

# THUNDER TYKE REGISTRATION & PARENT HANDBOOK

2019-2020

Revised 1/17

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## Things to Bring to Preschool:

- *Change of clothes labeled with your child's name*
- *Daily Lunch*

## Things to Leave at Home:

- *Backpacks*
- *Toys*
- *Candy*

## Welcome To Desert Vista Early Learning Center!

Welcome to the DVH family where Excellence in Teaching and Learning are our commitment. Our Early Learning Center is no exception! As educators, we understand the importance of hands-on learning; which is why we are dedicated to providing each child with high quality and meaningful learning experiences.

Our program is structured and center-oriented. Our Early Learning Center is a part of Quality First and DES. We are open to the community and to Desert Vista Staff. We accept children ages 2.5–5 years old.

We thank you for putting your trust in our staff to provide your child with the support, direction and experience he/she will need to begin their journey for the 13 years.



Go Thunder!

## Focus: Your Child's Education

Our goal at Desert Vista Early Learning Center is to provide an exceptional educational environment that supports your child's foundation and builds a love of learning that will last a lifetime. To ensure we meet our goal, we align our curriculum to meet Arizona Early Learning Standards.

Every child is unique and contributes to our classroom daily. We believe through play, children will acquire the fundamental skills to prepare and connect them to the surrounding world. We focus on values such as honesty, fairness, loyalty, and compassion; these traits give us the tools we need to grow and face each new day—not just this year, but in our future. These are stepping stones for building healthy relationships with peers and adults, plus strengthen a child's confidence for future successes.

Children have the opportunity to explore their surroundings daily through touching, tasting, smelling, listening, and seeing. Activities with music and movement are provided daily using a variety of techniques and musical instruments, what FUN! In addition, we enrich our program with on campus field trips to the library, yoga, and participate in the many traditions of Desert Vista High School. We are also very fortunate to have our SRO come in and teach general safety lessons to the children.

## Tuition/Hours of Operation



- Tuition payments of \$150.00 per week are due each Monday morning (**Advance**). Tuition rate is subject to change.
- This amount (\$150) includes morning and afternoon snack. Your child will need to bring a sack lunch each day.
- There are no discounted payments for short holiday weeks or last week of school. (No payment is required for Fall, Winter or Spring break)
- Please make checks payable to DVHS Early Learning Center. A \$35 processing fee will be charged for all returned checks.
- If your account falls behind two or more weeks, your child **may not** return until the balance has been paid in full.
- Payments are made in advance and no invoice will be sent. If payment is not received by the Friday of the current week, a \$10 late fee will be assessed to the account.
- **Hours of Operation:**  
Monday-Friday 7:15AM-4:30PM  
\*\*\*This is subject to change based on high school schedule\*\*\*
- A Late pick-up fee of \$1 per minute will be assessed beginning at 4:30PM. For your convenience these payments can be added to the next tuition payment.
- If you are detained please call us @ [\(480\) 706-7937](tel:4807067937) so that we know someone is on the way.
- You will receive receipts with each payment for your tax records.
- **TAX ID # 96-6000536**

## Holidays & School Schedule



### We will be **closed** the following days.

- Labor Day: Monday, September 2
- Fall Break: October 7-14
- Veterans' Day: Monday, November 11
- Thanksgiving: Th/F - November 28 & 29
- Winter Break: December 20 – January 5
- MLK Day: Monday, January 20
- President's Day: Monday, February 17
- Spring Break: March 09-13
- Holiday: Friday, April 10

The first day of school is August 5, 2019 .  
The last day of school will be May 20, 2020.

May 20th will be a half-day and the school will close at 12:30.

**\*Keep an eye out for other changes in the schedule.**

## Child Absences

Due to budget restrictions, there will be no discounts for absences due to illnesses or other reasons. You are securing your child's place in the program with tuition payments.

## Schedule Changes & Withdrawal



State licensing requires, that each child register with a set schedule of attendance - we cannot accept "drop-ins".

**Withdrawals require a two week written notification or parents will be held responsible for those two weeks of tuition.**

If the staff and administration determine that we can no longer provide services to your child without jeopardizing the other children or the program, you may be asked to withdraw your child. Under these circumstances we will provide you with two weeks to make other arrangements for the care of your child.

# Policies & Information

## Sign-in & Sign-out

Arizona State licensing requires that each child be signed in and out **daily** using a **full signature** of the authorized person. A full signature is how it appears on your drivers license. No child will be released without prior authorization by the parent on the emergency contact sheet. Identification must be provided.



## Toileting/Clothing

By the time a child has entered preschool he/she is well on their way to independence. Successful toileting is a big part of that confidence and we want to do all we can to provide the support your child needs at this stage. A regular schedule with predictable breaks and gentle reminders are all part of our day, however, the rest is up to your child and you. To begin preschool at DV Early Learning Center your child must be completely potty trained. This is defined by little to no accidents. We ask that you send your child in comfortable clothes that he/she can manipulate on his/her own, avoiding difficult buttons, overalls and belts.

Additionally, because we encourage exploration and involvement, your child will get messy from time to time. We will do what we can to protect their clothing when possible, but some activities will certainly prove to be more fun without the worry of keeping clean! A change of clothes has been requested, but this will probably be reserved for such accidents as toileting or food spills. Life is messy sometime - so is real learning!

## Babysitting

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Desert Vista Early Learning Center staff is not permitted to babysit enrolled children during the school year. If you're seeking childcare outside our normal business hours, please contact the director and recommendations will be provided.

## Nap & Quiet Time

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A daily rest time is part of our schedule after lunch. Children are not required to sleep, but it is encouraged to give their batteries time to refuel. The center will provide sheets, blankets, and cots. If your child does not sleep, he/she will need to rest for a given amount of time before being given a quiet, independent activity.

## Discipline

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We view discipline as an opportunity to direct children to appropriate behaviors. Appropriate limits are set by our staff who firmly yet kindly enforce these limits. Accepting a child for who they are provides the foundation for teaching them acceptable ways to handle life's bumps. Occasionally, children will be separated from the group in order to regain control and discuss with a staff member their inappropriate behavior and a more suitable plan of action for next time, all the while, validating their feelings and reassuring the child that they are safe and loved.



## MEDICAL INFORMATION:

### Health



- A current record of your child's immunizations is required for attendance in a public school.
- Please keep your child home if he/she is experiencing any of the following:
  - \*Fever of 100 or more within the last 24 hours. •
  - \* Diarrhea or upset stomach in the last 24 hours.
  - \*Any undiagnosed rash
  - \*Discharge from eyes or ears
  - \*Profuse or discolored discharge from nose.
  - \*Children with a fever will be sent home and must be fever free (without the use of medication) for 24 hours before returning to school.

### Emergency

- If your child becomes ill during the day, we will contact you to come get your child.
- In the case of a medical emergency , we will also notify the school nurse and 911 when appropriate. If we are unable to contact any of the people on your child's emergency card, we will have the Fire Department transport your child to an emergency room.
- If your child contracts a contagious disease, (Pink Eye, Chicken Pox, Strep...) please let us know so a health alert may be posted in the classroom to notify parents of potential symptoms. We respect your privacy, your child's name will not be released in the health alert posting.

### Medications

Medications can only be dispensed by Desert Vista's school nurse and under the following conditions:

- A medical authorization form has been completed and signed by a parent/caregiver upon drop off.
- Medication is provided in original container with written instructions from a Doctor indicating dosage requirements. (This includes Children's Tylenol)

## PARENT INVOLVEMENT:

### Parent Contacts

We believe that consistent contact with home is vital to your child's school success. We will make every effort to keep you informed of your child's progress and activities through daily conversations and periodic written communications. If you have any concerns or any information that may be of assistance, please feel free to talk with us.

### Visits

Parents and family members are always encouraged to visit the center during class parties throughout the year. We do ask, however, that if you child has trouble with separation that we be allowed to work with you on a visitation schedule.



### Separation Anxiety

Rest assured that separation anxiety is normal! If your child is having difficulty, here are a few tips that may ease the transition...

- Encourage a Positive Attitude. Speak happily and positively about school and friends.
- Be consistent with attendance.
- Let your child know that you will be leaving and explain to him/her you will return.
- Give a Big Hug and quickly leave. We will be glad to help direct your child to an activity.

Please feel free to call and check on your child's progress. Most children calm within only a few minutes.

### Meals and Snacks

To encourage good eating habits, we will serve nutritious snacks for your child in the morning and afternoon. Please bring a **healthy lunch**, including a drink each day. Opened and uneaten food will only be sent home if requested by the parent.

Your child is also welcome to bring in breakfast to school if he/she will be arriving before 8:00A.M.

### Snack

Like any other family, we count on each other to make sure all the needs are met. If you have any special requests, please let us know so we can assist in any way possible. Similarly, we will be sending out requests monthly for help with snack items. Each child shines with pride when he or she assists in serving the snack that they and their family have provided. What a great way to help build our DVHS community!



### Field Trips

Since we are located in the heart of the Desert Vista High campus, we have many opportunities to take walking field trips to such places as the library, assemblies, exercise fields and classes.

In the event that a field trip would take place off campus, Desert Vista Early Learning Center **will not** provide transportation.

### Pest Control

A Pest Control visit is scheduled after hours the last week of each month. At that time a visible inspection is completed. In the event treatment is needed, the safest methods will be used to get rid of pest problems.

### Class Expectations

- Be Safe
- Be Neat
- Be Kind
- Co-operate
- Use Your Words



### Licensing Information

Desert Vista Early Learning Center is regulated by the Arizona Department of Health Services:

150 N. 18th Avenue, Ste. 400  
 Phoenix, AZ 85007-3244  
 (602) 364-2539  
 (602) 364-4678

<http://www.hs.state/az/us>

Inspection reports are available upon request.

2019-2020

Desert Vista High School



Desert Vista Early Learning Center  
 16440 South 32nd Street  
 Phoenix, AZ 85048

Phone: 480-706-7937  
 Fax: 480-706-7976  
 E-mail: [jcadwell@tempeunion.org](mailto:jcadwell@tempeunion.org)

**GO THUNDER!**



## Registration Checklist 2019-2020

**\*To register your child the following must be submitted:**

- Application complete
- Permission release read and signed by **BOTH** parents (if applicable)
- Emergency Information and Immunization Record Card and Information **complete** and signed
- \$50 Registration fee (**non-refundable**)
- Last week tuition (Deposit of \$150.00)

**\*I have read and understand all of the following policies:**

- Tuition Payments (including holiday/illnesses)
- Calendar/Holidays
- Late Pick-up Fee
- Late Tuition Policy
- Attendance Policy
- Medical Concerns
- Sign-In/Out, Release
- Lunches/Snacks
- Clothing
- Discipline

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Parent/Caregiver Signature**

\_\_\_\_\_  
**Parent/Caregiver Signature**

**Please provide your email address for monthly newsletters & other important information.**

\_\_\_\_\_



## Permission to Participate and Receive Emergency Care

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My child, \_\_\_\_\_ has permission to:

- Use all play equipment and participate in all program activities.
- Leave the classroom under the supervision of a staff member for the purpose of walking field trips around DVHS campus.
- Be included in evaluations, pictures and videos connected with the program.
- Participate in DVHS related functions such as assemblies.

I also grant permission for the staff at DVHS Early Learning Center or school nurse to obtain necessary emergency medical care for my child which may include, but not limited to:

- \*Attempt to contact parent or guardian
- \*Attempt to contact child's physician
- \*Call 911 or the emergency room
- \*Have child transported to an emergency room
- I understand that any emergency medical expenses incurred will be the responsibility of the child's family.
- DVHS Early Learning Center will not be held responsible for inaccurate information on child's emergency form.
- DVHS Early Learning Center **will not** be held responsible for a child who has not been signed-in upon arrival.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Insurance Company and Policy Name & Phone Number



2019-2020

We carry liability insurance as required by the state.



Date: \_\_\_\_\_

## DESERT VISTA EARLY LEARNING CENTER

### APPLICATION FOR ADMISSION 2019-2020

Child's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

#### Marital Status if Parents:

Married: \_\_\_\_\_ Divorced: \_\_\_\_\_ Single: \_\_\_\_\_ Blended Family: \_\_\_\_\_

Stepfather/Stepmother: \_\_\_\_\_ (How Long)

Custody/Visitation Arrangements: \_\_\_\_\_

Is child adopted - Age at adoption: \_\_\_\_\_

Does child know he/she is adopted? YES NO

Additional information you would like us to know about your child:

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