

# **Second Street Children's School**

*A place for children to explore, experiment,  
discover, play and most of all, be a child.*

# **Parent Handbook**

**2016-2017 School Year**

## **Statement of Services**

2430 East Second Street

Tucson, Arizona 85719

520-327-2124

[office@secondstreetschool.org](mailto:office@secondstreetschool.org)

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

Federal Tax ID 45-0493882

## Welcome!

Being a parent is the hardest and most important job you will ever do in your life. It is something a person is never fully prepared for, nor can it be accomplished entirely alone. Here at Second Street, our supportive environment will offer you genuine connections with others, friends to talk to who really understand parenting, caring people who respect you just the way you are and a professional staff who understand best practices in early childhood education. Our program will offer your child: activities to enhance his or her social, emotional and intellectual development, opportunities to make friends and be part of a larger community, caring and dynamic teachers in a creative, open learning environment.

We place great value on freedom to be oneself-for adults and children alike. We offer a relaxed and casual setting geared to the needs, rhythms, and interests of each child who is a part of our school. Our two main areas of focus are: social-emotional development and community. We believe that children need a strong community where they feel that they belong and are accepted unconditionally. In addition to a supportive family, safety and caring teachers we believe children need role models who will help them to develop a sense of social responsibility. Children are our future and when they leave SSCS we want them to have acquired some basic skills and desires: to trust, to be excited about learning, to resolve conflicts peacefully, to think creatively, to question and to care for other people. We work to take into consideration individual differences and special abilities as well as family cultural patterns.

Throughout the year we will have special days for families, but please don't wait for an invitation. Visit us often—even for five minutes. Know that your child is in a supportive, nurturing, and stimulating environment where children come first, because you have experienced it firsthand. In the days (weeks or months) leading up to your child's first day at school and once your child has become established in their classroom community, we would like to extend an open invitation to you to drop in as often as you are able for informal visits while your child is at play. This will give us the opportunity to become better acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. It will also help you get to know us! Our doors are always open to you. While you are visiting, find a spot to observe your child at play, join in the play, get snuggly and read to a small group of children.

Enjoy your time at Second Street Children's School. **Please realize that the majority of each teachers' attention will be focused on the children, so to have a more in-depth conversation please ask for a meeting or conference**

We look forward with eagerness to the school year ahead. Again, welcome.

*Jenny Douglas*

Director

#### Board of Directors

Crissi Blake, Yendi Castillo-Reina, Scott Cummings, Jenny Douglas, Randy Downer, Laura Etter, Libby Floden, Keegan Gallagher, Suzanne Garcia, JD Gibbs, Jeri Goldblatt, Rebecca Hanley, Francesca Imig, Brian Jefferson, Brendan McGinn, Katie Patt, Rana McGoldrick, Peggy Sterner, Uwe Stolz, Gretchen Schoenfield

Second Street Children's School 16-17 Parent Handbook

## **Mission Statement**

Second Street Children's School's mission is to provide a rich and stimulating learning experience for young children, individualized to meet the needs of every child with a strong emphasis on outdoor play and the arts, social and emotional development and community.

## **Philosophy of Second Street Children's School**

Our program is based on the work of Piaget, Vygotsky, Bev Bos, Ellen Galinsky, The Reggio Emilia approach and other child development theory. We consider it to be a developmentally appropriate program for young children. A developmentally appropriate program as defined by the National Association for the Education of Young Children is one that is planned and carried out based on a knowledge of how children grow and what they can do - socially, emotionally, cognitively, and physically at each state of development. Children learn new skills and develop special interests as they take on typical growth tasks at each stage of life. In addition to having their own individual timetable of growth and development, each child brings his/her own special interest, life experiences, strengths, and needs.

Our program is also age-appropriate as it takes into consideration the normal sequences of growth typical of children with a given age group. Our teachers understand that young children are active, social individuals who have lots of ideas they want to share. Preschoolers are busy developing friendships and they benefit most when offered a variety of activity choices, such as dramatic play, block building, art, toys, puzzles, exploring sand and water, cooking, music and movement, and a rich and ever changing selection of wonderful books to read.

## **In our program we:**

- Individualize to meet the needs of every child
- Provide a physical environment that is safe and orderly
- Provide an environment that contains varied and stimulating toys and materials
- Encourage children to select activities and materials that interest them
- Expect children to become active participants in play
- Show respect for children's needs and ideas, and talk with them in caring ways
- Respect our parents and encourage them to participate in our school in whatever ways they are able
- Provide training and education in the areas of child development and curriculum for our teachers

## **What Is Our Approach to Early Learning?**

We believe that children learn best through play. As demands for testing and measuring, and getting children ready for total standardization increase, we work to create an environment where children have the support and freedom to explore who and what they are in relationship to those they are sharing their world with - that means, their parents, their teachers, and their new friends.

We believe that children learn about the power of print and the value of becoming literate by being exposed to print in meaningful and relevant ways. We know that children, when given the opportunities to hear wonderful stories, are eager to tell their own stories. We see the evidence in the drawings children produce and the thoughts they share with us each day.

We believe that children need ample opportunities to run and jump, hide and chase. We know they thrive when they have some "control" over how they spend their days. Children can make appropriate choices.

We believe that conflict is how children learn about problem solving strategies, and we know that the teachers and other adults do not have to rescue children from emotional conflicts or expressions. But, we need to be by the child's side to repeatedly give the messages that what children feel and sense are valued.

We believe that the early years are the learning years. This is the critical time when memories are born that will sustain them throughout their years. It is more than the foundation of their whole life.

### **Second Street Children's School-WB Collins Early Learning Project Not-for-Profit 501c3 status & Board of Directors**

In 2002, SSCS became a not-for-profit 501c3. At that time our primary goal was to offer health insurance to our hardworking teachers and create a scholarship fund. We are proud to say that we have met and exceeded both goals. The WB Collins Early Learning Board of Directors consists of approximately 15 members and meets quarterly. Committees include fundraising, facilities maintenance, financial, alumni, grants and membership. New members are elected at our January board meeting. If you are interested in being part of the board, speak to the administration team or board president for more details.

In order to meet our annual fundraising goals, we have on-going fundraising events and efforts. Led by the fundraising committee, current families and our extended community fundraise to meet our budget requirements (which includes health insurance), to maintain the buildings and grounds, and to support our teachers' professional growth and development. Yearly events include, but are not limited to, several adult-only mixers hosted by current or alumni families, a silent auction gala, fall family festival, and t-shirt, tote and water bottle sales. See our weekly digest and website for up-to-date information regarding these events.

### **Admission**

Second Street Children's School does not discriminate based on race, religion, creed or ethnicity. Children who may benefit from the services provided by the school, the curriculum, and/or the teachers will be considered for enrollment. Children having special needs may be included in the program. A conference will be held with the Director, the teachers, and other support service personnel to determine eligibility.

The school does not provide support services, such as physical therapy, speech and language services, etc. but does invite specialists to provide services on site.

### **Wait List**

After reviewing our website, ([www.secondstreetschool.org](http://www.secondstreetschool.org)) families must schedule a tour with the school. Tours are given during late fall and early spring each year. After the tour, waiting list forms will be available for those families who are interested. There is an \$85.00 waitlist fee, which is nonrefundable.

Steps for being on our **Wait List** include the following:

- \*Families should make an appointment for a tour of the school while children are present.
- \*Families should visit at least three other preschools.
- \*Families will complete and submit a wait list form and fee. This fee is nonrefundable.
- \*Families will stay in touch by visiting on a regular basis, emailing or calling us!

### **Enrollment Procedure**

Children may be enrolled after conversation with the Director and the administrative team. This will provide an opportunity to discuss the parents' expectations, individual needs of the child, and the role the school will play in the child's life. Curriculum, approach, and the operation of the school are discussed, as well as expectations the school may have for parents and children. If the school and the family decide to enroll the child, the parents will complete the necessary emergency form, application form and photo release and return it to the Director with a \$65.00 registration fee (this fee is nonrefundable) and \$300 tuition payment that is a credit toward the first month of the school year.

### **Is SSCS the best school for your family?**

We consider the following when enrolling children in our program:

- Is your child between 2.9 years old and 6 years old and fully potty-trained?
- Will our philosophy match with your family values?
- Will your family and child help expand our diversity?
- Is your child a sibling of a SSCS child?
- Did someone in your family attend SSCS?
- Did a SSCS family recommend our program for your child?

### **Hours of Operation**

Second Street Children's School provides half and full day care and education for children aged 2.9-6yrs. We are open Monday through Friday from 7:30am to 5:30pm.

We offer the following programs:

Half-day: 7:30- 2:30pm                      Full-day: 7:30- 5:30pm

Our full day afternoon program has a limited amount of space and is prioritized for families that have both parents working outside the home full time or single working families. Once our afternoon program is full families may add their names to a waitlist.

We do not provide evening or weekend care.

During the month of July, all children leave at 2:30pm, as we do not offer an afternoon program in July.

**Please note:**

\*All children are to be at school for beginning of program by 9:00 a.m. **without exception.**

\*Children absent from the morning program may not attend the afternoon program.

\*All children are to be picked up from school as enrolled at either 2:30 or 5:30. Late pick-up will incur late fees (\$1.00 per minute) to be paid directly to the teacher who stays with your child.

\*SSCS follows the TUSD calendar with some exceptions. There are regularly scheduled days that the school is closed. This includes a fall, spring and winter break in addition to other national holidays. See the calendar (found on our website [secondstreetschool.org](http://secondstreetschool.org)) for details.

**Withdrawal/Disenrollment Procedures**

If a child is withdrawn for any reason, the school requires a month's notice to be given in writing. No refund of tuition will be given for unused time.

If the SSCS placement is determined to be inappropriate despite outside help (or if outside help is refused), teacher, parents, and director confer to plan for a placement outside of the SSCS program. A family's financial obligation for the remainder of the school year is forgiven.

Outside help is requested and recommended after teachers, directors, and family members meet with each other to discuss strategies of support for children having exceptional needs. After a written plan has been developed and implemented for three weeks, another meeting will be held to determine the impact of the strategies or intervention. At that point, families and school personnel decide if SSCS is the appropriate placement. If a dispute between families and SSCS should arise and continue after attempts at mediation, SSCS reserves the right to dismiss the child from the program without refunding tuition. Dismissal will occur immediately and will be written. A copy will be sent to the family, kept in the office, and sent to the Arizona Department of Health Services.

**Tuition and Registration Payment Requirements**

Tuition is payable monthly and you are responsible for ten months of tuition regardless of attendance. Please note that your family is committing to the program for a full academic calendar year. In the event there is a need to increase your child's hours SSCS will do its best to accommodate those requests. Alternatively, if your family needs to decrease your child hours the school requires a minimum of thirty days notice.

We also offer an optional summer program. See summer holding fee for more information.

Failure to pay tuition in a timely manner will result in, one written warning and then dismissal from the program.

There is a yearly registration fee of \$65.00 for the academic school year. Summer program registration fee is \$25.00.

Registration fees must be paid in advance and are nonrefundable.

## **Optional June & July Summer Program**

During the summer program, in addition to a "big idea" for each 2-week summer session, the routine is similar to the academic school year. We include, more water play and the flexibility and freedom to move through and explore what our different classrooms and teachers have to offer. This can provide the perfect transition to your child's new fall classroom. Our fantastic teaching team staffs the summer program with support from special guest visitors, depending on the "big idea". Over the summer, our educators work for 2-weeks, one month or all summer. The summer is typically divided into four, 2-week sessions. **\*During the month of July, we do not offer an afternoon program. The school closes every day at 2:30pm.**

Summer program fees:

\$25.00 registration fee

\$500.00 down payment due by March 15<sup>th</sup>. Should you wish to opt out of the summer program, there is a summer assessment fee. See **summer holding fee** for more information.

**Summer Holding fee.** Our budget requires a certain enrollment throughout the entire summer program. The summer holding fee is charged to parents who

- 1) **Opt out** of the summer program, or
- 2) **Attend one** summer session and
- 3) **Who are holding** a space for their child in the fall academic year.

**The holding fee is nonrefundable and it is not deducted from tuition.**

Fee schedule:

\$150/month (June and July) if opting out of summer program (**nonrefundable**)

\$150/summer if one summer session is attended (**nonrefundable**)

There is no fee if 2 or more summer sessions are attended

The balance of all summer fees is due on May 15<sup>th</sup>.

## **Charges and Fees**

7:30-2:30 \$585/mo.

7:30-5:30 \$760/mo.

Kindergarten \$760/mo.

Summer Program

7:30-2:30 \$300/2-week session

7:30-5:30 \$350/2-week session (**please note: in July SCS closes at 2:30pm**)

Registration Fee \$65/yearly, \$25 summer (**nonrefundable**)

Wait List Fee \$85/one-time fee (**nonrefundable**)

New Student holding fee \$300 due upon enrollment-this is a credit towards the first month tuition. (**nonrefundable**)

Summer Assessment Fees:

\$150/month (June and July) if opting out of summer program (**nonrefundable**)  
\$150/summer if one summer session is attended (**nonrefundable**)  
There is no fee if 2 or more summer sessions are attended

**Late Fees (pick up) \$1/per minute after 2:30pm or 5:30pm-paid directly to the teacher on duty.**

**Late fee (tuition) \$25/after the 5th of the month**

Bruce Phillips \$35/per semester (checks written to Bruce Phillips)

Pizza Fridays \$3.00/each Friday or \$85/year

Missed Work Day Fee \$85/per event

***Make checks payable to: W.B. Collins Early Learning Project***

### **Scholarships and Financial Assistance**

We offer the Julia Butler Scholarship for single, working parents. To apply for a scholarship, please speak with our administrative team.

Private school tax credit scholarships for kindergarten-aged students are available through Institute For Better Education. Contact our administration team or IBE directly for more information.

### **Be a Good Neighbor-Parking guidelines**

We try to be respectful neighbors. Our neighbors can be frustrated with parking congestion. Please help us build positive relationships with our neighbors! They must have access to their driveways AT ALL TIMES!

Please do not pull into a neighbors driveway or park (even for a minute) in front of either brick building to the east of the school on both sides of the street or in front of the neighborhood mailbox.

Parking west of Norton (neighborhood permit is required) or too close to a driveway is a violation of the law. You will be ticketed. **For overflow parking we suggest Himmel Park Parking Lot.**

### **Sample Daily Schedule**

7:30-8:00am Children arrive and meet in one classroom.  
8:30-9:00am Children join their teachers and friends in their classroom.  
9:00am Program begins  
9:00-9:20am Group time in classrooms.  
9:20-11:30am Children have choice time and play inside/outside.  
11:30-11:45am Children tidy classrooms and prepare for group time.  
11:45-12:00pm Group time/toileting/hand washing

12:00-12:30pm Lunch  
12:30-1:00pm Prepare for nap and rest time  
1:10-2:15pm Naps/ rest time  
2:15-2:30pm Children prepare to go home  
OR continue resting until the Afternoon Program begins  
2:30-3:30pm Afternoon program begins/wake up/quiet activities inside/snacks  
3:30-3:45pm Tidy classroom  
3:45-4:00pm Group time  
4:00-5:00pm Outside choices  
5:00-5:30pm Final group time of the day

## **Daily Policies and Procedures**

### **Signing in and signing out/release requirements**

Please escort your child to his or her class group. Parents must sign in and out everyday using the forms provided. It is a state regulation that you sign your child in and out each day with a full readable signature. There are no exceptions.

Other caregivers who will be signing children in or out must be documented in writing on the blue emergency card or in the classroom log book. No child will ever be released to an individual without written permission from a parent. Teachers will request identification from new caregivers when they come to pick up your child. Please advise caregivers to bring proof of identity with them. We will not release children to unauthorized adults

### **Morning Drop Off**

Program begins at 9:00 a.m. Plan on arriving early enough to create a goodbye routine with your child. Take a minute to observe the transition your child goes through, as he/she says goodbye to you and hello to his/her friends. If your child is having a difficult time saying goodbye, ask a teacher to assist you. We are happy to offer suggestions about how to make transitions smoother. Please remember that once you sign your child in they are the responsibility of the teachers. Arriving later than 9:00 a.m. can influence your child's day in a negative way. **Children's enrolled in our afternoon program may not attend the afternoon program if they did not attend the morning program.** Chronic tardiness may result in discussion with Director regarding a more appropriate school placement.

### **Afternoon Pick Up**

Please arrive **BEFORE** 2:30 to pick up your child. Each classroom teacher will have a routine regarding shoes and lunches. Generally shoes can be found on the curb or in classroom shoe baskets and lunch boxes are gathered in a designated location. Once you have arrived at school and located your child, you are responsible for your child. Please be respectful of teachers who are preparing to go home or setting up for the afternoon program by supervising your child once you arrive. Once you have signed your child out they are officially in your care. **NEVER leave another child in your car while you are picking up or dropping off a child even if the car is not engaged.**

### **Late Pick up Policy**

**Parents who are late to pick up their child (after 2:30pm for the morning program or**

5:30pm for the afternoon program) will be charged \$1.00 per minute paid directly to the teacher on duty. Children can become anxious or frightened when a parent is late. If, for any reason, you are going to be late, please call and let us know so we can reassure your child. Please be advised that a call does not negate late charges.

### **Front Gate Supervision**

For the safety and security of all children enrolled at SSCS, **only adults may open and close the front gate**. Visitors, friends and relatives are welcome to enter the building only after being greeted by a staff member and directed to office. All visitors must sign-in in the office in our visitor logbook.

### **Discipline Guidelines**

Conflict provides us with the wonderful opportunity to help children develop problem-solving skills, such as brainstorming, negotiation, and compromise. Our teachers are skilled in helping children make appropriate choices. Sometimes this requires the direct intervention of an adult but often, children who are given options and support, are able to settle disputes successfully on their own. Occasionally, a child may be redirected to another area of the classroom or another classroom to help him/her make a better choice. The emphasis is always on communication, as well as logical consequences. Repeated behavioral problems may indicate a need to establish a consistent, individual plan for a particular child. This is done in partnership with you, the parents and sometimes with an outside professional.

**Biting is considered a disciplinary exception.** All human bites are serious. We seldom have children who bite, but an occasional bite does happen. When biting occurs, first, an **Ouch Report** is completed and notes are written to the parents of both children involved. If the skin was broken or a bite is severe in any way the parents will be called immediately. All biting incidents are confidential. Then, there is a discussion regarding how the child who bit will be treated, so that future biting will not occur. We encourage the child who has bitten to help provide care and comfort to the "victim" as is appropriate. If biting does persist, we may ask you to remove your child from our program, as biting puts other children in jeopardy. A parent conference would be held to discuss this matter in depth before action is taken.

### **Absence and Personal Vacations**

If you are planning a family vacation while school is in session, please make arrangements to pay tuition as necessary. There are no refunds on missed days. This is also true of days your child stays home due to illness or for personal reasons. Please communicate your plans to your child's teachers via the classroom logbook or in-person **and** contact the office.

### **Illness Policy**

If your child has been ill or if a staff member determines your child is showing signs of illness and infestation, we require that your child not return to school until he/she is symptom and fever free for 24 hours without the aid of Tylenol or other fever-reducing medication. **This is a requirement of the Arizona Department of Health Services.**

If you are aware that your child is sick, please keep your child home. In some cases, a doctor's note stating that your child is no longer contagious may be required before he/she returns to school.

Our school is not set up to care for ill children. Parents and the SSCS staff will use the following three criteria to exclude children with short-term illnesses from attending our school:

1. Your child does not feel well enough to participate comfortably in the usual activities.
2. Our staff cannot care for the sick child without interfering with care of other children.
3. Your child shows symptoms of a contagious disease or immediate need for medical evaluation.

If we determine your child shows signs of being sick, we will call you to pick up your child as quickly as possible.

The following symptoms will require a parent to pick up the child within one hour:

1. Diarrhea
2. Vomiting
3. An unexplained rash
4. A fever higher than 100 degrees taken in the armpit (101 degrees)
5. Unusual drowsiness
6. Extreme fussiness
7. Persistent or excessive crying
8. Wheezing
9. Uncontrolled coughing
10. Difficulty breathing
11. Open/infected sores, not easily covered
12. Earache
13. Red eyes with discharge
14. Lice/nits

The following symptoms will require parents to come immediately while a staff member calls the child's doctor (911 will be called if indicated by the doctor's office):

1. A temperature of 105 degrees or higher in a child of any age
2. Looking or acting very ill or getting worse quickly
3. Neck pain when the child's head is moved or touched
4. A stiff neck or severe headache
5. A seizure
6. Acting unusually confused
7. Unequal pupils
8. A rash of hives or welts that appears and spreads quickly

9. Breathing so fast or so hard that the child cannot play, talk, cry or drink
10. A severe stomachache that causes the child to double up and scream
11. Stools that are black or have blood in them

If your child is out sick or contracts a communicable disease, please notify the SSCS office. State regulations require that an illness log be maintained in the office.

Your child may return to school when he or she is not contagious and requiring significant one-on-one attention.

### **Medication**

The SSCS staff will administer medication if parents have completed the proper medication authorization form. All medication given to the child will be documented on the authorization form. Medication will be kept under lock and key and, if appropriate, refrigerated. A qualified staff member will be assigned to administer medication when the director is not present. Prescription medication must be brought to SSCS in its original container, labeled with your child's name and all pertinent information. If the label of the medication states "for children/infants under age x, ask a doctor", SSCS will not administer the medication without written permission from the child's doctor, even if the medication is over-the-counter. Dates, times and doses must meet with what the label or prescription says. **A child must have received at least one dose of the medication before SSCS will administer it.**

Medication must be taken home EVERY night. **NEVER PUT MEDICATION IN YOUR CHILD'S LUNCH BOX OR CUBBY.**

**Please do not send your child to school with special lotions, chap sticks or coughdrops.**

If your child has a special health need, for example, is allergic to bee stings, an individual medical plan must be written by the parents with the help of your family physician. This will be kept at the school. These medical plans help us insure the safety of your child.

### **Medical Emergency Procedure**

In case of a medical emergency, the school will call 911 first, and the parents second, immediately following the 911 call.

In case of an emergency evacuation from the school, children and teachers will gather by the west side of Himmel Park play area (on Tucson Blvd) and all parents will be notified within 30 minutes of the evacuation.

### **Policies for empowering children to live healthy lives\***

SSCS is proud to be an *EMPOWER* school! As a registered *empower* site, we receive a discount on our 3-year licensing fee through the Arizona Department of Health Services, childcare licensing. We have pledged to develop and implement a written policy for each of the 10 Empower standards that will meet the needs of all children served in our program.

The following policies are effective 7/1/13. Information on screen time, sun safety, breastfeeding, tooth decay prevention, healthy eating, and fruit juice will be available to our families at least once per year.

### **Physical Activity Policy (standard 1)**

We are committed to our children's health. 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. In keeping with this philosophy, SCS 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.
- Teachers will encourage moderate and vigorous levels of physical activity.
- Every child will have the opportunity to participate in outdoor physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to less than 60 minutes at a time (except during rest/nap time).
- Screen time is not permitted. Occasionally (no more than 3-4 times a year) we will view an educational video.
- We occasionally use a classroom computer for research. This is a teacher led activity. Children do not have access to computer.
- Physical activity is never used nor withheld as punishment.

### **Sun Safety Policy (standard 2)**

Living in Tucson, we are very conscious about the damage that can be caused by exposure to the sun. Please apply sunscreen on your child before arriving at school. We are committed to our children's health and protecting children from the sun's rays during outdoor activities. In keeping with this philosophy, our facility will:

- Ask the child's family to apply sunscreen prior to arriving at school.
- Reapply-if you feel that reapplication is necessary **and** your child is in our afternoon program, you may bring a bottle of sunscreen labeled with your child's first and last name and we will keep out of reach of children in each classroom.
- Check with the child's family before applying sunscreen. You will need to sign a sunscreen consent form to allow teachers to apply your child's sunscreen while at school. We will apply sunscreen only if given permission and only after two hours of exposure in the sun. Forms are available from teachers or the administration team. **PLEASE DO NOT LEAVE SUNSCREEN IN YOUR CHILD'S CUBBY.** It makes great finger paint! *(This procedure is the same for Insect Protection.)*
- Ask the child's family to provide a **hat**, sunglasses, and/or long sleeve clothing for their child that staff will put on the child when outdoors.
- Provide shade during outdoor activities.
- Limit outdoor activities between the hours of 10 a.m. and 4 p.m., when the UV rays are at the highest level.

- Regularly check the UV Index for the intensity of the sun's rays and plan for outdoor activities accordingly.
- Be a role model for sun-safe practices. All staff wear hats and sun protection when outside.
- Follow guidelines in the Empower guidebook on protecting children from harmful sunrays. A copy of the guidebook is in the office.

**Breastfeeding Policy (standard 3)**

We are committed to providing ongoing support to breastfeeding mothers and will respect a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our facility will:

- Provide a welcoming atmosphere that encourages mothers to initiate and continue to breastfeed, even after returning to school or work.
- Provide a designated place for mothers to breastfeed their child on site (such as a rocking chair).
- A refrigerator will be made available for storage of expressed breast milk for our staff.

**Oral Health Policy (standard 7)**

We are committed to protecting the health and safety of our students and staff in regards to tooth decay. SSCS recognizes that we play an important role in preventing tooth decay and in educating children, their families, and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- Provide oral health education once a month
- Guide our staff on steps they can take to prevent tooth decay according to the age appropriate guidelines in the Empower guidebook.

**Staff Training Policy (standard 8)**

We are committed to furthering staff knowledge on the Empower program and Empower topic areas including: physical activity, nutrition, oral health and tobacco. In keeping with this philosophy, our facility will make sure that staff receive or attend three hours of training annually, on age-appropriate topics pertaining to: physical activity, nutrition, oral health and tobacco education. All trainings shall be documented and records will be readily available.

**Smoke Free Campus & ASHLine Policies (standards 9 & 10)**

At SSCS, we are committed to providing a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. In keeping with this philosophy, our facility will notify all employees, families, and visitors of the smoke-free policy with appropriate signage. We are also committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and 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 at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

### **Cell Phone Policy**

**SSCS is a Cell Phone Free Zone.** For the safety of the students and their families, SSCS is a "Cell Phone Free Zone". We respectfully request that you refrain from cell phone use when *in our building or playground*. The "Cell Phone Free Zone" begins when entering the front gate and ends upon exiting. Drop off and pick up times are very special and sometimes stressful for your child and your attention should be focused on him/her. In case of an emergency phone call, please use our side porch or office.

### **Meals and Water**

We are committed to supporting your child in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy we will sit together family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Please bring your child's **lunch** in a soft lunch box labeled with your child's name. Lunch boxes are kept in the individual classroom refrigerators. We suggest you pack several healthy choices. Besides lunchtime, children may eat from their lunch boxes as needed during the day. Our teachers will help children open items from their lunches as needed. We eat our lunch with your children and use this time to build on social skills and community. Our teachers model behaviors for healthy eating and positive body image in the presence of children by recognizing the important role that adults play as role models for children as they learn to live healthy lives.

We do not warm up food for children and ask that you pack a low sugar lunch. No candy. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We will never force a child to eat. (Standard 6: Family Style Meals Policy)

**PIZZA**-Every Friday, we order **pizza** and serve it for lunch. We ask that you put \$3.00 in the "pizza \$ can" and have your child sign his/her name to the "pizza list" (or yearly fee of \$85). This name writing activity is an opportunity for your child to practice his/her writing skills and is not an indication of who does or doesn't get pizza. We encourage all children to write their names and we recognize unique marks as first attempts at name writing. Watch how these marks change over the course of a school year!

**Water** bottle tray stations are set up in each classroom. Please label the bottle with your child's name (first and last), wash and refill daily with water from home. Please help save our planet by using refillable bottles only. Children also have access to drinking fountain outside and are encouraged by their teachers to take sips of water while playing outside.

We at SSCS are committed to supporting your child in establishing lifelong healthy eating and drinking habits. In keeping with this philosophy, our facility will not serve fruit juice. Water shall be used as the first choice for thirst and will be offered throughout the day. (Standard 5: Fruit Juice Policy)

**Snacks** must be provided DAILY. Food should be healthy and represent two food groups. Please bring your child's snack to school in a bag or container that has your child's full name and the date on it. Place the snack in the classroom snack basket so that your child may find his/her snack at the appropriate time in the morning. Teachers will clean out snack baskets

daily to ensure food safety. Should you forget to bring a snack for your child, we will provide a simple snack such as applesauce and crackers. We are working hard to teach children to be aware of our environment. Please do not send paper items that need to be thrown away in our landfills. Send cloth napkins, reusable containers, and silverware.

**IMPORTANT ALLERGY INFORMATION-SSCS has a NO NUTS Policy. This means nuts, nut butters or nut oils should NOT be an ingredient included in your child's snack or lunch. Food labeled with "may contain traces of nuts" is O.K.**

*At this time, SSCS does not participate in the CACFP. If you would like additional information regarding eligible family enrollment, please contact CACFP at 1-800-352-4558. (Standard 4: Child and Adult Care Food Program (CACFP) Policy)*

## **What to Wear to School**

### **Hats, Hats, Hats!**

Your child must wear a hat outside. Please help your child choose a hat he/she likes. Label it and leave it at school. We will remind your child to wear a hat each day. Extra hats can be found in baskets located on our outside ramada. Borrowed hats are laundered after one use. **We ask parents to wear hats too because no one is immune from sun damage and parents are children's first teachers.**

### **Shoes**

We work hard to create an environment where children are given the opportunity to be children. Our own memories are rich with long days spent baking mud pies and decorating sand castles. At Second Street Children's School, plenty of time is allotted for children to explore in this way. We permit children to go without their shoes for long periods of time, if they choose. If children do take their shoes off, we remind them to put shoes on "the curb" (our little wall around the central ramada) with socks inside or in classroom shoe baskets, so that they are more easily found at the end of the day. During the winter months, children learn to check our outdoor thermometer. If the temperature is below 70 degrees, shoes stay on! You are invited to bring a pair of cozy slippers to school with your child's name inside so that your child may wear them while they play inside on cool winter days. **The Arizona Department of Health Services has advised us that having shoes off during a fire drill may cause an injury.**

### **Clothing**

Provide simple, comfortable clothing that is free of complicated fastenings. (For example: overalls cause problems with toileting and independence.) When you consider what your child will wear to school, think of the messy materials and the activities that children love. Think of sand, mud, and water. Children are not required to wear smocks when they paint, although we do have them. Even washable paint stains clothing. Think of weather changes and provide a sweater or light jacket on our warm winter days. It is much easier to remove an unneeded item than to put on something you don't have. **Label all clothing sent to school. Please keep a complete extra set (or two) of clothing in your child's cubby, stored in a labeled**

ziplock bag, for "accidents" or water play.

### **Napping and Nap Mats**

The Sunshine and Rainbow classrooms have a naptime. The Bears have a quiet rest time. We believe that children need a time to quietly rest and relax during their busy day. Children are encouraged to rest quietly on their mats. Teachers will rub backs, read from chapter books or rock children in the rocking chair. If your child does not fall asleep after 30-45 minutes they are offered quiet choices on their mat such as books or puzzles.

We provide a nap mat for each child in our napping classrooms. Parents provide the mat cover. You may choose to bring two king pillowcases or a homemade cover for the mat. If your child is in the Bear room, please bring a small blanket or towel for them to rest on. A small pillow, blanket and one soft "lovie" are helpful in making your child comfortable at naptime. On Monday morning, we ask that you prepare your child's nap mat with a freshly laundered cover and place it in the mat storage area. We have extra covers just in case. On Friday, we will send home your child's nap mat cover and bedding, as well as the borrowed nap mat for sanitizing/laundrying.

#### **\*Napmat sanitizing directions:**

- 1) Spray soapy water on the mat and hose off.
- 2) Spray a sanitizing agent on the mat.  
(At school we use a one-part bleach to 10 parts water mixture)
- 3) Leave in sun to dry.

Do not rinse off the sanitizing agent. The nap mats **cannot** go in the washing machine.

### **Transportation Procedures and Field Trips Requirements**

We do not provide transportation to and from field trip destinations. We ask you to volunteer to drive your child and, if you are comfortable, to also drive a student and a teacher. No child will be transported without an approved car seat, and a written permission slip from you.

Parents must sign a classroom group permission form before a child participates in a field trip. The field trip permission form includes the date and purpose of the field trip, the times of departure from and return to SSCS, and the name, street address, and telephone number, if any, of the field trip destination.

Parents who are transporting and escorting enrolled children on a field trip will carry a copy of the Emergency Information and Immunization Record card of each child participating in the field trip. Teachers will carry the group permission form and place a check mark next to each child's name at the beginning of the field trip when boarding the motor vehicle, upon arrival and each hour while at the field trip destination, when preparing to leave the field trip destination and upon return to SSCS at the conclusion of the field trip.

Each child participating in a field trip will wear in sticker identifying the school name and telephone number.

When SSCS uses a motor vehicle volunteered by a parent or other individual for a field trip, SSCS shall determine before the field trip begins that the motor vehicle is registered by the Arizona Department of Transportation and that there is current insurance coverage for the motor vehicle. Proof of current motor vehicle coverage will be maintained on SSCS premises and inside each motor vehicle used for transporting enrolled children. SSCS shall determine before the field trip begins that the motor vehicle driver is 18 years of age or older and holds a valid driver's license issued by the Arizona Department of Motor Vehicles. If the motor vehicle driver is a staff member, the staff member shall be a teacher-caregiver.

Field trips may include a fall trip to a pumpkin patch, fruit orchard, botanical gardens, local theater productions and/or walking trips to the Himmel Park playground or library.

### **Car Seat Policy**

Your children's safety is top priority at SSCS. For that reason, we want our teachers to be able to focus their full attention on the children, especially at greeting and dismissal time. So that the teachers can keep their hands free for assisting the children, we ask that parents who need to move car seats from one car to another (for example, when a parent brings the child but a nanny takes the child home) carry and install the car seats themselves.

Injuries suffered while riding in cars are the number one preventable cause of death in young children. Here are guidelines to follow to keep your child safe in the car:

- The rear center is the best seat for children 12 years or younger.
- All car passengers must wear a seat belt. Be sure that you wear a seat belt—children learn by example.
- Children under 4 years or 40 lbs. must ride in car seats. Most injuries can be avoided if parents take a few extra seconds to buckle their child into a safety seat or safety belt.
- Never hold a child in your arms or lap while traveling in the car.

Please note that Second Street Children's School's teachers and staff are not permitted to violate these regulations.

### **Toys from Home Policy**

Please do not bring toys from home. If an item is brought to school, we cannot be responsible for it. If your child insists on bringing in a toy from home they will be given the choice to either send it home with their parent or leave it in the office until the end of the day. Books, music, a soft, small "lovie" for rest time or something special found in nature are exceptions. These items can be shared at group time. Alert your teachers that your child has something to share.

### **Holidays**

At SSCS, children are free to entertain their brief moments of childhood while exploring their ideas and imagination sheltered from the commercialism that has infiltrated our holidays. Our intention is to look for opportunities to celebrate family and cultural

traditions in ways children can construct new understanding and meaning. Your contributions to this end are critical. We invite you to participate in ways that you feel comfortable to help us create a season rich in meaning and memories. What about Halloween? We invite children to self-express everyday! Halloween can often be a day of heightened emotion. If your child would like to show his or her friends their costume, they are welcome to bring it to school in a bag. Your child's teachers will help coordinate the sharing.

### **Birthday Policy**

We take great pleasure in celebrating your child's birthday in the classroom. Feel free to bring healthy snacks to share. We invite you to make a plan with your child's teacher. Party Invitations-We request that party invitations go out via email or USPS. Please do not distribute invitations at school. You will find addresses in our school directory.

### **Parent/Program Communication**

#### **Classroom Log Book, Posted Signs & Friday Digests, Conferences**

Please check your child's **classroom logbook** for information and notices regarding upcoming events, reminders and important dates. The logbook is also the place where you may communicate with your child's teachers regarding absences, changes in who will pick-up your child and any other information you may have for parents and teachers. Please also take notice of **posted signs** either on doors (health-related ONLY) or on our Welcome Center by the front gate. Please watch for regular **Friday Digest** emails to keep you up-to-date on classroom and school-wide events and information.

**Parent Teacher Conferences** are scheduled twice yearly or upon request. The school is closed on conference days. Support teachers are available during your conference to be with your child.

The administrative team is usually present during school hours. A qualified, designated person is always present should an issue arise.

Parents are encouraged to call or email the office to share or request information. The administrative team will always make its best effort to return your calls or emails in a timely manner. In the event of an emergency, or if you need an immediate response, please call the director or associate director directly. Their numbers are located in the school directory.

### **Parent Rights & Responsibilities**

#### **1. Respect for your family**

You will be treated with respect and discretion when discussing needs, concerns, and observations regarding your child. We would like to know about changes that may be happening at home. These changes often affect your child's behavior at school. We look for unique and special ways to help your child during these periods of change. Your individual family "culture" will be respected. You are invited to share your family experiences with our school community.

## **2. An Invitation to Participate**

You are invited to visit the school at anytime with or without an appointment. We value our "open-door" policy and believe it promotes trust in our school community. You are invited to volunteer in your child's classroom to help with special programs or events. We also need parents to assist us when we take field trips.

## **3. Required Participation**

You are expected to participate in **two workdays each school year**. We schedule one per semester. If you are unable to, or do not wish to participate, we ask that you to donate \$85 in lieu of your participation for each workday scheduled.

## **4. A Note about Communication**

Direct and honest communication is a core value for all of us at Second Street Children's School. If you have a problem with anyone at the school, please speak directly to that person as soon as the problem arises. If the problem does not resolve itself, we will call a conference between all involved parties. Staff will be present to facilitate and mediate.

## **Pesticide Use at the School**

Pesticide is sprayed around the outside perimeter of the building on the first business day of every month between 6am -7am. Name of pesticide: Cykick @.05% 32 oz. Second Street Children's School will give all families a 48-hour notice each month prior to this event.

## **Liability Insurance**

Second Street Children's School is insured as required by the Arizona Department of Health Services. Insurance documents are available for review in the school office.

## **Child Abuse Reporting**

We are required by mandatory reporting laws to report any suspected child abuse or neglect to the Department of Health Services and Child Protective Services.

## **Inspection Report**

Second Street Children's School is licensed by the Arizona Department of Health Services Department of childcare licensing.

Yearly inspection records may be reviewed in the school office or you may request a copy from:

Arizona Department of Health Services  
Division of Licensing  
150 N. 18th Avenue, 4th Floor  
Phoenix, AZ 85007

## **Important Information**

Second Street Children's School office: 520-327-2124  
2430 E. 2<sup>nd</sup> St. Tucson, AZ 85719

office@secondstreetschool.org  
jenny@secondstreetschool.org  
jeri@secondstreetschool.org  
Tax ID# 45-0493882  
Emergency 911  
Poison Control 1-800-222-1222

We update the handbook on an annual basis. Please read, sign and return the last page of this handbook before your child's first day of school.

Street Children's School Parent Handbook Signature page

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Please check all.

I have read the 2014-2015 SSCS Parent Handbook.

I understand:

- the mission, philosophy and approach at SSCS
- that SSCS is a not-for-profit and my will participate in annual fundraising events.
- the admission, waitlist and enrollment policies
- the hours of operation and school calendar (including all days SSCS is closed)
- the withdrawal and disenrollment process and policy
- tuition and registration payment responsibilities
- the summer program schedule and summer holding fee policy
- and have reviewed all charges and fees
- the scholarships available
- the parking guidelines
- the daily policies and procedures
- the front gate policy
- discipline guidelines
- absence and vacation notification responsibilities
- illness, medication and emergency procedures
- EMPOWER policies and standards
- that SSCS is a nut-free campus
- the recommendations for what my child should wear to school and nap mats
- transportation, fieldtrip and carseat policy
- toys from home, holiday and birthday policy
- parent/program communication, rights and responsibilities
- pesticide treatment and timing
- that SSCS staff are mandatory reporters of suspected child abuse or neglect
- that the AZDHS office of childcare licensing inspects SSCS annually
- tax id # is 45-0493882

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

*Please contact the admin team if you have any further questions about SSCS handbook and it's policies.*