Nadaburg Unified School District No. 81

**2017**

Community Education

Parent Handbook

3/8/2017

**Extending Learning Opportunities from sunrise to sunset…**

Community Education Parent Handbook

Early Head Start, Preschool and ASSETS (Before/After Care)

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**Nadaburg Unified School District No. 81**

**Community Education Parent Handbook**

Early Head Start

Preschool

ASSETS Before and After School

Community School Connection Center

Contact Information:

Community Education

32919 Center Street

Wittmann, AZ 85361

(623) 388-2120

James P. Scott, M.A., M.Ed.

Director

Nadaburg Unified School District prohibits discrimination based on race, gender, color, national origin, handicap, or age.

# Welcome

Greetings,

It is with great pleasure that we welcome you to the Nadaburg Unified School District community education program.  Our community education department is responsible for our preschool programs, and before/after school programs.  We are proud of the programs we have to offer our community that are of high quality.

Both of our preschool programs participate in Quality First.  Through support programs, rigorous evaluations, and monitoring you can be assured we have one of the best preschool programs in the area.  We have a limited number of scholarships available through the First Things First program, and an Early Head Start partnership for 1-2 year-old children with Maricopa County.

Our before and after school programs have signed the pledge to provide quality programming in our before and after school programs.  We have implemented the Arizona Afterschool Center for Excellence quality standards.  For the past two years we have been a part of the Aspire grant through the University of Arizona, to expand on our after school programs.

We look forward to serving you and your family in your community education needs. It is our consistent goal to provide safe quality care, if you feel we ever fall short of that goal I urge you to reach out to myself at 623-388-2120, or your site coordinator.

Sincerely,

James Scott, M.A.,M.Ed.

Director of Educational Services

# Mission, Vision, and Philosophy

## Mission Statement

Our purpose is to build a foundation of learning by providing stimulating child-centered opportunities where children learn through exploration of their environment, while valuing individuality and respecting the diversity of all families.

## Vision Statement

The Nadaburg School District Community Education program will become a prideful leading provider in early childhood education as a highly rated and recognized program that is respected and valued by the community it serves. This will be accomplished by providing outstanding services while keeping abreast with the most current research based best practices.

## Philosophy Statement

Our first and foremost ethical responsibility is to treat children with respect and dignity in a safe and caring environment.

We are dedicated to providing a warm nurturing environment that allows children to grow and develop for long term educational success. Our highly qualified teachers and staff will guide children through an array of experiences that fosters each child’s social, emotional, physical, and academic needs.

We value the diversity of all our students, their families, staff, and external supporters. We provide instruction and materials that will assist students in developing an understanding of all cultural backgrounds.

We understand that children are naturally curious and promote their unique interest through open play and interest based learning centers. We provide for arranged engagement through the utilization of Teaching Strategies Creative Curriculum, science inquiry, problem solving, and literacy. We provide a challenging purposeful environment through a variety of activities and learning opportunities.

We appreciate the trust and confidence our community has placed in us. In exchange for this trust and confidence we will work diligently to assure each child is provided with a safe and comfortable learning environment that is challenging, engaging, and fosters a love of learning and respect. We will value our community’s input, respect students’ individual needs, and work with families to assure all children are ready for their next step in education.

# Program Information

## Contact Information

James Scott, Program Director (623) 388-2120

Superintendent Office (623) 388-2121

Barbara Staten, Administrative Assistant (623) 388-2120

Jen Carlson, 21st Century Program Specialist (623) 388-2115

Patricia Delgado, Desert Oasis Site Director (623) 556-5888

Mary Soto, Nadaburg Elementary Site Director (623) 388-2321 x 2209

Sandy Gouak, Assistant Site Director/Early Head Start (623) 388-2321 x 2222

Jen Weedman, Community Resource Center (623) 388-2321 x 2610

## Program Contacts

Department of Health Services, Licensing (602) 364-2539

Department of Economic Services (602) 542-4446

First Things First (602)771-5100

Early Head Start (480)464-9669

## Program Partners

Bennevilla Community Resource Center

First Things First

Quality First Arizona

Center for Afterschool Excellence

Southwest Human Development

## DES Provider Numbers

Nadaburg Elementary P0028087202

Desert Oasis Elementary P0028087201

# Program Registration

## Site Tours

We encourage you to visit the site you are registering for. This is best done by contacting your preferred site director, or the community education administrative assistant. Site tours are offered Monday through Thursday during our normal operating hours. We welcome your child to attend the site tour.

## Registration Appointment

Students enrolling in the preschool program are encouraged to schedule an enrollment appointment with the community education administrative assistant, or attend the preschool round up. During the enrollment appointment the specialist will share program information with the parent/guardian, and assure all documents are completed accurately. This will assist in processing your child’s application to ensure they can begin as soon as possible. During your registration appointment your child will have the opportunity to interact with their peers, and meet their teachers. During this time we would encourage the parent/guardian to leave the classroom to complete paperwork; this allows for the child to engage in their new environment while building their self-confidence to attend school. Appointments are not necessary for school age children enrolling in before and after school. However, parents/guardians may request a meeting with an enrollment specialist to complete all the documents.

## Registration Fee and Initial Tuition

**Before any child may begin their enrolled program the registration fee and initial tuition must be paid**. Your enrollment specialist will share with you our current rates and enrollment fees.

## Enrollment Process

The process to enroll students may take up to three days. Students will not be able to attend their enrolled program until they have been notified their registration is completed. All forms, documents, and payments must be received in order to begin a program.

|  |  |  |
| --- | --- | --- |
| Preschool | First Things First Preschool Scholarships | ASSETS, School Age before and after care |
| Community Education Application  Emergency Contact Card  PHLOTE (Language Survey)  McKinney-Vento Form  Student Health Survey  Developmental Survey  EIS Authorization (Technology)  Parent Handbook Acknowledgment  Birth Certificate  Proof of Residency  Immunization Record | State assistance notice dated in the past 6 months or prior year tax return and one full month of current pay stub for each working parent/guardian or letter stating unemployed  First Things First Application  **All** documents listed under preschool. | Community Education Application  Emergency Contact Card  Immunization Record  Parent Handbook Acknowledgement |
| Department of Economic Security Child Care Subsidies | Possible Additional Documentation, All Programs | |
| Authorization from Case Worker  DES Payment Worksheet  Copy of parent/guardian(s) driver license | Medication Authorization, Individual Education Plan, 504 Plan, Custody Documents, immunization waiver, medical statements of special medical needs/allergies/dietary needs. | |
| Early Head Start | Families participating in Early Head Start need to qualify through the Early Head Start grantee. They may require additional documentation beyond our program. Please contact 623-388-2120 for additional information. | |

# General Information

## Operating Hours

Students should only attend their enrolled programs during operation hours. Any time outside of these hours, parents may be charged the late pick up fee. Late pick up fees may also be applied to students who are dropped off early.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Preschool Regular | Preschool Extended | ASSETS Before/After Care |
| Desert Oasis Elementary | 7:45 a.m.-3:15 p.m. M-Th  8:00 a.m.-1:00 p.m. Friday\* | 6:00 a.m.-7:45 a.m. M-F  3:15 p.m.-6:00 p.m. M-Th  1:00 p.m.-6:00 p.m. Friday | 6:00 a.m.-7:45 a.m. M-F  3:15 p.m.-6:00 p.m. M-Th  1:00 p.m.-6:00 p.m. Friday |
| Nadaburg Elementary | 8:45 a.m.-4:15 p.m. M-Th  8:00 a.m.-1:00 p.m. Friday\* | 6:00 a.m.-8:45 a.m. M-F  4:15 p.m.-6:00 p.m. M-Th  1:00 p.m.-6:00 p.m. Friday | 6:00 a.m.-8:45 a.m. M-TH  3:45 p.m.-6:00 p.m. M-Th  \*\*Friday at Desert Oasis |

\*For families on a FTF scholarship will need a qualifying event (employment, education attainment, or other valid reason) to participate in Friday or extended preschool.

## Closed Holidays/School Recesses

All programs will be closed on the following holidays. There will be no camp programs offered.

Labor Day

Veteran’s Day

Wednesday before Thanksgiving, Thanksgiving Day and Friday after

Christmas Day

New Year’s Day

Martin Luther King Day

President’s Day

Memorial Day

***Early Head Start program will be closed on the school scheduled fall break, winter recess, and spring break.***

## Optional Days during School Closure

Programs may be offered on the following holidays if there is sufficient student enrollment, and adequate staffing can be provided. If programs are not offered, families will be notified at least ten days prior to the event.

Fall Break

Winter Break

Professional Development Days

Spring Break

Extended care will be offered on early release days for parent teacher conferences at no additional charge for students enrolled in ASSETS or extended preschool. Students not enrolled in extended preschool will be dismissed at the regular early release day time.

## Changing Enrolled Programs

Parent/guardians may add or change programs during the school year. No refunds or credits will be provided for programs already enrolled in once the new month begins.

## Rates and Fees

Tuition is prepaid, and billed the first of every month. Tuition is considered late if not paid by the tenth of the month.

## Preschool

|  |  |  |
| --- | --- | --- |
| Preschool Program | Regular Preschool Rates | Extended Preschool |
| 12 month to 35 month | Early Head Start grant only | |
| 36-60 Months | $445.00 a month | $180.00 a month M-F  $20 For FTF Scholarships |
| Dual Enrollment:  State Funded Preschool, Additional Time | $165 a month | Same as Above |

## ASSETS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Age Program | Mon-Friday | Mon-Thur | Friday Only | Drop In \* |
|  | $110 | $85 | $55 | $15 |

\*Drop In must be preregistered with the Community Education Department.

## Registration fee

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Fees | March 29th -April 30th | May 1st – May 24th | After May 24th |
| Returning Families | $25 | $40 | $70 |
| New Families | $35 | $50 | $70 |

## Other Fees and Discounts

**Camp Programs:**

Daily Rate (1 day of Camp) $30 per a day

Weekly Rate $125

Summer School & Camp Requires $25 non-refundable deposit

For families who receive a 100% scholarship will pay the $25 as tuition

**Other Fees:**

Late pick up fee. First thirty (30) minutes $1 per a minute, 31 minutes and after $2 per a minute. Director of Educational Services may waive up to one late fee pick up if the circumstances are deemed an emergency or unavoidable, and there is no history of prior late pickups.

Late Payment Fee. Any late payments after the tenth of the month, $15. Director of Educational Services may waive up to one late payment if extraordinary circumstances exist.

Returned Item Fee. Any payments returned from a financial institute, $25 plus any applicable late fees. If two items or more are returned in an academic year the district will require a secured payment (money order or cashier’s check).

Ten percent discount for multiple students, applied to the highest tuition rates. Ten percent discount applied if annual tuition is paid in advance. There are **no** refunds available if tuition is paid in full for the year.

The district will waive excess when being paid by the Arizona Department of Economic Security, but cannot waive required co-pays.

## Methods of Payment

Payment may be made in the form of check, money order, or cash. Cash payments should be given to the site director or community education business office. The payer will be issued a receipt for cash payments. Cash payments not posted to accounts will not be credited if the payer does not have a written receipt. If a payment discrepancy occurs the payer will need to provide a copy of their payment receipt.

## How Payments are Calculated

Payments are calculated on a daily rate for enrolled programs, and leveled over a ten month period, regardless of the number of day in a month.

## Available Discounts

Families with more than one child enrolled in a community education program will receive a ten percent discount. Discounts will be applied to each child after the first child. Discounts will always be applied to the highest tuition rate. Families that pay the entire year of tuition in advance will be provided a 10% discount. This option is not available for students who enroll in a program after March 1st.

## Program Withdrawal

If a child(ren) needs to withdraw from a program, the parent/guardian must withdraw the child(ren) and they must inform the community education program. This may be done by providing a written letter; contacting us via telephone; or completing a withdrawal form. If a child is not withdrawn we will make the assumption that the child will still be attending and continue to bill for enrolled services. Families may request a temporary stop of services for up to thirty (30) consecutive calendar days without having to reenroll their child. You must notify us in writing. Waivers will be granted for emergency reasons only, such as a family illness or other emergent matter. If there is an active waiting list for the enrolled program(s) the waiver will not be granted, and tuition will need to be paid.

## Weekly Payment Plans

Families may pay weekly if their monthly tuition exceeds $300 a month. They must notify the site director of their intent to pay weekly. If a family is paying weekly and do not make their payments by the Tuesday of every week a monthly late fee will apply. Families who consistently make late payments every week may be required to pay monthly.

## Sign In and Out Procedures

Parent/Guardian or authorized person must sign each child in and out every day that the child attends. We are required per Arizona Department of Economic Security guidelines to have your full legal signature. They consider your full legal signature to be what is on your state issued driver’s license or identification card. It is imperative that each child be signed in and out. If a parent/guardian or authorized person is removing a child from the program temporarily they must still be signed out, and signed back in. When signing in and out a child, the exact time is required on the correct date.

## Release of Children from the Program

We will release children only to persons listed and authorized on the emergency blue card. We cannot allow for children to be released to other parties, even if you contact us via telephone. If you are anticipating someone to remove your child from the program you may always add them to your emergency card. If you are anticipating someone different from removing your child please notify the staff so they may be prepared. If there are any persons who are not authorized to remove your child please make sure that information maintains updated on your child’s emergency card. If there is a custody order in place the program will need a copy of the legal documentation. Providing this information to the school will not guarantee that we will receive a copy of this.

## Personal Belongings

Children are encouraged to bring permitted personal belongings with them to assure their comfort. In preschool students are permitted to have a blanket, pillow, small stuffed animal, family photograph, and a complete change of clothing. Staff will direct families if items brought are a distraction or not permitted in the program. Under no circumstances may students use personal electronic devices, items prohibited by the student matrix, governing board policy, or Arizona Revised Statutes. The program is not responsible for personal items brought to school.

## Meals and Nutrition

Each program provides an opportunity for breakfast and lunch. Meals are included as a part of the parent paid tuition. Meals are not included per the guidelines of the Quality First program for families receiving a First Things First Scholarship. If families qualify for free and reduced lunch program they are welcomed to apply. The program adheres to the USDA guidelines and follows the menu provided the food services department. Menus are posted monthly, and available at the district web site. Afternoon snacks are provided to all children in the after school program including prekindergarten. Preschools offer a morning and/or afternoon snack time, but the snacks are not provided. Donations are accepted if they are store bought and sealed in their original container. Donated group snacks must adhere to the nutritional guidelines of the EMPOWER program. Each site may establish snacks/foods that are not permitted typically due to allergies and/or the mess they may cause. Soda, soft drinks, and energy beverages are not permitted.

## Allergies

If your child has an allergy of any kind please notify the center. If the allergy is a severe sensitive allergy, such as a nut allergy, we can prevent such foods from the classroom environment to the best of our abilities. We will require a physician’s note stating the type of allergy and the severity.

## Medications

If a student requires a medication, a medication form must be completed. If the medication is a prescription, it must be provided in a pharmaceutical container with the dosage, medication instructions, and the physician’s name. Students are not permitted to retain medications on their person, excluding a rescue inhaler for severe asthma. Any ointments, creams, or sunscreen are considered a medication under Arizona Department of Health Services licensing requirements, and require a medication form. Medication supply is the responsibility of the parent/guardian. Program staff cannot administer medications that have expired, or a prescription that is over one year old.

## Medical Conditions and Special Needs

It is the responsibility of the parent/guardian to notify the program at the time to enrollment about any special needs or medical conditions the student may require. There are certain medical conditions, or special needs that we cannot accommodate in our standard educational programs, there are exemptions for the developmental preschool. It is important for the success and safety of your child that you disclose all medical and developmental concerns to your site director to assure that your child is registered for the right program.

## Emergency Closings/Acts of Nature

There may be times when our programs may have to close due to circumstances beyond our control. If we close our programs due an emergency or act of nature it is done for the safety of all children. This may include but not limited to acts of nature such as floods, storms, wind damage, and heavy rains. We may also under the direction of the school district go into a lockdown. This would be done in an emergency situation to maintain the safety of students. Parents/guardians would not be permitted to enter the campus and will be notified via district communications. Though we understand how unsettling this situation can be we encourage you not to call the school; wait for directions from the district. Staff will not be able to answer phones or respond to emails during a lockdown.

## Emergency Procedures

The district has an adopted emergency procedures plan. A copy of the emergency procedures can be viewed at each site by contacting the site director. Emergency procedures could include shelter in place, lockdown, or evacuation on or off campus. Families will be notified via district communication systems of any emergencies affecting their child. We understand if an emergency is occurring it can be upsetting for parents. However, during these times our staff’s priorities will be to assure the safety of all children at all times, and thus will not be answering phones or communicating directly with you.

## Injury and Illness

If your child has an injury or illness when entering the program please notify the staff so they are aware. Children who are ill may be sent home. If a child has a fever, they may not return to school until the fever has broken for at least 24 hours, without the aid of any fever reducing medication. If a child has an infectious disease, or emitting bodily fluids, they are not permitted to participate in a program until such disease has been under control. Depending on the illness, a physician’s note to return to a school environment may be required.

If your child becomes ill during the school day the staff may contact you to remove your child from the program if it is believed they are contagious or too ill to participate in school activities. Our staff are trained in basic CPR/First Aid, but are not medical professionals and will make a decision that they believe is in the best interest of your child, while protecting all children. Contagious disease logs are maintained, and, if a contagious disease outbreak occurs, a written notice will be sent home as soon as the center is aware.

If your child becomes injured during program participation, an injury report will be completed. The staff member on duty will review with the parent/guardian how the injury occurred and what actions were taken. If necessary the parent/guardian will be contacted upon occurrence if the staff believe immediate medical attention is required.

In incidents of severe medical illness or injury the staff may utilize their judgment and contact emergency services. Unless otherwise directed your child would be transported to the nearest medical center. When most reasonable to do so you will be contacted and informed of the situation. Our first and primary goal is to assure your child’s well-being. The program is not responsible for emergency service charges incurred if your child becomes ill or injured requiring immediate medical attention.

## Absent or Tardy

Children do best when they attend school on a regular basis. It is also known that when children arrive on time with their peers that they acclimate to the school day with higher success. While we certainly understand there are incidents that may cause absences and tardiness, we encourage families to keep these to a minimum. If your child is going to be absent please contact their site director, teacher, or the community education administrative assistant to inform them your child will be absent or tardy. At this time, please inform us if your child has a contagious disease or illness so we may inform other families their children were exposed, and so we may properly clean the learning environment to eradicate the disease or infestation.

It is the expectation that children attend preschool a minimum of 85% of the time. If there is a regular attendance issue, and the program has a wait list, your child may be withdrawn with adequate notice. Families receiving a scholarship who do not meet the attendance guideline may have their scholarship revoked by First Things First.

## Visiting or Volunteering

Parents/guardians are welcomed to visit their child’s programs and classrooms at any time. When visiting classrooms to observe, parents will be asked to not engage students in activities or conversation without approval of the teacher. The parent/guardian observing should also limit conversations with the classroom teacher for their primary function is to instruct children. Parents/guardians may certainly make an appointment with the teacher to meet privately to discuss personal concerns.

We welcome volunteers to support our programs. Please discuss with your individual child’s teacher about how you may support the classroom. Volunteers can be utilized in the classroom, and outside of the classroom. Volunteers will work under the direction of the classroom teacher. Volunteers will need to adhere to the district policy which may require a fingerprint clearance card. Volunteers who work in a licensed program more than six hours a week will need to have a tuberculosis skin test. Please speak with our family resource coordinator, and/or classroom teacher about volunteering. At no time will volunteers be permitted to be alone with children.

## Drop-Off and Pick-Up Procedures

All program participants will need to adhere to the pick-up and drop-off procedures for each campus. During orientation you will be informed of the drop-off / pick-up procedures for your campus. These procedures are campus specific for the safety of all children.

## Insurance Information

The Nadaburg Unified School District No. 81 is insured by The Trust. A copy of the insurance certificate can be viewed by request to the site director.

## Communication

It is important to have excellent communication between home and school. When children are signed in or out daily staff will try to be available to speak with you. We host formal parent teacher conferences twice a year, however you may make an appointment with your child’s teacher as needed.

Program information can be found at our district website at [www.nadaburgsd.org](http://www.nadaburgsd.org), under the community education tab. We also send home monthly classroom newsletters. As needed programs will send out information via letters home to disseminate information.

## Empower Program

The Nadaburg Unified School District participates in the Empower program. This program promotes healthy life styles and implements best practices. Such programs include providing smoking cessation information, offering a place for breast feeding parents, sun safety, limited screen time during the school day, and one hour of active play daily.

## Grievances, Complaints, and Concerns

We strive to provide high quality services to all students. There are times when you may have a question, or concern. All concerns should initially be addressed with the person whom the concern is about. If you do not receive a response meeting your satisfaction, your next step would be to address your concern with the site director. If you still have concerns beyond this level, the next level will be with the district Director of Educational Services. All persons under governing board policy have a right to file a formal grievance utilizing the grievance form. Grievance forms may be obtained by contacting the district office at (623) 388-2121.

## Inspection Reports and Program Licensing

ASSETS and preschool programs are licensed through the Arizona Department of Health Services, Childcare Licensing. A copy of our license, inspection reports, and infractions may be obtained by contacting the site director. If the program has any major deficiencies this information will be posted on the parent wall of each classroom. The Arizona Department of Health Services Childcare Licensure may be contacted at (602) 364-2539. They are located at 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007.

## Dual Enrollment Tuition Rate

The preschool dual enrollment tuition rate is reserved for students who are receiving services through another preschool program not provided by community education. This would be for students that participate in our current developmental preschool and want to extend their time in the learning environment. This will also include any other programs the district may offer through a third party provider such as a Head Start or Title I preschool. Please see your site director if you believe your child qualifies for the dual enrollment tuition rate.

## Pesticides

At times the centers may use pesticides to control infestation. Every attempt will be made to eliminate pesticide applications to when the center is closed to children. A 24 hour notice will be posted when pesticides are applied.

# Preschool, Early Childhood Education

## Goals and Purpose

Our purpose is to provide a gateway for all children to enter kindergarten prepared to be life-long learners. Our program goals focus on academic, social, emotional, and physical development. Under guidance of the Arizona Department of Education and the National Association for the Education of Young Children we have implemented learning standards in these four domains to support children in our purpose.

Broad goals for each child:

1. Support families in developing children’s social and emotional well-being by providing security, opportunities to build confidence and trust while effectively developing their cognitive skills so they have self-awareness and empathy of others.
2. Develop a child’s approach to learning to increase attentiveness, be able to switch thinking skills when needed, analyze and plan for situations, take initiative, be persistent in their ability to learn from an activity, and build on their prior knowledge.
3. Develop emergent skills in literacy, mathematics, science, technology, arts, and social sciences to embed a sense of curiosity to prepare them for a joy of learning in K-12.
4. Develop physical needs through purposeful physical play and activities.
5. Nurture positive relationships with peers and caregivers/teachers to build on a child’s self-efficacy and ability to maintain long term positive relationships.

## Curriculum

The Nadaburg Unified School District has adopted the Teaching Strategies Creative Curriculum. The Creative Curriculum is based on 38 standards that develop children’s social, physical, and academic needs to prepare them for a successful K-12 career. The curriculum is very flexible permitting each teacher to individualize instruction to meet each learner’s needs. This highly rated research based curriculum considers every minute of the day a learning opportunity through purposeful questioning and guidance from the teacher.

Preschool students learn best by making choices. Teachers carefully select what toys and materials will be available during choice times to match the weekly objective. Students use a variety of centers to learn from, which include blocks, art, music, discovery (science), reading and literacy, writing, dramatic play, puzzles, and mathematics.

Learning is extended to outdoor play. During outdoor play children can explore standard playground equipment, use art, read books, ride age appropriate vehicle toys, or use the sand and water table. We also extend learning to students during meal time. Students are asked why they made their food choices, describe their foods in texture, appearance, and taste. Students also learn the skill of eating with others and practicing appropriate table manners.

Lesson plans are posted weekly in the classrooms. Parents/guardians are encouraged to review weekly lesson plans. Reinforcement of skills and activities at home is always beneficial to the child to reinforce learning skills. Typically preschool students will not have homework, but may be asked to bring materials or supplies to school. We strongly believe in the work of Jim Trelease in that reading aloud to your children is an important family activity. Adult readers should read aloud to children using books with vocabulary 2-3 years above them, for they have been listening far longer than they’ve been reading.

## Assessment of Children

Preschool programs assess a child’s progress in four different ways. We use an assessment program known as GOLD for our most formal assessment. Families and teachers also complete a developmental checklist three times a year. Screenings are done within the first forty-five days a child enters the school program to identify any concerns, or high levels of learning. The final type of assessment is informal teacher assessment.

Children are assessed using the GOLD assessment program that directly connects to the 38 learning standards in our Creative Curriculum. The GOLD assessment is a formative standardized assessment, but meets the needs of individual children. The GOLD assessment is formally completed three times a year, but classroom staff are constantly assessing children and using the information to make educational decisions to support student learning and growth.

The GOLD assessment evaluates student progress in the following areas:

Cognitive Physical Social-Emotional Language Development

Literacy Arts Social Studies Science and Technology

Mathematics

Classroom staff are highly trained in identifying and properly assessing students using the GOLD instrument. Families are encouraged to share information with the classroom teacher that may benefit the student’s growth and be used to document the child’s development. Three times a year formal assessment reports will be sent home informing parents of their child’s progress.

## Classrooms and Teacher-to-Student Ratios

The program attempts to adhere to the preferred ratios, and staff for such ratios. However, due to staff absence/personal leave these standards may not always be met. We will always meet staff ratios at the expected level.

|  |  |  |
| --- | --- | --- |
| Classroom | Preferred Ratios | Expected Level |
| 12 months-35 months | 1:4, Maximum 8 | 1:4, Maximum 8 |
| 3 Year Old Room | 1:10, Maximum 20 | 1:12 |
| 4 Year Old Room | 1:10 Maximum 20 | 1:15 |
| 5 Year Old Room | 1:10 Maximum 20 | 1:15 |
| Developmental Preschool | 1:8 Maximum 16 | 1:10 Maximum 20 |

## Licensed Areas and “Field Trips”

Students enrolled in preschool programs must be retained in areas licensed by the Arizona Department of Health Services. Movement to any other area, including on the same campus, is considered a field trip. In order to move to other areas of the campus for special events or activities we will require the parent/guardian to sign a field trip permission form.

## Positive Guidance Discipline Philosophy

It is our goal to keep children in their classrooms at all times. Research indicates that when students are able to stay in their learning environment for the school day they have more long term success. The preschool program adheres to the positive guidance discipline philosophy. Positive discipline focuses on understanding the child’s developmental stage, and recognizing most behavioral apparitions are due to the child’s developmental stage. Positive discipline focuses on redirecting children, providing other options, calming the child, and supporting the child in making better choices.

## Program Suspension or Expulsion

When it is unsafe for a child to be in his/her classroom environment, either for him/herself or the classroom peers, the child may be removed from the learning environment. The first attempt will be to remove the child temporarily, either to another classroom or an outdoor play area. If the child returns to the learning environment and continues to demonstrate behaviors that cause safety concerns for other children, s/he may be suspended from attending the enrolled program for one to nine days. The site director will make the determination based on student behaviors warranting program suspension. During a program suspension tuition will not be waived, refunded, or adjusted.

If a child demonstrates chronic behaviors that place other students safety in jeopardy they may be expelled from attending the program for the remainder of the year. The district director will make the decision if a child shall be expelled. The parent/guardian may appeal the district director’s decision to the superintendent of the district or their designee. If a child is removed from a program the family will receive a pro-rated refund within thirty (30) days for any prepaid tuition. Registration fees are never refundable.

## Developmental Preschool, Child Find

The Nadaburg Unified School District ensures that all children with disabilities within the boundaries of the district, including children with disabilities who are homeless or wards of the State, and children with disabilities attending private schools or who are home schooled, and who are in need of special education and related services are identified, located and evaluated.   Anyone interested in receiving information about special education is encouraged to contact the Special Education Office at (623) 388-2122

## Typical Daily Schedule for Early Childhood Education

This schedule is used as an example. Specific classroom and site schedules are posted in the child’s classroom. Parents/guardians are permitted to review them.

|  |  |
| --- | --- |
| Time | Activities |
| 7:30 a.m. | Welcome and family style breakfast. |
| 8:00 am. | Circle time (how are you, calendar, time, teacher read aloud) |
| 8:30 a.m. | Choice centers: Blocks, art, music, science, math, reading, writing, sensory, dramatic play, puzzles |
| 9:30 a.m. | Outdoor play |
| 10:00 a.m. | Teacher led lesson (focused lesson on weekly objective) |
| 10:45 a.m. | Choice centers (see above) |
| 11:30 a.m. | Family Style Lunch |
| 12:00 p.m. | Outdoor Play |
| 12:30 p.m. | Nap time |
| 2:00 p.m. | Choice Centers (see above) |
| 2:30 p.m. | Dismissal |

Students enrolled in extended preschool will participate in teacher led lessons, choice centers, and outdoor play that builds on the learning objective(s) for the week.

# ASSETS School Age Before and After Care

## Goals and Purpose

ASSETS is our school age before/aftercare program for students age 5 to 13. ASSETS stands for After School Safety and Engagement for Terrific Students. The goal of ASSETS is to provide a fun engaging environment that is safe for all students. Though the main purpose is to provide services to students who have working parents, any child enrolled in the Nadaburg Unified School District grades K-6 may participate.

Our goals are too:

1. Provide a safe and healthy environment.
2. Develop positive peer and adult relationships.
3. Implement intentional programming and services that are engaging, purposeful, and meaningful.
4. Provide equity of services to all students.
5. Engage the family, school, and community in our program.
6. Assess programming using meaningful data to enhance the program for participating students.

## Curriculum/Activities

The ASSETS program does not use a set curriculum since students come with varying needs and different age groups. Students are provided an opportunity to work on homework, participate in planned activities, engage in outdoor play, and make choices through open learning centers and games.

## Student Expectations and Behavior

Students enrolled in ASSETS are expected to adhere to the current district discipline matrix established by the district, and approved by the Governing Board. The program will follow the guidelines of the discipline matrix. For severe behavior problems the student may be suspended or even recommended for expulsion not only from the program, but from school. Students are expected to adhere to staff directions and rules. Each site may establish individual classroom rules.

## Temporary Program Suspension

If a student demonstrates severe behaviors that are disruptive to the program, or cause a safety hazard to other students, they may be temporarily suspended from the program for one to nine days. If a child is suspended from the program there will be no refund of tuition, prorated rate, or adjustment to prepaid tuition.

## Permanent Program Removal

If a student consistently demonstrates disruptive unsafe behavior they may be permanently removed from the program. Students removed from the program will be eligible for a prorated tuition refund within thirty (30) days. The district program director may remove a student without notice if behaviors are severe. A parent/guardian may appeal the director’s decision to the superintendent.

## Activities and Programs during a Typical Day

A typical day in ASSETS would be as the schedule below. Please be advised each program will have their own schedule and program, and parents/guardians should refer to the classroom site for particular schedules. This schedule is for illustration purposes only.

2:30-3:00 p.m. Check in, snack, attendance

3:00-3:30 p.m. Outdoor Play

3:30-4:15 p.m. Homework, or silent centers (reading, writing, art)

4:15-5:00 p.m. Group Activity selected by the center (art, science, technology project)

5:00-6:00 p.m. Free centers-student choice

## Dual Enrollment

Students may be enrolled in both ASSETS and 21st Century. There is no tuition adjustment for dual enrollment in both programs per the grant requirements. Students may be signed out and in by 21st Century staff if a parent/guardian has dual enrolled them. The 21st Century Learning Centers have site specific criteria for enrollment. Parent/guardian should check with each site what the criteria is for program enrollment.

Our Partners in Quality Care

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Thank You for Choosing Nadaburg Unified School District

**Nadaburg Unified School District**

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**Desert Oasis Elementary School Nadaburg Elementary School**

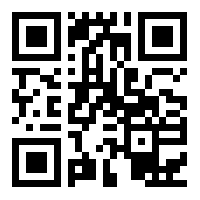
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Notes: