



Welcome!

At Outer Limits School, we offer an environment for children to grow, learn and play. We hope you will join us in the classroom to participate in your child's exploration and learning. Our teachers work hard each day, using developmentally appropriate practices to help your child prepare for school and life. Working in the early education field is both an honor and a challenge for both of us and we are proud of the commitment our teaching staff makes to our school and community.

No longer is it acceptable to simply provide a safe environment for your child while you are at work. We know from recent research that a child's brain grows immensely in the first several years of life and that there are specific teaching practices we can use to encourage this. The first thing we can do is recognize our role goes beyond basic safety and that we must do everything we can to prepare your child to succeed in school and life.

When we know that forming strong relationships with children is possible only through having consistent, caring teachers in the classroom, we can hire teachers who are available all week and ask them to teach in the same classroom each day. When we know that synapses in the brain are formed when children dance and paint at the easel, we can ensure children have many opportunities to paint. When we know some children have heard 10 million words upon entering kindergarten and others have heard 50 million, we can focus on having conversations and introducing vocabulary on a daily basis.

There is so much we can do collectively to help ensure children get a great start to life. Thank you for joining us as we work together on this most important mission.

Thank you,

Debbie & Bill Berk

Owners & Directors

Nationally Accredited by:



National Accreditation Commission for Early Care and Education Programs

Our Mission

Outer Limits School is dedicated to the health, education, and well being of each child. Each day we provide a variety of social, emotional, intellectual, and physical growth experiences that help children develop to their full potential.

Outer Limits School is dedicated to working with all children, particularly those children most at risk for achieving school success.

Philosophy

The staff at Outer Limits believes that all children will learn and grow when provided with well-planned lessons, developmentally appropriate practices and a positive, supportive environment.

We believe that children learn through choice and exploration.

As early childhood educators we must create

- A warm, cozy environment where children feel comfortable challenging themselves to learn and grow.
- Lesson plans that align with the Arizona Early Childhood Education Standards.
- A community of learners where children, teachers and families collaborate in educating young children.

Basic Goals for All Children

Children will...

- feel safe and comfortable.
- develop appropriate social skills that may include sharing, making friends, resolving conflicts, helping, respect, and cooperation.
- strengthen emotional development through verbal communication.
- resolve conflicts using communication skills and other non-violent conflict resolution.
- participate in creating a safe, clean and comfortable environment in which to learn.
- follow and understand limits. They will understand and be comfortable with developmentally appropriate consequences.
- enhance physical development through large and small motor activities.

Admission Policies:

A pre-admission visit will be held to acquaint you and your child to our center's policies and procedures.

Tuition information, registration, health forms, immunization records and center information will be distributed and clarified at this time. **Registration and health forms must be completed before admission and all information must be up to date.** All signatures requested on the form must be signed by the admitting parent or guardian.

No child will be allowed to start without current immunizations. After that, an up to date immunization is required within 15 days of date required. The Arizona Department of Health Services requires that all child care facilities keep current immunization records on each child and an annual review is completed each Fall. We will help you during the admission process with what immunizations need to be brought up to date.

Outer Limits does not discriminate in enrollment. All children without regard to race, color, sex, or national origin are eligible to receive services. Children may be denied enrollment if space is unavailable.

Outer Limits School asks that you give us a two-week notice prior to the disenrollment of your child.

We reserve the right to disenroll your child, at any time for reasons including, but not limited to, non-compliance of rules and guidelines, excessive absenteeism, nonpayment of childcare fees, and lack of follow through on parental responsibilities, etc. If you have any questions regarding this policy please see the directors.

Services offered:

Outer Limits School offers full and part time child care for children from 6 weeks to 12 years old. Part day child care is not available for infants.

Our hours of operation are from 6:30 a.m. to 6:30 p.m. Monday through Friday. We are closed on six holidays each year: New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving, and Christmas.

In order for your child to get the most out of his or her preschool experience we suggest that parents bring their children by 9:00.

Payment Policies:

Fees are posted in the office and additional copies are available upon request. Payments are to be made by Wednesday of the week of service unless prior arrangements have been made. Late fees may be assessed and families with accounts that go unpaid may be asked

to find alternate childcare.

Tuition for daily or weekly rates is not interchangeable. Payments made in advance will be credited to your account. Parents are welcome to request an invoice showing charges and payments at any time.

An interest rate of 1.5% per month will be added to any past due account. Checks returned for insufficient funds will be charged a \$25 fee.

A supply, insurance and registration fee is payable each September and will be prorated if you enroll your child after this time.

We will hold a space for up to 2 weeks per year for your child without charge if we are notified in advance of vacation dates.

Arrival & Departure Information:

Your child will be released only to people whose names appear on your child's enrollment application or blue emergency card. Please notify the directors or assistant director in writing if a person that is not on that list will pick up your child. We reserve the right to require picture identification from any person picking up a child. If we need verbal confirmation on a person picking up your child it must be from one of the phone numbers on your enrollment application. In an emergency we will use the phone numbers listed on your child's Emergency Information record. No child may sign themselves out of the school.

Parents are required to sign in each child on arrival and sign each child out on departure (STATE LAW). When signing your child in and out, you must sign at least a first initial and last name. To ensure the safety of your child please do not allow your child to leave the building ahead of you.

If you are going to be late for any reason please call us immediately and let us know you are coming. If we have not heard from you, you have not picked up your child 30 minutes after closing, and we cannot get a hold of anyone on your emergency list, we will call CPS and "911" as the next available emergency contact. You will be charged \$5 for every 5 minutes you are late picking up your child and we will ask you to find alternate child care if your children are picked up late multiple times.

Discipline Policies:

Positive, age appropriate, discipline techniques are used at Outer Limits School. We strive for an environment that provides children an opportunity to explore and engage in age

appropriate activities within consistent limits. We work with and guide children in making the best choices in lieu of conflict. When a problem does arise any of the following techniques may be used by a member of our staff.

Redirection - changing a child's focus from an activity that is unacceptable to one that is acceptable.

Distraction - distracting the attention of a child before a problem can occur.

Praise - acknowledging appropriate behavior to encourage it to continue.

Logical consequences - this type of discipline refers to a logical result to a given action. For example, if a child refuses to clean up the mess she made, she will not be able to move on with the group until the mess is clean.

Time out - a time when the child may be separated from the group and allowed time to regain control of his or her emotions and behaviors. The Arizona Department of Health Services Regulations limit time outs to a maximum of 3 minutes once a child has regained composure. For some children, time out is a very effective strategy in helping a child regain his or her composure.

Outer Limits forbids the use of any form of corporal punishment.

If a child consistently displays inappropriate behavior (including biting), a director will contact the parents or guardian of a child for a conference. If your child's inappropriate behavior does not stop, we reserve the right to disenroll your child.

Parent Participation:

We encourage parent involvement at our center. A parent suggestion box is located in the office for suggestions, comments or parental input. We encourage parent input so that we can make informed policy changes in our program. We also encourage parent volunteers. We hold several functions during the year that require parent assistance, so please watch for any upcoming events. Parents have access to all program areas of our center at any time during hours of operation and we encourage parents to interact with their children in our program.

All visitors must be on the blue card or we should have written consent before we can have them visit your child or help out in your child's classroom.

We hold parent conferences anytime a parent requests a conference. In addition to this,

parent conferences are formally offered and help twice annually, in the Fall (October/November) and in late Spring (April/May).

Biting

Periodically outbreaks of biting occur in our toddler rooms, and sometimes among preschoolers. This is, unfortunately, an unavoidable result of young children in group care. When biting occurs it can be very frustrating for children, teachers and parents alike. However unfortunate, it is a natural occurrence, not something to blame on children, parents, or teachers - and there is no quick and easy solution.

Children bite for a variety of reasons: sensory exploration, panic, crowding, seeking to be noticed, or even an intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is hard to stop because it achieves results: the desired toy, attention, and excitement. Occasionally children become "stuck" for a while in a biting syndrome. When this occurs it is frustrating for the parents of the victims that we are unable to "fix" the child quickly or terminate care. We make every effort to stop the behavior and balance our commitment to the family of the biting child with that of other families.

Biting is a stage that some children go through. It is a common event that has virtually no lasting developmental significance. A child who bites is not on the path towards being a discipline problem or a bad person. There are a number of possible explanations for why some children bite, few of them are the fault of a bad home, parents, or teachers. In fact, much of the time it is hard to guess what is going on in a child's head.

Our teachers plan exciting and challenging activities, provide an abundance of toys and equipment, teach children to express themselves appropriately, are sensitive to the needs of each child and provide the appropriate amount of attention and care for each child's developmental level. All of these actions are a part of being an excellent teacher and help reduce the amount of biting that occurs at Outer Limits , however, if a child consistently bites other children, teachers or himself, a director will contact a parent to set up a conference. Children who bite three times in one day will be sent home or removed from their group in order to alleviate the problem on a temporary basis. Although we will work hard with each child and family, we reserve the right to disenroll a child that continues to bite and be a danger to those around her.

Insurance:

Outer Limits maintains property, liability, accident and automobile insurance. The student accident policy covers medical expenses that your primary insurance does not cover in the event your child is injured at Outer Limits. Liability coverage is available for review on premises.

Transportation:

Outer Limits School provides transportation to and from Presidio, Academy Adventures Midtown, Davidson and Cragin Elementary Schools. Please inform us if you wish to use these services. A permission slip must be completed and on file prior to transporting your child.

Meals

Outer Limits School participates in the Child and Adult Care Food Program with the Department of Education. We serve breakfast, lunch, dinner and snacks. Menus and meal times are posted in the kitchen and on parent information boards in the classrooms. It is important that you list all of your child's food allergies so that we may make any necessary menu changes for specific meals.

Child and Adult Care Program is available to all eligible children and adults without regard to race, color, disability, sex, or national origin. Any person who believes that he or she has been discriminated against in any USDA-related activity should contact the Secretary of Agriculture, Washington D. C. 20250

Grievance Procedures:

Any questions or concerns should be discussed with the Directors. We welcome all comments to improve the quality of care for your child. We ask that you contact the directors immediately to solve the problem. The most positive emotional environment exists when parents and staff members work together as partners.

Illness and Communicable Diseases

If your child has an elevated temperature, over 100 degrees, please keep him or her at home. He or she may return when fever-free for 24 hours without the use of a fever-reducer such as Tylenol or Ibuprofen. Also, do not bring a child with an undiagnosed rash, sores, or discharge from the eyes. Children with a persistent cough, vomiting, or diarrhea may also not be in school. If these or other symptoms of a communicable disease occur while at school, we will isolate your child and call you immediately to come pick up your child. For this reason it is especially important that we have up to date telephone numbers on your child's enrollment application and that you let us know when these numbers change.

If a child or staff member in our center has a communicable disease such as chicken pox, conjunctivitis (pink eye), Strep throat, etc, a notice will be placed in our front office for parents or guardians to see. The child or staff member will not be allowed back until all signs of illness or infection are gone, or a health care provider's note that states the child

or staff member may return. All notices will be kept on the premises for 12 months after they are posted.

Medication/Emergency Procedures:

Outer Limits School does administer medication if needed. Parents or guardians must bring in the original container labeled with the child's full name. We will administer prescription and non-prescription medications. A permission slip must be completely filled out and signed before administration. We will not administer medication without specific instructions - "as needed" is not specific. Please do not leave any medication in your child's diaper bag or backpack. This will help ensure the safety of all children at Outer Limits.

Children will have accidents and we will clean an injury and apply a band aid if needed. We will also apply bags of ice and provide lots of tender loving care. You will receive notice telling you of any injury, how the accident happened and how the injury was treated. In the event of a more serious injury we will contact the parent immediately and, if life threatening, 911. Consent for medical treatment is necessary in case a parent or guardian is unavailable.

Outer Limits will provide diapers and wipes only if a child runs out. Wipes may be any brand.

Curriculum & Assessment:

Our teachers design and implement lessons using developmentally appropriate teaching practices. We use the Arizona Early Learning Standards and the Arizona Infant Toddler Developmental Guidelines as a guideline for our curriculum and use portfolios, developmental checklists and classroom observations to continually stay abreast with each child's unique needs.

We believe that early childhood assessment must be ongoing and authentic. Assessment can't be a checklist or a test, but can only be performed by teachers who have strong relationships with the children being assessed. We also believe the family must be included in any assessment that has value. As such, we will ask you to complete Ages & Stages Developmental Questionnaires at various points of your child's experience here.

Screening & Referral Policy

Early intervention is essential for helping children be ready and prepared for kindergarten.

The staff at Outer Limits School will refer a child for special education screening when

observations and assessments show potential developmental delays. Children are referred to the Arizona Early Intervention Program (AzEIP) when they are under three years old and to Child Find in their home school district when they are over three. AzEIP and Child Find screenings check to ensure a child does not have developmental delays in all areas of development. Children requiring early intervention services are then offered services either at their home, Outer Limits or their neighborhood school.

Outer Limits will work with families by having teachers attend IEP meetings, ensuring children get safely onto or off of the school bus at Outer Limits and putting IEP goals into our own lesson plans.

Outer Limits recognizes that all children develop differently and that children with developmental delays can be a wonderful part of any classroom environment. If a child's special needs are such that the child can't be successful at Outer Limits, the director will work with the family to find a suitable environment for the child to be successful.

Outer Limits School will perform vision and hearing screening at some point during each academic school year calendar. Children who do not pass both the screening and the follow up screening will be referred to their pediatrician or eye doctor for further assessment.

Activities/Programs:

There are many fun and interesting activities provided for your child each day. Teachers plan these activities according to your child's age and developmental level. Some examples of activities are as follows: reading, music, arts and crafts, outside play, free play inside, science and math discovery, and homework assistance for school age children. There is a daily activity schedule posted in each classroom for viewing.

Outer Limits School will accept children with special needs that can be mainstreamed into the daily schedule.

We are committed to a multicultural education. We seek to recognize, appreciate, and respect the uniqueness of each child.

Field Trips

We do school bus field trips with our school age children only. School age field trips occur on certain school holidays and summer vacation. Parents will receive advance notice of any field trip the children will be taking. In order for a child to participate, Outer Limits School needs written permission from a child's parent or guardian. Parent volunteers are encouraged to join the fun!

Clothing and other Personal Possessions:

We ask that all children under 6 have a change of clothing at school for any accidents that may occur. We prefer that children wear play clothes each day. Please label all clothing, including jackets, that your child wears to school or leaves at school for an extra set.

We prefer that all toys stay at home unless there is a sharing time in your classroom. This prevents anything from being broken or lost. Please do not allow your child to bring any valuables to school. We will not be responsible for any broken or lost toys that come to school. The following things are not allowed and will be taken from a child and disposed of if found at school: knives, play guns, sling shots, handcuffs or any other items related to violence.

Other General Policies:

Birthdays - We are happy to celebrate your child's birthday. Parents are welcome to bring in a treat that it is store bought and not homemade (Health Department). Please coordinate this with your child's teacher.

Parent Communication - Parent communication is an important part of our center, if you receive a note from your child's teacher please respond promptly. Likewise, our teachers are happy to set up a conference if you would like to talk about your child's progress or any other issues that concern you.

Transitions:

Children will transition to new classrooms throughout their Outer Limits experience. Infants and toddlers will typically transition to a new classroom after a birthday and when teachers and parents agree a transition is in the best interest of the child and program. Preschool children transition to new classrooms at the start of the new school year.

We will take children transitioning to their new classroom 7-10 days prior to the change. Children will meet their teachers and spend time in the new classroom several times prior to the switch. Children will then have specific things to look forward to prior to switching classrooms.

We will work with families to ensure a smooth transition from our program to Kindergarten. Please look for information about Kinder open houses both here and at other schools in the Spring. Children staying here for Kindergarten will have the chance to meet the teacher and learn about Kinder throughout the summer.

Please ask us for suggestions if you move to another area of Tucson and must withdraw

your child from Outer Limits; we often know of high quality centers in other areas of town.

Pesticide:

Parents are notified of pesticide applications through postings on the parent bulletin board located at the entrance. Notification is given a minimum of 48 hours prior to pesticide application.

Inspection Reports:

Inspection reports are located on bulletin boards in the office or located in the file cabinet in the office. Please ask if you would like to review them.

ADHS Regulations:

Outer Limits School is regulated by the Arizona Department of Health Services - Child Care Licensure located at 400 W. Congress, Suite 100, Tucson, AZ 85701. 628-6541

Questions?

Please let us know if you have any questions after reading this. We would be glad to stop and talk!



Outer Limits
SCHOOL

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