

University of West Alabama Campus School



Parent Handbook 2023-2024

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University of West Alabama Campus School

Dear Campus School Family,

As we enter this school year, I want to express to you that this will be a remarkable school year. I am honored and feel privileged to be your Campus School Director this school year. For all students returning to Campus School, welcome back! For those new to the Campus School, I welcome you into a close-knit family that will take you to the next level in your education.

The faculty and staff at Campus School are very excited to begin this school year and support you in accomplishing all your academic goals. Parents we need your help. We need your commitment to your child education to ensure that we produce nothing short of excellence.

This year, I encourage you to rally around the theme of “A SUPER campus school”. Therefore, excellence is our goal. To show excellence means that one possesses qualities to a high degree. Every one of our SUPER students already holds qualities of excellence. Excellence should be visible every day in the classroom, as well as through your participation in clubs, or extracurricular activities. Through our commitment to excellence, the sky is the limit.

I invite you to model and partner with us throughout the school year as we instill excellence into our students. Research shows that students will have the greatest possibility for success if support structures are in place at home.

I am excited about all that this new school year has to offer and look forward to working collectively as a family to ensure that our students are provided with the best educational experience possible. I look forward to working with you as we excel, execute and established a SUPER Campus School where SUPER learners are born. It is going to be an amazing SUPER year. If there is ever anything you need, please do not hesitate to stop by my office.

Sincerely,

Mr. Uendra Blackmon, M.Ed.

Campus School Director



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1. PHILOSOPHY

Thank you for trusting the University of West Alabama Campus School (CS) with the care of your child. The CS is part of the Julia Tutwiler College of Education. The College of Education has as its primary objectives the training of competent teachers for school systems in Alabama, promotion of improved instructional programs within the University service area, and the provision of services to other colleges within the University.

We believe that children are active learners and unique individuals, learning according to a developmental sequence, and progressing at their own pace.

We view the teachers as facilitators of learning process, sensitive to developmental and individual needs of children, and respectful and flexible in their dealings with the children. We believe that the appropriate curriculum addresses the social, emotional, cognitive, and physical needs of the children.

We believe that classroom management incorporates proper organization of the environment, appropriate activities, and clear expression of expectations with natural and logical consequences. Our classroom management policy employs a positive approach, combining consistency with empathy.

We believe that the best way to prepare potential teachers is through hands-on, real life, practical experiences. Teacher candidates receive valuable training and experience while they assist with program implementation.

There should be an atmosphere of mutual support between parents and staff in order to create an effective learning environment. We believe that parents need to be kept informed and have opportunities for involvement in classroom activities.

2. ADMISSION POLICY

Campus School services are primarily for the University of West Alabama family and then surrounding community. Priorities for enrollment is based on completed application and paid registration fee with the following order:

- 1st: Current CS students, their siblings, and children of staff
- 2nd: UWA Faculty, Staff and Students
- 3rd: Children on waiting list
- 4th: Surrounding Community

Children will be placed in classes according to their age as of September 1st and at the discretion of the director.

3. ENROLLMENT

Enrollment is open to any preschooler with proof of proper immunizations, 8 weeks through age 4 as of September 1st of that year. Children are enrolled with a standing reservation for the school year on a first come first basis.

A school year is from August-May. CS Summer Program is from June-July. Eligibility for Summer Program you will need to be enrolled at CS during August-May. A \$50 registration fee per child is due upon enrollment. A \$50 supply fee per semester is also required at the beginning of each semester (August & January). A \$35 supply fee is also required for Summer Program. Registration Fees are non-refundable. Supply Fees are non-refundable after the school year has begun. After maximum enrollment is reached for each room, a waiting list will be established.

All forms must be completed prior to enrollment. Before your child can be considered for admission, you will need to complete the UWA CS Preadmission Record. The enrollment package includes:

1. Pre-Admission Record with Emergency Authorization
2. Release Agreement (back of Pre-Admission Record)
3. Immunization Form, Religious Exemption, or Medical Exemption
4. \$50 Registration Fee
5. Supply Fee (\$50 per child in January & August and \$35 per child in June)
6. Handbook Signature Page
7. Liability Release Form

Once enrollment has been approved, you must bring a valid Certificate of Immunization, Certificate of Medical Exemption or a valid Religious Exemption to CS for your child. No child will be allowed to start without a completed enrollment package on file. Immunization forms must stay current. **It is the parents' responsibility to keep immunization forms up to date.**

Finally, we recognize each child as a unique individual. We understand that children all learn differently. Although children shall be initially assigned to a class according to age, they might later be transferred to another group to properly accommodate individual needs. **The placement of each child will be left to the director's discretion.**

4. DIS-ENROLLMENT

CS reserves the right to permanently remove a child from the program at any time for the following reasons:

- Non-payment of tuition and fees by the end of each month
- If the CS Director feels that the needs of the child or the need of the program are not being met
- If the parents or guardians display inappropriate behavior, such as, but not limited to: profanity, physical aggressiveness, verbal abuse, etc. towards staff members, other parents, or any child/children while on the premises
- If the parents/guardians fail to follow policies listed in this handbook
- If a parent/guardian fails to turn in the required forms deemed necessary by the director
- If the child's need are causing a disruption to the classroom and other children in the classroom
- If excessive behavioral problems persist with a child

5. WITHDRAWAL POLICY

Parents are required to submit a **written thirty-day notice** before withdrawing from the program. If a child does not attend all or part of these 30 days, payment must still be submitted for the time. Your written notice must be submitted to the Director of the Campus School.

6. RATIO

CS will follow the Alabama Minimum Standards for Day Care Centers; the following ratios reflect those of the Minimum Standards:

Age	Staff to Child Ratio
6 weeks-18 months	1:5
18 months-2 ½ years	1:7
24 months-36 months	1:8
2 ½ years-4 years	1:11

(Staff Person: Children)

7. TUITION AND FEES

Payment for tuition and pizza is due on the 10th of each month, and considered late by the 12th day of the month. Tuition for August and January must be paid by the 21st. A reminder will go out 5 days before tuition is due. A late fee of \$25 will be assessed to all accounts not paid by the 12th of each month or 25th for August and January only. Tuition not paid by the 12th may result in the child's place being forfeited if it happens more than once. Please contact the director if special circumstances arrive that prevent you from paying on time.

Tuition: Tuition for non-potty-trained students is \$475/month and potty-trained students is \$375/month. Families with two students attending tuition will be: both non-potty-trained is \$855/month, one non-potty trained and one potty trained is \$765/month, and both potty trained is \$675/month.

Pizza Days: We have pizza from Aramark every Thursday as long as the cafeteria is open for business. All classes participate in pizza days as long as children are old enough to chew and swallow without complications. The cost for pizza is \$4 for Spider man, Batman, Thor and Superman. The cost of pizza is \$2 for Captain America, Iron Man and Black Panther. We prefer that you pay pizza by the month, if at all possible. Pizza money can be included with your tuition. Pizza can be paid for an entire semester at a time, but only with the understanding no refunds will be given.

Supplies: A supply fee of \$50 per child is due in August and January of each school year. If your child enrolls in the summer program (June and July), a \$35 supply fee will be due by June 10th and can be included with tuition.

Tuition can only be paid by cash, check, money order, cashier's check, or credit card. Please be sure your monies are in a enveloped with your child name and parent name and what the money is for and placed in the grey drop box located on the wall between rooms 1 and 2. Please do not give money or checks to teachers or other personnel. Please do not leave payments in folders, lunch boxes, or book bags. A \$35 handling fee will be assessed for all checks returned due to insufficient funds and will not be allowed to pay by check.

Tuition remains the same with no deductions made for absences, scheduled vacation days, or days that the daycare is closed such as Thanksgiving, Christmas, etc. All payments should be made payable to Campus School.

8. ARRIVAL AND DEPARTURES

CS opens at 7:30 a.m. Monday through Friday with closures coinciding with University Holidays. Parents and students are not allowed into the building before 7:30 a.m. Children may not be dropped off after 8:30 a.m. unless there is a valid reason (doctor/dentist appointments and emergencies).

CS closes at 5:30 p.m. A late fee of \$15 for each quarter (ex. If you pick up between 5:31-5:45 you will pay \$15, between 5:45-6:00 you will pay \$30, etc.) will be charged to your account. The clock located on the secretary's desk will be used to monitor pick up times. Continuous violation of this policy will lead to dis-enrollment from CS.

If an emergency arises which delays you, please call (205) 652-3832 and inform us of the problem. Please send the Written Release Form with your child if someone different is picking up your child on a particular day. They must be prepared to show picture identification.

9. RELEASING OF CHILDREN

Children at CS will not be released to any adult other than the parent or adults listed on the Preadmission Form without written permission from the parent or legal guardian. **CS cannot release any children to anyone under the age of 16 years old.** Parents or guardians must indicate on the Written Release Form (page 20 or at CS) who is designated to pick up their child, not on the pick-up list on Preadmission Form. The Release Agreement can be emailed to either the director or secretary. A copy of picture ID may be requested to keep on file for any unfamiliar person.

10. CURRICULUM

The CS curriculum is guided by the Alabama Department of Early Childhood Education. Using a thematic approach, the curriculum is developed to promote growth in all areas of development: social/emotional, language, cognitive and physical.

Campus School serves as a learning lab of UWA students. As such, these teacher candidates will gain hands-on experience with preschool students while assisting in providing services for the children of CS.

II. LEARNING CENTERS

The core of the program uses well-planned learning centers that provide children with opportunities for choice and self-directed play. There are constant changes to the environment to reflect emerging interests. The purpose of the approach is to guide the children through experiences that promote optimum growth and development.

12.SHOW & TELL

Show & Tell will be for participating class at the discretion of your child's teacher. This is the time for children to bring a special toy or special item to share with the class. Please do not bring toy guns or knives to school. Other than Show & Tell day or special activities designed by your child's teacher, we ask that your child leave toys and other personal items at home.

13.FIELD TRIPS

Off campus field trips require special consent agreement forms from parents (Liability Release Form). Field Trips may be taken to broaden the children's life experiences or participate in a special University activity. When possible, off-site activities will be walking campus field trips. Parents will be notified about field trips that go off campus in advance. Parents will be asked to provide transportation to off campus activities.

14.MEALS

Lunches and Snacks should be sent for all children.

- **Breakfast:** Please see that your child eats at home. Children will not be allowed to eat breakfast at CS after
- **Snacks:** Three Snacks per Day: **Snacks should be sent from home.**
- **Lunch:** **All children should bring their lunch from home.** Please send nutritional finger foods in appropriately labeled containers. We cannot heat up lunches that take longer than 1 minute. Pizza will be provided on Thursdays for those who have paid.
- **Drinks:** Please send milk, juice, or water in an appropriately labeled cup.
- **Infants:** Parents must provide formula, nursery water, breastmilk, bottles (to be taken home and washed daily) and baby food. All items should be labeled with your child's name.

General Meal Policies: NO caffeinated drinks.

Allergies: Any allergies should be included in the Preadmission Form at child's enrollment. This includes specific foods and beverages. If allergies are noted, all faculty and staff will be required to adhere to policies and procedures regarding severe food allergies and will not be permitted to provide any items noted to your child.

15.REST TIME

Rest time is essential part of the day for growing minds and bodies.

Infants: Each infant shall be allowed to form his/her own pattern of sleeping and waking. Infants younger than 12 months will always be placed on their back unless there is a signed sleep position medical waiver on file. In that case, a notice will be posted on the infant's crib. Please bring sleep sack if your child sleeps in one at home.

Preschoolers: Nap time is from 11:30am to 2:15 p.m. Please send either a nap mat or blanket and pillow for your child to use during nap. If potty accident happens during nap, nap mat will be sent home to be washed. **Children may NOT be dropped off during nap time.**

16.CLOTHING

Dress your child in weather-appropriate clothing for play and outdoor activities. Select clothing that is washable, sturdy, and free of complicated fastenings. Children who wear dresses and skirts are required to have on shorts/bloomers underneath. All clothing should be marked plainly with your child's name and placed in a bag with their name on it. **Campus School is NOT responsible for lost or misplaced items that are not labeled.** All students should bring 3 extra set of clothes, including shoes, to be left in their cubby. All soiled clothes will be sent home.

Shoes: All students should wear closed-toe shoes to prevent injuries and to maintain safety in the event of an emergency. Children are NOT allowed to wear hard-soled boots (cowboy/cowgirl style boots).

Pacifiers: For children who take a pacifier, please be sure there is always an extra in his/her cubby at school. Pacifiers should be labeled with your child's name or initials. Children who are 2 ½ years old or older will not be allowed to have pacifiers except during nap.

17.DIAPERING AND POTTY TRAINING

Parents of children in diapers will need to provide an ample amount of diapers, wipes, and diaper cream (if used). All of these items need to be labeled with your child's name.

Potty Training: Once a child begins potty training, parents will need to provide multiple change of clothes and underwear. Fully potty trained is defined as follows:

- No pull-ups or any form of training underwear
- Excessive accidents (one or more per day at school)
- Indicate toileting needs
- Teacher and director will have final say of "fully potty-trained" at school
- Discussion of any exception to the requirements listed include classroom teacher, parent(s), and director.

18.PARTIES

Birthday parties: Birthday celebrations are encouraged. Parents desiring to celebrate their child's birthday at CS should arrange to do so with the teacher. All items will need to be provided by the parent and will be served as afternoon snack unless parent has discussed differently with teacher.

Classroom Parties: Each classroom has a Room Mom who will provide all items for class parties (ex. Halloween, Christmas, Valentine, etc.).

19.PARENTAL INVOLVEMENT

We encourage parents to become involved in our program by assisting with occupational experiences, show & tell, field trips, holiday activities and more. We have a great Parent Teacher Association. They are currently looking for new members and volunteers. If you are interested, please contact one of the current PTA members via email at [President Kay Lucas \(klucas@uwa.edu\)](mailto:klucas@uwa.edu), [Vice President Byrne Hawley \(bhawley@universitycharterschool.org\)](mailto:bhawley@universitycharterschool.org), and [Treasurer Jessica Mosely \(jordanj1223@gmail.com\)](mailto:jordanj1223@gmail.com). We need "Room Moms" for each classroom to help with parties, special activities, events, and special treats from time to time. If you are interested in being a "Room Mom", please contact a PTA Members.

20. ILLNESS

Please call CS at (205) 652-3832 if your child will not be attending school due to illness. Parents of all children will be notified of a highly communicable illness in the school as soon as possible. **Parents are reminded to report the contraction of any communicable diseases to the director immediately.** Please keep your child home if they experience any of the following symptoms:

- Fever of 100.4 degrees or higher during the previous 24 hours
- Discolored mucus from nose for 2 days or more (green/gray mucus is a sign of infection)
- Vomiting in a 24-hour period
- Diarrhea (2 or more loose stools) during the previous 24 hours
- Signs of contagious infection (strep, croup, etc.) or infestation (head lice, scabies, or impetigo)
- Any unexplained rash and/or skin infection (boils, ringworm, cold sore, or impetigo)
- Pink eye and other contagious eye infections (conjunctivitis, etc.)

While in our care, you will be called to pick up your child if any of the following symptoms occur

- Fever of 100.4 degrees or higher
- Vomiting
- Diarrhea (2 or more loose stools in one day)
- Signs of contagious infection (strep, croup, etc.) or infestation (head lice, scabies, or impetigo)
- Any unexplained rash and/or skin infection
- Pink eye or other contagious eye infections

If your child has any of the following illnesses or symptoms we will follow the recommended time period:

- **Fever of 100.4 or higher:** 24 hours fever free with no fever reducing medication
- **Diarrhea:** (not associated with diet change) diarrhea stops for 24 hours
- **Vomiting:** 24 hours free of vomiting or until provider determines the cause or is not contagious
- **Stomach Bug:** 48 hours symptom free
- **Flu:** Health Care Provider releases them to come back to school
- **Mouth Sores:** Health Care Provider determines sores are not contagious
- **Rash:** Health Care Provider determines rashes are not contagious
- **Pink Eye:** Treatment has been initiated for 24 hours
- **Head Lice:** 24 hours after first treatment with recheck of head and no evidence of nits and adult lice.
- **Scabies:** until treatment is complete
- **Tuberculosis:** Health Care Provider states that child is on appropriate therapy and can return to school.
- **Impetigo:** 24 hours after treatment is initiated
- **Hand Foot and Mouth:** sores have dried and crusted, no fever, and no new sores for 24 hours
- **Strep Throat:** 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken Pox:** all sores have dried and crusted (usually 6 days)

- Pertussis: 5 days of appropriate antibiotic treatment completed
- Mumps: 9 days after onset symptoms
- Hepatitis A Virus: 1 week after onset of illness
- Measles: 4 days after onset of rash
- RSV: Health Care Provider releases them to come back to school
- Rubella: 6 days after onset of rash
- Herpes Simplex: Health Care Provider releases them to come back to school

* Doctors excuse will need to be given to director or secretary upon return. Your child cannot return without the doctor's excuse in hand.

21. ADMINISTERING MEDICINE

Parents must complete a Medication Release Form (page 21 or at CS) that includes specific instructions for the teacher to administer to child. The following guidelines must be observed:

1. Prescription medication must be in original container labeled with the child's name, date, directions, and the physician's name
2. CS will administer the medication as directed on the label
3. Medications that are outdated will not be given
4. Non-prescription medication must be in the original container with directions
5. If non-prescription medicine is required for more than one week a note from doctor is required.
6. Medication Authorization Form must accompany the medication that is to be given (prescription and non-prescription)
7. Medication must be for children. We will not administer adult medication to a child.

22. RECORDS

All student files will contain the following items:

- Preadmission Form (New form every school year)
- Handbook Signature Page (New page every school year)
- Pizza Form (one for each semester)
- Liability Release Form (New form every school year)
- Immunization Form: It is the parents' responsibility to keep immunization forms up to date.
- Other forms: incident reports, intent to return, etc.

* Records and information on children are kept in strict confidentiality. Medical, anecdotal records, assessments and screening will be available to others only with the parent's written permission. Children's files are only available to CS Employees when the employee works directly with the child, or the secretary, and director.

23. DISCIPLINE

We strive to maintain a stimulating environment, which helps in preventing negative behavior. Discipline shall be based on understanding the individual needs and development of a child and shall be directed toward teaching the child responsible behavior. We ask the teachers seek to re-direct behavior, teaches the child to respect the rights of others, and to work within defined limits.

The following disciplinary measures shall be taken:

- Verbal/physical redirection (taking child out of situation)
- “Time-Out” one minute per year of age. If time-out is used, it is important to explain to the child in a calm manner why he/she is in time out and what the appropriate behavior should be
- In extreme cases, administration should be notified

Should the problem continue, then the administration will determine the next course of action that needs to be taken.

The parents will be informed at the end of the day if the following behavior problems occur after a child is repeatedly told “NO”.

- Continually disrupts the class
- Endangers another child or themselves (biting, scratching, hitting, throwing, etc.)
- Destroys equipment or property of others
- Is defiant to authority

The following disciplinary practices including but not limited to the following are prohibited:

- It is never appropriate to use corporal or physical punishment. Spanking, shaking, slapping, kicking, pushing, biting, pinching, hitting, thumping, hair pulling, and ear pulling are all prohibited.
- The use of verbal abuse is prohibited, including but not limited to: yelling, shouting, name calling, shaming, making derogatory remarks about a child or a child’s family; using language that threatens, humiliates or frightens a child.
- The use of discipline associated with food, naps or bathroom procedures is prohibited, including but not limited: withholding food as punishment, use of food such as hot sauce, lemon juice, vinegar, soap, etc., as punishment, punishment for lapses in toilet training, punishment for not sleeping during rest/nap time.
- Punishment administered by another child is prohibited
- Rough or harsh handling of children, whether associated with discipline or not is prohibited, including but not limited to: shaking, lifting, jerking of one arm or both arms, pushing, pulling, forcing or restricting of movement, lifting or grasping of clothes, covering a child’s head, etc.
- The use of physical restraint as punishment is prohibited

All disciplinary problems are handled on an individual basis according to the circumstances involved. We will always work with the parent/guardian to attempt to correct the situation. Should a child’s continued negative behavior put themselves, their peers, and teachers at risk for physical harm or, if the child damages Campus School property, we reserve the right to ask the parent to pick the child up from school. Temporary

withdrawal is always our last resort. We reserve the right to permanently withdraw a child if disciplinary problems or other considerations warrant permanent withdrawal.

Biting Policy & Offenses

1. If a child inflicts and or bite in which the skin of another child or staff member is harmed, a conference will be held with both parents to discuss the child behavior and how the behavior can be modified.
2. If the child again bite, the child will be sent home one week. This means the child will not be allowed to come back until the one week is complete.
3. If the biting continues for the third time, the child will be redirected to attend another facility unless director says otherwise.

24. SECURITY MEASURES

A Key Fob Entry System accesses the University of West Alabama Campus School. All employees must use your fob or Tiger Card. All CS parents and other designated people are assigned a key fob that is used to enter the building.

This system is a way for administration to monitor the people entering CS. Parents are given access to the building from 7:30 a.m. -5:30 p.m. The doorbell is not to be used unless in the event of emergency. Constant use of the doorbell for access will cause us to assume you lost your key fob, and your account will be assessed \$25.

Each parent/guardian will have his or her own key fob. We ask that each parent use his/her key fob. We will not let anyone in the building if they do not have a key fob. **Do not share your key fobs with anyone.**

25. BAD WEATHER CONDITIONS

Notifications of closing due to unforeseen circumstances will be by telephone or CS/University media outlets, if notice must be given in less than 24 hours. Please be aware that if the University of West Alabama closes, CS will be closing and your child must be picked up by the appropriate time announced. **CS needs an updated list of email addresses and phone numbers so that parents may be notified immediately.**

26. COMMUNICATIONS

Realizing the importance of parents and teachers working together as a team, parent communication is a vital part of our program. Some aspects of our parent/teacher communication are: handbook, monthly calendars, parent meeting, daily reports (infants), and our closed Facebook page. Whenever possible, grievances should be handled within the Campus School. If this is not possible then grievance procedures should be as follows:

- First consult the teacher about a complaint unless the concern is not in regards to the classroom. Other complaints should be registered with the CS Director.

- If a parent is not satisfied with the result of the parent/teacher consultation, then the complaint should be registered with the Director. A meeting will follow promptly to clarify misunderstandings and make adjustments to correct minor complaints as they occur daily.
- Unresolved complaints should be put in writing to the Dean of College of Education. The Dean will investigate the complaint/grievance and make a decision within ten working days. All parties will be notified of the decision at that time.

27. Program Evaluations

Parents will be encouraged to fill out a Program Evaluation to be returned to CS at the end of the school year. The evaluation will determine if the parents are satisfied with the care their child is receiving, if they think their child is happy, if they are satisfied with their child's development while attending the program, and if they are satisfied with the way the director, secretary, teachers and other staff members interact with their child. The program evaluation will go directly to the CS administration for reviewing. We will remind you when to return the evaluations in May.

28. WAYS TO PREPARE YOUR CHILD FOR SCHOOL

A positive experience in school can have a great influence on a child. The child usually reflects what they have learned in the home and their parents usually govern their attitudes.

1. Talk to your child
2. Listen to your child
3. Read to your child
4. Praise your child
5. Help your child to keep well rested
6. Give your child responsibilities appropriate for his/her age
7. Review with your child the units of study being covered
8. Teach them what it means to make right decisions
9. Keep up with what is happening at school

August 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
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24	25	26	27	28	29	30

October 2023						
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29	30	31				

November 2023						
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26	27	28	29	30		

December 2023						
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24	25	26	27	28	29	30
31						

January 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
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11	12	13	14	15	16	17
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25	26	27	28	29		

March 2024						
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24	25	26	27	28	29	30
31						

April 2024						
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28	29	30				

May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

July 2024						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2023-2024 School Calendar

July 31-August 4	Teacher Work Days
August 7	First Day of School
September 4	Labor Day
Nov. 20-24	Thanksgiving Holiday
Dec. 13-Jan. 2	Christmas Holiday
January 3	Campus School Open
January 15	M.L. King Holiday
March 25-29	Spring Break
May 23-24	Teacher Work Days
May 27	Memorial Day
May 28	First Day of Summer Program
June 19	Juneteenth
July 4-5	Independence Day
July 26	Last Day of Summer Program

UWA Campus School OPEN
Teacher Work Day
UWACS Closed, Students/Teachers

UWA Campus School is open daily
from 7:30 a.m. – 5:30 p.m.

2023-2024 Units

August

7–11 – Back to School/Get to Know You
14–18 – Get to Know You & Letter A
21–25 – Colors & Letter B
28–1 – Shapes & Letter C

September

4–8 – Medical Community Helpers & Letter D
11–15 – Rescue Community Helpers & Letter E
18–22 – Apples
25–29 – Johnny Apple Seed & Letter F

October

2–6 – Pumpkins & Letter G
9–13 – Fire Prevention & Letter H
16–20 – Fall & Letter I
23–27 – Halloween

November

30–3 – Halloween & Letter J
6–10 – Thanksgiving
13–17 – Thanksgiving
20–24 – OFF FOR THANKSGIVING BREAK

December

27–1 – Transportation & Letter K
4–8 – Christmas
11–12 – Christmas

January

3–5 – New Years
8–12 – Winter & Letter L
15–19 – Arctic Animals & Letter M
22–26 – Weather & Letter N

February

29–2 – Zoo Animals & Letter O
5–9 – Heart Health & Letter P
12–16 – Valentine’s Day
19–23 – Dental Health & Letter Q

March

26–1 – Dr. Seuss Week
4–8 – Plants & Letter R
11–15 – St. Patrick’s Day & Letter S
18–22 – Pets & Letter T
25–29 OFF FOR SPRING BREAK

April

1–5 – Easter
8–12 – Camping & Letter U
15–19 – Farm & Letter V
22–26 – Earth & Letter W

May

29–3 – Bugs & Letter X
6–10 – Mother’s Day & Letter Y
13–17 – Dinosaurs & Letter Z
20–23 – End of the Year Review

SUMMER – EACH TEACHER MAKES THEIR OWN
UNITS



30. Parent Signature Page

I have read the UWA Campus School Handbook and agree to abide by the policies stated in the handbook. I understand that failure to comply with the policies set forth will lead to the dismissal of my child from the Campus School.

Child Name 1: _____

Child Name 2: _____

Child Name 3: _____

Parent Signature 1: _____

Parent Signature 2: _____

Date: _____

31. Forms

- Written Release
- Medication Release Form

CS Written Release Form

Date: _____

Please allow _____ to pick up my child

Name of person picking up your child

_____ on _____.

Child's name

Date

Parent/Guardian's Signature: _____

Parent/Guardian's Name: _____



Note: A picture ID may be requested for unfamiliar persons

CS Written Release Form

Date: _____

Please allow _____ to pick up my child

Name of person picking up your child

_____ on _____.

Child's name

Date

Parent/Guardian's Signature: _____

Parent/Guardian's Name: _____

Note: A picture ID may be requested for unfamiliar persons



CS Medication Release

Dear Parent/Guardian,

Your written permission is required to administer medication or medical procedures to your child. Any prescription drug or over-the-counter drug sent to CS must be in its original container and must be clearly labeled with your child's name, the name of the drug, and direction for administering the drug. A new authorization form is needed each week.

Child's name: _____

Name of Medication: _____

Amount of medication to be given at each dosage: _____

Instructions (how to give or apply, such as give my mouth, apply to skin, inhale, drops in eyes, etc.) _____

Time and date of last dosage given at home: _____

Time(s) of dosage(s) to be given at CS: _____

Please give my child the above-named medication at the time(s) and the amount(s) indicated.

Signature: _____ Date: ____/____/____