

Continental Preschool/Childcare Handbook 2020-21

Continental Preschool
on the campus of Continental School
Continental School District No. 39
1991 Whitehouse Canyon Rd. Building B, Green Valley, AZ 85614 520-625-4581 x.7343

CELL PHONE NUMBER: (520) 982-3892

Description:

The Continental Preschool consists of two classrooms and one conference/small group room. We provide inclusive preschool classrooms for younger and older preschool age children and Dual Language Enrichment (Spanish) for children ages 3-5. We also provide fulltime child care which provides services to students between the ages of three and five with and without special needs during the school day and preschool through fourth grade age childcare before and after the school day between the hours of 7:15 and 5:00.

The PIPS Program is an inclusion program is special needs/peers preschool program. Special needs students have an individualized education plan (IEP) which entitles them to special education preschool services without charge. Due to IDEA 2004 legislation, the special needs preschool strives to maintain a 50/50 balance of children with and without special needs. For this reason, peers (children without special needs) are included in the PIPS program. Peers pay tuition according to the fee schedule.

Children may attend childcare after their preschool program. Special needs students may attend any other program for care at any other time throughout the week at their own expense. Please see general schedule for activity time specifics.

Weekly lesson plans (with Arizona Learning Standards indicated) can be viewed by parents at any time. These plans on clipboards are in the pocket on the wall inside of each classroom door. The activities of the program are designed to target the five areas of early childhood development. Activities and games work on the development of skills in the areas of language and communication, gross and fine motor skills, cognition, adaptive skills and personal social skills. All the Continental Preschool programs utilize the **Arizona Department of Education Early Learning Standards** to develop lessons and activities and **The Creative Curriculum**. The preschool is directed by a dually certified teacher with educational background in both special and regular early childhood education. Lead instructors must have a high school diploma and six months experience. Lead instructors and aides are under the direct supervision of the preschool director. Special Education /Paraprofessionals also work with the teachers to provide the best learning environment and experiences for the children.

Assessment/Documentation:

The instructional staff provides documentation for online through Teaching Strategies GOLD for each child. You will receive developmental reports regarding your child each quarter and parent teacher conferences are scheduled for fall and spring each year. In the spring, we ask that your child be present so that he/she may present their online portfolio to you. We welcome your input into your child's portfolio. **Please email the teacher/director with any work samples, photos or anecdotes that you would like included in your child's portfolio.** All the data is used in making decisions about your child's learning experiences in the preschool.

Pre-Kindergarten students will receive the district mandated PRE-K PALS assessment three times a year. This assessment looks at pre-reading skills. The results of this will be provide to you.

Screening:

We do a district screening of our students' strengths and needs in the areas of cognitive, adaptive, personal-social, motor and communication skills upon registration within 45 days of enrollment. If a special need is noted, we will refer you for a child find screening. Students living in the Continental School District can be screened and evaluated on site. If a student does not pass the screening, they are referred for an evaluation to determine the needs for special education preschool services.

Hours of Operation:

The Continental Preschool (and childcare) is open from 7:15-5:00 daily, Monday through Friday. The green room morning preschool for three-year-old and young four-year-old children runs from 8-11:00, Dual Language Immersion runs from 8-11 and prekindergarten runs from 11:30-3:00. For those children attending in the morning, playtime and childcare (including nap) are available from 11-5 at an additional cost.

Before and After School Care:

We offer before and after school care for children up to grade four and this operates from 7:15-8:00 and 3:00-5:00 p.m. daily. This childcare is a flat \$50 fee per week and students must be scheduled five days per week.

Calendar:

The preschool/childcare runs the same days as the regular Continental School District daily calendar. School holidays are those noted on the District calendar. Occasionally, there are some modifications to the calendar, which will be communicated through the weekly newsletter. Please see the current contract for specific times.

Charges, Fees and Payment Requirements:

The special needs preschool program is a public school entity and therefore is free to any child who qualifies for special education and resides within the boundaries of the Continental School District during the special education hours delineated on the child's Individualized Education Plan.

There are no refunds. Special needs students attending outside of their special education schedule pay tuition according to the tuition schedule. There is a registration fee of \$50.00 per child yearly due on the child's first day of school. All tuition must be paid on or before the child's first day of care. Parents should pay in advance. Please indicate which days you are paying for on your check.

Child Enrollment and Disenrollment Procedures:

PIPS Program: Special Education:

Once a child has qualified for the special needs preschool, the team (including parents, specialists and teachers) develops an Individualized Education Plan, and the child has been placed in the preschool.

Registration:

For all students, parents/guardians must fill out an enrollment form from the front office. The parents/guardians must also provide the office with an updated immunization record, proof of address (yearly) and birth certificate.

No child will be permitted at school without current immunizations.

Immunization records and registration materials must be turned in and reviewed two days before the child may begin to attend school.

If a parent is dis-enrolling the child from the school, they must officially withdraw the student from the front office and the preschool/childcare. If the child is in the special needs preschool, the parent should also sign a request of records form to have the school's copy of their child's records immediately sent to the child's new school where their child may receive services. There are no refunds for preschool tuition.

Child Admission and Release Requirements:

Children will be signed in and out by the parent, paraprofessional, instructional aide or teacher each day using the fingerprint system on the check in computer. Only parents/guardians and other people with authorized signatures on the child's emergency card will be allowed to sign out a student. If you need to have someone else pick up your child, you will need to call the preschool and have the designated person bring a driver's license or other identification for verification. Please arrange to have all persons who will pick up your child on a regular basis stop in to be fingerprinted and entered into our sign-in system.

Transportation:

Bus service is available for students. Please check in the school office. Arrangements must be made at least two days in advance to ensure that a harness is available for each child.

Please note that the driver will not release any child unless the parent/guardian/specified individual (over age 18) comes out to meet the vehicle. If no one meets the bus, the child will be brought back to the school office, and the parents/guardians will be contacted by phone immediately. Any change in pick up or drop off must be made to the preschool and school office by phone contact. Parents must board the bus upon arrival at the child's stop and secure or remove their own child from/with the bus seat harness.

Arrival and Departures:

If the student arrives on time, they are simply signed in the preschool. Please arrive before 8:00. The preschool door is set to "lock" at 8:00. If you arrive after that time, you will find a locked door and you will have to knock.

A permission slip from each parent/guardian must be signed to allow staff members of the preschool (such as the speech/language teacher, occupational therapist, physical therapist, etc.) to sign in the child in/out to participate in the services required by the child's IEP. This is also used by the staff to allow staff to sign in students from the bus.

ATTENDANCE:

Daily attendance is also taken and recorded in the school office. If your child will be absent for any reason, please call the preschool and ask to speak to the preschool staff. Please do not leave voice mail unless absolutely necessary. We prefer to speak to you directly so that you know we received your message! You may also call the **preschool "direct" cell phone at 520-982-3892**. You may also email your child's absence information. Emailing is the best way, as we can forward the information to the district registrar easily.

PARENT RESPONSIBILITY:

Parents are always welcome to visit the preschool for short visits.

Parents and community members are certainly most welcome to volunteer. As we are a licensed facility with a vulnerable population, any person volunteering will need to complete an application packet and provide a valid fingerprint card and is subject to a background check prior to volunteering.

PARENT AIDES:

Parent Aides are volunteers who work in the preschool classroom to allow a better adult/student ratio. Parent Aides receive a "work credit" for serving. You must serve the entire session to receive tuition credit for that day. Parent aides are under the direction of the preschool director and must follow the guidelines presented. Parent aide service may be terminated or suspended at

any time and for any reason. School dress code and code of conduct applies to volunteers. Please speak with the director if you are interested in the PA program.

DROP OFF:

We ask that you limit your time on campus to 15 minutes or less when dropping off or picking up your child unless you have made arrangements with the director. This is a district protocol to protect your child. Thank you!

PARKING:

Please park in a spot and walk into the preschool. There is absolutely no parking allowed past the speed bump outside our front door. Parking in red curb areas is not permitted - this is a designated fire zone area. Our buses must drive directly in front of our building so parking there is not safe and it is a designated no parking zone. Please do not leave a younger child in the car during drop off or pick up as this is a safety issue.

BEHAVIOR MANAGEMENT:

At Continental Preschool, the development of appropriate personal-social skills is constant and vital to prepare our students for kindergarten and elementary school. Children are expected to follow school and classroom rules, and treat others with respect. Our rules are simple: be safe, be kind, be responsible and helpful and we frame our classroom in this way. Of course, we do not use physical punishment in any way. The most frequent form of behavior management is redirection. This helps diffuse behavior ninety percent of the time. We are incorporating the practice of conscious discipline in our classrooms. Logical consequences are also used, as well as positive reinforcement at times. A behavior management chart may also be used with some children to reinforce good behavior and encourage the making of good decisions about one's own behavior. If a child is disruptive to the teacher and the rest of the class, and refuses to follow directions and rules, they may be removed for one to three minutes from the immediate area. They are never left unsupervised. The children are always welcome to return to the group when they have regained control.

In addition, self-calming skills are taught and encouraged by the staff. Students may self-select the SAFE PLACE (a calming center) when they need to wind down a little. This is not a punishment, but a chance to regain personal self-control. Students may bring items that they find soothing to school for use at nap time and other times.

We also may use a daily "card home" system. Each child starts out the day with three "happy" marks on a card. If there are problems, a child is warned. If the behavior continues, one of the marks is crossed out. These cards are sent home daily.

Fire and Emergency Alarm Procedures:

The Continental Pre-School has a fire drill each month. Each emergency drill is documented. All teachers must have an evacuation plan posted next to the door used as an emergency exit. This posting must be clearly visible with the evacuation route indicated in red on the plan.

Licensing/Insurance Information:

Continental Preschool is licensed through:
Arizona Department of Health Services, Child Day Care Office
400 West Congress, Suite 100
Tucson, Arizona 85701-1352
(520) 628-6540

CPR/First Aid:

We ensure that all of our staff has first aid and CPR training and all are fingerprinted. The school also carries liability insurance. Documentation of the liability insurance coverage is available for review on the facility premises.

Child Abuse:

By state law, employees and staff are required to report any and all suspected child abuse and neglect. We are not allowed to notify the parent of the report.

Inspection reports;

Inspection reports are kept on file onsite and are always available to parents to review.

Field Trips:

A field trip request form must be filled out by the teacher to be approved by the administration for all outings which take the students off campus. Parent notification and written permission is required for all field trips. We will take field trips during the school year. We generally take a trip to the Green Valley Library once each month for story time. We will go on a larger field trip to Tucson in the spring. Students are to wear a school tee shirt on all class trips. Please check to see that your child's first and last names are written in the collar of the shirt. This shirt serves as a "name tag" on trips. School spirit shirts are available from the Continental School office.

Clothing:

Please dress your child in clothing that your child can be independent in when using the restroom. Clothing should be comfortable and appropriate for physical activity and messy art projects. Children should wear closed toe shoes or sandals with back straps to school. On water activity days, children must wear shoes that can get wet. No flip flops. Hats may be left at school for use on the playground. Please leave a Ziploc bag with clean shorts, t-shirt, underwear and socks in your child's cubby always. An extra pair of shoes may also be helpful if your child is likely to have a larger accident at school. Please

note that clothing may not have large tears or holes due to safety. We follow the district guidelines for dressing at school.

Water bottles:

Please send a clean, filled water bottle to school with your child daily during the hot months. We do not allow sugared drinks for sipping throughout the day. Please label this bottle with your child's name.

Injuries:

An injury at school will result in the following:

1. If it is an emergency, you and 911 will be called. An incident report will be come home with your child describing the nature of the incident and how it was treated. That report will also be logged here at school.

Illness:

The school employs a nurse who provides routine health care. If a child becomes sick or injured during preschool hours, first aid will be provided. The school nurse (or preschool staff) will telephone to send children home with a temperature, diarrhea, pink eye, an undiagnosed rash, vomiting, draining sores or serious injury. Children who have been ill must be temperature free (without fever medication) for 24 hours before returning to school. Children with an undiagnosed rash must be free from rash or have a note from a doctor stating that the child is not contagious. Do not send a sick child to school.

Flu Shots:

Our licensing agent, the Pima County Health Department, recommends annual flu shots for children. Please contact your physician about the appropriateness of this for your child.

Medications:

The staff at the preschool is designated to administer medications to any preschool child. Students may not administer medications to themselves. The preschool will not administer medications on an "as needed" basis. All medications will be kept in a locked box in the preschool (except for emergency medications such as EpiPen's which are stored out of the children's reach, but available quickly should the need arise.) The following requirements must be met.

- There must be a written order from the physician stating the name of the medicine, the dosage and the time that it is to be given.
- There must be written permission from the parent to allow the preschool to administer the medicine. Appropriate forms are available in the preschool.

- The medicine must come to school in the prescription container, or if it is over-the counter medication, in the original container with all warnings and directions intact.

Meals:

We eat meals together each day as a part of the preschool program. The cost of the meals prepared by the food service staff in the school cafeteria is not included in the tuition cost. The cost of the meals/snacks is available in the school office where you can also apply for free or reduced meals with the appropriate form. Students in session at 8:00 in the morning will have breakfast snack. All students in session after noon will have lunch and those on campus all day will have an afternoon snack. The menu is posted in the welcome area. You may send a breakfast, lunch or snack from home or purchase these from the school. Please notify the teacher upon arrival if your child is purchasing meals/snacks on individual days. Please leave all deposits for meals in the tuition collection box with your child's name on it.

Additional notes regarding meals:

You may send breakfasts, lunches and/or snacks from home. The breakfast (is technically a snack) and must contain at least two items from two food groups. The lunch must include at least three items/three food groups and the snack must include at least two items/food groups. If your child is here all day for all meals and snacks, they will need at least **seven items packed**. Water does not count. Please do not send in soda pop, candy, doughnuts, cookies or other obvious sweets. Please do not send in Kool-Aid, or other sugary drinks. **PLEASE DO NOT SEND ANY PEANUT BUTTER or NUT PRODUCTS TO SCHOOL** as we may have children with life-threatening allergies to these products.

Sun Safety:

We are committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun safe. Well-defined research has documented a multitude of negative health conditions from overexposure to the sun. The staff will follow the age-specific recommendations when planning outdoor activities. Parents are encouraged to put sunscreen on their child before arriving at preschool. Staff is encouraged to protect the children's skin (and their own) by using sunscreen, lip balm, hats, sunglasses, light clothing and shade, limiting exposure during peak UV times, from 10 am to 4 pm and checking the UV Index to monitor the intensity of the sun's rays and plan for outdoor activities accordingly.

Birthdays:

We will acknowledge your child's birthday if you wish. Some families chose to donate a book or puzzle to the classroom in their child's birthday. If you do

this, please put a picture of your child inside the birthday book. You may send in a small non-food item (pencil, stickers, small toy) for each child in the class if you wish. This is optional.

Naps/Rest Time:

Naps are available for those who need it. We have each child who is at school all day rest for at least thirty minutes daily. Sheets, pillows and light blankets are provided. You may want to send a favorite soft toy and/or special blanket for use at nap time. It is best if these items can be left at school. We will clean them weekly.

Pesticide Use:

The school district maintenance staff shall make written information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on a facility premise. This is generally posted on the school office door.

Staff Retention Plan:

Continental Preschool provides on-going professional development opportunities for the classified and professional staff on a variety of topics both on site and off site. Staff members are encouraged to select topics of interest to them personally, although some topics are required. Staff are required to get 18 hours of training per year. The preschool encourages the staff to participate in ongoing higher education programs which provides the opportunity for the preschool staff to go to college at a greatly discounted amount. Fulltime staff receive medical benefits and paid time off, as well.

Transition into Preschool

When your child enters preschool for the first time, it is natural to feel apprehensive. Please know that we will work with you to ease your child into the program. You are also invited to bring your child before they start to view the room, the bathrooms and such. This can help with transition as well. Please discuss your concerns with the director.

Transition to Kindergarten:

During the pre-kindergarten year, the children have the opportunity to participate in activities to acclimate them to kindergarten. We are fortunate that transition is simply a walk across our shared playground. Below is a list of some of the activities that foster transitions to kindergarten.

Transition timeline

August: School Wide Meet and Greet Activity
School Wide Birthday Books (monthly)

September: School Wide Open House
School Wide School Pictures

COLT of the Month Assembly
October: School Wide Parent Teacher Conferences
November: School Wide Veterans' Day Event
December: School Wide Holiday House
January: COLT of the Month Assemblies
February: Kindergarten Teachers in to Read to Pre-K
March or April: Kindergarten Round Up and Registration
March: School Wide Parent/Child/Teacher Conferences
May: Eat in the Cafeteria with the Current Kindergarten Day
May: Storytime Visit to the School Library

For special education students, transition is a more complex process, involving one or more meetings with your child's current special education team and the team that will be providing educational services to your child in kindergarten, including a kindergarten teacher. This process begins formally in January and is completed by May each year. If you receive any reports, evaluations or the like, please provide these to the preschool office.

Communication:

Weekly newsletters are sent through parent email addresses and are available in the preschool describing the activities that have done during the week and other information. School district monthly newsletters are emailed to the address on file in the district office (www.continentalesd.org). The newsletter will always be the most up to date, down to the minute news. This is an invaluable tool for parents in learning about your child's preschool experience. Your questions and inquiries will show your child how important they are to you. It is also a wonderful opportunity to further develop your child's language skills, memory, recall and sequencing abilities. Please check and empty out your child's backpack daily. Please check your child's cubby and mail file daily for projects and other information. Thank you!

We look forward to working with your child!
Continental Preschool Staff