

Early Childhood Program

2016-2017 Parent Handbook

The Early Years Are Learning Years!
At Madison School District We Help Make Them Count!

You don't need research to tell you that children's early years are a crucial period of learning and development. You see it every day in your own young child. In the Madison School District Early Childhood Program (ECP), we care for each young child in ways that are appropriate to his or her age and level of development – helping them all get a strong foundation for learning and growth. Serving ages three, four and five.

Program Locations and Hours

Half Day
Monday - Friday
7:00 - 12:30 PM
Fee: \$397.00/month



Full Day
Monday - Friday
7:00 - 6:00 PM
Fee: \$742.50/month

Madison Camelview 2002 E. Campbell Ave. Phoenix, AZ 85016 602-664-7226	Madison Simis 7302 North 10th Street Phoenix, AZ 85020 602-664-7370	Madison Rose Lane 1155 East Rose Lane Phoenix, AZ 85014 602-664-7470	Madison Heights 7150 North 22nd Street Phoenix, AZ 85020 602-664-7870	Madison Traditional Academy 1431 E. Campbell Ave. Phoenix, AZ 85014 602-664-7548
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Partial Scholarships Available!

Applications online or in the District Office
Submit between June 1st and 15th, 2016
Call (602) 664-7956 for more information

Madison School District's Early Childhood Program uses the Preschool CORE Knowledge curriculum (www.coreknowledge.org). The goal of the CORE Knowledge curriculum preschool model is to enable young children to achieve greater school success and social responsibility by giving them opportunities to initiate and engage in learning activities that contribute to their cognitive, affective, and physical development. Areas of focus are: Movement and Coordination, Autonomy, Social Skills, Work Habits, Language and Literacy, Mathematical Reasoning and Number Sense, Orientation in Time, Orientation in Space, Scientific Reasoning and the Physical World, Music, and Visual Arts. All preschool CORE Knowledge skills are aligned with Arizona Early Childhood Education Standards.

Our intent is to provide a quality education for all students. One important factor in achieving excellence for all of our families is regular attendance. Preschool CORE Knowledge is designed to scaffold skills for students. Daily attendance is necessary to allow students to build their skills and grow as a class. Our preschools only operate a five day a week program, with both half day and full day attendance options. We require an 85% attendance rate per month, in order to remain in the program. Regular absences not only prevent the child from benefiting from our program, but also disrupt the overall classroom environment.

Extraordinary Learning for All

How to Register for Preschool:

All registration is done online. Your first step is to go to our district website: www.madisonaz.org. Under the Programs Menu, click on the Preschool link, this will re-direct you to the registration website. If you do not have online access you may visit our District Office. Computers are available for public use.

Complete all required information for your child; at the end of the process you will have the opportunity to add additional children if necessary. There is a non-refundable \$45 registration fee, per child and per program that will need to be paid with your credit card. For parents/guardians who require separate accounts for shared children, separate registration fees will apply to both accounts. Registration fees are charged to cover the cost of transaction fees. Your registration is only submitted if you pay the registration fees.

When registering on the website you will need to have the following phone numbers handy before you begin: 2 Emergency contacts, Physicians' name and number, and a codeword (a word you set to confirm your identity over the phone). You will receive a confirmation email informing you that your registration and fee was successfully transmitted.

Once we have downloaded and printed your registration, you will be sent a second email notifying you to come in to the District Office, sign paperwork and provide immunization records and birth certificate. Due to Department of Health regulations, all ECP paperwork is required to have a legal guardian signature on it before students can be accepted into the program. Every year the Department of Health Services requires a current copy of immunizations and your child's birth certificate.

Normal registration processing time is **2-3 business days**. During peak registration, it may take longer. Your patience is appreciated.



Curriculum time

Structured small group and whole group activities follow a regular schedule each morning. Because of this, it is important that your child attend regularly and arrive each day before curriculum time begins. Please review the daily schedule with your child's instructor. **All students must be in class no later than 8:30am.**

Nap & Quiet Time

Nap time will take place in the afternoon (times vary per site). Parents may send a small pillow and blanket with their child for use during the week (items need to be able to fit into a backpack in order to be taken home at the end of the week for washing). Children will be required to wear their shoes during nap time in the event of a sudden emergency.

Dress Code

Each Preschool follows the dress code of the affiliated school. The dress code packet is available on the parent portal, on the Madison website, and in the district office.

Athletic shoes (closed heel, closed toe) must be worn at all times. Sandals, flip-flops, Crocs, cowboy boots, ballet slippers, etc. ARE NOT ALLOWED. Students arriving without the proper footwear will not be allowed to stay at school.

Breakfast/Lunch

Breakfast and/or lunch can be pre-paid directly at your child's school cafeteria or through www.MySchoolBucks.com. Each Preschool has their own breakfast schedule - please contact them directly about their timeframe. Parents may also provide lunch for their child. Parents are encouraged to provide their child with a water bottle. Snacks are provided by the Preschool. For more information about Food Service, please refer to www.madisonaz.org/parents/lunch-menus/.

Sample Daily Schedules:

Full Day

7:00AM - 6:00 PM

Greeting

Outside

Snack

Whole Group Instruction

Small Group Instruction

Learning Centers

Lunch

Nap/Rest Time

Learning Centers

Snack

Large Group Activities

Program Guidelines

1. Our program provides a wide variety of toys and games for the children, we discourage bringing these items from home. If such items from home are brought to the program, staff cannot be responsible for their safe return.
2. It is very important that all clothing, jackets and lunch pails be clearly labeled with your child's name. Program staff is not responsible for their safe return.
3. All children need a complete set of clothing to be left at the program in case the child needs a change of clothing during the day.
4. We suggest your child come dressed for comfort. Your child should wear practical, washable clothes. For student safety, shoes must have a strap around the heel.
5. Children must be completely toilet trained. NO Pull-Ups. This includes being able to nap without any accidents.
6. Classrooms are organized by date of birth to create the best learning environment/experience for all children.

Keeping you Informed

Parents play a crucial role in every stage of childhood and can play a positive role in getting the best in education. Please don't hesitate to contact the Community Education Staff at your child's school to share questions, comments or concerns regarding your child's Community Education experience. Together, as team partners, we will assure that your child enjoys a safe, nurturing and successful experience in Community Education Programs in the Madison School District.

Parents are encouraged to keep abreast of information about the program and its operations by regularly checking the Parent Portal and looking for special notices sent home with the children.

Half Day

7:00 AM - 12:30 PM

Greeting

Outside

Snack

Whole Group Instruction

Small Group Instruction

Learning Centers

Lunch

Sign In/Out Procedures

All CE programs follow the same sign in/out procedures.

Children enrolled in the Early Childhood Program must be signed in and out each day by the parent/guardian or other responsible person designated by the parent/guardian. Each person authorized to pick up your child will need to have a unique PIN. PIN's can be updated on your parent portal. Upon drop off or pick up, the parent will input the PIN number on the tablet and choose the child they are picking up. Children may only be signed out one at a time. This will automatically record the time and person picking up the child. Checking out a child is taking physical custody and legal responsibility of them. **Continued non-compliance of sign in/out procedures may result in removal of your child(ren) from the program.**

Children will be released only to those persons listed on the Emergency Blue Card. To add or delete a person on this form you may call in with your code word, or update the blue card in person at the school. Children cannot be called up to the office for pickup. Parents must pick up and drop off children at the location of the group.

Exposure to bodily fluids

If a student has an accident that includes blood or bodily fluids, staff members will use Universal Precautions to protect students and staff from exposure to diseases spread by blood and certain body fluids.

Minor accidents (e.g., cuts and scrapes) may be treated by Community Education Staff. The Site Coordinator will contact the parent and/or school nurse as appropriate if the incident is believed to be related to illness or injury. Children who show signs of illness must be picked up.

Diapering

Community Education Programs, including the Early Childhood Program are not licensed by the Department of Health Services (DHS) to support children that need to be diapered.

Health & Safety

1. Children will not be accepted into the program until they have been free of fever (and are not on medication to alleviate fever) and/or symptoms for at least 24 hours. Nausea, vomiting, unexplained rash, continuous cough or colored nasal discharge are examples of such symptoms. Parents should arrange for standby caregivers until the sick child is sufficiently recovered.
2. When a child becomes ill, displays a fever (100.4) or is seriously injured at the program, the parent will be notified and expected to pick up their child from the program immediately.
3. In case of an emergency, as determined by the program staff, the paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only medication in the original container, will be administered. The Madison School District does not administer the initial dosage of a new medication. A special consent form for the administration of medication must be completed by the parent or guardian and be kept on file at the program site.
5. Social growth is crucial during the elementary years. Madison's Early Childhood Program will focus on helping children learn appropriate behavior. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also teaching self-discipline, judgement and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development and this team approach will be utilized. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations. If program staff determines that a child cannot benefit from the program or presents a danger to other children, the child will be withdrawn from the program.
6. Madison School District does not transport preschool students to or from school. Parents will be notified in advance of any scheduled fieldtrips and will be asked to complete a Fieldtrip Permission Form. Fieldtrip transportation will be provided by the Madison School District Transportation Department. Children are NOT to be picked up or dropped off at any fieldtrip location.
7. Community Education Programs are open to all parents during operating hours.
8. Liability insurance coverage is provided as required by Arizona Department of Health Services.
9. Staff will provide a change of clothing to the student if appropriate clothing is available. If a student is unable to care for themselves appropriately, the parent or guardian listed on the DHS Blue Card may be contacted to take the student home.
10. When necessary, posting for pesticide use will be displayed at the school's main office. Postings will be displayed at least 48 hours before a pesticide is applied on a facility's premises.

PRESCHOOL PAYMENT SCHEDULE

Full Day Fee \$742.50 per month Half Day Fee \$397.00 per month

Due Date	Dates of Service (9 School Days)	Full Day	Half Day	Late Fee Assessed	Withdrawn for non-payment
7/1/2016	8/8/16 - 8/18/16	\$371.25	\$198.50	7/6/2016	8/8/2016
7/15/2016	8/19/16 - 8/31/16	\$371.25	\$198.50	7/21/2016	8/19/2016
8/1/2016	9/1/16 - 9/14/16	\$371.25	\$198.50	8/6/2016	9/1/2016
8/15/2016	9/15/16 - 9/28/16	\$371.25	\$198.50	8/21/2016	9/15/2016
9/1/2016	9/29/16 - 10/17/16	\$371.25	\$198.50	9/6/2016	9/29/2016
9/15/2016	10/18/16 - 10/29/16	\$371.25	\$198.50	9/21/2016	10/18/2016
10/1/2016	10/30/16 - 11/12/16	\$371.25	\$198.50	10/6/2016	10/30/2016
10/15/2016	11/13/16 - 11/29/16	\$371.25	\$198.50	10/21/2016	11/13/2016
11/1/2016	11/30/16 - 12/12/16	\$371.25	\$198.50	11/6/2016	11/30/2016
11/15/2016	12/13/16 - 1/9/17	\$371.25	\$198.50	11/21/2016	12/13/2016
12/1/2016	1/10/17 - 1/23/17	\$371.25	\$198.50	12/6/2016	1/10/2017
12/15/2016	1/24/17 - 2/4/17	\$371.25	\$198.50	12/21/2016	1/24/2017
1/1/2017	2/5/17 - 2/16/17	\$371.25	\$198.50	1/6/2017	2/5/2017
1/15/2017	2/17/17 - 3/2/17	\$371.25	\$198.50	1/21/2017	2/17/2017
2/1/2017	3/3/17 - 3/15/17	\$371.25	\$198.50	2/6/2017	3/3/2017
2/15/2017	3/16/17 - 4/4/17	\$371.25	\$198.50	2/21/2017	3/16/2017
3/1/2017	4/5/17 - 4/18/17	\$371.25	\$198.50	3/6/2017	4/5/2017
3/15/2017	4/19/17 - 5/1/17	\$371.25	\$198.50	3/21/2017	4/19/2017
4/1/2017	5/2/17 - 5/13/17	\$371.25	\$198.50	4/6/2017	5/2/2017
4/15/2017	5/14/17 - 5/25/17	\$371.25	\$198.50	4/21/2017	5/14/2017
Yearly Total	180 School Days	\$7,425.00	\$3,970.00		

Fees are based on a daily rate that is multiplied by the number of school days (180), this is then divided into 20 equal payments. Your payments will not be less in months like December and March, as the holidays and school closure days have been removed when setting the fees.

SUMMARY OF FEES

Registration Fee	\$45.00
- Due online at time of registration	
Reinstatement Fee	\$25.00
Program Change Fee	\$25.00
- (1st Change is Free)	
Late Payment Fee	\$25.00
Late Pick Up Fee	\$2.00/minute
Returned Check Fee	\$25.00
Missing PIN Check in/out	\$5.00/occurrence
Incorrect PIN Check in/out	\$5 1st time,
Continued offense will result in removal from program.	

Non-Contracted Care

\$35.00 Per Day

This option is for families that are registered for half day and may need the use of full day care on an occasional basis. This is not for a recurring schedule. Unused contracted care days cannot be switched to cover non-contracted days. Please notify your site coordinator and sign the Non-contracted Care Form. Due to licensing requirements for staffing and space available for napping students, we cannot guarantee that the full day care will be available. Please let us know as soon as possible to make accommodations for these requirements.

All programs are licensed by:
Arizona Department of Health Services
150 N. 18th Avenue Phoenix, AZ 85007
602-364-2539

Inspection reports are a matter of public record and are available for viewing.

- All changes to the contract can be made by calling the District Office at 602-664-7956. The first change is free, subsequent changes are \$25. If you withdraw or are withdrawn from a program, there is a \$25.00 reinstatement fee.

- Fees are due the 1st and 15th for ECP (See Billing Process). ECP payments received more than four days after the due date will be considered late and incur a \$25 late fee. If you are officially withdrawn for non payment, you will be required to pay the reinstatement fee of \$25 to continue services in addition to tuition and late fees.

- Fees must be paid by check, money order or credit card (Visa and MasterCard only). CASH IS NOT ACCEPTED. Checks returned by the bank for any reason are subject to collection by an outside agency. A \$25.00 charge will be incurred per returned check in addition to the principal amount. After one returned check incident only certified funds or credit cards will be accepted through the end of the program year.

- There are additional fees for the Holiday Camps offered during Fall, Winter and Spring Breaks.

- No credit of fees or make-up times are offered for absences due to illness, vacations or suspensions.

- The district reserves the right to remove any child(ren) that has been placed on the withdraw list more than three (3) times, if no payment plan has been set up with the Account Coordinator. Parents are responsible for any late charges or legal costs incurred in the collection of their account. The Community Education Department has been authorized by the Governing Board to use the following methods of collecting delinquent accounts: File with small claims court, send to a collection agency, report to major credit bureaus and File a 1099C with the Internal Revenue Service.

- Families enrolled in Madison School District’s Early Childhood Program may qualify for a First Things First partial Scholarship. Applications are available in the District Office or on the Madison website. Scholarship recipients must have their child at school by 8:30 and attend at least 85% of the time. Failure to do so will result in a meeting with the Director and possible removal from the scholarship program.

- Families with multiple children will receive a discount of 15% off the less expensive program. Madison School Employees working 19 hours or more will receive a 50% discount starting with their first child.

- Payments can be made on your parent portal, or in person at the District Office during business hours. As a courtesy, you will receive statements via the email address on the parent portal. Late fees apply to payments received after the 5 day grace period. If you wish to mail in your payments, you may do so by sending and making them payable to:

Madison School District #38

Community Education

5601 N. 16th Street

Phoenix, AZ 85016

- Community Education does not maintain tax records for individual accounts. The Tax ID # is 86-6000497. Families who utilize flex-spending accounts must provide the Community Ed Receptionist (602-664-7956/ceinfo@madisoned.org) with the appropriate information from their employer.

- End of the year tax statements are available on the parent portal by the end of January. Tax statements are not emailed or mailed out individually.

- If a child is picked up after closing time, parents will be charged \$2.00 per minute there after. The charges will be added to your invoice.

The closing/end times are as follows:

Full Day ECP (All Sites) 6:00 PM

Half Day ECP (All Sites) 12:30 PM

Removal/Suspension from Program

A program removal of a child is defined as the withdrawal of a child currently enrolled in a program by the Community Education Department. A child may be withdrawn from a program because of delinquent payments or if program staff determines that a child cannot benefit from the program or presents a danger to other children, self or staff. Due to our licensing, failure to follow proper PIN check in/out procedures will result in removal from the program.

A child may be suspended from the program if we cannot keep them safe, their behavior endangers themselves or others, or their actions create a health issue.

Keeping Us Informed

It is the responsibility of parent/guardians to: Keep enrollment records current as to home phone number, address, business phone number, place of employment, and changes in persons authorized to take your child(ren) off the premises

District Office Staff

Community Education Main Line	602-664-7956	Director of Community Education	602-664-7935
Accounting Coordinator	602-664-7939	Program Manager	602-664-7937

IMPORTANT DATES

July 2016

27th All student registration, all schools, 7AM –1PM
 28th All student registration, all schools, 1PM –7PM
 29th Last day of Summer Camp

August 2016

1st Summer Break-No Camp
 2nd Summer Break-No Camp
 3rd Summer Break-No Camp
 4th Summer Break-No Camp
 5th Summer Break-No Camp
 8th First day of School
 24th TCT Wednesday
 31st TCT Wednesday

September 2016

5th Labor Day-No Camp
 14th TCT Wednesday
 21st TCT Wednesday
 28th TCT Wednesday
 30th Fall Break Camp - Registration Deadline

October 2016

7th ½ Day (Teacher Planning)
 10th Fall Break
 11th Fall Break
 12th Fall Break
 13th Fall Break
 14th Fall Break
 19th TCT Wednesday
 24th P/T Conferences - Evening
 25th ½ Day (P/T Conferences-Evening)
 26th ½ Day (P/T Conferences)

November 2016

2nd TCT Wednesday
 11th Veteran's Day-No Camp
 16th TCT Wednesday
 23rd Thanksgiving Break-No Camp
 24th Thanksgiving Break-No Camp
 25th Thanksgiving Break-No Camp
 30th TCT Wednesday

December 2016

7th TCT Wednesday
 9th Winter Break Camp-Registration Deadline
 16th ½ Day (Teacher Planning)
 19th Winter Break
 20th Winter Break
 21st Winter Break
 22nd Winter Break
 23rd Winter Break
 26th Winter Break - No Camp
 27th Winter Break
 28th Winter Break
 29th Winter Break
 30th Winter Break

January 2017

2nd Winter Break-No Camp
 10th P/T Conferences - Evening
 11th ½ Day (P/T Conferences)
 16th M.L.K. Jr. Holiday-No Camp
 25th TCT Wednesday

February 2017

1st TCT Wednesday
 8th TCT Wednesday
 15th TCT Wednesday
 20th Presidents' Day-No Camp

March 2017

1st TCT Wednesday
 3rd Spring Break-Camp Registration Deadline
 10th ½ Day (Teacher Planning)
 15th TCT Wednesday
 17th Summer/Fall Priority Registration begins for existing participants and district employees
 20th Spring Break
 21st Spring Break
 22nd Spring Break
 23rd Spring Break
 24th Spring Break
 27th Summer/Fall Registration Opens
 29th TCT Wednesday

April 2017

5th TCT Wednesday
 10th–13th Testing
 14th Spring Holiday
 17th–21st Testing (Make-Up)
 26th TCT Wednesday

May 2017

3rd TCT Wednesday
 25th Last day of school
 29th Memorial Day-No Camp

June 2017

5th First day of Summer Camp

DHS EMPOWER Policies

Physical Activity

We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun and that offer variety. If children are inactive for long periods of time, they can be at risk for problems associated with being overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- ~ All children are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- ~ Staff will encourage moderate and vigorous levels of physical activity.
- ~ Weather permitting, every child will have the opportunity to participate in outdoor physical activity.
- ~ Screen time is limited to less than three hours per week for children ages 3 and older.
- ~ No screen time during meal or snack time.
- ~ Physical activity is never used or withheld as punishment.

Sun Safety

We at Madison are committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun-safe. Well defined research has documented a multitude of negative health conditions from overexposure to the sun. We follow the precautions below for all outdoor activities:

- ~ Staff will follow the age-specific recommendations when planning outdoor activities.
- ~ Staff is encouraged to protect the children's and their own skin with: Sunscreen, lip balm, hats, light clothing and shade; limiting exposure during peak UV times; regularly checking the UV index to monitor the intensity of the sun's rays and plan for outdoor activities accordingly.

Child and Adult Care Food Program (CACFP)

The CACFP supports child care facilities by making child care more affordable for many low-income families while promoting good eating habits. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries. At this time, Madison participates in CACFP through our Food Service Department.

Fruit Juice

Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Too much juice may also take the place of more nutritious beverages such as fat-free or low-fat (1%) milk or water. To support your child in establishing lifelong healthy eating and drinking habits, our facility will:

- ~ Limit 100% fruit juice with no added sugar to not more than two times per week for all children.
- ~ Only four to six ounces shall be served at one time.
- ~ Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- ~ Water shall be used as the first choice for thirst and will be offered throughout the day.

Oral Health

Tooth decay is an infectious disease and a serious health problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. We will provide oral health education once per month and guide our staff on steps they can take to prevent tooth decay.

Staff Training

We regularly train our staff on the Empower Program and Empower topic areas, including: physical activity, nutrition, oral health and tobacco. All training is documented and records are readily available.

ASHLine

Arizona Smokers' Helpline (ASHLine) is to help staff and parents quit tobacco. To protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second- and third-hand smoke by placing them in a visible spot.

Smoke Free Campus

We are committed to providing a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. Appropriate signage will be posted.