

**Preschool Parent Handbook**

**2018/2019**

**6950 E. Williamsfield Rd. Phone: 480-727-5700**

**Mesa, AZ 85212 Fax: 480-757-5701**

**GENERAL INFORMATION**

Hours of operation are: 7:30AM to 3:30PM Monday through Friday.

Telephone: 480–727–5700

Fax: 480–757-5701

Website: <https://asuprep.asu.edu>

Preschool blog: [www.preschoolasuprep.weebly.com](http://www.preschoolasuprep.weebly.com)

* ASU Preparatory Academy does not transport children to and from school.
* ASU Preparatory Academy is a smoke free, drug free and weapon free facility.

**ADMINISTRATION/STAFF**

Principal Claudia Mendoza

School Secretary Kathy Urban

Preschool Teachers Maggie Pfaffenberger: mpfaffen@asu.edu

 Mandy Geyer: alsteve1@asu.edu

Instructional Assistants Cat Wymer

 Danni Wymer

Club Poly Shayna Thomson

**CLASS SCHEDULE**

Full Day students Monday through Friday 8:15 – 3:15

Half-Day Students AM Monday through Friday 8:15 – 11:30 (includes lunch)

**EXTENDED CARE**

Morning Club Poly Monday through Friday 6:15 – 8:00

Afternoon Club Poly Monday through Friday 3:15 – 6:00

**ENROLLMENT AND FEES**

To save a seat in the Pre-school program parents must fill out a registration form and make a non-refundable materials/registration deposit of $125.00. Parents must supply accurate immunization documentation at the time of registration or the week prior to school starting.

The tuition for full-day is $750.00 per month. This cost includes extended care if needed.

The half-day tuition is $500.00 per month. This option will be paid in 20 equal payments of $250.00, due every other Monday.

**ATTENDENCE**

**Parents are requested to ensure that their children arrive on time in order to reap the full benefits of the preschool curriculum.** If children arrive late, they are missing out on valuable class time. Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disruptive to their schedule, require readjustment to the class routine, and diminish learning. Parents are urged to make every effort to schedule doctor, dentist, and other appointments for students at times outside the school day.

**Withdrawals/Transfers/Disenrollment**

If it becomes necessary to withdraw or transfer a child from school, the school office must be notified at least one week prior to the child’s last day. It is necessary for the parent to sign withdrawal/transfer forms for the child at the school office.

**TRANSPORTATION**

ASU Preparatory Academy Preschool does not transport children to or from school.

**CURRICULUM**

ASU Preparatory Academy Preschool is designed to meet each child’s individual needs. Our program recognizes that readiness in children varies both within and among themselves. The focus is on the development of the whole child in a cognitively and effectively rich and responsive environment. Problem solving and child-initiated activities are promoted through the use of developmentally appropriate practices. Every child has the opportunity to participate in a variety of active learning experiences to foster cognitive, social emotional and physical growth. Educational experiences for preschool students are based on the understanding that young children learn through socio-dramatic and constructive play. The preschool classroom will create an environment that promotes independence, fosters decision-making, and encourages active involvement.

Preschool is the foundation upon which a child’s future as a learner is built. It is a program in which children share experiences, learn to get along, explore and discover, enjoy books, develop good work habits, make decisions and gain self-confidence. In preschool, children experience the excitement of learning and all that it represents.

Our classrooms are multi-aged at ASU Prep Preschool. There are many benefits to having children is this type of learning environment:

* Young children learn higher-level cognitive and social skills not only through mental development but also by observing others as models.
* Collaborative learning is encouraged.
* Multi-aged grouping helps children develop a sense of community.
* Children work at their own levels. Grouping is flexible and teachers are able to differentiate instruction.

**Parent/Teacher Conferences – ILP**

ASU Prep’s conferences are called “**I**ndividual **L**earning **P**lan” (ILP). ILPs are held two times a year: October and April. The ILP conference will include a review of the student’s progress and goals for the upcoming term. Conferences held in January are optional for preschool students. This ILP will be on an individual basis, upon the request of the teacher or the parent.

**Parents will receive an email from the front office with instructions on how and when to sign up for ILPs.**

**SNACK**

Each day one family will be in charge of our snack for the day. Please bring enough individually wrapped items for 32 children. A monthly snack calendar will be emailed to parents and a hard copy of the snack calendar will also be sent home.

**“Snack and Share”**

When it is your child’s turn to bring snack for his/her classmates, it is also his/her turn to bring an item for “Show and Share”.

 We will speak to the children about what they can bring to share. Please help your child follow the guidelines when selecting their item for “Show and Share”.

* The item must be no larger than their backpack.
* Can bring a favorite book to share
* A photograph of a special event in their life is great.
* A favorite item (toy)

Toys, (this includes stuffed animals) although fun to bring, do not have a place in school. If your child needs to bring a toy for the drive to school please leave it in the car for the return trip home.

**Lunch Guidelines**

* Lunches should be packed and ready to eat, they cannot be warmed up in the classroom.
* Each lunch should have an ice pack.
* Keep lunch simple, pack foods you know your child will eat and can handle with his level of independence. If packing an orange, for example, pack it already peeled if the child cannot do it himself.
* Use recyclable containers (if possible) when packing the lunch. Help us teach your child to be environmentally friendly.
* **NO soda or candy** (Sometimes Lunchables include a piece of candy. We will put the candy in their lunch box.)
* Water is available during lunch.
* **Please do not send the “Pizza Lunchables” for lunch with your preschool student.** The other varieties of Lunchables are fine.
* **NO hard boiled eggs**

Students have about 30 minutes for lunch

**State Lunch Requirements for children ages 3-5**

1. Milk, fluid - ¾ cup (6 oz.)
2. Vegetable and/or fruit (two or more kinds) - ½ cup total
3. Bread (whole grain or enriched):

Bread - ½ slice

**or** cornbread, rolls, muffins, or biscuits - ½ serving

**or** cooked cereal, pasta, noodle products or cereal grains - ¼ cup

1. Meat or meat alternates:

Lean meat, fish, or poultry (edible portion as served)- 1½ oz.

orcheese - 1 ½ oz., oregg - 1 egg, orcooked dry beans or peas - 3/8 cup, orpeanut butter, soy nut butter, other nut or seed butter - 1 ½ tbsp.

orpeanuts, soy nuts, tree nuts or seeds - ¾ oz.

oran equivalent quantity of any combination of the above meat/meat alternatives - ¾ oz.

**Naptime**

Each full-day student will have a nap mat (plastic) and bedding for naptime. Parents will provide either a large blanket or bedding (nap pad) that is placed on top of the sleeping mat. The materials from home are stored inside a drawstring bag or pillowcase. Students will bring their nap bedding to school on Monday and it will remain at school throughout the week. On Friday the nap bedding will go home with the student to be laundered. Naptime is scheduled after lunch from 12:00 to 1:30. This is an approximate time. Due to space constraints, **sleeping bags and pillow pets are not allowed**.

**Jackets, Lunchboxes and Things**

Please make sure your child’s name is written on the labels of all their outdoor wear (jackets, sweatshirts, coats and sweaters) and on their lunch boxes. Backpacks are used to carry papers home and to bring a “Show and Share” item on their snack day. **Please bring a small refillable water bottle daily**. The students have a take home folder. This folder holds their papers until they are taken home and any memos or information for parents. *Please refrain from using the backpack to carry extra toys.*

**Birthdays**

Birthday parties are not held in the classroom. Party invitations or gifts cannot and will not be distributed in the classroom. The student is recognized on their special day. We ask you to send an “ All About Me” poster on their birthday. It should not be larger than 11 x 14. The poster should have a picture of your child from age 0 to current age; for example, if your child is four there should be five pictures. This gives us an opportunity to see and discuss their growth. You can send the pictures via email and we can project them as your child describes his/her pictures. Poster will be returned at the end of the day.

**Valentines’ Day**

We ask each student to bring one (1) Valentine to exchange at school. **Your child should make a valentine at home with a little help from you.** Please do not attach candies or other such treats to the valentine. **No store bought valentines please!**

**Club Poly**

Morning Club Poly Monday through Friday 6:15 – 8:00

Afternoon Club Poly Monday through Friday 3:15 – 6:00

Full time preschool students may attend Club Poly before and/or after school for no additional fee. We ask that all full day students complete the necessary paperwork for Club Poly.

**Parent Procedures/RESPONSIBILITIES**

* *The* ***most*** *important way you can help your child be successful is to be on time.*
* *Read school-wide newsletter and emails.*

**Drop off and Pick up**

Classroom doors open at 7:45. Class begins at 8:15. Dismissal times are 11:30 for half-day students and 3:15 for full-time students. Preschool students will not be using the driveline system due to the necessity to be “signed out” each day.

All students **must** be signed in and out each day, as required by the state’s regulatory agency. Health department requires a legible signature with at least first initial and complete last name.

 **Pick up Procedure**:

**IMPORTANT: Families who have an older child/children in the elementary grades can pick them up in the preschool area.**

Each family with children in grades K-8th will use the following procedure:

* You will park in preschool parking lot and come through the preschool gate
* At sign out table, punch in your family’s driveline number into ipad at 3:15
* Sign out your preschooler in binder
* Wait for children to arrive

All children must be picked up by a custodial parent or parental designee as indicated in writing by the parent. Only those who are authorized will be permitted to remove the child from the premises.

You ***must*** call the school office at 480-727-5700 to authorize another person to pick up your child from school. Your child will not be released to an individual unless proper phone authorization is given. If a person other than yourself will be picking up your child, photo ID will be checked before they can be released.

**Preschool students who are not picked up by 3:30 will be sent to Club Poly. You will not incur a fee for your PRESCHOOL AGED CHILD.**

**Good-byes**

Drawn out goodbyes can be difficult for parent and child. **For some children, crying is a natural part of saying goodbye and is not an indication that the goodbye is too difficult.**Tolerating the crying and leaving with the confidence that he/she will be fine helps your child to trust and minimizes the crying in the future.

It is important that you say your good-bye before they enter the classroom. Short, quick and happy good-byes are best for the children. It lets them know you have confidence in their ability and you are happy they are coming to school. Your positive attitude will help your child have a positive outlook on school!

**Dress Code**

All students at ASU Preparatory Academy wear uniforms, and preschool students will also wear uniforms. However, the uniform policy will be modified to meet the developmental needs of the preschool students (No belts). Bottoms (pants, shorts, skirts, skorts) should be khaki in color and shirts should be maroon in color.  ALL STUDENTS MUST wear closed toed tennis/athletic shoes every day. **No flip-flops, boots, sandals, or Crocs.**  Fridays are “spirit days”. Students are allowed to wear any ASU t-shirt, regardless of color.

Send a full set of extra clothes (top, bottom, underwear and socks) in a labeled Ziploc and we will keep it handy for that occasional “accident”. If an accident occurs, your child will be encouraged to be independent and change his/her own clothing. Be sure and send a new change the next day.

**Health/Illness, etc.**

If your child has a fever, has diarrhea, excessive coughing, runny nose or is otherwise totally miserable do not send him to school. Keep him home until he is able to take full advantage of the school day. Children should not come to school and spread their ailments to others. Should your child need to stay home for the day please inform the main office at (480) 727-5700 or you may email the teacher. If your child develops these symptoms during the school day you will receive a phone call instructing you to pick up your child. If you are unable to pick up your child, you will need to designate a person who can. **Students must be “fever free” and have had no incidents of diarrhea and/or vomiting for 24 hours prior to returning to school.**

The Health office periodically conducts vision and hearing screenings as well as immunization updates. The health office serves as a resource person for the classroom teacher on a variety of health topics and administers emergency care and first aide for ill or injured students.

A Health Assistant, or designated personnel, will provide health services. The Health Office will address illness and accidents that occur at school with the goal of returning the student to class or having the student sent home as soon as possible. The Health Office only stocks general items needed for basic first aid. The Health Office is not a clinic and cannot diagnose or treat illness. The goal is to evaluate students’ needs and assist them in returning to the classroom as quickly as possible or to get them home.

**Medication:**

* The Health Office, or designated personnel, will administer over-the-counter and prescription medication in accordance with the Arizona State Board of Pharmacy.
* Whenever possible, medications should be given at home
* There must be a written order from the physician stating the name of the student, name of the medication, dosage, frequency, time and the reason it is to be given.
* Written permission from the parent/guardian for the medication to be given at school must include the completion of an ”Administering Medications to Students” form, available from Health Services. Written notes from home will not be accepted.
* Medications are not to be sent to school with students. All medications, including daily prescription medications, refill, over-the-counter medication, and as needed medications, must be brought to the Health Office or Pre-school personnel by the parent/guardian.
* Prescription medication, including refills, must be in the original prescription container and labeled by the pharmacist.
* Over-the-counter medication must be in the original container with all warnings and directions intact.
* Prescriptions and precautions must be in English
* The Health Office, or designated personnel, will not give medication beyond the recommended dosage or frequency listed on the container or the doctor’s orders, even if requested by the parent/guardian.
* Medications must be current. The Health Office, or designated personnel, will not give medications past the expiration date on the label. The Health Office, or designated personnel, will dispose of medication after two (2) weeks of the expiration date or after two (2) weeks of a child’s withdrawal from the club.
* Acetaminophen (Tylenol) will be given only to students who have written permission from a parent/guardian indicated on the emergency information form. Acetaminophen will be given as needed within the guidelines and directions listed on the label, for a maximum of three (3) days in a row. After three (3) consecutive days, The Health Office must have a written order from a physician to continue giving medication. Acetaminophen cannot be given to reduce fever; if fever is present the student must be picked up from the program within the appropriate time.
* Aspirin will not be given at school unless prescribed in writing by a physician.
* Inhaler medications must be in the original prescription box labeled by the pharmacist. As needed (PRN) inhalers will be given as directed on the prescription. Students will be assessed for symptoms that indicate a need for the medication (i.e. wheezing, cough, chest tightness, difficulty breathing).
* A written physician’s order is needed to give inhalers on a daily or scheduled basis (i.e. everyday before PE or daily at10 am and 2 pm), or more frequently than written on the prescription label.
* Medication for SVN treatments must be in the original box with the pharmacy label attached. If box is not available, we must have a written doctor’s order or faxed doctor’s order for the medication.
* Per parent/guardian request, medication will be given via SVN on a scheduled daily basis for 3 days in a row only. After three days, we must have a written doctor’s order or faxed doctor’s order to continue giving the medication on a daily basis.
* Self-administration by a student of inhaler medications will only be allowed when a physician feels it is necessary and provides written recommendations and instructions. These recommendations will be attached to the permission form indicating that the student has been instructed in the proper use of this medication and the parent/guardian feels the student is responsible to use it as directed by the physician. Both the parent/guardian and the student will sign this form.
* Doctor’s orders must be in writing on physician letterhead or script. Doctor’s orders may be faxed to the office at (480) 727-5701, attention Health Services, please specify students full name.

**Current Information**

Remember to inform us if there are any changes in your vital information - a move, phone number, allergies, medications, etc. If we need to find you during the school day and find a number given unavailable, it causes a myriad of unnecessary problems.

**Discipline Guidelines**

Discipline is seen as an opportunity for learning. All children must feel safe at school to reap the benefits of the educational process.

The discipline techniques used in our program are based on the belief that adults facilitate the development of self-control in children. Children learn self-control when adults treat them with dignity and respect.

The following techniques are used in our program:

* Children are guided by setting clear, consistent, fair expectations for classroom behavior.
* Mistakes are valued and viewed as learning opportunities.
* Children are redirected to more acceptable behavior or activities.
* Adults listen when children talk about their feelings and frustrations.
* Children are guided to resolve conflicts through the modeling of skills that help to solve their own problems.
* Children are patiently reminded of rules and the rationale for those rules.

Note: If a child bites, the parent will be called to pick up the child so they might understand the seriousness of situation.

**Pocket Finds**

If you find strange, cute objects in your child’s pockets, they probably belong to one of our many works. Have the *child* return the item. We will thank him or her for helping to keep the classroom beautiful and complete.

**VISITORS**

All visitors must sign in at the school office upon arriving on campus. Each visitor will be issued a visitor’s badge after signing in and will be accompanied by a staff member to their designated area. Visitors must also sign out upon exiting.

**Helping Hands**

Needs throughout the year consist of consumable or wish list items. These needed items will be emailed to parents throughout the year. If you can help, purchase the needed item, and give it to the classroom teacher.

**School Website**

Please visit the school website at [www.asuprep.asu.edu](http://www.asuprep.asu.edu) for general school information. Once you have arrived at the school website, you can get to the preschool website. The website helps us as a school be more eco friendly because it minimizes paper usage.

**Teacher Stuff**

Once the students arrive we want them to know we are exclusively theirs. Drop off and pick up is not a time to have “mini” conferences with the teacher, especially in the first months of school. If, at any time, you have special concerns, please feel free to contact your child’s teacher by email. The teacher will contact you after all students have been dismissed. If you wish to talk to the teacher at length, you can email the teacher and schedule a time to meet in person or over the phone.

There is no homework for preschoolers. We do ask you to read to your children every day and engage them with what you are reading. Ask them about the characters - *Did you like* *that person, why?* - *What happened in the end?* - *Did you like the* *story?* - *What was the best part?* - *What would you do if you were the* *character?* etc. These questions are critical to reading comprehension and important to all areas of their academic growth. Should students need extra support, teachers will work with families on an individual basis.

Know that we are here for you and your child. We are dedicated to helping each child reach his/her highest potential.

**PESTICIDES**

A pesticide notice will be posted on the front entrance and the entrance closest to the preschool rooms 24 hours prior to spraying.

**INSPECTION REPORTS**

The Arizona Department of Health Services, 150 N. 18th Avenue, Suite 400

Phoenix, AZ. 85007, 602-364-2536, regulates this facility. Inspection reports are available upon request at the school office.

**GOVERNING AGENCIES (Statement of Insurance)**

ASU Preparatory Academy Preschool is licensed by the Arizona Department of Health Services (DHS) and monitored for compliance by several other agencies

150 N. 18th Avenue, Suite 400

Phoenix, AZ. 85007

 (602)-365-2536

Everything we plan and implement is for either/or the health and safety of the children, developmentally appropriate practice based upon the latest research, and/or is a requirement of one of our governing agencies. We strive to be consistent and in compliance with all governing agencies. We meet or exceed The Department of Health Services’ insurance requirements. Childcare records are available to the public at 6950 E. Williams Field Rd., Mesa, AZ 85212.

(480) 727-5700.