



S.E.E.D.S

Scholastic Excellence & Enrichment at Dunham School

**Parent Handbook
2010-2011**



S.E.E.D.S.
Scholastic Excellence & Enrichment at Dunham School
WELCOME!

S.E.E.D.S. would like to welcome you!

S.E.E.D.S. provides a safe and stimulating place for Dunham students before and after school. With our on-site location, children report to the After-School Program in the cafeteria immediately following dismissal from the classroom at the end of each school day. Because our program is filled with activities, we would like to give you as much information as possible at the beginning of our school year. Please take time to read this Parent Handbook. We want your child's after school experience to be a positive one. For further questions about our program, please don't hesitate to call us.

IMPORTANT DUNHAM PHONE NUMBERS

S.E.E.D.S.	731-4240
Dunham School Office	731-4200
Dunham School Office Fax	731-4201



PROGRAM HOURS

6:00 a.m. – 7:30 a.m.

2:10 p.m. – 6:00 p.m.

1:10 p.m.–6:00 p.m. Wednesdays, early dismissal day

11:10 a.m. – 6:00 p.m. Half Days



ENROLLMENT PROCEDURES

A parent or legal guardian must enroll children.

All forms must be complete prior to your child's first day:

- 1. Updated immunization records**
- 2. Emergency Information & Immunization Report Card**
- 3. Completed Medication Form (if needed)**
- 4. Completed and signed SIGN-IN/SIGN-OUT Form**
- 5. \$30.00 Non-refundable registration fee (per child) or \$50 per family, to be paid at registration**

S.E.E.D.S.

SIGN IN / SIGN OUT PERMISSION

Parents will be required to sign a SIGN IN / SIGN OUT PERMISSION FORM at enrollment. This allows staff to legally sign in your child to the after-school program. A **full signature** will be required from a parent or any other adult designated by the parent, to release a child from the after-school program.

We will ask for identification from any parent or designated adult picking up you child.

Under no circumstances will students be released to any adult whose name has not been provided on the Emergency Information & Immunization Record Card. Program staff can NOT accept phone authorizations, or notes sent with the child. However, a parent or guardian may update the Emergency Information & Immunization Record Card at any given time by the parent or guardian.

S.E.E.D.S. is a separate childcare program from Dunham Elementary school.

We must comply with child care licensing rules and regulations for the State of Arizona. Our files are our only source of information. Please understand we do not have access to Dunham School files.

-TUITION AND FEES-

When school is in session daily rate are \$15 per day. Grading days are \$25 per day. During Summer Session \$25 per day, \$115 per week and \$400 per month. BILLING is completed each Wednesday after 6:00 p.m. Tuition is due each Friday by 6:00 p.m. The billing grace period allows you to pay your bill on Monday prior to 12:00 p.m. Your child will not be allowed to attend the SEEDS program on Monday if your balance is not paid in full. Three (3) late occurrences may result in dis-enrollment from the program.

We also offer the tuition options below:

TUITION OPTIONS:

Before School Program daily	\$5.00 per mornings (6am-7:30am).
After School Program daily	\$15.00 per afternoon
After School Program weekly	\$50.00 per week (one child) *discounted
Before & After	\$65.00 per week (one child) *discounted

SUMMER FEES

Daily	\$25 per day (6am-6pm)
Weekly	\$115 per week (6am-6pm)
Monthly	\$400 per month (June and July 6am-6pm)

**\$30.00 Non-refundable registration fee (per child) or \$50.00 (per family)
to be paid at registration.**

A \$20.00 late fee will be added to all unpaid balances.

A FEE of \$1.00 per minute per child applies to late Pick-ups after 6:00 p.m.

Payment in advance is accepted.

Your current balance due must be paid each Friday in order to receive any weekly discount and to avoid a \$20.00 late fee. Late fees will automatically be applied on Monday after 2 P.M.

-D.E.S.-

S.E.E.D.S. is contracted by the Department of Economic Services (D.E.S.). If you are D.E.S. eligible, arrange for your caseworker to contact Ms. Ireland or Mrs. Steber. We are unable to bill D.E.S. until we receive authorization from your caseworker, and the Provider / Parent / Guardian's Agreement for Childcare Charges Form is complete and signed.

-TENTATIVE DAILY SCHEDULE-

*2:10 PM	ATTENDANCE
2:30-3:00	SNACK (Healthy snacks are provided, however, your child may bring their own snack)
3:00-3:30	HOMEWORK & TUTORING
3:30-4:30	ACTIVITIES
4:30-6:00	OUTSIDE PLAY & FREE CHOICE
6:00PM	FINAL PICK UP

**EVERY WEDNESDAY IS EARLY DISMISSAL – DISMISSAL TIME IS 1:10*

S.E.E.D.S.

TRANSPORTATION

Parents are responsible for transportation to and from the After- School Program.



EMERGENCY PROCEDURES

All actions necessary to insure the health and safety of a child will be taken in the event of a medical emergency or serious injury. In a life threatening emergency, 911 will be called and the child will be transported to the nearest healthcare facility. Parents will be notified immediately following all serious injuries, and, in most cases, will make the decision regarding the need for medical intervention. It is mandatory to complete all medical information on the Emergency Information & Immunization Report Card.



MEDICATION PROCEDURE

Parents wishing to have medication administered to their child during the After-School hours must have a signed permission form on file for the current school year. Only prescription medication in the original bottle will be accepted. Non-prescription medication must be accompanied by a doctor's authorization. The assigned personnel will administer medication. Medication must be supplied directly to the After-School Program. **Students with special needs** will be handled on an individual basis. Parents wishing to discuss special needs should contact the program coordinator.



DISCIPLINE POLICY

Children enrolled in the After-School Program are expected to follow the same rules as during the regular school day. As always, dangerous behavior will be dealt with on an individual basis and may require immediate action. **S.E.E.D.S. will NOT tolerate violent or hurtful behavior.**



FIELD TRIPS

The S.E.E.D.S. Program offers field trips during our summer program only.



DIS-ENROLLMENT PROCEDURE/REFUND POLICY

Please notify us if your child will no longer attend the program. There are no refunds or credits.

PARENTS are always welcome in the S.E.E.D.S. Program. We love to have parents visit us during our day and share in their child's experiences. We do, however, require that you check in with one of our staff who will sign you in on our visitor roster.

- ❖ Current S.E.E.D.S. inspection reports are kept on file in the office, and are **available upon request**.
- ❖ Tucson Unified School District carries **Liability Insurance**.
- ❖ The S.E.E.D.S. Program is regulated and licensed by:

Arizona Department of Health Services
400 W. Congress, Suite 100
Tucson, AZ 85701
(520) 628-6540

S.E.E.D.S.
Scholastic Excellence & Enrichment at Dunham Elementary

SUMMER 2010
REGISTRATION FORM
RECEIPT # _____

START DATE _____ **GRADE** _____ **TEACHER** _____ **UPDATE** _____

Child's Name _____ Age _____ DOB ____/____/____
Address _____ City _____ Zip _____
Home Phone _____
Child lives with: mother father both guardian

Mother's Info:
Name _____
Address _____ City _____ Zip _____
Home Phone _____ Cell Phone _____
Employer _____ Employer Address _____
Employer Phone _____
DRIVERS LICENSE # _____

Father's Info:
Name _____
Address _____ City _____ Zip _____
Home Phone _____ Cell Phone _____
Employer _____ Employer Address _____
Employer Phone _____
DRIVERS LICENSE # _____

Guardian's Info:
Name(s) _____
Address _____ City _____ Zip _____
Home Phone _____ Cell Phone _____
Employer _____ Employer Address _____
Employer Phone _____
DRIVERS LICENSE # _____

I give permission for S.E.E.D.S. staff to sign my child in or out of the program in the mornings (7:30am) or afternoons (2:10 Mon, Tues, Thurs and Fri, 1:10 on Wed, and 11:10 on early dismissal days). PARENT/GUARDIAN SIGNATURE _____ DATE _____

I allow my child to watch PG movies. ____ yes ____ no

I have read the S.E.E.D.S. Parent Handbook information, and I agree to comply with the program policies and procedures.
PARENT/GUARDIAN SIGNATURE _____ DATE _____

RECYCLE LIST

JUG HEADS

Clean plastic jugs

Wooden skewers

Push pins

Floral wire

Assorted plastic recyclables, such as water bottle caps, milk jug caps, twist caps, cutlery, and hangers.

Duct tape

Fishing line

Adhesive-backed Velcro

Craft knife

Scissors

Masking tape

Glue dots

Rubbing alcohol (optional)

Cotton swabs (optional)

Cleaner, such as goo gone (optional)

TREASURE KEEPER FROG

Masking tape

2 clean plastic 2-liter bottles

Craft knife

Scissors

Fabric tape measure

Marker

Pushpin

Towel (optional)

12-inch purse zipper

Embroidery needle and floss

Wine cork

Paintbrush and green acrylic paint

Glue (we used Crafter's pick the ultimate glue)

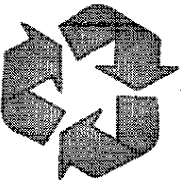
Googly eyes (we used ½-inch)

SODA-BOTTLE TRACKOR

TROPICAL BOTTLE FISH

CARDBOARD PETAL PICTURE FRAME

EASY-WEAVE NEWSPRINT BASKET



June 2010

SEEDS
Scholastic Excellence & Enrichment at Dunham Elementary

Breakfast served daily from 7:30 am-7:50 am

Lunch for the month on June only lunch will be served free to all students 18 years and younger from 11:30am-12:00pm

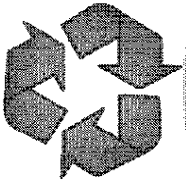
Schedule of Events

- Monday June 7th thru Monday June 14th- BING LET'S GO GREEN Students will participate in a series of activities and have guest speakers visit SEEDS to discuss and demonstrate how taking care of our environment is important to us!
- Monday June 7th -BING Let's Go Green! An introduction to our Recycle Summer Theme. Instructors will introduce themselves and go over a few highlights of what is in store for this summer's activities! Students will play warm up games, win prizes and have refreshments after. Tuesday June 8th -BING Let's Go Green! Energy- "Energize Me & Get Me Thinking!" Understanding energy and it's impact on our environment. Wednesday June 9th -BING Let's Go Green Plants & Animals- "Know Your Neighbors!" Learn about plants and animals that live in your community. Thursday June 10th-BING Let's Go Green Water- "Gulp!" Understanding water pollution, conservation, and how to keep our water clean. Friday June 11th -BING Let's Go Green Air- "Blowing In The Wind" Students will learn the causes and impact of air pollution and how we can improve air quality. Monday June 14th-BING Let's Go Green Recycling- "The Life of Stuff!" Understanding what happens when we throw something into the garbage and how to reduce, reuse, and recycle.
- Tuesday June 15th- PETCO FIELDTRIP- This fieldtrip is for ages Pre-K thru 2nd. Students will walk to Petco, tour the store and walk back to Dunham. Snacks and water will be provided.
Time: Students must be at Dunham by 9:00am. Cost: \$0
- Thursday June 17th- PETCO FIELDTRIP- This fieldtrip is for ages 3rd thru 5th. Students will walk to Petco, tour the store and walk back to Dunham. Snacks and water will be provided.
Time: Students must be at Dunham by 9:00am. Cost: \$0
- Monday June 21st- SKATE COUNTRY FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the skating rink and back. Skate gear required! Students may bring spending money and their own skates (optional).
Time: Students must be at Dunham by noon. Cost: \$10 cash only
- Thursday June 24th- CROSSROADS MOVIE THEATER FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the movie theater and back. No spending money needed. A snack and drink will be provided.
Time: Students must be at Dunham by 8:00am. Cost: \$10 cash only
- Wednesday June 30th- FRY'S FOOD STORE FIELDTRIP- This fieldtrip is for all ages. Student's will ride a TUSD bus to the store and back. No spending money is needed. Student's will tour the store and have a tasting of food.
Time: Student's must be at Dunham by 8:00am. Cost: \$10 cash only
- Friday June 11th, 18th, 25th- ELECTRONICS DAY/CARDS- Student's may bring an electronic game or cards such as Magic or Poky Mon. There will be set times throughout the day student's make bring out cards.

Fieldtrip Factory sponsored fieldtrips "BING Let's Go Green"

Dunham SEEDS
9850 East 29th Street
Tucson, AZ. 85748
Phone: 520-731-4240
Fax: 520-731-4201
Email: amy.ineland@tusd1.org

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
	BING Let's Go Green! Introduction	BING Let's Go Green! Energy	BING Let's Go Green! plants/Animals	BING Let's Go Green! Water	BING Let's Go Green! Air Electronics/ cards Day	
13	14	15	16	17	18	19
	BING Let's Go Green! Recycling	PETCO (Prek-2nd)		PETCO (3rd -5th)	Electronics/ cards Day	
20	21	22	23	24	25	26
	Skate Country			Movies	Electronics/ cards Day	
27	28	29	30			
			Fry's fieldtrip			



July 2010

Breakfast served daily from 7:30 am-7:50 am

Lunch for the month on June only lunch will be served free to all students 18 years and younger from 11:30am-12:00pm

Schedule of Events

Friday July 2nd- 4th OF JULY PARADE AND PICNIC- SEEDS 3rd annual parade and picnic is on site activity. Students may bring in a bike, scooter, wagon, tricycle anything non motorized. Students will decorate them and have a parade down 29th Street. Hotdogs, chips and a drink will be served after the parade.

Time: Please have student at Dunham no later than 8:00am. **Cost:** \$0

Thursday July 8th- BOOKMANS FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the store and back. Students may bring spending money (optional).

Time: Students must be at Dunham by 8:00am. **Cost:** \$10 cash only

Monday July 12th- SKATE COUNTRY FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the skating rink and back. Socks are required. Students may bring spending money and their own skates (optional).

Time: Students must be at Dunham by noon. **Cost:** \$10 cash only

Thursday July 15th- CROSSROADS MOVIE THEATER FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the movie theater and back. No spending money needed. A snack and drink will be provided.

Time: Students must be at Dunham by 8:00am. **Cost:** \$10 cash only

Monday July 19th- BRUNSWICK BOWLING ALLEY FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the bowling alley and back. Socks are required! Hot dog fries and a drink will be served for lunch at the bowling alley. Students may bring spending money for the arcade.

Time: Students must be at Dunham by 8:00am. **Cost:** \$10 cash only

Thursday July 22nd- TUCSON CHILDRENS MUSEUM FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the museum and back. Spending money is optional. Please bring sack lunch bottle water will be provided.

Time: Students must be at Dunham by 8:00am. **Cost:** \$10 cash only

Thursday July 29th- CROSSROADS MOVIE THEATER FIELDTRIP- This fieldtrip is for all ages. Students will ride a TUSD bus to the movie theater and back. No spending money needed. A snack and drink will be provided.

Time: Students must be at Dunham by 8:00am. **Cost:** \$10 cash only

Friday July 9th, 16th, 23rd- ELECTRONICS DAY/CARDS- Students may bring an electronic game and/or cards such as Magic or Poky Mon. There will be set times throughout the day students make bring out cards. **Cost:** \$0

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
					4th of July Picnic & Parade	
4	5	6	7	8	9	10
	SEEDS CLOSED			Bookman's Fieldtrip	Electronic/ Cards Day	
11	12	13	14	15	16	17
	Skate Country			Movie Theater	Electronic/ Cards Day	
18	19	20	21	22	23	24
	Bowling			Tucson Children	Electronic/ Cards Day	
25	26	27	28	29	30	31
				Movie Theater	SUMMER SEEDS ENDS	