



## **Growing Minds Preschool**

17999 W. Surprise Farms Loop South, Surprise, AZ 85388

[growingmindspreschool@dysart.org](mailto:growingmindspreschool@dysart.org)

623-876-7350

### **Vision**

A nurturing community, supporting individual growth and development.

### **Mission**

Providing an experience that fuels a young, growing mind creating a love for learning that breeds creativity and critical thinking.

### **About Growing Minds Preschool**

It goes without saying, early childhood education is critical in the development of growing minds in their early years. Outstanding preschool education will expose a young mind to experiences that will have an exponential impact on growth and development. Not only cognitive development of a young mind, but positive exposure to an environment that is fun and exciting will support a student's lifelong enthusiasm and love for learning. The preschool experience will advance cognitive development and cultivate social and emotional development, building respect, resilience, teamwork, optimism, innovation, and self-esteem through positive interaction with classmates and teachers.

Growing Minds Preschool creates an environment where a child will learn through play, and the application of Creative Curriculum as the learning program, which follows the Arizona Early Learning State Standards, allows a child to initiate his or her own learning experience. Growing Minds Preschool promotes cognitive, physical, social, and emotional growth. Students will develop critical language and communication skills through individual and group learning throughout the day through instruction that engages students when they walk through the door. Play time is learning time, even meals and snacks, through family-style dining during all meals, students learn their table manners and more importantly, collegiality and mutual respect through social interactions.

Growing Minds Preschool will include activities in reading, writing, and math, exposure to science, social studies, music, art, and sports. Creative expression and physical play is embedded in all activities, with a hands-on learning experience that ensures that a child will love to learn and grow.

Learn through play is a core value that supports cognitive skills, physical growth, new vocabulary, social skills, and literacy skills. The value of play is often underestimated, but a driver to ensure that learning is fun, a motivating factor for every child to participate in school with enthusiasm everyday.



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### Hours of Operation

Monday - Friday: 6:00 a.m. - 6:00 p.m.

Growing Minds Preschool is a 12 month program.

### School Calendar

- 1st Day of School, July 15
- No School:
  - Labor Day
  - Veteran's Day
  - Thanksgiving Recess (Thursday & Friday)
  - Christmas Eve Close 2pm
  - Christmas Day Closed
  - Martin Luther King Day
  - President's Day
  - Memorial Day
- Last Day of School, Jun 26,2020
- School closed, June 27 - July 5

### Enrollment and Registration

Families are encouraged to visit and tour the facility prior to enrollment. While the facility maintains an open door policy, we encourage all families to make an appointment for a tour, as we are a secure campus, and an appointment ensures we meet all your expectations, answer your questions thoroughly and maximize your experiences during your visit.

Growing Minds Preschool registration is available on a first-come, first-served basis. Online registration may be completed on the school webpage located at [growingmindspreschool.org](http://growingmindspreschool.org)

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

- Contact Information
- Emergency contact information
- Student immunization records
- \$50 Non-refundable Registration Fee
- Contract e-signature
- Health Plan Packet (if needed)

Allow up to three days for contract approval.

Upon contract approval first installment payment is due prior to the child attending.

See the Payment Terms section for terms and charges that apply. It is the responsibility of the families to keep enrollment records current.

All changes to student records must be made online through your preschool account. Please advise preschool management regarding any changes to your home address, phone number, business phone number, or authorized emergency contacts. In addition, emergency cards must be reviewed every six months, or when any changes in contact information occur.

### Payment Terms

- Tuition payments are due on a bi-weekly basis, and based on monthly rates, days off are already factored into rates.
- All tuition is due two weeks in advance of service.
- Late fees are \$25, and applied the 7 days after due date at closing for each late payment.
- \$25 fee will be applied to the account for all returned or rejected payments.
- If payment is not received 14 days after tuition due date your child will be withdrawn from the program.



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- ❑ The unpaid balance, in addition to a \$30 re-enrollment fee, must be paid before the child may continue in the program.
- ❑ If your child is withdrawn for non-payment, Growing Minds Preschool cannot guarantee placement due to enrollment capacity.
- ❑ No credits or refunds will be issued for days the student is not in attendance.

guidelines for continuing coverage. All co-pays and amounts not covered by DES are subject to the scheduled billing cycle. Any unpaid balance due to change in coverage will be billed at the end of the month and must be paid with the next scheduled payment.

## Monthly Tuition (Based on Annual Rates)

*Half Day: AM: 8:30AM - 12:30PM*

*Full Day: 6:00AM - 6:00PM*

Schedule	2 year old rate	3 / 4 / 5 year old rate	Add Child Rate
5 full days	\$753	\$728	\$655
3 full days M,W,F	\$485	\$464	\$418
2 full days T,TH	\$375	\$363	\$328
5 half days	\$503	\$492	\$440
3 half days M,W,F	\$368	\$359	\$323
2 half days T,TH	\$253	\$243	\$219
Drop-in	\$62	\$52	N/A

## Payment Methods

- ❑ Account activation must be completed in order to make payments.
- ❑ Online payments available through the payment system which can be accessed at [www.growingmindspreschool.com](http://www.growingmindspreschool.com)
- ❑ Drop-off or mail payments can be made at the school site, or sent directly to Nathaniel Dysart Education Center, Attn: Community Ed Dept, 15802 North Parkview Place, Surprise, AZ 85374.
- ❑ For questions or assistance please contact Growing Minds Preschool Manager at (623)876-7350.

## Enrollment Changes

Enrollment changes cannot be guaranteed based on enrollment capacity. However, when changes can be made, there will be a \$30 change fee per transaction after the child's first day of attendance in the program.

Registrations, withdrawals, and changes must be completed through your preschool online account.

## Financial Assistance

The Arizona Department of Economic Security (DES) offers assistance to families who qualify for financial assistance. For information on qualification and procedures, please call DES at (623) 925-0095. Individual families are responsible for the completion of all appropriate paperwork, and abide by all DES

## Withdrawal/Disenrollment Procedures

We never want to see anyone leave our preschool, however we understand that often times there are uncontrollable circumstances that arise that force change. Growing Minds Preschool requires a 30-day notice to the Preschool Manager in writing if it is necessary to withdraw your child. This will help us meet the needs of the families on our waiting list. There are no refunds made for withdrawals.

### **Reinstatement**

Reinstatement, regardless of circumstances, are subject to availability at the site. All applicants are subject to a \$30 reinstatement fee.

### **Absences**

There are no discounts, refunds or credits for sick days, or for days your child does not attend the program. Please notify the preschool of all absences by calling the front office a 623-876-7350

### **Transportation for Field Trips**

Growing Minds Preschool does not participate in off-site field trips at this time.

### **Meals and Snacks**

All meals and snacks are provided by Growing Minds Preschool. Meals are provided in family-style dining, teaching respect, manners, and social-interaction during meals. Breakfast is provided to all students arriving prior to 8:00 a.m.

### **Dress Code**

Students are expected to arrive in appropriate preschool attire. This is defined as comfortable clothing where the students can move freely, closed-toe shoes are highly recommended for active play. For toilet-training students, we require them to wear elastic waisted bottoms.

### **Health and Wellness Policy**

Anytime a staff member observes a child not feeling well, in the spirit of the safe and nurturing environment, parents will be notified regarding the child's condition. 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, lethargy, vomiting, diarrhea, rashes, coughing, sneezing, itchy/watery/red eyes, dizziness, and being lightheaded.

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. You will be notified immediately

### **Medication**

If your child requires medication during the day a Parent Consent form must be completed and signed with the appropriate medication. Physician-prescribed medication 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 & route), reason for medication, and number of doses contained. Non-prescription medication must meet the same guidelines. *Children who have health concerns that require ongoing medication including epipen, breathing treatments, or other, must complete a personal health plan packet as part of their enrollment.*

### **Contagious Illness/Conditions**

If a child has any contagious condition such as pink eye, head lice, strep throat, flu, chicken pox, etc., please contact Growing Minds Preschool so appropriate communication can go out to all families.

### **Hand Washing**



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Hand washing is the number one preventative measure to avoid the spread of disease, we explicitly teach, scaffold and monitor hand washing procedures. Procedures involve the use of soap and running water with vigorous and thorough rubbing for at least 15 seconds followed by paper towel drying. The staff and the children wash their hands upon entry into the classroom and routinely throughout the day.

### **Sunscreen**

There is always some shade available in the pavilions and play structures of our outdoor playground. However, it is highly recommended that children wear sunscreen for possible sun exposure. Children may be allowed to apply their own sunscreen. They may bring the sunscreen to class and either keep it in their possession or give it to a classroom staff member who will keep it in a labeled plastic bag in a storage room. The child may request to access their sunscreen for application at any time. The sunscreen container must be marked with the child's first and last name. For safety purposes, the sunscreen may not be left out in an exposed area where it might be accessed by other students.

### **Pesticide Application**

Dysart Unified School District will provide parents or guardians of children who are enrolled in Growing Minds Preschool written notification of pesticide application at the school site. A notice will be posted on the parent board and at each entrance door 48 hours prior to application and shall remain posted for 72 hours after the pesticide application. Written pesticide information is available upon request.

### **Emergency Contacts**

It is the parent's responsibility to keep all emergency contacts and doctor's information current during the program year. Please notify the Growing Minds Preschool management immediately of any changes.

### **Home Items**

Growing Minds Preschool discourages bringing in any home items not specifically requested by preschool teachers for specific lessons. The school provides a variety of educational resources and games for children, we do not allow your children to bring items such as toys and games from home. If such items are brought to the program, team members cannot be responsible for their safe return. Please clearly label all clothing, backpacks, and food containers brought from home. This will assist the team members in returning items to their proper owners.

All students are expected to bring a change of clothes, which will be kept in their person cubby, along with a water bottle, crib sheet and blanket for nap time. Please ensure all items are labeled clearly with first and last name.

### **Sign-Out Procedures**

Department of Health Services regulations state that only parents, legal guardians, or authorized parties listed on the emergency card may sign a child in and out of school daily on the designated sign in/out sheet.

Families are responsible for immediately notifying Preschool Manager of any changes. Documentation of changes must be kept on file in both the school front office and the preschool classroom. 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 a 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 the parent(s) or legal guardian will be required. Information listed on the photo ID will be verified against the information on the notarized letter.

### **Telephone Authorization**

In the event a parent or the listed emergency contacts cannot pick up a child, preschool telephone authorization will be used. Completing the telephone authorization code located at the bottom of your child's emergency card will assist us in identifying you over the phone. For the safety of your child, the preschool telephone authorization procedures will be followed for every telephone authorization. If this area is not completed upon registration, we will enter the word POLICY.

### **Schedule**

The Preschool Program can only operate during the designated hours. The staff is not able to open doors early or stay late with students since they are required to prepare materials, attend meetings, and professional development sessions. If an emergency arises, please call the school so we may reassure your child that he/she will be picked up.

### **Parent Involvement**

Critical to our preschool program is the development of growing relationship between you and the school in order to better meet your child's needs. Parent involvement is a key component to a child's development. One way this is accomplished is through consistent communication on the part of parents and teachers. Parent/Teacher Conferences are just one example of a time when parents and teachers can communicate regarding your child's progress. Conferences occur twice a year – one in the fall and one in the spring.

Parent have access to the areas on facility premises where the their enrolled child is receiving child care services.

### **Behavior Guidelines**

Social growth is crucial during the early years of every child's life. We will focus on helping children learn appropriate behavior in a developmentally appropriate way. Appropriate behavioral guidelines are established with the goal of not only maintaining the physical and emotional well-being of each child, but also through teaching self discipline, sound judgment, and respectful interactions with others. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development. Effective partners support each other for the benefit of the child. Parents are kept informed of problems as they may arise.

### **Student Behavior Expectations**

All children are entitled to a positive and safe learning environment. To facilitate this environment in the preschool classroom, our teachers utilize a positive behavior support approach.

The preschool behavior management plan includes the following steps:

- Verbal reminder of expectations (Informal talk with student)
- Time out for no longer than the age of the child (Example: 4 years old = 4 minutes in time away from the group)
- Conference with student and phone call to parent
- Conference with parent and possible referral for behavior
- Individual Behavior Plans will be implemented if behaviors present ongoing concerns

- ❑ Violation of IBP may be subject to removal from Growing Minds Preschool

### **Individual Behavior Plan**

The preschool team will work with families in the event that a preschool student displays chronic disruptive behavior.

Chronic disruptive behavior is defined as verbal or physical activity which may include, but is not limited to:

- ❑ Behavior that requires constant attention from the staff.
- ❑ Violence and/or aggressiveness that inflicts physical or emotional harm on other children. Running away from or abusing the team members.
- ❑ Disrespectful behavior toward staff members or students.
- ❑ Destruction of property or vandalism.
- ❑ Ignoring or disobeying the rules that guide behavior during the school day and school hours.

When a student's actions go beyond that which the teacher can effectively control using his/her discipline plan, a meeting with the child's team (parent, preschool teacher and Preschool Manager) will be held to develop an individual behavior plan for the student.

Parent involvement at home, and consistency of behavior reinforcement, is critical when developing plans for student success and we truly value the parent/guardian partnership.

### **Program Expectations**

Growing Minds Preschool Program will teach children to:

- ❑ Take responsibility for their actions.
- ❑ Respect all rules and those they interact with.
- ❑ Listen and follow instructions.
- ❑ Take care of the preschool community, materials and equipment properly.

The Preschool Program expects parents to:

- ❑ Keep the child's records current and up-to-date. It is vital for the safety of your child to keep us informed of any address or phone number changes for you or those listed with authorization to pick up your child.
- ❑ Drop off and pick up children on time according to the preschool schedule.
- ❑ Pay attention to any communications from the teacher regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.
- ❑ Inform the teacher of any medical concerns or changes for their child.

Parents may expect:

- ❑ Their children will be cared for in a safe, supportive, consistent, respectful environment.
- ❑ Their child will learn through play, and participate in a high energy, interactive preschool program everyday, all day.
- ❑ Communication will be ongoing and consistent as it relates to school activities, and your child's health, well being, behavior and individual development.
- ❑ May visit with the school personnel and administration about concerns related to their child or the program.
- ❑ Your child will receive nurturing care from staff members who are actively involved with them.
- ❑ Your child will have the opportunity to explore new experiences that will expand learning in a supervised, safe and secure environment.
- ❑ Preschool staff members will ensure compliance with the Arizona Department of Health Services.



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### Licensing

Growing Minds Preschool operates in compliance with regulations outlined by the Arizona Department of Health Services and the Child Care Licensing Bureau. Information on licensing and inspection reports is available at the Arizona Health Department's office located at 150 North 18th Avenue, Suite 400, Phoenix, Arizona 85007. The office may be contacted by phone at (602) 364-2539. Inspection reports are also available upon request at each school site and in the Community Education Department located at 15802 North Parkview Place, Surprise, Arizona 85374 (Phone: 623-876-7056).

### Liability

Dysart Unified School District #89 has liability insurance in place for all operations. However, the district does not carry medical insurance for any participant's injuries or illnesses. Associated medical claims are the responsibility of the parent/guardian. Liability insurance documentation is available for review on site.

### Staff Qualifications

All Staff members are employed by DUSD and undergo an extensive background check through local, state, and federal authorities. A fingerprint clearance card is obtained before applicants are hired.

All staff are subject to ongoing professional development in the areas of best practices in the classroom, classroom management, lesson development, Sanford Harmony social and emotional well being, guidance, health and safety, and child development throughout the year. All staff members are CPR/First Aid certified.

### Volunteers

All volunteers are subject to acquiring a Green Volunteer badge with DUSD Human Resources. The HR process for retaining a green volunteer badge includes the completion of a Volunteer Application and background check. Volunteers cannot facilitate lessons or activities without a DUSD employee present.

### Classroom Visitors

A permission slip must be signed when special visitors will be in the classroom, such as a school photographer or fireman. If your signature is not on the permission slip, you will need to arrange alternative care for your child that day. Those wishing to schedule an observation will need to contact the school office and schedule the observation with the Preschool Manager.

### Children's Photos

A parent or eligible student who does not want DUSD to disclose directory information from education records without prior written consent must notify DUSD within two weeks after enrolling in Growing Minds Preschool. If DUSD does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter's designated directory information listed below:

- Student's name
- Telephone listing
- Photograph
- Date and place of birth
- Grade level
- Participation in recognized activities
- Parents/guardian names

This information, particularly photos, may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs and web pages.



## Department of Health Services EMPOWER Policies

### **Physical Activity**

We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun and that offer variety. Sedentary children are at risk for a variety of health issues including obesity, early onset diabetes, and other health related conditions. Therefore Growing Minds Preschool adopts the philosophy of Learn thru Play, ensuring constant activity and guaranteeing a minimum of 60 minutes of moderate to vigorous physical activity daily. Activities will vary between teacher-led and free-play in accordance with the Empower guidelines. Physical activity is never used or withheld as punishment.

### **Sun Safety**

Growing Minds Preschool is committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun-safe. Well defined research has documented a multitude of negative health conditions from overexposure to the sun. Staff is encouraged to protect the children's and their own skin with: Sunscreen, lip balm, hats, light clothing and shade; limiting exposure during peak UV times; regularly checking the UV index to monitor the intensity of the sun's rays and plan for outdoor activities accordingly.

### **Child and Adult Care Food Program**

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

### **Fruit Juice**

Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Too much juice may also take the place of more nutritious beverages such as fat-free or low-fat (1%) milk or water. To support your child in establishing lifelong healthy eating and drinking habits, our facility will limit 100% fruit juice with no added sugar and not more than two times per week for all children. Only four to six ounces shall be served at one time.

### **Oral Health**

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

### **Staff Training**

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

### **Arizona Smokers Hotline (ASHLine )**

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

### **Smoke Free Campus**

We are committed to providing a smoke-free environment for children and staff. Appropriate signage will be posted.

## **Learning Program**

Through the application of Creative Curriculum all children are provided with developmentally appropriate academics in reading, writing, academic vocabulary, oral language development, math, science, social studies, and technology. The concepts and themes are presented through art, music, movement, finger plays, stories, writing, poetry, science, math, games, inside and outside play, gardening, cooking, and technology. All Growing Minds Preschool skills are aligned with the Arizona Early Childhood Education standards:

- Movement and coordination
- Autonomy
- Social skills
- Work habits
- Language and literacy
- Mathematical reasoning and number sense
- Orientation in time and space
- Scientific reasoning and the physical world
- Music
- Visual arts

## **Growing Minds Learn through Play**

Play, there is simplicity in the term, but what it offers is a complex learning structure for young children. Play is the context for all child development, and in that context, the construct of real life application through play creates 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
- Play inside, but remember, outdoor experiences lend itself to the most memorable childhood 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
- The ultimate stress reducer is play, it is joyful, and provides an outlet for anxiety and stress

## **Assessment**

All children within the preschool program participate in an ongoing progress monitoring program called Teaching Strategies GOLD. The students are not required to complete a test, but are assessed through teacher observation. The teachers track 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.