



2017-18

General Information

Guide

IDEA School | 1300 S. Belvedere Avenue | Tucson, Arizona 85711
info@explorebuildlearn.org

School Number: (520) 589-4933
(cell phone; text messages welcome)

www.ExploreBuildLearn.org

 The IDEA School

 "The IDEA School Parents Forum"

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2017-18 STAFF

Jayne Berge	School Administrator jayne@explorebuildlearn.org
Dalziel Dominguez	Robotics, Math, Movement, Music
David Higuera	Co-Director, Administration and Development Civics and Social Studies, Entrepreneurship david@explorebuildlearn.org
Jaime Johnson	Co-Director, Curriculum and Instruction Language Arts, Social Studies and History jaime@explorebuildlearn.org
Sara Johnson	Exceptional Education
Bisbail (“BB”) Kline	After-School Program
Ernesto Olguin	Design and Woodworking
Susan Park	Engineering, Math, Technology
Liz Prohaska	Lead Collaborator, Science
Amanda Reed	Art, Design, Technology
Debbie Towle	Instructional Coach, Counselor, Early Childhood
Laura Wilson Etter	Art, Design, Social Studies



2017-18 SCHOOL CALENDAR

Mon. Aug. 7: Back to School Open House (6:00 PM)

Wed. Aug. 9: First Day of School

Sun. Aug. 20: All Family Picnic (5:30 PM)

Mon. Sept. 4: Labor Day (no school)

Thurs and Fri. Sept. 14 & 15:

Student/Parent/Collaborator Conferences (school ends @ 12:30. Aftercare avail.)

Fri. Oct. 6: Collaborator Planning Day (no school)

October 9-13: Fall Break (coincides with TUSD)

Fri. Nov. 10: Veteran's Day (no school)

Tues. Nov. 21: Grandparents & Special Friends Day (9:30 to 11:30 AM)

November 23-24: Thanksgiving Recess (no school)

Fri. Dec. 15: Fall Exposition Night & Potluck (6:00 – 8:00 PM)

Fri. Dec. 22: Collaborator Planning Day (no school)

December 25 – January 5: Winter Break (coincides with TUSD)

Mon. Jan. 15: Martin Luther King, Jr. Day (no school; day of action)

Thurs and Fri. Feb. 15 & 16:

Student/Parent/Collaborator Conferences (school ends @ 12:30. Aftercare avail.)

Thurs and Fri. Feb. 22 & 23: Rodeo Break (no school)

Fri. March 16: Collaborator Planning Day (no school)

March 19-23: Spring Break (coincides with TUSD)

March 23: Priority Re-Enrollment Deadline – returning students

April 7: Priority Admissions Application Deadline – new students

April 18: Priority Financial Aid Application Deadline – all students

Fri. April 20: Collaborator Planning Day (no school)

Thurs. May 17: Spring Exposition Night & Potluck (6:00 – 8:00 PM)

Thurs. May 24: Last Day of School

Friday, May 25: Eighth Grade Graduation (6:00 PM; location TBA)

NOTE: Some dates subject to change. Please bookmark for the latest updates:

www.explorebuildlearn.org/teaching-and-learning/school-calendar

WEEKLY SCHEDULE

This schedule guides our days/weeks and is flexible to account for student and project needs, expert visits and field studies. Family Groups start promptly at 9:00 a.m.; please be sure your child arrives on time. *Schedule subject to change.*

2017-18 Fall Semester -- Weekly Schedule

Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:00	DROP OFF	DROP OFF	DROP OFF	DROP OFF	DROP OFF
9:00-9:30	Family Group	Family Group	Family Group	Family Group	Family Group
9:30-10:30	Workshops / ECE Grouptime	Workshops / ECE Grouptime	Workshops / ECE Grouptime	Workshops / ECE Grouptime	Playformance - Group 1
10:30-11:30	Outside/Break	Outside/Break	Outside/Break	Outside Break	Outside Break
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00-1:00	Workshops	Workshops	Workshops	Workshops	Playformance - Group 2
1:00-2:00	Outside/Break	Outside/Break	Outside/Break	Outside/Break	Outside/Break
2:00-2:30	Book Read Aloud	Book Read Aloud	Family Group	Book Read Aloud	Book Read Aloud
2:30-3:00	Quiet Reading Time (in Family Groups)	Quiet Reading Time	Early Release @ 2:30 <i>Staff Meeting</i>	Quiet Reading Time	Quiet Reading Time
3:00-3:30	Family Group	Family Group	<i>Staff Meeting</i>	Family Group	Family Group
3:30-3:45	Clean up	Clean up	<i>Staff Meeting (ends at 4:30)</i>	Clean up	Clean up

SCHOOL HOURS

Regular school hours are Monday - Friday: 9:00 a.m. to 3:45 p.m., **with *Early Release on Wednesdays at 2:30.*** Free Early Care is available 5 days a week beginning at 8:00 a.m.

Optional aftercare is available 5 days/week for an additional fee. Aftercare runs until 5:45 on Mondays, Tuesdays, Thursdays and Fridays, and 5:30 on Wednesdays.

EARLY RELEASE WEDNESDAYS

School ends at 2:30 p.m. on Wednesdays to allow for collaborator planning and meeting time. *Aftercare is still available on Wednesdays, for a fee.*

AFTER SCHOOL PROGRAM

The afterschool program runs from 3:45 to 5:45 p.m. on Monday, Tuesday, Thursday and Friday, and from 2:30 to 5:30 p.m. on Wednesdays (Early Release).

It is overseen by IDEA School staff. We provide time and space for structured and unstructured play, both indoors and outside. We also make our musical instruments available for use during this time.

Students may participate in as many days a week as the family needs.

Please let Jayme Berge know at the beginning of each week which days you want/need aftercare for that week. Email is best: jayme@explorebuildlearn.org. If you know you consistently will need aftercare for a given month, the semester, or the year, simply let us know that, and which week days you need. For families needing at least 3 days/week consistently, we offer a discounted overall price, which is assessed case-by-case based on need.

Aftercare Fees:

Aftercare fees are billed on Fridays, based on the usage over the week that is ending.

Fees: Mondays, Tuesdays, Thursdays, and Fridays (School out @ 3:45):

\$7/day for care extending until 4:45 p.m.*; or

\$12/day for care extending until 5:45 p.m.*

**Discounts available based on need and frequency of use*

Aftercare Fees: Wednesdays (Early Release @ 2:30):

\$7/day until 3:30 p.m.; or
\$12/day until 4:30 p.m.; or
\$17/day until 5:30 p.m.

Aftercare Drop in/As needed:

Any family needing drop-in aftercare is welcome to sign up the same day. You **MUST** notify the school by call or text message **by 3:15 p.m. (or 2:00 on Wednesdays)** indicating your need for aftercare that day. Please use the school number: (520) 589-4933, to notify us. **Text Message preferred.**

DROP OFF and PICKUP

Please park in the spaces on the northern half of the parking lot (closer to 22nd St). We share the parking lot with Changemaker High School and the southern spots (south of the disabled parking) are theirs.

We are back to using the Campus Front Office for all drop-offs and pick-ups. The IDEA School Front Office, occupied by David Higuera and Jayme Berge, is now inside the campus front office.

When you arrive in the morning, please sign in your child in the Sign-In Binder in the Front Office (or ask them to sign themselves in, if dropping off at the curb) and have your child proceed onto campus, where they will drop off their belongings outside the classrooms and proceed out to the Wash. **If you would like to accompany your child onto campus/out to the Wash, you are welcome to. Please see Jayme Berge or David Higuera in the Front Office before proceeding through the door onto campus.** We require this to make sure we abide by the closed-campus rules of our neighbor, Changemaker High School. (If you have any questions or concerns, please ask David)

If you need to pick up early, please call or text the school phone, 520-589-4933, and let us know what time you expect to pick up.

If your child is staying home sick or will otherwise be absent, or if you need to arrive late (e.g. doctor's appointment), **please email your child's Family Group Collaborator(s) and cc Jayme Berge.** You can also text us on the school cell phone, 589-4933. For extended absences such as out-of-town trips, please email both your Family Group Collab and co-directors David and Jaime with your plan, and cc Jayme B.

After-school pick up will take place in front of the Front Office. If you need to pick up early, please let Jayme Berge know. Depending on what else is going on, Jayme may be able to escort you to the classroom, or we may simply call your student up to the Front Office to meet you there.

PICK-UP AUTHORIZATIONS

Only those grown-ups listed on your child's current Registration/Emergency Contact Form are authorized to pick up your child from school. If there is anyone else you'd like to also authorize to pick up your child, please email the specifics, including the person's name, relationship to you/your child, and their best phone number, to Jayme@explorebuildlearn.org, with Subject Line: "**Authorized to Pick Up [Child's Name]**" and cc your child's Family Group Collaborator as well.

Any adult unknown to IDEA School staff will be asked to produce a photo I.D. and may be asked to wait in the office until we can contact you to verify his or her status.

Going home with another student: If it is necessary for your student to go home with another student, written notification from a parent is required (text message 520-589-4933). In the event of an emergency, please call us at this number as soon as possible. There is no guarantee that voice messages received at the end of the school day will be delivered in a timely manner.

LATE PICKUP; FEES

Pick-up is at 3:45 p.m. on Mon, Tues, Thurs, and Fri. Pick up is at 2:30 on Wednesdays (Early Release).

If you have not signed up for aftercare, and you arrive for pick up after 4:00 p.m (or 2:45 p.m. on Wednesdays), you may be charged a Late Pickup Fee, as follows:

\$5 Late Fee for every 10 minutes late after 4:00 pm (or 2:45 on Wednesdays); maximum fee: \$25.

HEALTH & SAFETY

Medication:

We shall administer prescription and over-the-counter medication to a child *only if* directed in writing/authorized by a parent or guardian. Parents/guardians must fill out a detailed **Medication Administration Consent Form** (we will provide) and provide medication in its original container, labeled with the child's name. All medications are stored outside the classrooms in a staff-only area.

Sun Protection:

We go outdoors on a daily basis. To prevent sun damage, have your child apply sunscreen before school, and bring a hat. If you want sunscreen reapplied, please inform your child's Family Group Collaborator and bring sunscreen labeled with your child's name.

Fire Drills:

Once a month we engage in a Fire Drill to ensure that all students know how to safely exit the building in case of a fire. Staff ensure accountability for all students in case of any evacuation.

ACCIDENTS AND INJURIES

We believe that risky play is vital to healthy childhood development (see more: <https://www.psychologytoday.com/blog/freedom-learn/201404/risky-play-why-children-love-it-and-need-it>). Kids may get more frequent bumps and bruises during their play here than they would in other schools, based on more freedom to engage in risky play.

If an injury occurs that requires first-aid, we will administer it. In the event of a non-emergency injury to your child that prevents him or her from engaging in regular school activities, we will notify you as soon as we can. If your child is unable to participate in regular activities due to injury or illness, we will ask you to come pick him/her up early.

If you notice an injury after school, please ask your child about it and contact us as well.

If a serious accident or injury occurs that requires immediate medical attention, we will contact 911 and you immediately, and administer appropriate first-aid until medical help arrives. **Please ensure that your child's Emergency Contact Info (part of**

the online Registration Form) is kept up to date. If you have any questions, you may always review a copy of your Registration Form in the IDEA School Front Office.

FIELD TRIPS

Often, school staff and parent volunteers will take students on field trips. Being out and about in the community is a key to our program. Parents must have completed the **Field Trip Release Form** that was included in your [Online Registration](#), which authorizes field trips on a regular basis. On these trips we will travel by school van, bus and foot, as well as by personal vehicles driven by staff and parent volunteers. You release the IDEA School and its staff, Board of Directors, Officers, agents, and affiliates from liability in case of accident or injury during school field trips. If you have any questions or concerns, please see David or Jaime. In the event that an overnight field trip is planned, you will receive a special release form for that specific trip.

COMMUNICATING WITH COLLABORATORS

Your collaborators are committed to working together with you to provide the best possible education for your child, and part of this is healthy two-way communication. Your Family Group Collaborator(s) will be conferencing with you and your child at least once in the Fall and once in the Spring, with more informal communications happening frequently. Collaborators are not available to receive calls or respond to text messages during the school day. If you have a quick logistical matter you need your collaborator(s) to know, you should call or text the school's cell phone, 520-589-4933, and they will get the message.

If you'd like to discuss a more substantive matter, please email your collaborator(s) at their explorebuildlearn.org email address. Be sure to let them know if you'd like to schedule a time to have a face-to-face or phone meeting. Please help us keep our collaborators and staff healthy and sane by respecting their personal time and utilizing email as much as possible. Thank you.

STUDENT/PARENT/COLLABORATOR CONFERENCES

Formal Student/Parent/Collaborator Conferences will take place in September and again in February (see School Calendar). On these dates school will end early, at 12:30 p.m., to allow time for these 30-minute conferences with all families. Aftercare is available. Closer to the dates, Family Group Collaborators will email out available time slots for their students' conferences. Parents sign up for the slot of your choice, first-come-first-served.

PARENTAL INVOLVEMENT

We believe that one of the greatest strengths of any school is its community of families, and we offer families the opportunity to participate in the life of the IDEA School in any and all ways that make sense for the school and the family. We strongly encourage and appreciate all forms of volunteering!

Parents/Guardians are encouraged to participate in the **IDEA School Parent Club**, which meets according to the schedule determined each year by its members, and may take on any activities it deems appropriate to help the school increase its presence in the community, raise funds, support collaborators, etc.

Parents/Guardians are also welcome at the school during school hours. We encourage you to volunteer if you can; 1-3 hours a week is ideal! If you wish to volunteer please make arrangements with either Jaime (for classroom volunteering) or Jayme B. (for front office/admin volunteering). We will work with you to find the volunteer job that's right for you and best supports our students and staff! Classroom volunteers are supervised by collaborators, who all have fingerprint clearance.

Parents/Guardians may also help the school in other ways, ranging from help with development of a new funding opportunity to organizing an IDEA School Table at a community event, to helping with building and grounds maintenance, to being an expert visitor, to serving on our volunteer Board of Directors (see David if interested). We are eager to hear your ideas for how you'd like to be involved!

TUITION & FEES 2017-18

TUITION: Posted Tuition for the 2017-18 School Year is \$6,600, and is due, payable to "The IDEA School," in monthly installments due on the first of each month. If you are on Financial Aid, please refer to your tuition invoice for specifics regarding the aid offered and your remaining obligation after aid. Remember, any family may raise "recommended funds" tax credit donations for their child's tuition -- from extended family members, friends, colleagues, etc. in Arizona.

Except for August, tuition payments are due on the 1st of the month (through May 1st). If the 1st falls on a weekend or holiday, payment is due on the next business day. A \$25 late fee may be assessed for payments received after the 7th of the month, unless an alternate payment schedule (eg. mid-month) is agreed to in writing.

FEES: In addition to tuition, we charge the following fees for all students. Fees appear on your tuition invoice that you receive monthly from info@explorebuildlearn.org, beginning on August 1st (the full invoiced amount is due by May 1st). If these fees

present a hardship for your family, please let David know and we may revisit them.

Registration Fee:	\$ 50 (due at time of registration/start of the year)
Materials and Field Trips Fee:	\$180 (can be paid off monthly over 10 months; included in tuition invoice)
After-School Program Fees:	Billed based on use (billed weekly)

FINANCIAL AID:

More than 75% of our students attend on need-based aid. We offer 7 tiers of aid, based on family income. During the spring, we will ask you to complete the Financial Aid application for the following school year. The qualification for financial aid, and the determination of the financial aid amounts, will be determined on an annual basis, in consultation with individual families and approved by the IDEA School Board of Directors.

If your family's financial circumstances change during the year, we ask that you please let us know so we can work with you to continue to make an IDEA School education work with your family's finances.

TAX CREDIT DONATIONS:

The IDEA School is a qualified independent school in the **Arizona Private School Tuition Tax Credit Programs**, which can help families offset some or all of their tuition expenses with tax credit donations from individuals and corporations. See David for details, as well as our Financial Aid page and AZ Tax Credit page:

www.explorebuildlearn.org/apply/tuition-and-financial-aid

www.explorebuildlearn.org/taxcredit

30-DAYS' NOTICE -- TUITION OBLIGATION

We require 30-days' notice if you choose to withdraw your child before the end of the academic year; your tuition obligation continues during this period.

We understand that sometimes families need to make a different choice. However, for us to successfully meet our obligations to our teachers, staff, landlord and others, we must ensure predictable revenues and time to make necessary adjustments. Therefore, should you choose to leave mid-year, for any reason, **you will be responsible for**

one month's tuition (prorated) following the date you notify the school co-directors of your decision. We will send you a final invoice covering your final obligation. Payment is required within 30 days. Should you require a payment plan, you must request one in writing (email to David) and we will work with you to create one.

ADDITIONAL IMPORTANT THINGS TO KNOW

What to bring:

Every day, please bring/pack the following items for your child:

- A sack lunch and two snacks (3 if staying for aftercare)
- Water bottle labeled with your child's name -- VERY important!
- Plastic cup also labeled with your child's name
- Sun Hat -- for extra sun protection
- Comfortable walking shoes
- Casual activewear / clothing you don't mind getting dirty
- Optional/as-needed: sunscreen labeled with your child's name
- For Medications: You **MUST** complete the **Medication Administration Consent Form**, available in the Front Office

Snacks:

We eat snack in the morning and in the afternoon. Please send your child with snacks for these times, five days a week. If your child is enrolled in the After School Program, be sure to pack extra snacks for late afternoon, too. We strongly encourage healthy snacks that are good sources of protein and fiber, and avoid too much sugar.

Special Occasion Snacks (birthdays, etc.) are fun for the entire classroom, but may not include soda, candy, or high-sugar snacks. Birthdays will be celebrated in Family Groups (13-15 students each). We can use the staff freezer to keep popsicles frozen until shared.