guardian responsibilities:

Dispense medication prior to arriving or after leaving our center, and request from your physician or healthcare provider prescriptions with 12 hour doses.

To authorize the dispensing of prescription, topical, and non-prescription medication you must complete a Medication Authorization Form required by Arizona Department of Health Services and indicate the number of days, dosage, frequency and reason why the child is to receive the medicine. Provide all information on side effects of the medication. All medications must be brought in the original container labeled with the child's name. Medication should not be brought in backpacks or other personal



belongings. Prescription medications must include a prescription label with specific dispensing instructions and current dates.

Non-Prescription medications must have a Medication Authorization Form and be administered according to manufacturer's instructions and be labeled with the child's first and last name. Medication may be stored at the center and will be kept in a locked area of the office. Topical non-prescription medication such as sunscreen or ointments must have a completed Medication Authorization Form and be labeled with the child's first and last name. These items will be kept in a locked area. We do not administer insect repellent at the ECC.

## Medical Records

We follow state licensing regulations regarding medical immunization records for your child. Current immunization records must be provided upon enrollment and updated as necessary.



## Outdoor Play

Fresh air and exercise are an important part of any child's day. To gain the full benefit of our program, your child should be able to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing and footwear for all weather conditions.

## Personal Belongings

Children often find comfort in special items. Your child may bring a blanket or small stuffed animal for rest time. Please do not let your child bring other toys and personal belongings from home. Each child's personal space is limited. It can be distressing for children and staff members when things are lost or misplaced. We cannot assume responsibility for loss or damage to any belongings.

## Application of Pesticides

The center does receive pesticide application indoors and outdoors as needed. Additionally, the District keeps records of all dates and types of application that may be viewed upon request. A notice will be posted 48 hours prior for parents.

## Positive Guidance/Discipline

Much of what children learn in their early years is social skills, how to get along with others and what behaviors are appropriate for different situations. We help children learn those skills by being role models and redirecting them when their behavior needs to change. We take a preventative approach to discipline that teaches children positive behaviors rather than punishing them from misbehaving. Most importantly we keep children busy and actively engaged in fun and challenging activities. Pro-social behavior, self-esteem, and problem solving skills improve when positive guidance is implemented. We strive to make our center a warm inviting place for children and help them develop as individuals and as part of the group.

In extreme situations and as a last resort, separation from the group may be necessary for the benefit of the group and the child. Teachers use this time to help the child calm down before returning to group activities. Children are allowed to re-join the group when they feel ready to do so. Corporal punishment and humiliation are always forbidden. We ask parents that are on our grounds to refrain from using any form of guidance that is not consistent with center policies or licensing requirements. Staff members are required by law to report any form of physical or corporal punishment to proper authorities.



## Rest time

It is important for a young, growing child to have time to rest and enjoy quiet activities during the day. At the Early Childhood Center your Pre K child will have a quiet circle time after lunch, and time for personal hygiene. For our younger students nap time is approximately 1 ½ to 2 hours depending on each child. .

## Toileting

Parents are asked to bring extra clothing for their child. Accidents do happen and we handle them in a discreet manner to avoid embarrassment. Soiled clothing will be put in the Childs backpack for parents to pick-up.

## Hours of Service



The Center is open from 6:30 A.M. until 6:00 P.M. Monday through Friday. Parent/guardian arrival time is important. Children look forward to this time. Please make every effort to pick up your child on time. Children must be dropped off no later than 8:30 am as late drop off is disruptive to the teacher's classroom. If you know that

you will be delayed please arrange to have your child picked up by another adult who has been designated by you on your Emergency Card. If a late pickup is unavoidable and you cannot reach a designated emergency contact, notify the center immediately so that a staff member can reassure your child and minimize any fears. If your child is not picked up and we do not hear from you, we will make every effort to contact you and your designated emergency contacts. If we are unable to reach anyone the Center Director will determine whether and when the appropriate authorities should be contacted according to state regulations.

In Arizona, 911 or CPS would be contacted. If authorities decide to place the child in protective custody a note will be placed on the front door in a sealed envelope providing a contact person's phone number. Center staff members are not allowed to deliver children to their homes.

Please check your tuition rate sheet for information on charges for late pickups. \$1.00 first offense, \$2.00 second offense, \$3.00 third offense and so forth.

## Weapons

Parent/guardians and guests are prohibited from possessing firearms or other weapons on our property at any time.

## Withdrawal/dismissal procedures

We reserve the rights to dis-enroll any child or to terminate services at any time as deemed necessary or appropriate with or without notice. A two week notice is required for withdraws. No refunds will be given.

## Babysitting

Sahuarita Unified School District and the Early Childhood Center assume no responsibility for any staff members who cares for a child outside of our program.

## Holidays

Major Holiday Closings: New Years Eve Day, New Years Day, Memorial Day, Labor Day, July 4<sup>th</sup>, Veterans Day, Thanksgiving Day, Thanksgiving Friday, two-weeks of Christmas Break.

**Tuition rates remain the same for holiday closures and have been figured into the tuition rates.**

## **Confidentiality and Children**

Information contained in your child's records, including our personal information, is privileged and confidential. No one who is not directly related to the care of your child or affiliated with state licensing agencies will have access to the records without your written authorization. Parents/guardians may have access to their child's records at reasonable times upon request.

## **Nondiscrimination**

Sahuarita Unified School District does not discriminate on the basis of a person's religion, color, race, gender, age, national origin, or disability.

## **Mandated Reporting Information**

Everyone working directly with children is required by law to report evidence of child neglect or abuse to Child Protective Services or law enforcement agencies.

Those who fail to report according to Arizona State regulations can be held accountable under the law. It is also prohibited by law for anyone to interfere with an individual's attempt to report child abuse or neglect.

## **Role of Parents**

The Early Childhood Center has an open door policy. Parents/Guardians are welcome to drop in at any time. Teachers and staff will welcome the opportunity to meet with you by appointment to discuss your child's progress, growth and development. We invite you to share any concerns that you may have. We believe the family is the primary component in the child's life with the center being a supportive component and partner with the family.

## **Your Involvement**

Whenever possible, families should actively participate in the Pre-K program and maintain open communication with the Pre-K program staff. Research shows that active family participation in children's learning experiences contributes to success in school. Volunteering in the classroom is highly recommended, because it helps the children and is informative and rewarding for families. Contact your Center Director to find out about opportunities to volunteer your time, talents, and experiences in your child's classroom.

## **Tuition and Payment Policy**

Families will be billed weekly on Mondays. Tuition is due by Friday of the same week.

If you are late in your weekly tuition payment, you will be charged a Late Payment Fee of \$25 into your account. If not paid in full within a 2 week period your child will no longer be able to attend the ECC until paid in full. You will have a week to bring your bill current before your Child's spot at the ECC will be taken.

## **State Licensing Regulations**

We comply with Arizona State Licensing Regulations and requirements. The Center is subject to inspection by state health, fire, licensing and building agencies.

Regulations pertain to staff qualifications, facility and playground, nutrition, health and safety matters, record keeping and child to adult ratios.

Sahuarita Unified School District Early Childhood Center is licensed by the Arizona Department of Health Services, Child Care Licensure located at 400 W. Congress, Suite 100, Tucson, Arizona 85701 (520) 628-6540. Licensing inspections may be viewed at any time.

The licensing book is located in the Director's office in the cabinet behind the Director's Desk.

Sahuarita Unified School District's Early Childhood Program carries the minimum liability insurance required by the state of Arizona.

## **COVID-19 Acknowledgment**

As a reminder, it is important to notify your child's school office if:

- your child is exposed to someone who tests positive for COVID19,
- has a member of the household who is showing COVID19-like symptoms or tests positive for COVID19, or
- is quarantined due to exposure and then later tests positive for COVID19.

Please notify the office as soon as possible, even if your child is not on campus/remote learning.