



An Early Learning Center

Family Handbook

2023-2024 School Year

Climbing Tree Community School, an Early Learning Center

WELCOME

Dear Family,

Welcome to Climbing Tree for the **2023-2024** school year! We look forward to providing your children the best education and experience in a thriving community of excellence! I am proud to be the Director of this great school and am here to support you through your journey from preschool to kindergarten and beyond. Your children will be filled with learning, laughter, and wonder as they embark upon this adventure to prepare for the future.

Thank you for choosing **Climbing Tree Community School**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

April Turner
Director

Sarah Barber
Assistant Director

Our Address: 1695 N Country Club Road, Tucson, AZ 85716
Our Phone: 520-344-4501
Our Website: climbingtreeschool.org
Our email: info@climbingtreeschool.org

This facility is regulated by the Arizona Department of Health Services Child Care Licensing
Tucson Office
400 W. Congress, Suite 100
Tucson, AZ 85701
520-628-6541

☒ Inspection reports are available on-site.

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ABOUT US

Philosophy

At Climbing Tree Community School, an Early Learning Center, we view children as feeling, thinking, creative, and growing individuals. Our child-centered programs prioritize understanding the whole child. Each child's culture, strengths, challenges, interests, dreams, and fears inform program design, instructional methods, and individual goals through an emergent curriculum. We honor each child's curiosity and capacity to drive their learning. Children are encouraged to become problem-solving, sensitive, contributing, and responsible members of the "school community" as initial preparation for adulthood in a complex society.

Mission

Climbing Tree Community School, an Early Learning Center provides a supportive community in which young children expand their learning and development. Our curriculum is child-centered and focuses on play as a dynamic form of learning that involves a wide range of intellectual, social, emotional, and physical capabilities.

Certification

This facility is regulated by the Arizona Department of Health Services (ADHS), located at 400 W. Congress, Suite 100, Tucson, AZ 85701-1352, (520) 628-6540. The ADHS inspects the school annually to ensure that the facility is in compliance with all licensure regulations. These inspection reports are available in the School Office upon request.

This facility maintains the required minimum liability insurance coverage. We maintain documentation of the insurance coverage required on facility premises. Documentation of insurance is available for review anytime on the facility premises.

Parents will be notified at least 48 hours before a pesticide is applied at premises. Notices will be posted to the parent board at the Climbing Tree school office.

Hours of Operation

School Year (August through May) hours are from 7:15 a.m. to 5:45 p.m. Monday through Friday. The school office is open Monday through Friday from 8:00 a.m. to 3:00 p.m. The daily schedule for the school is as follows:

7:15 a.m. – 8:30 a.m.– Early Morning Care: Childcare is provided beginning at 7:15 a.m. Children who arrive before 8:00 a.m. play outside. In the case of inclement weather - below 40 degrees, over 100 degrees, or rain – the children will play in the Multi-Purpose Room (MPR) or other designated indoor space. A sign will be posted alerting you to a drop-off location. We understand children can sometimes have a difficult time at drop-off. Parents are asked to reassure their children that are in loving, capable care and to depart. Establishing a consistent routine will be helpful for children and staff.

8:30 a.m.-12:30 p.m. — Morning School Class: The morning class begins at 8:30 a.m. and ends at 12:30 p.m. Class time involves both indoor and outdoor activities and includes large and

small groups, as well as individual integrated activities, designed to invite and stimulate all aspects of development of the young child. Parents may enroll children 3, 4, or 5 days per week depending on the availability of space. School lunch is from 11:30 a.m. to 12:30 p.m. Children need to bring their own lunch.

8:30 a.m. - 3:30 p.m. — Full-Day School Class: The full-day program runs from 8:30 a.m. to 3:30 p.m. Parents may enroll children 3, 4, or 5 days per week depending on the availability of space. Children need to bring their own lunch. Based on the classroom, after lunch, children will rest or nap. Those who nap are woken by 2:30 p.m. Children who do not nap will have the opportunity to engage in quiet activities. From 2:00 p.m. - 3:30 p.m. children choose from a variety of activities and have a snack period.

8:30 a.m. - 3:30 p.m. - Kindergarten Class: Children in kindergarten must be enrolled in a full-day class. The program runs from 8:30 a.m. to 3:30 p.m. This class is open to 5-year-olds and is a 5 day a week program. Our kindergarten program includes lunch and rest periods.

3:30 p.m. - 5:45 p.m. - Extended Day Care: Children staying after 3:30 p.m. will participate in a variety of activities including - but not limited to - outdoor play, reading, art projects, games, block building, team building, and many other hands-on, developmentally appropriate projects and activities.

Summer camp hours may vary.

Drop Off and Pick Up

The entry for Climbing Tree is located on the west side of the building along Bentley Street. You will enter through the chain link fence and then the secured blue gate. Parents/guardians will receive secured access information. All others must ring the doorbell. Once properly identified, an office staff member will unlock the door. Do not allow your child to open the outside gates. Tell Staff if someone comes through the gate with you that you are not familiar with.

School Holidays

Climbing Tree follows the TUSD School District Calendar for school closures, holidays, and teacher in-service days. We are closed for certain holidays including New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and the following Friday, and Winter Break. Please see the Climbing Tree School Calendar for a full list of school closures, holidays, and in-service days.

Admission & Enrollment

The school serves children from ages 3 to 6 years. Children must be 3 years old before September 1 of the current school year. Children must be potty trained; they should be able to wear underwear throughout their school day with little to no accidents or assistance needed. The school is not licensed for diapering or pull-ups.

All admission and enrollment forms must be completed and the Registration Fee and ½ of the first month's tuition payment paid prior to your child's first day of attendance.

An enrollment/registration fee of \$125 and ½ of the first month's tuition is due at the time of enrollment. This fee is non-refundable.

A two-week, written notice is due before withdrawal. A tuition deposit is required for each child enrolled. This deposit will be held without interest and will represent tuition payment for the last two weeks of the child's enrollment.

There are up to six classrooms. Children remain in the same classroom for the entire school year, which begins early August and ends mid-May. Class size is limited to ensure that the learning and care environment is relaxed, safe, attentive, and of the highest quality.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

Climbing Tree believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

In order to ensure that the needs of children with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) are met, the following procedures will be implemented.

Director will:

- Ask all families to complete a request form for a copy of a child's IEP/IFSP. This request will be placed in each child's file.
- File all copies of IEP/IFSPs in a child's file in order to be readily available to share with the teaching team.
- Provide copies of IEP/IFSP goals to the child's teacher(s) and discuss strategies for meeting the goals.
- Ensure all teachers are trained on how to implement an IEP/IFSP. Training will be documented in each teacher's professional development record (PDR).
- Contact early intervention staff/consultants to schedule periodic meetings with the child's family and teacher(s) to discuss the child's progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.
- Request permission from families to attend any meetings with the early intervention team related to changes to the IEP/IFSP.
- Monitor teachers' work towards supporting the child in meeting IEP/IFSP goals.
- Request additional help from the early intervention team if needed.
- Ensure teachers conduct family conferences to report on progress.

Teaching Team will:

- Observe and document the child's progress towards goals weekly and use their notes to individualize lesson plans.

- Complete a communication log between home and the teachers daily or as needed for each child with an IEP/IFSP.
- Prepare for and conduct family conferences at least 2 times a year to share progress on IEP/IFSP goals, the child's development, and participation in the classroom.
- Meet with the family to plan for and discuss transitioning to new classrooms or programs. An individualized plan will be created as needed to ensure a successful transition for the child.

Non-Discrimination

At **Climbing Tree Community School, an Early Learning Center**, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Involvement

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Volunteers

Families interested in school involvement can complete a Volunteer Form and/or talk to the teacher or director. We will also invite families to come in for specific happenings in the classroom or at the school.

Fundraisers

We appreciate everyone's involvement in our biggest fundraisers; the Fall Festival and the Spring FUN!Raiser. These are hugely successful, fun, friends and family events made possible with everyone's help.

Community Support

A few times a year the school helps support various charities by conducting food, clothing, and gift drives.

Through our anonymous Adopt-a-Family drive, we help support a school community family during the winter holiday season who could use some extra help.

Social Opportunities

We strive to create a classroom and school environment where all families feel welcome and a part of the school community. We offer opportunities for families to mix, mingle and have fun together throughout the school year.

Please see the School Calendar at the end of this booklet for planned events.

Student Information and Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Student information and records are kept secure and confidential in the School Office. The school requires the following forms to be on file, maintained, and updated as needed for every student:

- Registration Form
- Family Agreement & Understanding
- Release & Permission Information
- Emergency Information & Immunization Record
- Child & Family Information
- Child Development Information
- Permission Slip for Excursions
- Current wellness exam record – signed by a healthcare provider

And, if applicable:

- Immunization Exemption Form
- Medication Consent Form: needed in cases of medication administration during school hours
- Food Allergy Plan: needed in cases of food allergies and medication administration, including an Epi-Pen – signed by a doctor
- IEP Individual Education Program

Notify the school immediately of any changes to your home address, email address, telephone numbers, medical care provider information, persons who may drop off or pick up your child, and emergency contacts.

Staff Qualifications

Our teachers and staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher	Bachelor/Associate Degree in Early Childhood Education or closely related field	2-5 years
Teacher Assistant/Aide	Associate Degree/Child Development Associate Credential	1 year

Each teacher and staff member participates in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. All employees are required to participate in a minimum of 18 hours of continuing education per year. Every effort is made to ensure staff stability.

We do not endorse families entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our teachers/staff outside the programs and services we offer is a private matter, not connected or sanctioned by **Climbing Tree Community School**.

Child to Staff Ratios

The primary responsibility of all staff is the supervision of children in their care. Staff is responsible for children in their class mostly by sight, both inside and outside the classroom. For short periods of time, children may be supervised by sound if frequently checked (i.e. when using the restroom or a quiet area) All staff receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following NAEYC standards for the child to staff ratios:

Age	Child to Staff	Maximum Group Size
3 year-olds	<u>8 to 1</u>	<u>16</u>
4 year-olds	<u>9 to 1</u>	<u>18</u>
5 year-olds	<u>10 to 1</u>	<u>20</u>
6 year-olds	<u>10 to 1</u>	<u>20</u>

Source: National Association for the Education of Young Children.

Communication & Family Partnership

Climbing Tree is committed to community values and welcomes family involvement in the school. We see families as members of our childcare team and value their presence in our school. Efforts to include our families in the school are ongoing and we remain open to comments, ideas, and suggestions. To ensure good communication and relationships between home and school, the school provides the following services:

Online Communications. Teachers will use our online app, **Procare**, to send frequent communications, notes, injury reports, and reminders. You can also send messages to your child’s teacher, add additional authorized pickups, pay tuition, and view our calendar through Procare. *Please download the Procare app to gain access to this information.*

Daily Communications. Teachers have communication logs open and available to families to ensure ongoing, two-way communication. Staff is also available to families via email.

Bulletin Boards. Located throughout the campus, bulletin boards provide school news, upcoming events, holiday closing dates, announcements, etc. Parent bulletin boards outside each classroom are for posting weekly lesson plans, field trip information, and other class announcements.

Newsletters. Weekly newsletters from the teachers and monthly newsletters from the school office provide school news, events, announcements, etc. These newsletters are sent through email.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

Parent Meetings and Resources. Our parent meetings and resources provide a learning environment for parents to share opinions, ideas, and experiences and increase their

understanding of learning and development. Some meetings are social gatherings, others are committee or planning meetings, and others offer a program or speaker.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on-premises and sign out upon leaving.

Family Events. Family Events are scheduled on a regular basis. These events include snacks, drinks, and fun-filled age-appropriate activities for families. Family Events allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences are held at least once per year for preschool and twice for kindergarten. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

We support and respect each child and family's home language. As part of our intake forms, we ask that you provide us with some information about the language spoken at home. We make efforts to include this language in our classrooms by bringing in books, music, and experiences in the home language. We feel these efforts help make Climbing Tree a wonderfully diverse community. We will also make every effort to provide a translator to families who need this service.

Family Involvement in the Classroom

We are delighted to have family members participate in our program. Staff work with families to encourage communication and partnership. Parents/Guardians are welcome to visit the program any time during regular program hours after the first two months of school - check in with your child's teacher to determine a good day and time. Families are welcome to share celebrations, passions, skills, careers, recipes, or traditions in their child's classroom throughout the year. If you wish to volunteer in your child's classroom, please talk to your child's teacher and fill out a volunteer form.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for a conference.

Publicity

Photos will be taken of the children at the center for use within the school, in-school newsletters, on our website, or on our social media. Written permission will be obtained prior to the use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Climbing Tree Community School uses an emergent curriculum. Rooted in the work of noted early childhood theorists like Dewey, Piaget, and Vygotsky, emergent curriculum is defined as a process where teachers plan activities and projects based on the specific group of children they are working with, taking into account their skills, needs, and interests. Curriculum lessons meet Arizona's Early Learning Standards for students ages 3 through kindergarten. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best-individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

Developmental Screening and Assessment

Climbing Tree Community School uses The Work Sampling System for assessment of your child's progress. As an integral part of our program, our teachers assess the development and progress of their students. The reasons for these assessments are to ensure that each child is developing within a typical range and verify that each child is making progress throughout the school year. Screenings also provide teachers valuable information about each child's interests and learning styles. Such information helps staff plan a curriculum that is interesting and most beneficial to the children in their class. These screenings also allow for early identification of areas of concern that may require further assessment. Each child receives a developmental screening at the beginning of the new school year or upon enrollment. Assessment of progress is measured in the late fall, winter, and spring. These screenings are a part of the regular classroom day and do not disrupt the child's regular activities.

Transitions

Your child's transition in preschool, pre-kindergarten, and kindergarten should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to school

Prior to your child's first day, you will have an opportunity to tour the school, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

At the beginning of the school year, there will be a Parent Orientation for new and returning parents. There will be a general meeting followed by individual class meetings in each classroom.

The Friday morning before school starts there will be a Child Visitation Morning for all children and their families to visit the classroom. Activities will be provided for the children.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability at the end of each school year. During the transition, current and future teachers can meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Climbing Tree Community School works to build a strong foundation for children to grow as they continue through their elementary school years. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time to time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with an increased understanding of the world.

Diversity

Exposure to diversity is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. We respect the diversity of celebrations and traditions in the Climbing Tree community and encourage families to collaborate with teachers to create a meaningful exploration of the cultures in our community.

Special Events and “In-House” Fieldtrips

From time to time, Climbing Tree will have special guest come to the school. Special guest include musical performers, story tellers, and other performers. The purpose of these guests is to enhance our already rich curriculum and activities. These events are considered “in-house” field trips. We do not have off campus field trips and our facility does not transport children.

Empower Program Policy

Climbing Tree Community School participates in the ADHS Empower Program which includes 10 Ways to Empower Children to Live Healthy Lives. We follow these 10 standards by including

them in our program policies. The standards include policies regarding daily physical activity, sun safety, healthy meals, oral health, staff training for Empower topics, and being a smoke-free campus with resources available to families. Please visit <http://theempowerpack.org> for more information about the Empower Program.

Outside Policy

Playing outdoors is an important part of the school day. If you feel your child is not well enough to be outside, it is best they remain at home. We will keep children inside when the temperature is below 40 degrees and above 100 degrees. Please note that we ask children to wear safe, well-fitting shoes for climbing and playing on the playground.

Sun Safety Policy

Climbing Tree is committed to our children's health and protecting children from the sun's rays during outdoor activities. Overexposure to the sun is the leading cause of skin cancer, premature aging, and cataracts. While we know that children need plenty of time and opportunities for outdoor play, we also want to make it sun-safe. In keeping with this philosophy, our staff, students, and families should adhere to the following strategies:

- Apply sunscreen at home every day before coming to school.
- Provide a hat, sunglasses, and/or long sleeve clothing. Students will be encouraged to wear these items whenever outside. Students without these items will be encouraged to play in the shade.
- Adequate shaded areas will be provided during playground time and students will be encouraged to seek out shaded areas for play.
- Students will be encouraged to drink water throughout their day and especially while on the playground. Water will be provided.
- Staff and volunteers will model sun protection behaviors such as wearing a wide brim hat, staying in shaded areas, and drinking water.
- Staff will regularly check the UV index for the intensity of the sun's rays and plan for outdoor activities accordingly limiting outdoor activities between the hours of 10 a.m. and 4 p.m.
- Staff will incorporate sun protection education into the curriculum and daily routines.
- Staff will provide sun safety information to families at least once per year.

Oral Health

Teachers will provide oral health education to children once per month and the school will provide information on tooth decay once per year.

Nap/Rest Time

State regulations require a nap or rest time for children. Nap/rest time begins after lunch for preschool and kindergarten children. Young children may sleep as late as 2:30 pm. After 30 minutes of quiet rest time, older children who are developmentally past the need for a nap are allowed to get up and participate in quiet activities.

Smoke-Free Campus

Climbing Tree Community School is a smoke-free campus with appropriate signs posted on the property. We are committed to providing a smoke-free environment for children and have Arizona Smokers' Helpline (ASH Line) materials available to all of our staff and families.

Breastfeeding Campus

Breastfeeding mothers, including staff members and child care providers, are offered a private and sanitary place to breastfeed their babies or express milk. This area has an electrical outlet, comfortable chair and nearby access to running water.

Toilet Training

Children must be potty trained; they should be able to wear underwear throughout their school day with little to no accidents or assistance needed. The school is not licensed for diapering or pull-ups.

Community Programs & Resources

Climbing Tree encourages the building of community, whether that is here at school or in our larger community of Tucson and beyond. We do our best to inform families of community events, parenting classes, and resources. Events and resources are often posted on teacher bulletin boards, sent out in emails, and listed in monthly newsletters.

We also keep a Community Resource Guide located in the office with listings of specialists, shelters, help centers, financial assistance programs, counseling, mental health professionals, and domestic violence help, shelters and safe houses, and much more. Please come by the office if you need assistance with any of these resources. You may also contact Child Care Resource & Referral at www.azchildcare.org with any additional needs you may have.

GUIDANCE

General Procedure

Climbing Tree Community School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear expectations and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Emotional Well Being of Children

Nurturing young children is an important factor in their growth and development. Both verbal interaction and appropriate physical contact between staff members and children are a desirable and necessary part of a healthy, safe, and supportive early childhood education program. A child may need assistance in the bathroom or in changing clothes; a child may seek physical contact or comfort in the course of daily activities. All staff contact with children is based on meeting the needs of the child while maintaining respect for the child's individuality, preference, and well-being.

Discipline Policy

Climbing Tree Community School fosters problem-solving and choice-making in children. Children making inappropriate choices are redirected. Staff will intervene if children are having irresolvable disagreements with other children, guiding them in conflict resolution or the need to make another choice, if they cannot agree. Logical consequences for continued inappropriate choices help the children become responsible for their choices.

Through the social and emotional elements of our curriculum, children are empowered to take responsibility for their emotions and actions. Students are encouraged and supported to reflect on the situation and engage in conflict resolution with peers.

Kindness Programs and Bully Prevention

Children are guided to treat each other and adults with self-control and kindness.

Each student at **Climbing Tree Community School** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Helping children to learn empathy and kindness towards others is a critical aspect of children's development and understanding in the early years. At Climbing Tree, we teach empathy, boost self-esteem, and promote respect and non-violence. We work to model these appropriate behaviors and encourage you to do the same in your home.

Diversity is a huge part of helping children to learn empathy. As such, we strive towards a diverse and inclusive program built on respect and understanding; we help children to explore the ideas of how "we are the same; we are all different".

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

Expulsion Policy

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Every effort will be made to prevent the expulsion or dismissal of children from the program. However, Climbing Tree reserves the right to cancel the enrollment of a child for the Examples of such instances include:

- The child's behavior threatens the health and safety of themselves, the other children or program staff.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.
- The child has needs which we cannot adequately meet with our current staffing patterns
- Non-payment or excessive late payment of fees/tuition
- Failure to adhere to the policies and procedures as outlined in the program's Family Handbook

- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but not limited to: vulgarity, intimidation, harassment, or violation of child care licensing regulations.

Exclusionary methods will not be considered until all other possible interventions have been exhausted and there is agreement that exclusion is in the best interest of the child and program.

The following are proactive steps that will be taken in order to prevent expulsion:

- Staff will try to redirect the child from negative behavior and help teach the child appropriate skills to address challenging behaviors.
- Staff will reassess the environment, activities and supervision.
- Staff will follow our stated discipline policy and always use positive methods and language to foster problem solving and choice making.
- Staff will maintain strong connections with the child and family.
- The child and parent will be notified of disruptive behaviors.
- Director, teacher and parent will have a conference to discuss how to promote positive behavior.
- A specialized care team will be formed to address how to best support the child. If expulsion or dismissal is necessary, the Director will help the family to assess services and find an alternative placement to the best of their ability. This policy is in compliance with federal and state civil rights laws.

TUITION AND FEES

Important Notice

Families have the option to make payment and have fees processed through our automatic billing system within **Procare**. Families can set up recurring payments using a Credit/Debit card or through your checking account. **Credit/Debit card payments will be assessed a 2.75% processing fee charged directly to your account through Procare.** ACH, check, and cash payments have no additional charges. If you have a question or concern regarding payment or fees, please contact the school Director.

Tuition Rates

<u>Mornings 8:30 a.m. – 12:30 p.m.</u>	monthly rates
3 mornings	\$535
4 mornings	\$621
5 mornings	\$658

<u>Full-Day 8:30 a.m. – 3:30 p.m.</u>	monthly rates
3 days	\$631
4 days	\$728
5 days	\$813

<u>Ext. Day 7:15 a.m. – 5:45 p.m.</u>	monthly rates
3 days	\$760
4 days	\$872
5 days	\$942

<u>Kindergarten</u>	monthly rates
Full Day (8:30-3:30)	\$813
Extended Day (7:15-5:45)	\$942

<u>Unscheduled Hours</u>	rates
Early Drop-Off /Late Pick-Up	\$13/hr.
Additional Day	\$35/day

Families enroll for a specific weekly schedule as indicated on the *Registration Form*. Payment for this enrolled schedule is required monthly whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training, or closure due to inclement weather.

Tuition Deposit to Register

A **non-refundable** deposit is due at registration to hold a space in your child's class. The non-refundable deposit includes the annual Registration Fee (\$125) and ½ of the first month's tuition.

Adding Extra Hours or Adding Extra Days

Extra hours/days apply only to part-time families and are contingent on prior agreement of hours or days of care needed. Students enrolled in the morning program must be picked up by 12:30, but can add extra days if enrolled for fewer than 5 days.

Only children enrolled in Full or Extended Day programs may remain at school past 12:30. A \$13 an hour charge applies for drop-off and pick-up outside of the student's registered schedule.

A \$35 a day charge applies for attending a day outside of the registered schedule. Days/hours may not be swapped or "made up" due to missed days, holidays, vacations, sick days, or school closure.

Payment

Tuition is due the 1st of each month. Payment is always due in advance of the current month. Tuition remains the same each month regardless of attendance due to personal days (sick, vacation, etc.) or school closures (holidays, breaks, In-Service days, etc.). There is no reduction of tuition for vacation days or absences. Discounts are not given for advance payment.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by check, money order, or automatic electronic funds transfer. Through the convenience of our automated billing system within **Procare** families can set up recurring payments using their credit or debit card, or through their checking account. **Credit/debit card payments will be assessed an additional 2.75% fee charged directly to your account through Procare.** To set up automatic, recurring payments, please contact the school Director.

Late Payment Charges

Tuition is due monthly. A \$10 late fee will be charged after the 10th. Late payments can pose serious problems for our programs and as a result, the school does not have the latitude to allow families to accrue a balance equal to more than one month.

Late payments will result in the imposition of late payment fees. Failure to pay tuition will result in services being terminated.

If you have a financial setback and cannot make payment on time, please speak with the Director.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25.00. This charge may be collected electronically.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1.00 per minute will be assessed beginning at 5:45 p.m. and will be due upon arrival. **This fee is in addition to the Extra Hours fee of \$13.00 which will be billed to your account.**

Other Fees

- From time to time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.
- A non-refundable enrollment/registration fee of \$125 and ½ of the 1st month's tuition is due annually beginning February prior to the new school year. .

Credits & No Credits

- Families enroll for a specific weekly schedule as completed on the Registration Form. The schedule is used to determine which program children are enrolled (Mornings, Full Day, or Extended Day).
- Payment for this enrolled program is required every month during the school year whether or not your child attends. This enables us to pay teachers a stable salary throughout the school year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- Weather-related or Environmental Disaster or Pandemic – in the event of a serious crisis during which we are prohibited from operating, families shall pay for the full month's tuition. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- Credit may be given for Serious Illness/Injury – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 8:30 a.m., please call our school office. We will be concerned about your child if we do not hear from you.

Vacation

While we recognize the value of family vacations, the center does not provide credit for vacation days.

Withdrawal

A written notice, 2 weeks in advance, is required by the school when a child is being withdrawn. Failure to notify will result in your account being billed for an additional 2 weeks of tuition, regardless of attendance.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, we aim to assist in a smooth transition. If your child is promoting to a new classroom, their records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via email and social media. .

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:15 a.m. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:45 p.m. Please allow enough time to arrive, sign your child out, and leave by closing time.

Remember to bring your ID and make sure to advise anyone who you've authorized to pick up your child to do the same.

It is important that you do not allow anyone to enter with you when dropping off and picking up your child. If someone you do not know follows you in, please notify staff immediately.

Drop-off and pick-up times are limited to authorized adults and enrolled children only. Authorized adults can drop-off and pick-up children in designated outside areas and the classroom.

Please refrain from entering the extended Blenman Elementary School Campus. Should you need to access Blenman Elementary, please do so from the elementary school front door and office.

- **7:15-8:00 Arrival:** Go to the play area located in front of the classrooms and check in with a.m. staff for your child's well check. Say goodbye and leave your child with the staff at the play area. Go to your child's classroom designated area to sign in (using the tablet outside your child's classroom and your individualized 4-digit pin) and drop off your child's personal belongings (i.e. snack, lunch, nap items).

- **8:00-8:30 Arrival:** Go to your child's classroom door and check in with your child's teacher for a well check, sign in (using the tablet outside your child's classroom and your individualized 4-digit pin) and drop off your child's personal belongings (i.e. snack, lunch, nap items). Say goodbye and leave your child with their teacher/staff.
- **After 8:40 Arrival:** Go to the Climbing Tree School Office for late drop off. Office staff will do a well-check. Sign your child in using the tablet in the office and your individualized 4-digit pin. Say goodbye and staff will take your child to the classroom and drop off their belongings.
- **Dismissal:** Go to your child's classroom. While waiting for your child to finish up, you may sign your child out (using the tablet outside your child's classroom and your individualized 4 digit pin) and gather any personal belongings outside of the classroom. A teacher/staff will bring your child to the classroom door.

When dropping off a child, make sure the teacher or staff member present is aware of your child's presence before you leave. Sign-In/Out binders are located outside each classroom. For the health and safety of all children and staff, parents may be asked to drop off their child outside of the classroom. When picking up a child, make sure the staff in charge knows you are taking the child.

After signing a child out, the person who has picked up the child is responsible for the supervision of the child. Please note the school is neither staffed nor legally permitted to supervise additional children who are not enrolled.

Signing Your Child In and Out

Arizona Department of Health Services (ADHS) requires that children be signed in and out daily when they arrive and depart from school, with the exact time and a full, legible legal signature – the same as a driver's license signature. Parents, or other adults authorized in writing by parents on the Release & Permission Information form, may pick up a child. ADHS regulation requires that the signature of each adult designated to pick up a child be on file at the school.

To help pick-up time go as smoothly as possible for you, your child and staff, please bring your ID and make sure to advise anyone who you've designated to pick up your child to do the same. If the staff does not recognize an adult picking up a child, the adult will be asked for a picture ID with a signature. Staff will not release a child to anyone they are not familiar with and/or doesn't have ID.

You will sign your child in and out each day using the tablets located outside your child's classroom. You will sign in and out through our Procure app, using your individualized 4 digit pin number and an electronic signature. All designated and authorized adults for child release will be assigned their own individualized 4-digit pin. Do not share your pin with another person to sign in or sign out your child. You may add authorized adults to your child's list through the Procure app. When picking up for the first time, adults must bring with them and show their ID to staff before children are released.

Cell Phone Usage

The times you spend at the school dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the school.

Authorized & Unauthorized Pick-up

ADHS allows phone authorizations to release a child to an adult not listed on the Release & Permission Information authorization form if a parent has given permission for phone authorization and communicates their Phone Authorization Code. You may also add authorized adults to your child's list through the Procure app.

Written permission to allow someone to pick up a child who is not on the Release & Permission Information form is allowed if done in person along with verbal acknowledgement (a note given directly to staff).

Please list person/s who may not pick up your child on the blue Emergency Information form and provide any pertinent legal documents, which will be filed in the school office.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible. If we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up the child, or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- At least one change of clothes, including underwear, socks and shoes.
- Weather appropriate protective clothing, e.g., sun hat, sunglasses, winter hat, warm coat, rain jacket, rain shoes.
- Non-perishable snack for morning class, non-perishable lunch and afternoon snacks (if applicable to schedule).
- If your child is staying for nap/rest time they will need a blanket, fitted crib sheet, and a small pillow/quiet stuffed toy if desired. Items will need to fit in your child's cubby for storage.
- Labeled reusable water bottle.

Please label **all items** brought from home with your child's name (i.e. clothes, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on a weekly basis. Please launder and return items to your child's cubby.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the office. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the school unless they are part of a show-and-tell activity or for nap time. Please make sure all items are clearly labeled with your child's name. Teachers are not responsible for misplaced or damaged toys. Check with your class teacher for further information

NUTRITION

Foods Brought from Home

- Snacks and lunch are provided by families and uneaten food will be returned to families so they are aware of their child's food intake for the day.
- All children must bring a non-perishable snack for the morning class. If staying for the full-day program, children must also bring a non-perishable lunch and afternoon snack. All food should be non-perishable or include an ice pack. For everyone's health and safety, we are unable to reheat snacks or lunches.
- Labeled lunches will be stored in individual meal bins upon arrival.
- Foods should be labeled with the child's name, date, and type of food in case of a peanut substitute, e.g. Sunbutter Sandwich.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children for special occasions. Shared food must be store-bought, in the original packaging, and must be nut-free. Please check with your class teacher for other food allergies/considerations.
- No child shall go more than 4 hours without a meal or snack being offered.
- Children are encouraged to independently monitor their eating. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods may pose a choking hazard for children less than 4 years of age. Cut grapes, hot dogs, and raw vegetables into long strips. Hard candy is not permitted.
- The American Academy of Pediatrics recommends that preschool children drink no more than four to six ounces of 100% fruit juice each day, except as appropriate for children with special health care needs. Water will be provided in each classroom and children will be encouraged to hydrate throughout the day and at mealtimes.

Please note that we are a peanut and tree nut free school. Please see the website <https://snacksafely.com/safe-snack-guide/> for an extensive guide for allergen-free foods.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
Bean & cheese dip Tortilla chips (crackers) Tropical fruit salad Broccoli Milk	Chicken strips Whole Wheat Roll Orange wedges Broccoli Milk

Cheese quiche Fresh fruit cup Broccoli Milk	Whole Wheat Macaroni & Tuna Salad Green Beans Carrots Milk
Cooked Beans Rice Sliced Carrots & Peppers Berries Milk	Cottage Cheese Small Bagel Cucumber & Tomatoes Pear Milk

Foods Brought from Home for Celebrations

Celebrations and other special occasions are a wonderful opportunity for the children in our community to share food from their home culture. All shared food brought in for a special celebration must be store bought, in its original unopened packaging, and nut free. Check with your class teacher for other food allergies/considerations.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. The staff are trained and certified in safe food handling.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

We are committed to creating a pleasant mealtime for all children, staff members and child care providers. Staff members, child care providers, and children will eat together ‘family-style’ for meals during the day, creating a relaxed and comfortable environment. Staff will encourage conversation to develop children’s social skills. Staff members model behaviors for healthy eating and appropriate meal-time behaviors.

A teacher or staff member who is trained in first-aid for choking is present at all meals

HEALTH

Immunizations

A current immunization record is required for each child. A child may not attend school until a record is provided. ADHS requires the school to notify families of immunizations due for each child and to keep the immunization record current as immunizations are received.

If needed, a Religious or Medical Exemption Form is available in the School Office. Staff and children who have an exemption to immunizations will be excluded from the program when a vaccine-preventable disease occurs.

Climbing Tree staff and teachers are required to sign that, to the best of their knowledge, immunizations against measles, rubella, diphtheria, mumps and pertussis are current.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before their start date but must be received no later than 30 days after your child begins the program. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but they will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools, until 24 hours after the last incident.
- Vomiting, until 24 hours after treatment after the last incident.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- COVID, Flu or similar respiratory illness, shortness of breath, cough, fever, new loss of taste or smell.
- Has a physician or other health professional written order that the child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours without the aid of fever reducing medication.
- They have been treated with an antibiotic for 24 hours.

- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions.
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- COVID: At least 10 days since symptoms first appeared *and* at least 24 hours with no fever without fever-reducing medication *and* other symptoms of COVID-19 are improving
- If a child has a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in each classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications must be handed to a Climbing Tree Office Staff (as opposed to teaching staff). Medications should never be left in the child's cubby or with the child to administer on their own. Medications will be administered by trained staff. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. If the medication is liquid, it must be accompanied by a calibrated spoon. A Medical Consent Form must be completed by a parent and filed in the School Office. If an Epi-Pen is prescribed, an Allergy Action Plan form must also be completed and signed by a doctor.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** such as lotions, sunscreen and insect repellent require a note signed by the parent or legal guardian, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We

will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspected)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspected)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical, washable, and durable clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our outdoor environment is used as an extension of the classroom, and daily activities are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. Please consider removing drawstrings from children's clothing as a precaution.

Sandals and flip-flops are not appropriate for active play and make it difficult for your child to participate in some activities. Well fitting closed toed shoes with a rubber or composite gripping sole, such as tennis shoes and sneakers are a good option. Some class teachers may request shoes for indoor use that are easy to put on.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. All staff are trained in first aid and CPR. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an injury report outlining the incident and course of action taken through your Procure app. You will be contacted immediately in the case of a head bump, or if the injury produces any type of swelling, excessive bleeding, or needs medical attention. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the families of both children. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the school's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report

is substantiated and to work with the family to ensure the child's needs are met. Our school will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

The school has a detailed Emergency Binder in the Office which outlines specific Disaster Emergency Evacuation Preparation (DEEP) procedures. Climbing Tree will also follow all TUSD campus policies and procedures regarding emergencies.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within a few minutes, the family and the police will be notified.

Fire Safety

Our school is fully equipped with fire alarms, fire extinguishers and a fire sprinkler system. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

SCHOOL POLICIES

Our policies not included in this handbook are reviewed and updated as needed. They are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Climbing Tree Community School Family Handbook**, and I have reviewed the family handbook with a member of the **Climbing Tree Community School** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask school management for clarification of any policy, procedure or information contained in the **Climbing Tree Community School Family Handbook** that I do not understand.

Recipient Signature	Date
Center Staff Signature	Date