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Preschool Vision:

Our vision is to prepare our students for Kindergarten with a focus on Pre-reading Literacy skills.

Mission:

The Santa Cruz Valley Unified School District Preschool Programs believe that every child is unique. We strive to provide a safe, nurturing, and stimulating learning atmosphere that supports and embraces diversity. We are dedicated to promoting the physical, social, emotional, and cognitive development of each child.

National Accreditation

All SCVUSD #35 preschools are nationally accredited by the National Association of Education for Young Children. (NAEYC) Only preschools who meet the highest standards and very specific requirements receive this type of accreditation. This is a great honor to receive accreditation from this organization!

Partnerships:

We are now a Quality First School! Calabasas Elementary School is a 3-Star Quality First program, a program of First Things First with high standards that partner with child care and preschool providers to improve the quality of early learning across Arizona. Quality First works with child care and preschool providers to make quality improvements that research proves help children thrive. Through Quality First, Calabasas Elementary will have access to supports including trainings for teachers to expand their skills in working with young children and the opportunity to provide a limited number of tuition scholarships for those that qualify.

This program is regulated by:
The Arizona Dept. of Health Services
400 W. Congress, Suite 100
Tucson, AZ 85701
(520) 628-6540

Parents are an important part of our program. Parental input is encouraged and appreciated. It is you and your child we are here to serve. We would like you to feel this program is an extension of your home, thus, your comments and suggestions are needed to provide the best atmosphere for your child. Surveys throughout the school year will be sent home for your response to our programs progress. Also, parents have access to the premises at all times and all DHS inspection results are available upon request.

If you have any questions please feel free to drop in the office or phone:
(520) 375-8500

Calabasas Preschool Staff:

John Fanning- Principal

Dr. Melisa Lunderville- Special Services Director

Veronica Santillo- Preschool Program Coordinator

Jeneen Treto- Preschool Teacher

Patricia Hernandez- Lead Preschool Para-Professional

Blanca Lillywhite- Lead Preschool Para-Professional

Sandra Gallardo- Preschool Assistant Para-Professional

Dolores Valdez-Preschool Assistant Para-Professional

Susie Fanning-Preschool Clerk

Physical Address: Calabasas Elementary School (Preschool)
130 Maricopa Rd.
Rio Rico, AZ 85648

Mailing address: 1374 W. Frontage Rd.
Rio Rico, AZ 85648

Revised May 2015

Non-Discrimination Policy

The SCVUSD #35 is committed to a policy of non-discrimination in relation to race, sex, national origin or handicap. This policy will prevail in all matters concerning staff, students, public educational programs and services and individuals with whom the District does business. All schools provide and encourage equal access to enrollment in all programs.

Enrollment

Upon enrollment your child should have the following paperwork in their files:

- Birth Certificate
- Immunization records
- Lunch application
- Blue card (General information card)
- Proof of Residency
- Parent/Guardian Picture ID
- Language Questionnaire
- Student Health Record
- Emergency Card
- Enrollment Form

If the file is not complete we will need your full cooperation in filling out and bringing in the required documents. Your child may not attend classes until the packet is complete.

Fees

Calabasas Preschool is a fee based program. There is Non-refundable yearly registration fee of \$25.00. Monthly fees are \$150.00 per month and payments are due monthly beginning on July 1, payable at the Welcome Center. There is a \$30.00 additional fee for all returned checks.

There will be a \$50.00 additional fee for payments made after the 15th day of the month. If payments become delinquent, students may be dropped from the program. There is no reduction in monthly fees for days students are absent due to but not limited to; holidays, vacation, illness or adverse weather as this has already been figured into tuition rates. Students may be subject to withdrawal from the program due to excessive absences.

Tuition Assistance/DES Provider

SCVUSD#35 Preschool programs are DHS licensed Child Care Centers and DES contracted providers for eligible qualifying families meeting the DES criteria. For more information please contact the DES childcare office in Nogales, AZ

Days/Hours

Calabasas Preschool is open Monday, Tuesday, Thursday and Friday. Most Wednesdays are reserved for planning and staff development. Those Wednesdays that the preschool will be in session will be posted on the preschool's communication board and in the District calendar. We are closed on scheduled holidays and early release days according to the District calendar. The morning session is from 7:50am - 11:10am and the afternoon session is from 11:50pm -3:10pm.

Separation Anxiety

We understand that preschool can be scary for children and parents. We are dedicated to making your child have the most pleasant and best possible experience in our preschool. Please keep in mind that quick goodbyes leave dry eyes. Sometimes students may get more upset the longer the parent stays in the room. If there are concerns regarding this issue please don't hesitate to share them with the teacher._

Transition to preschool

Parents receive handbooks/paperwork over the summer in the mail or in person at the Back to School Blitz. Parents are notified in this packet when orientation day is. Paperwork and a copy of Immunization records must be brought to Orientation. In addition this packet will also contain a preschool book "Maisy Goes to Preschool" for parents to read to their child at home to help prepare them for starting preschool. During Preschool Orientation in August, students and parents will review handbook, have the opportunity to ask questions, also be given a mini tour of the campus and have a brief open house in the classroom while they get to know our staff. On the first day of school the "Maisy Goes to Preschool" book will be read to them again. In addition to the book "The Kissing Hand" will be read for those that miss their families while at school, to better help them understand someone will be back soon to pick them up. During the rest of the school year-we have

school and preschool classroom tours available for anyone interested in enrolling throughout the year.

Transitions within the preschool program

Students are introduced to the other teacher and students during special class events and during outside time. When a child moves to another classroom they are already familiar with preschool staff and students.

Activities and Programs

Calabasas Preschool staff is dedicated to providing a nurturing and safe learning environment. Your child will learn to develop early concepts taught through language and literacy, math, science, music, art and physical development. Developmentally appropriate activities are planned to meet each child's individual needs in order to prepare them for a successful learning experience. The program will emphasize the following areas of development; pre-literacy, social and emotional, physical, cognitive and language. Your students will also have the opportunity to participate in what we call "Specials," such as; Music, Art, P.E., Computers and Library. This is to familiarize the students with the teachers of the specials, help the students know what to expect in these classes when they go to Kindergarten, and also introduces the skills offered by these teachers. Please keep in mind it is a privilege to check out a library book and if not returned the parents are responsible for replacing it. We welcome parents to come in and take part of their child's early learning experiences.

Arrivals and Departures

Each family will be given two preschool identification badges at the beginning of the year. These badges are to be carried with you any time you enter the campus to identify you as a preschool parent. Please carry your identification badge with you whenever you drop off and pick up your child.

You will park in the front parking area located directly in front of the Welcome Center on the elementary side of Calabasas School. Once you have parked, you will walk your student to the green gate area located closest to the building and walk to the preschool classroom. The classroom will open the door promptly at 7:45 (a.m. session) or 11:45 (p.m. session) for you to sign your student in. You will use the binder located in the classroom and under

the alphabetized tab of the first initial of your students last name you will sign in with your legal signature on their individual sign in sheet. The same procedure will be followed for the pick-up procedure. You will park, enter through the gate, proceed to the classroom and sign your student out on the same sheet. Pick-up times are 11:10 (a.m. session) and 3:10 (p.m. session). It is very important that your child is picked up on time. If an emergency prevents you from picking your child up on time call the office immediately at 375-8500 and advise our preschool clerk, Susie Fanning.

In the event that you are running late you must report to the Calabasas School Main office on the middle school side of Calabasas School and sign in as a guest. Once you have signed in as a guest you will be allowed access to walk your student to the preschool and sign them in at the classroom. It is critical that you try to be on time to avoid cutting into your students instructional time and disrupting the flow of the classroom and other students learning.

It is crucial that when walking to and from the classroom and parking lot that you keep your child directly by your side to avoid them running into the parking lot unattended. Please use designated parking lot and spaces only. Do not park in a bus lane, handicap space (unless you have a handicap sign or sticker on your vehicle) and do not leave children or animals left unattended in the vehicle while dropping off or picking up your child.

Please note: We are required by the Department of Health Services (DHS) to call Child Protective Services if children are left at the center for more than 3 hours without any contact from parents.

Check-out Procedures (Authorized Persons)

Each student will have a list of emergency contacts and authorized persons who have permission to pick up their child. If needed, parents may write a letter to the classroom teacher with a list of names of the individuals who are authorized to pick-up their child from school, in addition to the ones listed on the blue/green card. The parent must be specific about the dates when the listed people may pick up the child, but the dates may be for more than one day.

It is the responsibility of the parent to update the letter (and initial any changes) when they add or remove an individual. Again, please notify the Teacher if there are changes to the list of individuals who are authorized to pick up your child. Assistant Teachers will refer parents to the Teacher to complete this process so that all staff is aware of the letter.

Letter should include:

- Student name
- Parents name and signature
- List of names and addresses (complete with phone numbers) of individuals authorized to check out the child
- Dates when the listed individuals may check out the child (time period for when the letter is effective)

If it is the first time for an individual to pick up a student from school, the teacher will be asking to see picture identification.

Transportation

No transportation is provided by Calabasas Preschool at this time.

As a reminder please use the designated parking area located on the left side of the building in the smaller parking area of school building. All other gates will be locked to assure students safety.

Communication

IT IS VERY IMPORTANT THAT YOU ALWAYS CHECK THE BULLETIN BOARD INSIDE THE CLASSROOM! Notices of upcoming projects and events will be posted for your benefit. Every month you will receive a newsletter that will let you know what the children will be involved in. Always make sure you and your child go through the cubbies daily for any important papers that need to go home.

Family Resources/Parent Liaisons

Rio Rico has a wonderful resource for the community, the Rio Rico Family Resource Center. It is located at Garrett's Shopping Plaza in Rio Rico, near the Public Library. Their phone number is 520-761-1135. All of the services provided by the Family Resource Center (FRC) are free of charge and this

includes many different services and programs. Each month on the parent communication board and included with your newsletter you will receive information about the Family Resource Centers upcoming events. Also, the staff at the FRC works closely with the schools and the schools onsite parent liaison. The parent liaisons help arrange opportunities for parents to volunteer at the school, assist with the Kindergarten Readiness appointments, and facilitate English classes for parents along with other community-school related services. The parent liaison for Calabasas is Irma Velez and she can be reached by email at ivelez@santacruz.k12.az.us or by phone 520-375-8506.

Clothing to wear - uniform

Calabasas Preschool will be in uniform this year. Uniform colors are either yellow, white, or blue polo shirts or Calabasas preschool shirts with khaki or navy pants, shorts (cargo/capri), jumpers, skirts, etc., no jeans will be allowed on campus. For safety reasons, be sure your child wears **laced or buckled shoes-comfortable shoes**. We do not recommend flip-flops, dress shoes with slippery surfaces, or boots. Also, a box of extra clothes needs to accompany each child in case of accidents.

Our Curriculum-Sharing curriculum with families

Our preschool program uses Pearson Reading Street Preschool Curriculum. Our lesson plans are posted weekly on our parent wall located within the classroom along with other important parent information which is available at any time for parents to read. Parents will also receive weekly Curriculum Newsletters in their child's homework folder. These newsletters briefly explain what we are learning each week including the letter of the week, the book we are reading and our amazing words. The Amazing Words are vocabulary words we teach our students using pictures. These words tie into and relate to our weekly curriculum theme, songs and book of the week. Parents can extend their students learning at home by reviewing these vocabulary words with their child at home each week.

Parents and family members are invited to experience one of our three yearly preschool day events. Family members can participate in our preschoolers' school day by attending 1 of our 3 special family days throughout the preschool year. Each day has a specific theme based on that weekly letter and is designed for different family members to enjoy alone

with their student. On these special days, family members get to participate in our daily routine, learn our curriculum, get tips on helping with homework, practice hands-on learning centers with their student, eat a healthy meal in our cafeteria and experience an outdoor activity with their child. Yearly events are Grandparents Day; Manners and Movement with Moms; and Doing things with Dads Day.

Parent Teacher conferences

Parent teacher conferences are offered in October and February of each year during district conference days. Notices will be sent out on weekly newsletters prior to each conference date. Signup sheets will be available in your child's classroom 2 weeks prior to conference dates. Individual conferences with your child's teacher on non-conference days will be available by appointment at anytime throughout the year to discuss progress or concerns.

Child assessment procedures

Students are assessed 3 times per year to show baseline data for each child upon entering preschool, mid-year, and at the end of the preschool year to show developmental growth in pre-literacy, pre-math and pre-writing skills using Pearson Preschool Assessments. Students are observed visually and through student work sampling in all of the developmental areas throughout the year to assess developmental growth in all areas using Teaching Strategies Gold. Written reports are available to parents at parent teacher conferences.

Screening and Referral

Santa Cruz Valley Unified School District No. 35 participates in the Child Find Process. Any child may be referred for a full developmental screening by our District Child Development Team. Outside providers, parents and staff members are encouraged to notify the office of the Director of Student Services with concerns and a comprehensive screening will be conducted. In the event that concerns continue, a full child developmental evaluation will occur and if necessary special education and related services will be provided through the multidisciplinary team process.

Disenrollment

For students to benefit from the program, it is necessary for them to be at school every day. Due to space limitations, we are only allowed a certain number of spaces for students to attend. It is your responsibility to be sure your child attends the program on its scheduled days. **Unexcused absences greater than 10 days will disqualify your child's present position in the program.** The next child on our waiting list will be contacted to enroll. Absences shall only be excused for necessary and important reasons. In the event of a necessary absence, parents are expected to inform the school by telephone on or before the day of the absence. Excused absences are an absence due to illness, medical or dental appointments, bereavement, family emergencies, and observance of major religious holidays of the family faith. Also, in the event of **excessive tardiness the same rules will apply.** This includes before school at drop-off and being late after school for pick-up.

Exiting our Program

When students exit our program by leaving to another district or moving away we have parents fill out withdrawal paperwork and then send records and transfer the GOLD data to their new school. In the classroom when parents inform us in advance of their upcoming move, we talk to the students about their friend moving away soon. We show the student that he/she will be missed by each child drawing a picture for their friend to take with them with their names written on it to and create a "Preschool Book" for them to take to their new home with them.

Behavior

Our main focus in discipline management is to provide positive reinforcement for behaviors that are acceptable and to correct any negative behaviors. Students are taught to accept responsibility for their choices and begin to utilize life-long social skills. Classroom rules stress positive behaviors, character traits and social skills that each child is expected to exhibit.

Students are positively rewarded for good behavior. Children with repeated problems are offered a variety of interventions to attempt to change behaviors. A conference with the parents, counselor, removal from the activity, or parenting classes may be recommended.

Nutrition (Meals)

The school will provide breakfast (for morning students) and lunch (for afternoon students). The school prepares a nutritious meal planned carefully following the State Department of Education Food and Nutrition Guidelines. Children are encouraged to try new foods. Menus are posted on classroom bulletin boards. Any allergic reactions to food should be brought to our attention and noted on your child's blue card. This is an important time because it allows your child to practice the self-help skills and procedures necessary for Kindergarten. It is very important that students are allowed to make their own food choices, carry their own trays, and attempt to open items independently. If they need help, after trying first on their own, then the teachers will be happy to help. If your child brings a meal from home please remember it must be healthy, no junk food will be allowed. Try to make it a well-balanced meal. If we see that your child has only junk then they will be asked to get a tray from the lunch line and their lunch will be sent home.

Health

If your child has a fever or displays symptoms of illness, please keep your son/daughter at home to prevent exposure of infection to the other children at the school. Please call the Calabasas Preschool clerk to inform the staff of your son's/daughter's absence. A health alert will be posted for any contagious illness. Please wait 24 hours after the last symptom before allowing your child to return to school. For example, please wait 24 hours after the fever breaks, or the last incident of vomiting, diarrhea, etc. before returning your son/daughter to school.

Insurance Requirements

Our program maintains the minimum liability insurance coverage required by the Arizona Health Department. All inspection reports are available upon request at the Calabasas Preschool office.

Medication

Medication will not be given to any child without specific written authorization from the child's physician, parent, or guardian. Forms are available upon request from our school health aide. The school nurse's office is located in the elementary school's main office. According to the regulations set by the Health Department, only one person (the school

health aide) will be responsible for giving medications. Medications are allowed on campus **ONLY IF** there is a doctor's prescription on file. Students are **not allowed** to carry medication with them during the day or on the bus. Medication must be brought to the school health aide in its original container.

Student and Center Records

District policies and state and federal laws limit the information contained in student records that can be made available to persons or agencies outside the district without the express written permission of parents or emancipated students. The Governing Board has approved policies, which assure compliance with the Family Education Rights and Privacy Act of 1974.

Transition to Kindergarten

In March of each year, current preschool students participate in Kinder Orientation provided by the district each year. Parents and students get to visit their future elementary school, fill out necessary paperwork, and meet the elementary office and health staff. Students get to meet the kindergarten team and do a fun activity as well as get a tour of the school campus. In April of each year, current Kindergarten students come into our classroom and read to our students as a large group or in pairs reading to their "preschool buddy." In May of each year, our preschool class visits the Kindergarten classes to see what their older friends do in school and help them get a feel of where they will be next year. At our end of the year **Skills Showcase Event**, students have the opportunity to showcase their learned skills to their parents. Parents can see areas where additional practice may be needed over the summer. At the end of our Skills Showcase Event students will receive their Preschool Certificate along with a book about transitioning into Kindergarten for students to enjoy and read over the summer.

Kindergarten teachers also meet with the preschool teacher for data/transition meetings to discuss student progress and needs. The portfolio data is passed on from preschool teacher to the kindergarten team.

Emergency Drills

To assure the safety of children and staff, emergency drills will be conducted on a monthly basis. Students must proceed quickly and quietly to the designated area and remain with their teachers until instructed to return to the building. Emergency plans may be found in the classrooms, located by the sign-in/sign-out sheets.

Emergency Procedures

In Case of a Bomb Threat:

Children will be evacuated and moved to the closest evacuation site. Office staff will notify parents of the situation and inform them of their child's pick-up location.

In Case of Electric or Severe Storm:

Children will remain in the classroom with their teachers. Parents will be notified by lead teacher if there is any change to the normal school routine due to the storm.

In Case of Flooding:

In case of a flooding, children will be evacuated to the nearest high level evacuation site. Parents will then be notified by the office staff as to where children may be picked up.

In Case of Medical Emergency:

In the event of a medical emergency all staff members are CPR certified. Each school has an on-site nurse that will be immediately contacted.

Each class will make an emergency telephone list so all parents can be notified. These will be made during the first week of school. One parent will be allowed to volunteer to be the notification person.

Pesticide Application

In the event that the school has to use or apply a pesticide to an area that your child will be located we will notify you prior to the application at least 48 hours before the application. We will also have it posted and inspection reports available upon request in the main office.

Birthdays/Special Events

Birthdays are special days in the lives of our children. If you are interested in sharing a snack with the children, please let us know in advance. To promote and model healthy eating habits, we ask that you provide healthy snacks. We ask that you only bring one food item (must be store bought) and any drinks must be 100% juice. All birthdays for the month are celebrated on one day of that month. The teacher will let you know which day. If your child is having a birthday and you bring a snack please stay in the classroom and assist the teachers with the distribution and clean up of this snack. If your child misses their birthday month celebration they will have to wait until the next birthday celebration to celebrate with the class. The same rules apply to all other class parties regarding food/drinks.

Field Trips

The program staff will schedule field trips throughout the school year on a non-school Wednesday. Parents will accompany students on any field trips. Teachers will obtain written permission from parents before children may participate in the trips.

Toys from Home

In order that a child is not disappointed with a broken or a lost toy, we prefer that they use the toys we provide at the center. Please leave all toys at home.

Volunteering your time/Parent Access

You are welcome to come inside our classroom and any location on campus where your child is located. When a parent visits a classroom to participate in activities with the parent's child, a staff file is not required for the parent. When a parent participates in activities with a child other than the parent's child, a staff file is required for the parent. Parents are welcomed to come in and read a story to the children, but must exit as soon as they finish.

Parent Signature Page

I have read and understand all of the stated procedures, rules, and regulations in the Preschool Handbook:

Parent Signature: _____

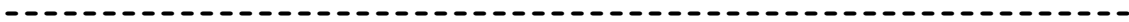
Name of student: _____

Date: _____

I understand that since the preschool is a free program I am required to attend one class provided by the Family Resource Center:

Parent Signature: _____

Date: _____



Cut along the dotted line for teacher copy

I have read and understand all of the stated procedures, rules, and regulations in the Preschool Handbook:

Parent Signature: _____

Name of Student: _____

Date: _____

I understand that since the preschool is a free program I am required to attend one complete class (course) provided by the Family Resource Center:

Parent Signature: _____

Date: _____

Student Interest Survey

Please tell me 3 things your child is interested in:

- 1.
- 2.
- 3.

Tell me about your child's strengths/special abilities:

Tell me about your child's weaknesses/fears:

What is your child's favorite activity? Is there any activity your child does not like?

Tell me about your child's previous experience with school:

Does your child have any concerns about preschool that I should know about?

Is there anything else you would like me to know about your child?