**2024-2025**

Community Education

Parent Handbook

*2024-2025*

Nadaburg Unified School District No. 81

**Extending learning opportunities from sunrise to sunset…**

Community Education Parent Handbook

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

**Nadaburg Unified School District No. 81**

**Community Education Parent Handbook**

Early Head Start

Preschool

Extended Day & Friday Care

School age Before and After School Care & Friday Care

Contact Information:

Community Education

32919 N Center Street

Wittmann, AZ 85361

**Holly Diaz**

Director of Educational Services

(623) 388-2105

**Barbara Staten**

Community Education Specialist

(623) 388-2120

**Breauna Tammaro**

Community Education Administrative Assistant

(623) 388-2100

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



Dr. Aspasia Angelou

Superintendent

Tricia Farrington

Executive Administrative Assistant to the Superintendent

**Kerre Laabs**

Director of Business Services

& Human Resources

**Holly Diaz**

Director of Educational Services

**Governing Board**

**Matt Varitek**

President

**Dr. Valerie Serrano**

Vice President

**Sandy Jordan**

Member

**Nancy Sanchez**

Member

**Deborah Parris**

Member

Holly Diaz

**32919 Center Street, Wittmann, AZ 85361**

**Office: (623) 388.2100 Fax: (623) 388.2915**

**www.nadaburgsd.org**

Director of Educational Services

Nadaburg Community Education Programs

32919 Center St

Wittmann, AZ 85361

hdiaz@Nadaburgsd.org

July 22, 2024

Greetings Families,

Welcome to the Nadaburg Community Education Preschool Program! We are absolutely thrilled to have you join our community as your child embarks on their educational journey with us. It's an exciting time filled with promise and possibilities, and we're honored that you've chosen us to be a part of this important chapter in your child's life.

At Nadaburg, our Community Education Program is dedicated to fostering an environment where every child can thrive and reach their individual potential. Through a combination of interactive play and academic excellence, we aim to provide a foundation for growth and development that will serve your child well in the years to come.

Our team of dedicated staff members is committed to supporting your child every step of the way. We understand that each child is unique, and we are here to provide the guidance, encouragement, and resources they need to succeed. We believe in the power of partnership between educators and families, and we look forward to working closely with you throughout the school year to help your child achieve greatness.

Please know that we are always here to address any questions or concerns you may have. Whether it's about our curriculum, our policies, or anything else related to your child's preschool experience, don't hesitate to reach out to us at any time. Your trust in the Nadaburg community is greatly appreciated, and we are committed to ensuring that your child has a rewarding and fun experience with us.

Once again, welcome to the Nadaburg Community Education Program! We're excited to embark on this journey with you and your child, and we can't wait to see all the amazing things they will accomplish.

Warm regards,

Holly Diaz

Director of Educational Services

Nadaburg Community Education Preschool Program

|  |  |  |  |
| --- | --- | --- | --- |
| **Table of Contents** | **Page** | **Table of Contents** | **Page** |
| **Mission** | **5** | **Heat Index Recommendations** | **8** |
| **Vision** | **5** | **Emergency Procedures and Drills** | **8** |
| **Philosophy** | **5** | **Pesticide Application** | **8** |
| **Learning Program** | **5** | **Emergency Contacts** | **8** |
| **Early Childhood Development** | **5** | **Telephone Authorization** | **9** |
| **Learning through Play** | **5** | **Sign-In/Out Procedures** | **9** |
| **Community Education Sites & Hours of Operation** | **6** | **Parent Pick-up Policy** | **9** |
| **2024-2025 Academic Year Calendar** | **6** | **Behavior Guidelines** | **9** |
| **Break Camps** | **6** | **Licensing** | **10** |
| **Enrollment and Registration** | **7** | **Liability** | **10** |
| **Enrollment Changes** | **7** | **Staff Qualifications** | **10** |
| **Payment Terms** | **7** | **Volunteers** | **10** |
| **Payment Methods** | **7** | **Onsite Field Trips** | **10** |
| **Financial Assistance** | **7** | **Children’s Photos** | **10** |
| **Quality First/First Things First Scholarships** | **7** | **Empower Program** | **10** |
| **Absences** | **7** | **List of our partnerships** | **11** |
| **Withdrawal Procedures** | **7** | **Notes:** | **12** |
| **Toilet Trained Policy** | **8** | **Form:**  **Program Change Request** | **14** |
| **Breakfast, Lunch, Snack, and Naps** | **8** | **Form:**  **Withdrawal Form** | **16** |
| **Dress Code** | **8** | **Form:**  **Photo Release** | **18** |
| **Health and Wellness Policy** | **8** | **Form:**  **Policy/Procedure Acknowledgement & Parent Agreement** | **20** |
| **Medication** | **8** |  |  |

**Mission**

Our purpose is to build a foundation of learning by providing engaging child-centered opportunities that allow for learning through exploration while valuing individuality and the diversity of all families.

**Vision**

The Nadaburg School District Community Education program will serve the community as a highly rated and recognized program, respected and valued by the community it serves. We will accomplish this by providing outstanding services while implementing the most current research-based practices.

**Philosophy**

Our priority is to treat children with respect and dignity and keep learning as the focus within 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 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.

**Learning Program**

The Nadaburg Unified School District Preschool skills are aligned with the Arizona Early Childhood Education standards:

* Physical Development, Health & Safety
* Social Emotional Development
* Approaches to Learning Standards
* Language and Literacy
* Mathematical Reasoning and Number Sense
* Orientation in Time and Space
* Scientific Reasoning and the Physical World
* Music & Art

**Early Childhood Development**

Students are assessed through teacher observation and assessments with the use of Teaching Strategies GOLD. Teachers track the progress of their students and supplement the learning program where the students need additional support. Information regarding your student will be shared with you throughout the course of the year and at Parent-Teacher Conferences.

**Learning through Play**

Play is the context for all child development, and in that context, the construct of real-life application through play create an ideal environment for early childhood development. The benefits of learning through play include:

* Motor skill development and cognitive development is stimulated while at play.
* Opportunities for memorable childhood indoor and outdoor experiences.
* Play and learning are linked. They are all part of the same recipe. Without one of these ingredients the end product is incomplete.
* Play promotes health and wellness and a healthier child will grow stronger, physically, mentally, socially, and emotionally.

**Community Education Sites & Hours of Operation**

*Early Head Start* enrolls students ranging from12 months up to their 3rd birthday. Enrollment and qualification are completed by Maricopa County Head Start.

*Preschool* is for students 3 years old and toilet trained through 5 years old/not yet eligible for kindergarten.

*Dual-enrollment* is a full day preschool program reserved for students who are receiving services through IDEA not provided by Community Education. This would be for students that qualify for In-program special education and would like to extend their time in the learning environment.

*Before/After School* accepts students’ kindergarten through 6th grade/not yet 13 years old.

Desert Oasis Elementary School

Preschool: Monday -Thursday

* 7:00 am – 3:00 pm

Part-time AM: Monday-Thursday

* 7:00 am – 10:30 am

Part-time PM: Monday – Thursday

* 11:30 am – 3:00 pm

Extended Day Monday -Thursday

* 6:00 am – preschool - 6:00 pm

Extended Friday:

* 7:00 am – 5:00 pm

ASSETs (school age) Monday – Thursday

* 6:00 am – School – 6:00 pm

ASSETs (school age) Friday

* 7:00 am – 5:00 pm

Nadaburg Elementary School

Early Head Start: Monday-Friday

* 7:30 am- 5:30 pm

Preschool: Monday -Thursday

* 7:00 am – 3:00 pm

Part-time AM: Monday-Thursday

* 7:00 am – 10:30 am

Part-time PM: Monday – Thursday

* 11:30 am – 3:00 pm

Extended Day Monday -Thursday

* 6:00 am – preschool - 6:00 pm

Extended Friday:

* 7:00 am – 5:00 pm

ASSETs (school age) Monday – Thursday

* 6:00 am – School – 6:00 pm

ASSETs (school age) Friday

* 7:00 am – 5:00 pm

**2024-2025 Academic Year Calendar**

* Meet the Teacher: August 1
* 1st Day of School: August 6
* Parent Teacher Conferences- Half days
  + October 9 & 10
  + March 12 & 13
* Last Day of School: May 21
* Preschool Closed
  + Summer Break Camp closed: July 29- August 5
  + Labor Day: September 2
  + Veterans Day: November 4
  + Fall Break: October 14-18
    - Fall break camp will be available
  + Thanksgiving: November 27 & 28
  + Winter Break; December 23-January 3
    - Winter break camp will be available the 2nd week of break
  + Martin Luther King Day: January 20
  + President’s Day; February 17
  + Spring Break: March 17-21
    - Spring break camp will be available
  + Summer Break: May 22- August 4
    - Summer break camp will be available
      * Dates not confirmed

**Break Camps**

Throughout the course of the normal academic year there are a variety of closures for many reasons, from holidays to academic breaks in the fall winter, and spring. We know that parent/guardian work schedules do not always align. Therefore, we offer Break Camps to accommodate and provide a child care option during these times.

Some important information on the difference between camps and our normal academic calendar:

* All Break Camp registrations are separate from the normal school year registration and will be available 60 days in advance of the break camp.
* Space is limited and availability is first come, first served.
* Summer Camp registration (enrollment) can be on a weekly or monthly basis. Parent can select this at time of registration.
* Student placement may at times be different from their normal classroom depending on staff and student enrollment.
* Break camps are designed to be fun, on-site field trips and other activities may be included.

**Enrollment and Registration**

Community Education (preschool and School Age Before/After School Care) registration is available on a first-come, first-served basis. Applications are available from the Community Education office located at the district office 32919 N. Center St, Wittmann, Az 85361, or at the elementary school offices.

In order for the registration process to be finalized, parents will need to compete the following:

* Signed Community Education Application packet
  + Emergency Contact Card (Blue Card)
  + Health Questionnaire
  + Home Language Survey
  + McKinney-Vento
  + Developmental Checklist
  + Parent Handbook/Discipline Acknowledgement
* Student Immunization Records
* Student Birth Certificate
* Proof of residency
* Parent/guardian photo ID
* Copy of 504/IEP if applicable
* $50 Non-refundable Application Fee

Once the application is completed, submitted, and reviewed by the Community Education staff, you will be contacted with the enrollment verification. At that time, the 1st months tuition is due. All student records/contract must be made in writing to the Community Education office. Please review and update your contact information every 6 months, especially emergency contacts, with the Community Education office.

**Enrollment Changes**

* Parents can make changes within the first 30 days. (page 11)
* Any changes after the first month may be made in writing to the Community Education office, and a $25 contract schedule change will be charged.
* Charges will be effective the first day of the following invoicing period.

**Payment Terms**

* Tuition is based on an annual tuition rate and is equalized into 10 equal monthly payments.
* All tuition is due on or before the 1st of each month.
* $25 fee will be applied to accounts for all returned or rejected payments.
* A $25 late payment fee will be assessed to all accounts not paid in full by the 9th of the month.
* Accounts 20 days past due may result in a temporary suspension from enrolled programs.
* 30 days past due may result in your child being withdrawn from the program
* The unpaid balance, in addition to a $50 re-enrollment fee must be paid before the child may be re-enrolled in the program.
* If your child is withdrawn for non-payment, Community Education cannot guarantee placement due to enrollment capacity.

**Payment Methods**

Community Education accepts Cash, Check, Money Orders, or Debit/Credit at the District Office. The school campuses can process your Debit/Credit payment. You can also make Debit/Credit payment through the online payment portal <https://az-nadaburg.intouchreceipting.com>

**Financial Assistance**

Nadaburg Community Education accepts DES Child Care. For information on qualification & procedures, please contact Arizona Department of Economic Security at <https://des.az.gov>.

**Quality First/First Things First Scholarships**

Desert Oasis and Nadaburg preschools are Quality First schools through the First Things First program. The Quality First Student Scholarships are issued annually and are income-qualified opportunities for families. Applications are available at [www.qualityfirstaz.com](http://www.qualityfirstaz.com) or at the Community Education office.

**Absences**

There are no discounts, refunds, or credits for sick days, or for days your child does not attend the program. This includes but is not limited to COVID related illnesses. Please notify your preschool teacher for all absences or call the Community Education office at (623) 388-2120**. DES qualified families will be required to cover all Parent Copays for any and all absences, or unpaid balances.**

It is the expectation that children attend preschool a minimum of 85% of their scheduled 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.

**Withdrawal Procedures**

We never want to see anyone leave our programs, however, we understand that oftentimes there are uncontrollable circumstances that arise. We ask that you complete a Withdrawal Form (page 12), 30 days in advance of your withdrawal. This will help us meet the needs of the families on our waiting list.

**Toilet Trained Policy**

Children must be completely toilet trained in order to enroll in our preschool programs. Occasionally, accidents will happen: however, if frequent urine and/or bowel accidents occur (three or more accidents in a month) then they do not meet this requirement and a note will be sent home. If accidents continue a meeting with the Site Supervisor will take place. A plan will be created to move forward which could include a deadline for potty training or removal from the program.

**Breakfast, Lunch, Snack, and Naps**

Breakfast, lunch and snack are provided by the preschool program. All families are required to complete the CACFP Meal Benefit Eligibility Form. Menus are posted monthly and available at the district web site. If you prefer to provide meals for your child, please feel free to send a healthy meal that does not need to be refrigerated or heated. During meal time, we focus on teaching respect, manners, and social interaction. Meal times are typically

* Breakfast 7:00am to 7:45am
* Lunch11:00am to 11:45am
  + nap/rest time from 12:00pm to 2:00pm
* afternoon snack after nap.

*Students who will be moving into Kindergarten, transition out of naptime after spring break.*

**Dress Code**

Please dress your child in comfortable clothing where the student can move freely and are appropriate for the current weather conditions. For safety, students must wear closed-toes shoes.

**Health and Wellness Policy**

The Community Educations programs utilize the schools Health Office staff during the elementary school hours. Beyond those hours, there is no medical personnel on site. Therefore, it is at the discretion of the staff regarding any health concerns and proper steps taken to ensure the safety of all children and staff. Parents may be contacted to pick up their child. Common contagious symptoms include but are not limited to fever (anything over 100 per District policy), lethargy, vomiting, diarrhea, rashes, coughing, sneezing, itchy/watery/red eyes, dizziness, and being lightheaded. If the student has a temperature of 100 or higher, the student will be sent home and my return to school once they have been fever-free for 24 hours without the use of fever-reducing medication. If the student has two or more episodes of vomiting, the student will be sent home and may return to school when vomiting ha resolved. If the student has two or more episodes of diarrhea, they will be sent home and may return to school 24 hours after the last episode of diarrhea.

If a serious incident should occur, emergency personnel will be called and it will be determined whether your child should be taken to the nearest hospital or Doctor’s office by ambulance. Parents will be notified immediately.

**Medication**

If your child requires medication during the day a Parent Consent form must be completed, signed, and given to the Health office.

Physician-prescribed medication must be packaged in the original prescription container, and must be labeled by the pharmacist and include the name of the student, start and end date, dosage, name of medication, method of administration (specifying dosage & routine), reason for medication, and number of doses contained. Non-prescription medications must meet the same guidelines.

*Children who have health concerns that require ongoing medication including EpiPen, breathing treatments, or other, must complete a medication consent form as part of their enrollment. No medications or EpiPen’s are allowed in the child’s backpack. It must be given to the Health Office and/or your child’s teacher and placed in a safe, yet accessible location.*

**Heat Index Recommendations**

Community Education follows the department of Health Services and CDC recommendations on managing the intense heat in Arizona

**Emergency Procedures and Drills**

The Nadaburg Unified School District conducts monthly Fire drills and a minimum, quarterly lockdown drills. These drills will occur in a variety of ways, taking into account that emergencies do not occur during the most convenient occasions.

**Pesticide Application**

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.

**Emergency Contacts**

It is the parent’s responsibility to keep al emergency contact and doctor’s information current during the program year. Please notify the Community Education office immediately of any changes to ensure the most current information is available. A minimum of two contacts, in addition to parent/guardian, are required in case of emergency.

**Telephone Authorization**

In the event a parent or the listed emergency contact cannot pick up a child, telephone authorization will be used. Completing the telephone authorization code located at the bottom of your child’s emergency card (Blue Card) will assist us in identifying you over the phone. If this area is not completed upon registration we will not be able to authorize a telephone authorization.

**Home Items**

We request that you bring in a change of clothes for your child that can be left in the classroom. Community Education does not allow bringing in any home items not specifically requested by the preschool teacher. Under no circumstance may students us personal electronic devices, items prohibited by the student matrix, governing board policy, or Arizona Revised Statutes. The program is not responsible for any personal items brought to school.

**Sign-In/Out Procedures**

Department of Health Services regulations state that only parents, legal guardians, or authorized parties listed on the emergency card (Blue Card) may sign a child in and out of school daily on the designated sign-in/out sheet. Families are responsible for immediately notifying the Child Care Specialist of any changes.

Photo identification will be required at all times in order to sign a child out of the program. The individual signing the child out will be required to provide photo ID. If an individual who is listed on the emergency card is under the age of 18, additional authorization consisting of a written, notarized letter from parent(s) or legal guardian will be required. Information listed on the photo ID will be verified against the information on the notarized letter All children must be signed in and out, on the correct date, with the exact time and with legal signature.

**Parent Pick-up Policy**

The program hours are listed on page 6. The staff is not able to open doors early or stay late with students. Please be prompt on picking up your child prior to closure. A late pick up fee of $15 every 15 minutes will be assessed to your account starting at one minute after closing (10:31am for AM students, and 3:01 for PM and full day students) **Late Pick-up fees are billed at the time that they occur.**

**Parent Involvement Policy**

It is important to have excellent communication between home and school. When children are signed in or out daily, staff may to be available to speak with you, but please understand and respect that these are not moments to discuss confidential information and the teacher may request that you set up a time to speak with her. We host formal parent teacher conferences twice a year, however you may make an appointment with your child’s teacher as needed.

Your classroom will send monthly newsletters. Additional information will be sent out via letters, flyers, and email.

**Behavior Guidelines**

Social growth is crucial during the early years of every child’s life, focusing on understanding appropriate behavior in a developmentally appropriate way. Behavior management is not only about maintaining the physical and emotional well-being of each child, but also teaching self-discipline, sound judgment, and respectful interactions with others.

Positive disciplinary methods are used to enforce these guidelines, with parents and staff utilized as partners in this process. Effective partners support each other for the benefit of the child. Parents are kept informed of problems as they may arise though behavior reports, email, and phone calls.

All children are entitled to a positive and safe learning environment. Therefore, the Community Education cannot serve children who display chronic disruptive behavior. This is defined as verbal or physical activity which may include but not limited to:

* Behavior that requires constant attention from the team members.
* Violence and/or aggressiveness that inflicts physical or emotional harm on other children or staff members.
* Running away from or abusing the team members.
* Disrespectful behavior toward team members or students.
* Destruction of property or vandalism.
* Any behavior that is deemed a safety issue.

A child may be set home at the direction of the Community Education Specialist or those individuals designated in charge.

We will collaborate with the student’s family and appropriate specialists (Southwest Human Development Smart Support, and other resources through Child Find) to determine additional services needed and/or the placement option(s) most likely to ensure student success. Nadaburg Unifies School District Matrix will guide interventions and responses for any students enrolled in preschool. We work to create a welcoming environment for families and staff.

Also note, certain actions or interactions on the part of the parent or guardian may result in expulsion of a child from the program. These may include but not limited to, the following: verbal or physical abuse to a staff or another parent; threats or physical or intimidating actions toward staff or other parents; or failure to pay required tuition or fees.

**Licensing**

Community Education programs, ASSETs and preschool, are licensed through the Arizona Department of Health Services and the Child Care Licensing Bureau. A copy of our license, inspection reports, and infractions may be obtained by contacting the site director. 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.

**Liability**

The Nadaburg Unified School District No. 81 is insured by a trust and a copy of the insurance certificate can be viewed by request to the site supervisor. However, the district does not carry medical insurance for any participant’s injuries or illness. Associated medical claims are the responsibility of the parent/guardian.

**Staff Qualifications**

All staff members are employed by NUSD and undergo an extensive background check through local, state, and federal authorities. A fingerprint clearance card is obtained before applicants are hired. All staff participates in ongoing professional development in the areas of best practices in the classroom, classroom management, lesson development, guidance, health and safety, and child development throughout the year. All staff are CPR/First Aid certified.

**Volunteers**

We welcome volunteers to support our programs. Please contact the Community Education Specialist for additional information and opportunities.

**Onsite Field Trips**

A permission slip must be signed when students move to unlicensed areas. Community education staff will have these available when an onsite field trip is planned.

**Children’s Photos**

A parent or eligible student who does not want NUSD/Community Education to disclose directory information from educational records without prior written consent must notify NUSD/Community Education within two weeks after enrollment in a Community Education program. Please complete Photo release form (page 14). If NUSD/Community Education does not receive this notification from you within the prescribed time, it will assume that your permission is given to release your son/daughter’s designated directory information which includes students name, photograph, date of birth, and the parent guardian’s name. This information, particularly photos, may also be used to compile such things as newsletters, yearbooks, newspapers, articles, programs, and web pages.

**Empower Program**

Community Education preschools engage in the Early Childhood Healthy Habits program, following guidelines provided by Arizona Department of Health Services. The specific standards that our program adheres to falls into the following categories:

* Standard 1: Physical Activity
* Standard 2: Sun Safety
* Standard 3: Breastfeeding
* Standard 4: Child Care Food Program
* Standard 5: Fruit Juice
* Standard 6: Family-Style Meals
* Standard 7: Oral Health
* Standard 8: Staff Training
* Standard 9: Arizona Smokers’ Helpline
* Standard 10: Smoke-Free Environment

[](http://www.google.com/url?sa=i&rct=j&q=arizona+department+of+health+services&source=images&cd=&cad=rja&uact=8&docid=mbLTtFHrF0wNoM&tbnid=P9GgOXQARnmskM:&ved=0CAUQjRw&url=http://azmarijuana.com/arizona-medical-marijuana-news/petition-acceptable-qualifying-conditions/&ei=6RIWU6G6NpbZoASTwYDwDg&bvm=bv.62333050,d.cGU&psig=AFQjCNGgh8mkGxCMDdX_BAc9kaBpeSHSnw&ust=1394041953189042)Our Partners in Quality Care

**Program Partners**

Department of Economic Services <https://des.az.gov>.

Nadaburg Preschool P0028087202

Desert Oasis Elementary P0028087201

First Things First/Quality First (602) 240-6324

[www.qualityfirstaz.com](http://www.qualityfirstaz.com)

Early Head Start (602) 527-1391 <https://www.maricopa.gov/5785/Head-Start-Programs>

[](http://www.google.com/url?sa=i&rct=j&q=southwest%20human%20development&source=images&cd=&cad=rja&uact=8&docid=0C59_0EaN4vaQM&tbnid=5PR4EfldmBf8rM:&ved=0CAUQjRw&url=http://www.swhd.org/&ei=QhEWU82mCoT1oASCnYHYCw&psig=AFQjCNFqcJv1_-Rv2UmeIpAeb6GIZzPo8A&ust=1394041535557067)

Southwest Human Development

**Nadaburg Unified School District**

**32919 Center St.**

**Wittmann, AZ 85361**

**Desert Oasis Elementary School**

Angelina Geraci, Principal

Lori Dame, Health Aide

17161 W. Bajada Road

Surprise, AZ 85387

(623) 556-5880

**Nadaburg Elementary School**

???, Principal

JoAnn Durnal, Nurse

21419 W. Dove Valley Road

Wittmann, AZ 85361

(623) 388-2321

[www.nadaburgsd.org](http://www.nadaburgsd.org)

****

**Thank you for choosing**

**Nadaburg Unified School District**

**Program Change Request Form**

|  |  |
| --- | --- |
| **Student Name:** | **Today's Date:** |
| **Currently Enrolled**  **Campus:**  **Program:** | |
| **Add Enrollment**  **Campus:**  **Program:**  **○**Preschool (Change Attendance Time)  ○Extended Monday-Thursday *(Preschool)*  ○Friday Care *(Preschool)*  ○Drop-In Extended Day M-Th *(Preschool)*  ○Drop-In Friday Care *(Preschool)*  ○Before/After School Care M-Th *(School Age)*  ○Friday Care *(School Age)*  ○Drop-In Before/After School Care M-Th  *(School Age)*  ○Drop-In Friday Care *(School Age)* | **Remove Enrollment**  **Campus:**  **Program:**  **○**Preschool (change attendance time)  ○Extended Monday-Thursday *(Preschool)*  ○Friday Care *(Preschool)*  ○Before/After School Care M-Th *(School Age)*  ○Friday Care *(School Age)* |

Please note:

* Parents can make changes after the first 30 days
* Any change after the first month may be made online, and a $25 contract schedule change will be charged.
* Changes will be effective the first day of the following invoicing period

|  |
| --- |
| **Parent Name (please print):** |
| **Parent Signature:                                                                            Date:** |
| **------------------------------------------------------------------------------------------------------------------------------------** |
| ***OFFICE USE ONLY***  *Staff Member Recipient:*  *Date Received:* |
| *Child Care Coordinator Signature:* |
| *Director of Community Education Signature:* |

**WITHDRAWAL FORM**

|  |  |
| --- | --- |
| **Student Name:** | **Today's Date:** |
| **Campus:**  ○Desert Oasis Elementary  ○Nadaburg Elementary | **Program:**  ○Preschool  ○Before/After Care – School age |
| **Reason for Withdrawal (Mark all that apply):**  ○Services No Longer Needed ○Work Related  ○Cost of Service ○Family/Personal  ○Moving Out of District/Transferring Schools ○ Dissatisfied with Services  ○Other (Please briefly describe): . | |

We never want to see anyone leave our program, however we understand that oftentimes there are uncontrollable circumstances that arise that force change. NUSD/Community Education asks you to complete this no later than 30-Days in advance of your withdrawal. This will help us meet the needs of the families on our waiting list.

Please note:

* No refunds made for withdrawals under 30 days
* After withdrawal, there is no guarantee of placement should you wish to return
* $50 Re-enrollment fee may be applied to return after 1st withdrawal within a school calendar year.

Should you have any questions or concerns regarding these terms, please ensure you can contact the Community Education office immediately to help resolve any and all concerns.

|  |
| --- |
| **Parent Name (please print):** |
| **Parent Signature:                                                                            Date:** |
| **------------------------------------------------------------------------------------------------------------------------------------** |
| ***OFFICE USE ONLY***  *Staff Member Recipient:*  *Date Received:* |
| *Community Education Signature:* |
| *Community Education Specialist:* |

**Photo Release form**

It is our goal that parents feel connected to activities happening in the classroom. The Community Education Department, including preschool and Before/After School Care programs use photographs to communicate with parents through systems such as Classdojo and other online platforms. This allows families to see and be part of their child’s learning.

Because the Nadaburg and Desert Oasis Preschools and Before/After School Care are community programs, the Nadaburg Unified School District allows families to opt-out of sharing photographs used for communication. Pease complete the form below to documents your permission or limit photographs of your child.

I, ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent/legal guardian of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

○ Grant permission for ny child to be photographed for sharing his/her learning

○Do Not grant permission for my child to be photographed for sharing his/her learning

|  |
| --- |
| **Parent Name (please print):** |
| **Parent Signature:                                                                            Date:** |
| **------------------------------------------------------------------------------------------------------------------------------------** |
| ***OFFICE USE ONLY***  *Staff Member Recipient:*  *Date Received:* |
| *Child Care Coordinator Signature:* |
| *Director of Community Education Signature:* |

**Policy and Procedure Acknowledgement**

**(\_\_\_) Initial – Payment Terms** – I/We have read and agree to the Payment terms and Payment Schedule set by the Community Education Department.

**(\_\_\_) Initial – Toilet Training Policy** – I/We have read and agree to the Toilet Training Policy set by the Community Education Department.

**(\_\_\_) Initial – Drop off/Pick up Policy** – I/We have read and agree to the Drop off/Pick up Policy set by the Community Education Department.

**(\_\_\_) Initial – Health and Wellness Policy** – I/We have read and agree to the Health and Wellness Policy set by the Community Education Department.

**(\_\_\_) Initial – Sign In/Out Policy** – I/We have read and agree to the Sign In/out Policy set by the Community Education Department.

**(\_\_\_) Initial – Parent Involvement Policy** – I/We have read and agree to the Parent Involvement Policy set by the Community Education Department.

**(\_\_\_) Initial – Behavior Guidelines** – I/We have read and agree to the Toilet Training Policy set by the Community Education Department.

**Parent Agreement Form**

This handbook is intended to acquaint families with the Community Education programs policies and procedures as set forth by the Nadaburg Unifies School District Community Education Department, Superintendent’s Office, and Governing Board. The intent of these policies is to ensure our program is able to provide a positive, safe, and enriching experience for every student. It is imperative that the contents of this handbook be read and understood by all parents/guardians.

Signing below indicates you have rad and agree to the policies set forth by the Community Education Department. Please sign below and return to the Community Education office.

|  |  |
| --- | --- |
| Student Name: | Student Age: |
| Parent Name (Print): | Date: |
| Parent Signature: | |
| Com Ed Staff Signature: | Date: |