

Glendale Preschool Department

Parent Handbook

2023-2024



Vision Statement

A diverse community coming together to lay the foundation for unrivaled achievement.

A Mosaic of Minds. All in for All Kids.

Mission Statement

To foster an environment of academic excellence through innovative learning and build tomorrow's socially responsible leaders.

We believe that our Preschool Programs throughout Glendale are taught by highly qualified staff who model developmentally appropriate practices and teaching strategies to enhance the social, emotional, physical, cognitive, and language development of each student. We encourage home to school connections with our families by developing effective systems to achieve student success.

Website

www.gesd40.org – click 'Programs' and then click 'Preschool'

<https://www.facebook.com/desertgardenpreschool>

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**Glendale Elementary School District
Early Childhood Services Directory**

Desert Garden Preschool

7020 W. Ocotillo Rd.
Glendale, AZ 85303

Christy Discello

Desert Garden
Preschool Coordinator
(623) 237-5403

Zuri Perez

Preschool
Administrative Secretary
(623) 237-5401

Verenise Aguayo

Early Childhood Services
Secretary
(623) 237-5404

John Hecht

Special Education Coordinator
(623) 237-7249

Early Childhood Preschool Programs

- Classes are held on Monday, Tuesday, Thursday and Friday
- Staff participates in Professional Development, Preparing Classrooms, and Collaborative Team Meetings on Wednesday

Preschool Office at Desert Garden

623-237-5401 or 623-237-5404

We support with:

AzEIP, Transfer (out of district IEPs), Scholarships,
Tuition, and any other preschool questions or needs

Desert Garden Preschool

Community Education Preschool Program

Full Day/4 Days a Week Program

9:00am-4:00pm and/or

3 Hour/4 Days a Week Program

9:00am-12:00am & 1:00pm-4:00pm

Universal and Sensory and Communications Program

3 Hour/4 Days a week Program

9:00am-12:00am & 1:00pm-4:00pm

Early Childhood Programs and Services

The Glendale Preschool welcomes all our preschool students.

The Glendale Preschool provides opportunities for students with general education and special education needs.

We offer preschool programs, special education services (as determined within the IEP), and early intervention collaboration with AzEIP (Arizona Early Intervention Program) as we welcome our students into the Glendale Community.

We have an ongoing collaborative partnership with Head Start. Please note that we are not operated by Head Start, we are part of the Glendale Elementary School District. For specific information regarding Head Start, please call 623-486-9868, extension 55007.

Please see additional information regarding of our preschool programs.

General Education and Special Education Programs

Community Education Preschool (CEP)

The Community Education Preschool (CEP) Program is either a full day HQEL program or a 3 hour program, 4 days a week, for our 4 and 5 year old children.

The CEP program is designed to meet the needs of students with general education and special education services.

Our classroom consists of 1 teacher and 1 educational assistant. Speech Pathologists or Occupational Therapists may also come into the CEP program to support small groups of students, based on need. The maximum class size is 20, allowing for a teacher to student ratio of 1:10.

Teachers develop lesson plans based upon the Arizona Early Childhood Learning Standards (AzELS).

Students follow a daily routine based on our classroom schedule. The schedule consists of learning centers, 1:1 teacher and student time, group activities, such as: circle time, snack, and outside time.

Teaching Strategies GOLD is used by the state of Arizona and Glendale Elementary as our system of monitoring general preschool development of all preschool students.

Children in the CEP or HQEL programs must be able to take care of their own toiletry needs.

General Education and Special Education Programs (continued)

Universal Preschool Program

The Glendale Elementary School District provides special education preschool to children who qualify based on eligibility determined by the evaluation team following an appropriate evaluation process that meets state requirements and has resulted in an Individualized Education Program (IEP.)

The Universal Preschool Program is a 3 hour program, 4 days a week, for our 3, 4 and 5 year old children. This special education classroom has a majority of students with some identified special need.

Typically developing peer role models may also be in our Universal classrooms (paying tuition/scholarship). Please see "Peer Role Models and Preschool" below.

The Universal program provides a smaller adult to child ratio than our CEP/HQEL program. The Universal Program has 1 teacher and 2 Educational Assistants.

Instruction includes pre-academics/thinking skills, social-emotional skills, self-care and routines, language and communication, fine & gross motor activities. A variety of activities are provided in centers, small groups and large groups setting.

Teachers and our preschool staff collect data specific to goals listed in each child's IEP.

Teaching Strategies GOLD is used by the state of Arizona and Glendale Elementary as our system of monitoring general preschool development. This data is used for all preschool students.

Data is used for lesson planning, individualization, sharing of information with parents, and progress reports.

The determination of what preschool program is most appropriate will be done in conjunction with an educational team.

Peer Role Models and Preschool

Children who are 3 years old and who do not have special education goals or services, may be a peer role model in our Universal Preschool Program. The child will have the opportunity to learn, interact, and grow alongside peers who may have a developmental delay in the following five areas: cognitive, adaptive (self-help), communication, social/emotional (behavior), or motor. The Glendale preschool has used peer role models in our program for the past 5 years. It has helped to develop leadership, understanding, empathy, and kindness to others.

If the child is 3 years old and a peer role, tuition will be \$150 per month.

Special Education Only Programs

Sensory & Communication Preschool Program

The Glendale Elementary School District provides special education preschool to children who qualify based on eligibility determined by the evaluation team following an appropriate evaluation process that meets state requirements and has resulted in an Individualized Education Program (IEP.)

The Sensory & Communication Preschool Program is a 3 hour program, 4 days a week, for our 3, 4 and 5 year old children. This special education classroom meets the needs of students with some identified special need.

The Sensory & Communication program provides a smaller adult to child ratio than our CEP and Universal programs.

The Sensory & Communication Program has 1 teacher and 2 educational assistants in the classroom. We provide services for children who need a consistent daily sensory diet and visual supports for communication in order to function in a classroom setting. Children in our Sensory & Communication program receive individualized instruction and support as listed in their IEPs.

Instruction includes pre-academics/thinking skills, social-emotional skills, self-care and routines, language and communication, fine & gross motor activities. A variety of activities are provided in centers, small groups and large groups setting.

Teachers collect data specific to goals listed in each child's IEP.

Teaching Strategies GOLD is used by the state of Arizona and Glendale Elementary as our system of monitoring general preschool development of all preschool students.

Data is used for lesson planning, individualization, sharing of information with parents, and progress reports.

The determination of what preschool program is most appropriate will be done in conjunction with an educational team.

Walk-In Services

The Glendale Elementary School District provides special education preschool to children who qualify based on eligibility determined by the evaluation team following an appropriate evaluation process that meets state requirements and has resulted in an Individualized Education Program (IEP.)

Walk-In Services are provided to children who qualify for support in a specific area of eligibility, such as Articulation. This service involves coordination between the parent, student, and related service provider at the child's home school. Parent will bring the child to his/her home school for an amount of time as determined at the IEP meeting.

Head Start

The Glendale Elementary School District provides special education preschool to children who qualify based on eligibility determined by the evaluation team following an appropriate evaluation process that meets state requirements and has resulted in an Individualized Education Program (IEP.)

Head Start is a collaborative option between the Glendale Elementary School District and Head Start. Related service providers will provide support for children who qualify for support in a specific area, such as expressive or receptive language. This service involves qualifying for admission into Head Start, program capacity, and is a team based decision determined at the child's IEP meeting.

Transfer Students

Children who have moved into the Glendale Elementary School District with an IEP from another school district

Please review the Transfer Process listed on our website by clicking on and going to:

www.gesd40.org

Programs

Preschool

Special Education—Transfer Students

Registration for the following school year

All required forms for the registration process have been shared with our parents either the preschool evaluation, the preschool teachers at the site, or the preschool office. If you have any additional questions, please call our preschool office at 623-237-5401.

Financial Policy

Tuition Rates

Children 4 and 5 years--\$300 per month in our 3 hour program--Please note that your child must not be eligible for kindergarten. This is defined as your child must still be 4 on or after August 31.

Children 3 years--\$150 per month in our 3 hour program

Children 3 years of age serving as Peer Role Models in our Universal Program--\$150 per month in our 3 hour program

Department of Economic Services (DES) Child Care

Parents are responsible for any remaining balance and/or co-pays to equal the monthly tuition rate based on the program. DES rates may alternate monthly.

Peer Role Models and Preschool

Children who are 3 years old and who do not have special education goals or services, may be a peer role model in our Universal Preschool Program. The child will have the opportunity to learn, interact, and grow alongside peers who may have a developmental delay in the following five areas: cognitive, adaptive (self-help), communication, social/emotional (behavior), or motor. The Glendale preschool has used peer role models in our program for the past 5 years. It has helped to develop leadership, understanding, empathy, and kindness to others.

If the child is 3 years old and a peer role, tuition will be \$150 per month.

Tuition Payments

- Tuition is paid in advance on a monthly basis and is due by the first of each month for all programs.
- A late fee of \$10.00 will be assessed if payment is not received by the fifth (5th) of the month. \$10.00/day will be accruing on the account for every day past the fifth (5th) of the month.
- These fees are calculated over the school year and divided into equal monthly payments. There are no refunds and/or reductions in tuition due to school holidays including: Fall, winter and spring recess, family vacations, or absenteeism.
- If a child is absent for more than 10 days he will be withdrawn from the preschool program based on district policy which withdrawals students upon 10 consecutive unexcused absences.

Scholarship and Attendance Policy

Please note that your child's scholarship is based on consistent attendance in preschool. Attendance must be 85% or higher every month. In order to maintain your child's scholarship, your child must attend school at least 85% of the available days every month. For example, if there are 20 school days in the month of September, your child must attend at minimum, 17 out of 20 school days. If you do not attend preschool for at 85% of the available days, you will receive a written letter stating that your child did not meet the minimum number of days to maintain his scholarship for that month. If this happens a 2nd month in a row, your child will lose his scholarship. This policy will be acknowledged and signed by the parent at the time of enrollment into preschool.

Late Pick-Up/Fee Policy (Tuition and Scholarship Only)

All adults authorized to pick up children need to be aware that a late fee of \$1.00 per minute will be charged for children being picked up late.

Please note, the Late Fee Policy only applies for children who are attending preschool paying tuition or receiving a scholarship.

Late Fees must be paid within 2 weeks. Parents will be notified by the preschool coordinator that their child may not continue in preschool until late fees are paid. This may affect students on a scholarship.

First Late (10 minutes): Warning

Second Late (10 minutes): Charged \$1.00 per minute after 10 minutes

Third Late and continuous late arrivals: Charged \$1.00 after 5 minutes

Important Daily Routines in Preschool Policy

Sign-In & Sign-Out

Every child must be signed in and out on a daily basis by an authorized adult. This is for the protection of your child. Sign in/out forms need to be signed at the time of arrival and departure. The authorized adult will need to sign his/her first and last name (no initials). Picture I.D. will be required when a new authorized adult signs a child out, or if the staff is new or a sub does not recognize the adult. For the safety of the children, if a staff member suspects the authorized adult may be temporarily impaired and should not be caring for a child, another authorized adult will be contacted to pick-up the child. Children receiving special education services and are eligible for bus transportation will be signed in and out by a qualified staff member.

Authorized Adult

This is any responsible adult (age 18 or older) listed on the emergency card (filled-out by parent). This adult has been authorized to pick-up and drop-off the child.

Picking Up our Children at Dismissal Time

Please arrive 2-3 minutes early so that we are able to pick our children up on time. Our preschool staff have many duties to complete during dismissal. If we are late for pick-up, this inadvertently affects the preschool team's schedule to: clean and sanitize the room, prepare materials for the next class, call parents and/or check-in with other teachers, eat lunch, and set out required materials. Please note that per our preschool agreement, a late fee may be imposed. Thank you for your support in picking up our children consistently at the dismissal time.

In the event a child remains at preschool after classes have ended, every effort will be made to contact the family and emergency contacts as listed. If for some reason we are unable to locate an authorized adult to pick up the child, it may become necessary to contact Child Protective Services and/or the Glendale Police Department. Please be sure to keep all information current in your child's file.

Parking and Dropping Off our Children

During AM or PM drop-off, please park in the parking lot and walk your child onto campus. The main gates will open 5 minutes before the start of class or 5 minutes before pick up time.

Emergency Release to an Adult who is not Authorized

In the event an unauthorized adult needs to sign-out a child, the parent/guardian may authorize this release by phone. The parent/guardian will provide the preschool staff with the name of the individual who will be picking up the child. **(Photo Identification of the individual will be required.) This will be allowed 1 time only.** Parent will need to physically come into the preschool site and update the Emergency Release form in the student's file.

Late Arrival/Absence Policy

In the event a child is five (5) or more minutes late to class, he/she will need to stop by the school office and pick up a late arrival pass to take to his/her class. The child will not be accepted in class without a pass from the school office. If your child is absent, please call the school office (and classroom teacher) that same day by 9:00 a.m.

Student Withdraw Policy

Please notify the secretary of your child's preschool campus to withdraw your child. Only the secretary will be able to withdraw your child. While in the office, please update your new address with the secretary so that our records continue to be accurate should we need to mail you any paperwork in the future.

Mandatory Drop (withdraw of student)

If a child is absent for more than 10 days he will be withdrawn from the preschool program based on district policy which withdraws students upon 10 consecutive unexcused absences.

Illness (Sick Child) Policy

The Glendale Preschool wants our children to be healthy and ready to learn. Should your child become ill, please consider his/her health (and the health of others in the classroom) before sending him/her to school. Please review prior to sending your child to school:

1. Fever-A child must be fever free for 24 hours without fever reducing medication before returning to school.
2. Vomiting/Diarrhea-If your child has vomited or had diarrhea during the night or the morning of class, please keep your child at home.
3. A physician should check persistent cough or discolored discharge from the nose prior to bringing the child back to school.
4. A physician should check sore throats accompanied by a fever prior to bringing them back to school. Strep throat is contagious.
5. A physician should check undiagnosed rashes prior to bringing the child back to school.
6. Before the child returns to class, a nurse will check any communicable disease such as chicken pox or pink eye.
7. Head lice can become a severe problem if not treated properly. In the event of exposure, a letter will be sent home to all parents.

Please call the school office and preschool classroom if your child is going to be absent. In the event your child becomes ill in class, the staff notifies the parent or guardian. The staff will keep your child as comfortable as possible until you are able to pick him/her up. Please see page 4 for school contact phone numbers. Please bring a doctor's note to keep in student file if absences exceed 3 consecutive days.

Handwashing Policy

Hand washing is required of all children and adults (staff and volunteers) at the following times, but are not limited to the following: upon arrival for the day, after blowing or wiping a nose, after using the toilet or changing a child, before meals and snacks, before playing with play-dough, before playing in the water table, coming in from the playground and other times to avoid contamination and to protect children's health. Hand washing includes wetting hands, rubbing hands together to make bubbles, rinsing, drying and throwing away the paper towel.

Toileting Policy

Children who are attending preschool on scholarship and/or tuition must be able to take care of their own toileting needs. This would be defined as using the bathroom independently and/or being able to change/clean him/herself should the child have an accident. The child may have a change of clothes in the classroom to be used in the event of an accident. Should the child not have a change of clothes and/or be unable to clean himself, parent will be called and asked to come to the preschool classroom to support the child. Preschool staff are not permitted to toilet children unless it is a service provided within the child's special education, Individualized Service Program (IEP).

Sending a Change of Clothes Policy

Please know that children will be actively learning and engaged in activities where their clothing may get paint, marker, or other natural stains on his or her clothing. Please dress your child in clothing that you don't mind getting stained.

Please send a 'extra' change of clothing in your child's backpack. Please keep the change of clothing in the backpack every day. We never know when your child may need to change his/her clothes. Also, please send your child to school in comfortable shoes.

If a child spills any food on himself/herself, has a toileting accident, or gets his/her clothing wet outside, we will use the change of clothing in your child's backpack.

The preschool team will write you a note to explain why your child's clothing was changed.

If your child wears pull-ups, please include a few extra pairs of pull-ups in your child's backpack as well. This will make sure we have extra when needed.

If we do not have a change of clothing and your child needs to be changed because of a toileting need, we will call parent and request clothing be brought to the school.

Curriculum, Assessment, Standards, Data Collection, and Special Education Data

The curriculums that our programs use are [Connect4Learning \(C4L\)](#) and [Second Step Social Emotional Learning](#).

Connect 4 Learning

Connect 4 Learning (C4L) is an interdisciplinary early childhood curriculum, the development of which was funded by the National Science Foundation. C4L aims to synthesize research-based approaches in four domains of learning: mathematics, science, literacy, and social-emotional development. The curriculum uses the interdisciplinary approach to address growing concerns that the majority of preschool instructional time is devoted to literacy at the expense of other content areas, particularly mathematics and science. The C4L research team is composed of nationally recognized experts in early childhood education: Julie Sarama, Kimberly Breanneman, Douglas H. Clements, Nell K Duke, and Mary Louise Hemmeter. This team followed an intensive research and development framework to guide the curriculum's development which resulted in six instructional units for Pre-kindergarten children and their teachers.

Second Step Social Emotional

Second Step Social Emotional Learning for Early Learning is a scripted program used in preschool to develop social/emotional skills as we prepare for kindergarten. Students will learn skills to help them pay attention, remember directions, and manage their behavior. Second Step contains a series of bright and colorful pictures, puppets, emotion /feeling cards, and a daily 'script' which targets a specific skill such as 'turn taking, sharing, being thoughtful, giving to others, and showing respect.'

Teaching Strategies GOLD

Teaching Strategies GOLD is a formative assessment tool used by all preschools within Arizona which receive funding from Arizona Department of Education. GOLD measures student growth in 38 objectives. These 38 objectives are grouped into the following Areas: Social Emotional, Physical, Communication, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, the Arts, and English Language Acquisition. The preschool team reports GOLD data officially, 3 times per year, during Fall Checkpoint, Winter Checkpoint, and Spring Checkpoint. This data is shared with parents during parent/teacher conferences, parent meetings, and/or sent home to our parents.

Arizona Early Childhood Learning Standards (AzELS)--4th edition

The Arizona Early Learning Standards have been developed to provide a framework for the planning of quality learning experiences for all children three to five years of age. The standards cover a broad range of skill development and provide a useful instructional foundation for children from diverse backgrounds and with diverse abilities. The standards are intended for use by all those who work with young children in any early care and education setting in urban, rural and tribal communities. These standards are: Social-Emotional, Approaches to Learning, Language & Literacy, Mathematics, Science, Social Studies, Physical Development, Health, & Safety, and Fine Arts.

Individualized Education Plan (IEP) (Special Education Only)

The IEP is the story which tells us your child's present levels, goals, services, accommodations and supports. The IEP may be reviewed at any time, but at least annually (within 1 year). Your teacher will reach out to you regarding the scheduling of an IEP meeting. Progress Reports are sent home at the same time as quarterly report cards. Progress Reports list the goals from your child's IEP.

Quality First

The Glendale Preschool Program collaborates with Quality First. Quality First is an agency which provides scholarships, coaching, professional development, and support to our parents, teachers, and students within the Glendale Elementary School District.

Quality First assess all of our preschool sites for "Quality" every 2 years. This assessment is 3 parts:

- 1) ECERS--Early Childhood Environmental Rating Scale-This looks at the classroom organization, structure, and physical arrangement.
- 2) CLASS--Classroom Assessment Scoring System-This looks at our student and teacher dialogue and conversations. We try to have 6 or more 'conversation loops' with our children daily.

Based on the results from Quality First, each site is given a Star Rating of "Quality--3 Stars" or "Quality Plus--4 Stars."

Desert Garden was given a 4 Star rating by the Quality First Assessors!

Home to School Connection

Daily Schedule in Preschool

A written daily schedule will include the following elements: (times and schedules may change based on weather, special events, etc)

Greeting of Parents, Sign-In Procedure
Handwashing
Start of the day/Morning Routines
Snack/Breakfast/Lunch
Centers (rotating around the classroom)
Circle-Time
Individual Skills Practice
Outside/Playground/Gross Motor Activities
End of the day/Dismissal Routines
Greeting of Parents, Sign-Out Procedure

Communication and Conferences

Families are encouraged to talk to the teacher and make decisions affecting their children. Please feel free to talk to the staff at any time. If you need to discuss a specific concern, please make an appointment with the teacher before or after school. Teachers will set up the following meetings together and share information about the family and the child's needs and progress:

- Provide a classroom visit (before school starts) and/or hold a Meet the Teacher Night
- Provide two parent conferences a year to discuss your child's progress (October and February)
- Set up conferences as needed by parent or teacher
- Transition practiced when students are moving between programs
- Facilitate a smooth transition of preschool students to kindergarten placement

Student Records & Confidentiality

All child and family records are kept confidential in locked files and access is limited to parents, and school district staff involved with the child's education. Records are only sent to another agencies or persons at the written request/permission of the parent.

Social Media and Pictures

Taking pictures and videos of children at preschool or at preschool activities is not allowed by anyone except teachers and authorized school district personnel for any reason. This rule is for the protection of all the children.

Classroom Newsletters

A classroom newsletter (and snack calendar) will be sent out monthly with information about classroom activities and opportunities for family participation. The parent board will be located near the front door. Please check for school and community events and services. Announcements and information from the community and school district will be sent out as received.

Early Years Newsletter

Located on our district website, the Glendale Preschool subscribes to a professional early childhood newsletter called Early Years. This magazine is available through download/PDF located on our website by clicking:

- www.gesd40.org
- Programs
- Preschool
- Early Years Newsletter

Child Find/Screening

Do you suspect that your child may have a delay in the following areas?

- 1) Cognitive (following directions, completing tasks)
- 2) Social/Emotional (behavioral issues with peers, adults, or him/herself)
- 3) Adaptive (Self-Help) or Behavioral (toileting, feeding, transitioning, mobility)
- 4) Motor Skills (fine motor, gross motor, sensory) (significant reactions to touch, texture, noise)
- 5) Speech/Language & Communication (speaking, listening, explaining things)

If yes, please know that the Glendale Preschool provides a free Child Find/Screening for our preschool aged children.

A preschool aged child has not yet turned 5 by September 1 of the current school year.

Please call our preschool office at 623-237-5404 to schedule a time for Child Find/Screening.

Please note, there are several steps to complete prior to Child Find/Screening.

Please note that specific information regarding Child Find/Screening is included on our website by clicking:

- www.gesd40.org
- Programs
- Preschool
- Child Find/Screening

General Policy

Children who enroll prior to their 3rd birthday Policy

Children who enroll into preschool prior to their 3rd birthday may not begin until turning 3 years old. A parent may enroll their child over the summer (to avoid a program reaching capacity), while the child is still 2. This policy will be acknowledged and signed by the parent at the time of enrollment into preschool. This is based on our Department of Health Services Child Care license.

Verification of Address

All Preschool families may be asked to verify their address/phone numbers throughout the year. This will be done to ensure that we have accurate information regarding residency and contact information of all preschool families.

Immunization Requirements and Health Screenings

Laws and regulations by the State of Arizona require that all children must have current immunization records on file before the starting of school. The school nurse will monitor student immunization files throughout the school year. If your child requires any updated immunizations, the nurse will notify the teacher. The teacher will let you know the next steps. These immunizations must be kept current throughout the school year. If the child is not immunized they will be excluded from the facility during an outbreak of a disease.

Hearing and Vision Screenings

The school nurse completes vision and hearing screenings on all children annually and as requested by parents or teachers. Parents are informed of the results when the child fails the screening and are requested to send back the form to note what they will do to follow up on the screening.

Medications

Medication will not be administered in the preschool classroom: In the event of a chronic illness, such as asthma, the school nurse as pre-arranged by the parent may dispense medication. Medications are to be provided directly to the school nurse. Please provide a copy of the prescription to the nurse as well.

Sun and Air Quality Safety

Outdoor time will be limited when there is a pollution, heat or extreme heat and damaging sun rays advisory. Gross motor activities will be provided in the classroom in these situations. Shade and water will be available for all children on the playground at all times. Please ensure sunscreen is applied to your child each day before the school day begins. Teachers are not permitted to apply sunscreen on your child. Please do not send sunscreen in your child's backpack.

Accident/Emergency Information

In the event of a medical or dental accident or emergency involving your child, a school nurse is available on campus. Parents will be notified within thirty minutes of serious accident or emergency and written notification will be given within 24 hours. If the injury is minor (a scratch or bruise) you will be informed through a note or phone call home from the preschool team or nurse.

Discipline Policy

The purpose of discipline is to help children learn acceptable behavior and develop self-control. Much can be done to prevent unacceptable behavior in the classroom and at home. Glendale Elementary Preschool classrooms are designed to facilitate the development of appropriate behavior of children three to five years of age through room arrangement, toy/material selection and quantity, daily schedule, developmentally appropriate curriculum, and trained staff. Teachers and parents work together to help children understand problem solving, predictable limits, and consequences of their actions. Through rules, positive discipline techniques, and consistency an atmosphere of mutual respect is created and inappropriate behavior can be changed.

Conflict Resolution (for teacher & students)

Techniques will be used by teachers when a child is in need of guidance:

1. Teaching children to use their words to verbalize their needs and feelings
2. Helping children make plans how to handle things differently next time
3. Staying with the child until he/she is able to continue without assistance

Teachers will also:

1. Create classroom rules with the children and help them follow the school rules letting them know why the behavior was inappropriate.
2. Encourage and acknowledge desired behavior.
3. Focus on the act, not the child. If a child becomes emotionally escalated and is unable regulate self, the child will be removed from the situation and redirected to acceptable choices.
4. Provide time for the child to resolve the problem on his/her own (when appropriate).
5. Employ natural consequences. Example: "A child who spills a drink helps clean it up."
6. Allowing the child time away from the group until he/she is ready to come back and join the activity (a teacher stays with the child or near the child).
7. Conference will be set up with the child's parent/guardian to work with the teacher to resolve behavior issues.

Suspension & Expulsion Statement

The beginning years of any child's life are critical for building the early foundation of learning, health and wellness needed for success in school and later in life. During these years, children's brains are developing rapidly, influenced by the experiences, both positive and negative, that they share with their families, caregivers, teachers, peers, and in their communities. A child's early years set the trajectory for the relationships and successes they will experience for the rest of their lives, making it crucial that children's earliest experiences truly foster – and never harm – their development. As such, expulsion and suspension practices in early childhood settings, two stressful and negative experiences young children and their families may encounter in early childhood programs, should be prevented, severely limited, and eventually eliminated. Glendale Elementary School District continues to provide high-quality early childhood programs with positive experiences that nurture positive learning and development.

The Glendale Elementary School District preschool program will follow the Policy Statement of the US Department of Education which aim to prevent, severely reduce, and ultimately eliminate expulsion and suspension in early childhood settings, and more broadly, to improve school climates and discipline across the educational spectrum. This statement follows the January 2014 release of the Department of Education's Guiding Principles: A Resource Guide for Improving School Climate and Discipline, which provides recommendations for reducing expulsion, suspension, and disciplinary removals in K-12 settings. The Guiding Principles articulated in that practice guide are as follows:

- Create positive climates and focus on prevention;
- Develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors
- Ensure fairness, equity, and continuous improvement.

Taken from: <https://www2.ed.gov/policy/gen/guid/school-discipline/policy-statement-ece-expulsions-suspensions.pdf>

Food/Snacks

Breakfast/Lunch are provided by the school. Now you can apply for Free and Reduced Price meals online so you don't need to worry about filling out a paper form! The process only takes a few short steps and it is quick, easy, and FREE. Follow the link <https://family.titank12.com/LD5EAQ> and click on "Apply for Meals Today" to begin the process. The online applications are available in English or Spanish and can be accessed through a computer or mobile device. If you need assistance, please contact Michelle Acord at macord@gesd40.org or 623-237-6244.

Snacks are served each day according to the posted daily schedule. Snacks are provided by parents and are prepackaged food items. Menus are developed by using USDA nutrition guidelines which include 2 food groups (fruit, vegetables, protein, and dairy) or one food group and 1% milk per snack.

Water is sometimes served with 2 food groups. Menus are posted on the Parent Bulletin Board and sent home monthly. Children, teachers and volunteers sit together at tables and share information about their day and what types of food they are eating. Children help with activities such as setting the table, passing out food and cleaning up. Children also have the opportunity to participate in food experiences or nutrition activities.

Family Involvement Plan and Responsibilities

We believe the most important influence in a child's education and development is his/her parents and home life. The preschool program will not be effective without close cooperation and understanding between home and school. Parents may visit the classroom with prior approval during the program's regular hours after signing in at the school office with the date, time, destination and reason for the visit. Please make these arrangements with your child's teacher. We encourage all parents to participate in our preschool program in the following ways:

1. Sign-up to volunteer as often as possible for classroom activities.
2. Provide store-bought/pre-packed snack items and milk for snack.
3. Help make or provide learning materials as needed for classroom activities.
4. Participate in special family events, meetings, trainings, and home activities for children.
5. Participate in orientation and parent teacher conferences.
6. Please share family background, beliefs and activities that could make the child's learning experience more meaningful.
7. Staff and families are encouraged to work together to participate in and support community improvement or advocacy projects and collaborative training activities or events at or with your **school site**.
8. Read classroom and school newsletter articles and participate in activities listed in flyers, announcements, or other community events.
9. Open-Door Policy with the Preschool Coordinator to meet and discuss at any time

Family Services

The school will be able to assist your family with location of community resources such as shelter, food, clothing, counseling, or health care assistance. Please do not hesitate to ask for assistance. Your child's teacher or the Early Childhood Office can connect you with additional information.

Protecting Children/Department of Child Safety Policy

Arizona Law requires staff to report any suspected case of child abuse or neglect to the Arizona Department of Child Safety. Our staff, as a part of the daily routine, observes children and will not be alarmed by normal bruises, scrapes, and/or mood swings. However, they may ask for clarification on how an injury occurred or why a child's behavior has changed. Please do not feel threatened by this procedure. It is our way of assuring you that caring and supportive adults are meeting your child's needs. Arizona Department of Child Safety Child Abuse Hotline phone numbers are 1.888.767.2445, TDD 602.530.1831.

Disagreement/Conflict Management with Adults

If you have a disagreement or conflict with staff or another volunteer, please express your concern to the person involved in a calm, quiet, and respectful manner. Abusive, loud, physical, confrontational or threatening behavior is not allowed. Persons that engage in this kind of behavior will be asked to leave or be removed from the premises and further participation may be limited.

Adults are role models for children and at school children should always feel safe in their classrooms and at sponsored functions. Below are the procedures to follow when a conflict has occurred or you have a concern about the program.

Conflict Resolution (Family and Community)

It is important that you address your complaint or concern with the person or persons involved before you file any specific complaint. If your concern has not been answered appropriately please follow the steps below.

- Step 1. Discuss the concern with the classroom Teacher or person involved.
- Step 2. Please contact the Coordinator of the Preschool Department, Christy Discello at (623) 237-5403.
- Step 3. Please contact the Coordinator of Special Services, John Hecht at (623) 237-7249.

Insurance

Liability insurance (accident insurance) is carried by the district pursuant to R9-306 for children and volunteers provided through the Arizona School Risk and Retention Trust, Inc. A copy of the insurance policy is located at each site.

Additional Information

1. Please do not allow the child to bring toy guns, candy/gum, snacks or other items to school unless specified. We are not responsible for lost or broken items.
2. For birthdays or other special occasions treats are accepted as long as they are store-bought/pre-packed items. These treats will be used in addition to our regular snack.

Physical Environment Standard (Pest/Plant Control)

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants and uses the techniques known as Integrated Pest Management (IPM) so the least hazardous means are used to control pests and unwanted vegetation

Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.

Drug Free/Smoke Free Policy

The Glendale Elementary School District is a drug free work place. NO drugs, alcohol or smoking is permitted within 50 feet of the school grounds or where children are in attendance at a school sponsored function.

Weapons Policy

No guns, weapons, or other significant hazards that pose risk to children and adults of any type will not be permitted on any school site or function.

Department of Health Services

Preschools are regulated by the Arizona Department of Health Services at:
Arizona Department of Health Services - Division of Licensing Services
Office of Child Care Licensing and Review Services
150 N. 18th Avenue, Suite 400
Phoenix, AZ 85007
(602) 364-2539

Inspection reports available upon request at the facilities premise.



Preschool Parent Handbook Acknowledgment Receipt

Student Name: _____ (Please Print)

Teacher Name: _____ (Please Print)

The signatures below indicate the following:

I have received a copy of the Preschool Parent Handbook for the current year and have taken time to review and discuss with my child(ren) the policies and procedures in the handbook.

I will support and follow the policies and procedures outlined in the handbook.

If I have any questions or concerns, I will talk to my child's teacher and/or the Preschool Coordinator.

I understand the Preschool Department may amend any this handbook as needed during the school year.

_____ Parent/Guardian Name (Printed)

_____ Parent/Guardian Signature

_____ Date

