

# Parent Handbook

## Douglas Unified School District #27 Preschool Program 2018-2019

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Children learn through play... give them time to be children. We believe children learn best when they are given the time and opportunities to explore and experience the joys of childhood.

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Welcome to the Douglas Unified School District’s Preschool program! Your child is part of an exciting program full of play and child-centered learning that will help your child be successful in kindergarten and elementary school. Our school is a place where young children can have fun, feel secure, and learn to make friends. When we work together we can help create an enjoyable and positive preschool experience for your child. The purpose of this handbook is to provide you with information and answer any questions you have about our program. If you have any other questions or concerns, please call your child’s teacher or the school office.

- Preschool Chain of Command**
- Lisa Holland, Director, Preschool Coordinator/Director
  - Fernando Morales, Principal, Faras Elementary
  - Claudia Leon, Principal, Clawson Elementary
  - Rosella Melgoza, Principal, Sarah Marley Elementary
  - Geraldina Treviño, Principal, Joe Carlson Elementary

**Preschool Staff:**  
**Teachers:**  
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**Instructional Assistants:**  
Minerva Camacho, Thalia Romero, Wendy Parra, Ana Rodriguez, Berenice Buelna, and Idania Duarte

**District Preschool Parent Liaison:** Carol Perez  
[caperez@douglasschools.org](mailto:caperez@douglasschools.org) 520-364-2447 ext. 7102

**Nurse:** Nicole Vasquez

**Health Aides:** Maria Pedroza, Dolores Newman, & Rossana Leon

Mission Statement:

Our Vision is **L.I.F.E**

**L**anguage

**I**ndependence

**F**riendships

**E**ducation



This purpose of this mission is to teach our students some basic skills that are important in **LIFE**. **L**anguage skills, verbal and non-verbal, are important for our daily communication with others. **I**ndependence teaches self-reliance and builds confidence and pride. Learning about **F**riendships and how to get along socially in our world is a valuable skill for children and adults alike. And having an **E**ducation about the world around us helps us increase our intellect and keeps our brains sharp and developed!

**Vision: All DUSD Preschool students are ready to succeed in school and life.**

Curriculum- Our program uses the Core Knowledge Preschool sequence curriculum. This curriculum is a set of model guidelines which describe fundamental competencies and specific knowledge that, for children 3-5 years old, can provide a solid, coherent foundation for later learning in kindergarten and beyond. The following areas are offered in a coherent progression: physical well-being and motor development, social and emotional development, approaches to learning, language, knowledge acquisition and cognitive development. Teacher lessons and activities reflect this progression and are based on the Arizona Early Learning Standards. In addition, we incorporate Teaching Strategies Gold, Eureka Math and Beyond Text Books for preschool.

Our teachers will be working with you to help your child:

- @ enjoy books
- @ use language effectively
- @ be creative
- @ problem solve
- @ be self-confident
- @ make decisions independently
- @ get along with others
- @ develop a desire for lifelong learning



A wide variety of activities are planned which allow children to learn through interaction, exploration and discovery. Our program offers children assistance and encouragement as they work towards being more confident and independent.

## Children learn in a diverse environment of respect, Understanding and encouragement...

We believe that children  
with healthy minds and  
bodies are able to reach  
their full potential



We believe parents are  
our students' most  
important teachers.  
We support families  
nurturing their  
children.



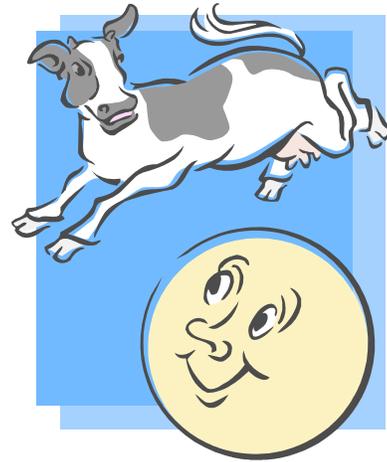
### Daily Schedule

The Preschool classes will offer your child a variety of activities throughout the day. The teachers will have a balance between whole group, small group and individual learning opportunities; indoor and outdoor play; and a variety of child directed and teacher lead activities. Individual teachers' schedules may vary, so a copy of your child's teacher's schedule is posted in the classroom and a copy is available in the office. Some things to look for in a daily schedule are:

- Breakfast/Lunch time
- Circle Time
- Work time
- Small group time
- Outdoor play
- Free choice time

## The Preschool Classroom

Our preschool classrooms have been created with your child in mind! Materials are readily accessible and developmentally appropriate for your 3 or 4 year-old. The classrooms reflect the character and personality of each individual teacher, yet are all neat and clean and arranged to encourage exploration, discovery, and learning.



**LIBRARY AREA:** Learning how to handle books, being read to, and telling stories from pictures in books help children build a foundation for future reading and writing.

**DRAMATIC PLAY & HOUSEKEEPING AREA:** When children pretend and try new roles, it helps them understand the world around them and teaches them to interact with others.

### **MATH AREA:**

Puzzles and other math manipulative help children begin problem solving, using thinking skills, classifying, completing tasks and developing fine motor skills.

**COMPUTERS:** When your child uses a computer, it helps develop hand-eye coordination and logical thinking skills. Our software reinforces basic math, science and reading concepts.

**ART AREA:** Art provides a way for children to learn creative expression. The use of color, texture size and patterning are just some of the skills that are all learned through exploring art materials.

**BLOCK AREA:** When children play with blocks, they experiment with size, weight and number concepts. They also begin to learn about cooperative play.

### **SAND/WATER PLAY AREA:**

This offers exploration and experimenting as children learn about cause and effect. Because this is a favorite area for many kids, it encourages them to expand their communication and social skills.

**MUSIC AREA:** Patterns of rhythm, language skills and body awareness are enhanced through song and music.

**OUTDOOR PLAY:** Children spend a good amount of time outdoors each day. We have a variety of equipment to encourage coordination development and large motor skills. Outdoor time is also a great time for children to continue learning how to interact appropriately with others.

Children who are allowed to make age-appropriate decisions learn about responsibility and how to make good choices.



### Discipline

Our teachers help children develop self-control by using a variety of positive discipline techniques. To help children learn self-control, have healthy self-esteem, and learn about good choices, we use the following discipline strategies:

- appropriate Classroom arrangement to eliminate potential discipline problems.
- setting and clearly communicating limits and expectations.
- modeling and praising appropriate behavior.
- redirecting Children when necessary
- providing acceptable choices
- allowing for logical consequences to occur due to children's actions
- helping children learn to solve problems and settle conflicts
- Character education

And always, your child's teacher's expectations will allow for and respect your child's development. We believe discipline problems can be prevented by good Classroom management, focusing on acceptable behavior, and directing children's energy and curiosity toward healthy, positive interactions. At the DUSD Preschool program, we do not suspend or expel preschool students because of behavior.

We believe children need the opportunity to make appropriate decisions and choices to help them become more independent.



## **PROGRAM SERVICES:**

**MEALS:** Your child will be offered either breakfast or lunch in the classroom depending on which session he or she attends. An application (one per family) must be submitted yearly in order to qualify for free or reduced meals. Applications are sent home on the first day of school by your site, but are also available at any school office for your convenience. Breakfast is \$1.25 for students who pay full price and 30¢ for reduced price lunches. Lunch is \$1.85 for students who pay full price and 40¢ for reduced priced lunches.

**HEALTH SCREENINGS:** During the year, our nursing staff will check the hearing and vision of all our students. If any problems are detected, you will be notified so you can schedule a follow-up with your child's physician.

**CHILD FIND:** The Douglas Unified School District #27 offers screening services every 45 days to determine the special needs of children in our community. If you are concerned about your child's development, call us at (520-364-2447 x7106 to schedule an appointment.

**LINGUISTIC AND CULTURAL DIVERSITY:** Our bilingual (Spanish speaking) staff help us meet the needs of our multilingual community. Classroom instruction and conversation are provided in English. For our English Language Learners, our goal is to support and assist them in the development of their language acquisition.

**FIELD TRIPS:** Field trips are an important part of your child's learning experience. If your child's class is going on a field trip, will be sent a permission slip for you to sign and return.

**CLASSROOM VISITS:** You are encouraged to observe and interact with your child in his/her daily activities. It is always helpful to have other adults in the classroom to help with the children's ever changing needs.

**FAMILY ACTIVITIES:** Communication between you and your child's teacher is important to his/her school success. Parents are always welcome in our classrooms. Families are encouraged to share special family traditions and interests with the children and teachers. Your child's teacher will let you know about other ways you can participate in our program.

**PARENT MEETINGS:** We have regular preschool meetings for parents to share information on a variety of topics. We also have family nights like a math night, a "make it and take it" arts and crafts night, a literacy night and more!

**ATTENDANCE POLICIES:** A daily sign-in sheet will be located in your child's classroom. Every child attending the preschool program must be signed in and out by a responsible adult **using their First and Last name**. It must be legible. No initials will be allowed. This person must be at least 18 years old. In the event of an emergency, parents may call our office to authorize an adult who is not on the emergency card to pick up their child. Your child's teacher or our office staff will verify the identity of the person calling to make arrangements for the person picking up the child. Anyone other than you who is picking up your child must show proper identification before he/she will be

released. A copy of any court order needs to be on file in the school office in cases of custody disputes or orders.

**DAILY CHECK-IN AND CHECK-OUT FOR PRESCHOOL:** Please check-in your child to preschool on time, neither early nor late, and please arrive on time to check-out your child. All children attending the preschool program must be signed-in and signed-out on a daily basis by a responsible adult. This person must be at least 18-years-old per Arizona Department of Health Services licensing requirements. Half-day preschool morning sessions run from 8:00am to 10:30am, and the half-day afternoon sessions run from 11:45am to 2:15pm. Full-day preschool sessions run from 8:00am to 2:00pm. Children who are picked up late will receive a 10-minute grace period. However, a \$2.00 late fee will be assessed in 5 minute increments thereafter. This fee is due at the end of the week. Students may be removed from the program for non-payment of late fees and there is no refund of tuition under these circumstances.

**THURSDAYS:**

There will be no classes on Thursdays for general education students. However, student's receiving services through the special needs department will attend school on Thursdays from 8:00am-10:00am at the Faras Elementary site only. This extra time provides these students with additional instruction and service support from our district related service providers and preschool specialists based on service time as prescribed in their IEP.

**REPORTING AN ABSENCE:** Please call 520-364-2447 ext. 7102. If your child will not be at school. Please let us know if your child is unable to attend school regularly so we can fill the vacancy with a student on the waiting list. Students with a pattern of non-attendance, 10 consecutive absences or 18 cumulative absences (10% of the school year) will be dropped from the program.

**TUITION:** For the 2018/2019 school year, our pre-school education program is a combination tuition-based and scholarship program. For our tuitioned rooms, there is no registration fee and the tuition is \$60 per month for the half-day program and \$125 per month for the full-day program. Payment for tuition is expected regardless of the student's attendance because your tuition pays for your child's place in the program. Payments can be made at your school site or at the ESS & Preschool Department located at 1132 12<sup>th</sup> Street in Douglas. We accept cash or checks for your child's tuition. Seats are limited and slots are not guaranteed. The ESS & Preschool Department keeps a waiting list, so contact us early at 520-364-2447 x7102. Students may be removed from the program for non-payment and there is no refund of tuition. We are also fortunate enough to be able to offer grant funded scholarships through the Preschool Development Grant for three of our six preschool rooms during the 2018/2019 school year. These scholarships are need based and you must qualify in order to take advantage of them. Scholarship applications may be picked-up and returned to the ESS & Preschool Department located at 1132 12<sup>th</sup> Street in Douglas.

**ENROLLMENT AND DISENROLLMENT PROCEDURES:** All students attending school in the Douglas Unified School District must be registered through the New Student Center located in the Central Administration Complex at 1132 12<sup>th</sup> Street. A state issued birth certificate, three proofs of residency, and immunization records are needed in order to register students. For admission to preschool, children must be three (3) years of age for our Three-Year-Olds program or four (4) years of age for our Four-Year-Olds program prior to September 1 of the current school year, and they must be fully potty-trained.

**TRANSPORTATION:** The district does not provide transportation for preschool except when determined necessary based on a child's IEP.

## **HEALTH AND SAFETY GUIDELINES:**

**EMERGENCY PROCEDURES:** In case of minor injuries, your child will be treated in the school nurse's office, and you will be informed about the injury when you pick up your child. If your child suffers a more serious injury, first aid will be administered, and you will be notified by phone to pick up your child for further care. If we are unable to reach you, someone on your emergency card will be contacted to pick up your child for further care.

**INSURANCE:** Douglas Unified School District carries casualty liability insurance for each of our classrooms. If your child gets injured at school, please come to the office to fill out an incident report form.

**MEDICATIONS:** If your child gets injured at school, our school district policies on administering will be followed. Medicine will be administered only by the school nursing staff and must be in the original prescription bottle with your child's name on it.

**ILLNESS:** Your child should be kept home if he/she has any of the following symptoms:

\*temperature above 99.8 degrees

\*vomiting or diarrhea

\*yellow, brown or green discharge from the nose due to a respiratory infection

The nurse excludes students from school for suspected contagious conditions such as chicken pox, pink eye, sore throat, lice, and impetigo. The nurse does not make medical diagnoses or prescribe treatment.

In case of fever, your child must be symptom free without the help of fever reducing medication for at least 24 hours before returning to school. Students must also stay at home for at least 24 hours if they are being treated with an antibiotic for a contagious illness such as strep throat, ear infections, and bronchitis.

If your child gets sick at school, we will call you to take him/her home. It is very important that your emergency card is up to date so we are able to contact you.

**CLOTHING:** Please remember that our school has a dress code. Sweaters and jackets are not uniform. We require closed-toe practical shoes for your child's safety. Student dress and appearance must be within district guidelines. Please see refer to the school dress code policy for uniform information.

**PERSONAL ITEMS:** Students should leave all personal belongings, jewelry, and toys at home. No school is responsible for lost or damaged personal items.

**TOILETING:** Our program is not licensed to diaper, therefore, all general education students must be fully potty-trained. Toileting needs for special education students are as prescribed in their IEP.

**PESTICIDES APPLICATION:** Pesticides are applied to campus structures and adjacent landscaped areas as needed. Notices of pesticide application including type, date, time, and location are posted at least 48 hours in advance.

DUSD Preschool prides itself in providing a quality early childhood experience for our community. Our programs do, however, fill-up quickly and student may be placed on a wait list. It is our practice to recommend our local Child-Parent Center/Head Start partners to those families as an alternative choice. It is also our practice to provide our local Child-Parent Center/Head Start partners, as well as our local pediatric clinics with our DUSD preschool brochure as a means of reaching out to and informing our community.

## HOW TO SUPPORT YOUR CHILD'S LEARNING

You can help your child succeed in school by:

- bringing him to school each day
- making sure she gets a good night's sleep
- providing him proper nutrition
- picking her up on time each day

Don't forget you are your child's first and most important teacher. Read to your child every night. Take your child to the library. Let your child make appropriate decisions and have responsibilities at home. Spend time talking and listening to your child.

We believe children need positive role models to help them develop confidence, self-discipline, and a sense of responsibility.

## HOW TO BE INVOLVED IN YOUR CHILD'S EDUCATION

The staff encourages you to become knowledgeable about your child's learning and development and to participate in our program by:

- attending parent meetings
- volunteering in your child's classroom
- communicating with your child's teacher
- communicating with other parents and your preschooler

**This program is regulated by the Arizona Department of Health Services  
400 West Congress St. Suite 100 Tucson AZ 85701  
(520) 628-6540**

**Facility, insurance, and inspection reports are available upon request.**

**Douglas Unified School District #27**



*Provided by  
Exceptional Student Services /Preschool Department*