

ORANGE GROVE ELEMENTARY SCHOOL
3525 W. County 16 1/2 Street Somerton, Arizona.
Pre- School Parent/Student Handbook

2022/2023



"OUR CHILDREN, THE KEYS TO THE FUTURE"

Principal: Tiffany Middleton
School Office Specialist: Maria Casas
School Office Clerk: Sonia Garcia
School Nurse: Erika Guevara
Parent Liaison: Gloriellys Nieves

SOMERTON SCHOOL DISTRICT NUMBER 11
School Colors: BLACK, ORANGE and WHITE.
Mascot= "TIGER".

Mission Statement

We Believe Orange Grove School is dedicated to individual academic excellence, personal responsibility, and mutual respect in a safe nurturing environment.

**SOMERTON SCHOOL DISTRICT #11
PRESCHOOL HANDBOOK FOR SCHOOL YEAR 2021-2022**

PROGRAM PHILOSOPHY AND GOALS

It is the philosophy of the Somerton School District Preschool Programs that all children are capable of learning and achieve their fullest potential through intentional, standards-based, and research-proved curricula that encourage the development of social, emotional, physical, and academic skills through the design of developmentally appropriate experiences, playful interactions between children and adults, and the establishment of respectful and caring relationships with each child and his/her caregivers.

Goals:

- *Provide opportunities for children to gain confidence and a healthy self-concept.
- *Encourage children to become participants in their learning experiences and exploration of hands-on materials.
- *Encourage creativity as inspired by varied child-centered approaches.
- *Encourage parental involvement through a variety of parental activities and communications.
- *Continually develop teacher expertise by observation, research, and professional development opportunities.

DESCRIPTION OF FACILITIES

As of August 2021 Somerton School District Preschool Program offers only Developmental Preschool Services:

Developmental Preschool: It is an entitlement, free of charge, preschool program for children 3-5 years old who have been identified with a learning or developmental disability. This program offers two half-day sessions, Monday through Thursday.

Developmental Preschool Facilities & Schedule

- Valle del Encanto Learning Center, 400 N Cesar Chavez Ave., Somerton, 85350, Telephone: 928-341-6700
- Desert Sonora Elementary School, 301 N Carlisle Ave., Somerton, 85350, Telephone: 928-341-6300
- Tierra del Sol Elementary, 1002 S Somerton Ave., Somerton, 85350, Telephone: 928-341-6400
- Orange Grove Elementary, 3525 W Co. 16 ½ St., Somerton, 85350, Telephone: 928-341-6200

ESS DEVELOPMENTAL PRESCHOOL HOURS OF OPERATION

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Start End	8:25AM 11:15AM	8:25AM 11:15AM	8:25AM 10:15AM	8:25AM 11:15AM	No Classes
PM Start End	12:25PM 3:15PM	12:25PM 3:15PM	11:00 AM 12:45 PM	12:25PM 3:15PM	No Classes

EXCEPTIONAL STUDENTS SERVICES PRESCHOOL ADMINISTRATIVE STAFF

Elizabeth Garza: Exceptional Students Services Director 341-6040

Irma Valencia ESS Secretary: 341-6044

343 N. Carlisle Ave Somerton, AZ 85350

LICENSING INFORMATION

All programs are licensed by: Arizona Department of Health Services, 400 W. Congress St., Suite 100, Tucson, 85701, (520) 628-6541.

All operating preschool programs at all elementary school campuses are part of the Somerton School District #11 and therefore follow the district policies adopted by the Governing School Board.

Preschool Programs at SSD are covered by the Somerton School District's Insurance Policy, and meets all State Standards for liability insurance.

Somerton School District's Developmental Preschool Program is a free service to children in the community that qualify for Special Education Services; therefore, there is no reimbursement of fees.

CALENDAR OF EVENTS

July 4th	Independence Day Holiday
August 1st	First day of pre-school
September 5	Labor Day Holiday
September 6-9	Parent-Teacher Conferences Minimum Days
September 26	40 th Day
September 30	End of 1st Quarter (44 days)
October 10-14	Fall Break
November 7-10	Parent-Teacher Conferences Minimum Days
November 11	Veteran's Day Holiday NO SCHOOL
November 21-25	Thanksgiving Holiday Break
December 16	End of 2nd Quarter
December 19-30	Winter break
January 2-6	Winter break
January 9	Classes Resume
January 16	Martin Luther King Jr. Holiday
January 23	100th Day
February 20	President's Day
February 21-24	Parent-Teacher Conferences Minimum Days
March 15	End of 3rd Quarter
April 3-7	Spring Break
April	AzMerit Testing
May	Galileo Testing Window (K-8th)
May 24th	8th Grade Promotion
May 25th	End of 4th Quarter/Last Day of School
May 30th	Memorial Day Holiday

PROGRAM ELIGIBILITY REQUIREMENTS, ENROLLMENT AND WITHDRAWAL PROCEDURES

ESS Preschool Enrollment Requirements:

A family with concerns about the development of their preschool-age child needs to follow these procedures to determine eligibility for enrollment in the ESS Developmental Preschool program:

1. Schedule an appointment with ESS Department for initial screening tests. Based on results from initial screeners, a child may be scheduled for further evaluation to determine eligibility.
2. If the child is determined to be eligible for ESS Services parents are referred to the home school for registration to their half-day preschool program.
3. If a parent decides to withdraw child from the Developmental Preschool Program, they need to sign pertinent documentation to relinquish their right to specialized services for their child, and parent proceeds to withdraw child from program.
4. Children already attending a half-day program through ESS, may be eligible to attend another half-day session through Tuition-based program, **if there is space availability, and under recommendation from IEP team that a full-day preschool experience is beneficial for the child.** Should the child need one-on-one adult support, ESS Department would need to provide that support to the child attending the Gen. Ed. Program.
5. When possible, preschool children will be placed in the Least Restrictive Environment (LRE) according to individual needs and program space availability.

REGISTRATION AND RESIDENCY REQUIREMENTS

In order to attend any of the preschool programs in the Somerton School District, students and their parents or guardians must be residents of Somerton. Proof of residency must be provided at the time of registration.

Acceptable proof of residency:

1. Rent/Utility receipts
2. We will **no** longer accept notarized letters by the family that are lived with. We will provide the state letter for notarization.
3. Proof of legal guardianship, if child is not living with one of the natural parents.

Other documents required for registration in the Preschool Program:

1. Original birth certificate. No copies will be accepted.
2. Vaccination records.
3. Proof of residency (service bills with name and address).
4. At least four phone numbers that may be used as emergency contacts.
5. Address and phone number of the place of work of at least one of the parents or legal guardian.
6. Proof of legal guardianship if the child is not living with the parents.
7. Annual Physical Exam provided by the primary doctor.

RIGHTS OF HOMELESS STUDENTS

Somerton School District shall provide an educational environment that treats all students with dignity and

respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This may include tutoring, free school meals, transportation or other services the School feels are appropriate. If you have any questions, please contact your school or the District Homeless Liaison, Lydia Rodriguez-Vaughn, at 341-6027.

CHILD FIND

It is the Somerton School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

We will ensure that:

1. Transition conferences for children aged 2 year 6 months to 2 years 9 months will be held;
2. By the child's 3rd birthday and Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented.
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.
4. All children with an IEP will be placed in the LEAST RESTRICTIVE ENVIRONMENT.

Special Education and 504 Services

Special Education services are provided in the District for preschool through middle school age children who have been identified as having a disability.

Screening for possible disabilities will be completed within 45 calendar days after notification to the public agency by the parents/guardians of the child, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in school. The staff will look at the child's ability in the area of academics, vision, hearing, adaptive living, communication, social/emotional, and motor skills.

If the screening process indicates a possible disability, the name of the student will be submitted to the administrator for possible referral for a full and comprehensive individual evaluation or other service. A parent may request an evaluation of the student. All information is strictly confidential.

If, after consultation with the parent, the responsible public agency determines that a full and individual evaluation is not warranted, the public agency will provide required notices to the parent/guardian within 60 calendar days.

An initial, comprehensive evaluation of a child being considered for special education will be completed, at no cost to the parent/guardian, as soon as possible, but may not exceed 60 calendar days from receipt of informed written parent/guardian consent.

In the case of a student who is identified with a special education need, a re-evaluation of that need is conducted every 3 years, or more frequently if requested by the student's parent/guardian or teacher.

Some students who are not eligible for special education services may be eligible for support under a federal law: Section 504 of the Rehabilitation Act of 1973. A professional team makes the determinations and develops with the parent a written plan for the student.

Additional information can be obtained by contacting the Special Programs office at 341-6041 or 341-6044 for information regarding preschool services.

Making Appointments with the Teacher

If you need to talk to your child's teacher, please stop by or call the office to make an appointment with him/her. Conferences will be scheduled before and after school hours.

PRESCHOOL ATTENDANCE POLICY

Your child should attend class daily unless he or she is ill. Regular attendance and being on time

for class is essential for success in school. For preschool children, the need to establish and follow known routines is essential for their emotional, physical and cognitive development. Continued absenteeism disrupts a child's routine and proves counterproductive to his/her general development. Children with ten unexcused absences may be withdrawn from the preschool program. Attendance will be monitored closely, and families will be notified in writing if concerns arise due to a child's too many unjustified absences.

If a child must be absent from school, PLEASE NOTIFY THE OFFICE. You may also write a note that includes the student's name, the teacher's name, the parent or guardian's name, and the reason for the student's absence. Make sure to send or deliver the note to the office. Children may return to school from an illness when their temperature has been normal for a period of 24 hours. If you know in advance that your child will be absent, please notify the office beforehand.

UNEXCUSED ABSENCES

A student's absence from school will be marked as unexcused when the following occurs:

1. The office does not receive a note or call giving one of the reasons previously mentioned as a reason for the student's absence.
2. The child misses the bus and/or has no transportation.
3. The child goes on a family trip that was NOT a family emergency.

RELEASE OF PRESCHOOL STUDENTS:

Preschool students can only be released to the parents (their names should be on Birth Certificate) or Legal Guardians (Court Documentation necessary). Parents/Legal Guardians may authorize up to four (4) adults to pick up the student. Contact information on all authorized adults needs to be current. **UNDER NO CIRCUMSTANCE WILL A PRESCHOOL MINOR BE RELEASED TO ANOTHER MINOR.**

Please make sure to update your emergency contact information including telephone number in case we need to contact you during the school day regarding your child.

WITHDRAWAL PROCEDURE

Parents should notify the school office in writing or by phone at least two days prior to the student's last day. A withdrawal form shall be presented to the parent or legal guardian of the student who will be withdrawn from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

PRESCHOOL LATE DROP-OFF AND PICK-UP POLICY

Preschool parents must sign their child in and out each day, and **are encouraged to bring preschool children to school on time.** A child who arrives when other children are already engaged in activities can feel frustrated and usually has a more difficult day. Child needs to be

signed **NOT EARLIER THAN 5 minutes before class starts.**

Parents are required to pick up children by dismissal time. A child who is picked up late can get anxious, and teachers who have worked a full day need to be able to count on leaving their job promptly. Being on time is a significant contributor to the job satisfaction of all of our teachers and the happiness of our children. Let us be mindful and respectful of teachers' time and commitments after their work hours.

Please, take notice of the dismissal times for the preschool program.

PROCEDURES FOR PICKING UP STUDENTS EARLY FROM SCHOOL:

- ❖ If you know you are running late, please, contact your child's teacher and let them know the anticipated time of pick-up. It is important for teachers to know in advance so they can help your child adjust to the late departure. It also helps the teacher plan for staff coverage during the minutes the child is remaining in the facility.
- ❖ If a parent has not contacted the teacher prior to the end of the session, the teacher will follow the procedure below:
 1. First, the parent/legal guardian shall be called. If the parent/legal guardian cannot be reached, teacher shall call the child's authorized emergency contacts. We will continue to attempt contact with the parent/legal guardian and/or authorized emergency contacts and log our efforts. Students who have not been picked-up within an hour after dismissal, shall be released into the custody of the appropriate law enforcement officials. You may contact the Somerton Police Department at (928) 627-2011. If we need to contact the Police Department due to **repeated** parents' tardiness, we may need to rescind your child's participation in the preschool program.
 2. **Consistent late pick-ups without communication from parent/legal guardian may lead to dismissal from the program.**

TRANSPORTATION

Transportation is not offered in Preschool, unless it is written in a child's Educational Individualized Plan or an extenuating circumstance exists. For those children that ride the bus to and from school, parents/guardians need to abide to:

LATE PICK UP PROCEDURE FOR FTF/PDG CHILDREN THAT USE THE SCHOOL BUS:

1. Bus driver **will not wait** for a parent that is not at the bus stop on time to pick up the student.
2. If parent/legal guardian is not waiting for child at designated bus stop, child will be brought back to Transportation Department office located at 440 N. Cesar Chavez Ave.
(928-341-6060)

TITLE IX COMPLIANCE STATEMENT

It is the policy of the Somerton School District #11 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to

District Administration, Somerton School District #11
P.O. Box 3200, Somerton, Arizona, 85350
Telephone number: (928) 341-6000

You can also direct your inquires to the Director of the Office of Civil Rights, Department of Health, Education and Welfare in Washington, D.C

MEAL SERVICES FOR PRESCHOOL

Breakfast & Lunch: Breakfast is provided for students that attend the morning session, lunch is provided for students in the afternoon session. Some schools will offer their meals at the school cafeteria, and some schools will establish a family-style meal in the Preschool classroom.

***For your child's safety, please notify the school nurse and your child's teacher if he has any type of food allergies.**

HEALTH ISSUES

A Registered Nurse, four Certified Nursing Assistants, and one health assistant who are assigned to each of the schools in our District provide health Services to students in our District.

Supervision and oversight are provided by the R.N. to the non-licensed staff in order to provide safe care to all of the students in the District. The R.N. together with the help of the Nursing Assistants will work with parents to ensure that students who have chronic health problems, and acute health problems receive the basic nursing care they need, to promote optimal health during the school day. The parent/guardian will be notified if their child has a medical condition that may need further evaluation/treatment by a physician. If your child needs skilled nursing care that is normally provided by a licensed nurse, you may be asked to sign a release stating that you are aware that the school health provider is not a licensed nurse, but has received adequate training and direction to perform the skilled service safely, and has your permission to perform the service. If you have any questions or concerns about your child's health needs being met at school, please ask the Nursing Assistant at your child's school to contact the R.N. Coordinator to set up a meeting, so that the parent and the staff can develop a plan for your child's school health care provider to follow.

The School Health Center has two main functions. The first is to care for the general health of the child while he/she is at school; and the second is to conduct a health screenings of children in required grade levels, special programs, and for other students as time permits. Hearing & vision screening are required to be done on all Preschool, Kindergarten, 1st, 2nd, and 6th graders, all Special Education students, and any new students to our district, or any students who failed screening in either of these areas in the previous year. If a student does not pass a health screening for vision or hearing, notification is sent to parents. Any parent that doesn't want their child screened needs to submit a written letter to the nurse to be kept in the child's record.

A student needs to be at his/her optimum health level to gain the most benefit from the learning process. It is strongly suggested that he/she have a complete health appraisal before school starts, with immunizations and boosters brought up-to-date.

In order to be at his/her learning best, a child needs adequate sleep, plenty of rest, and a good breakfast. If your child has a specific health problem or needs regular medication, please discuss it with the school health care provider, so that regular provisions for his/her care can be made. School and district policies are as follows:

HEALTH RELATED DISMISSALS FROM SCHOOL

When a student becomes ill or injured a staff member will give the student a pass to report to the nurses office. Students must not leave the school for any reason without the permission of the nurse or principal, and only after the parent or responsible person on file has signed the student out. **Students are not allowed to use classroom phones or cell phones to call their parents to inform them that they are sick and/or need to be picked up.** The student must go through the nurse's office and it will be at the Nurse's discretion to contact a parent for the student's release. The nurse will notify the staff when the student needs to go home.

POLICIES AND PROCEDURES FOR ADMINISTERING MEDICINE TO STUDENTS

All students who are in need of an inhaler during school hours will be required to have a note from the doctor, or take one of our consent forms to their doctor to have it signed.

If a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee who is trained in administration of medication will administer the medication in compliance with the regulations that follow:

1. The program will not administer the initial dosage of a medication.
2. Written instructions, signed by the parent, will be required and will include:
 - a. Child's name
 - b. Name of medication
 - c. Purpose of medication
 - d. Time to be administered
 - e. Dosage.
3. Parents written instructions are consistent with the labeling on the medication or doctor's note.
4. All medication must be provided in the current prescription container with the doctor's instructions for dosage on the label.
5. The parent of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.
6. The School District retains the discretion to reject requests for administration of medicine.
7. According to ARS. 32-1901, the State of Arizona does not allow medication from Mexico to be given by nurse or school personnel, unless it was prescribed by a Doctor in the United States, and only filled in Mexico. However, the parent may give medicine from Mexico if they come to the school to administer it.
8. Tylenol may be given by the nurse when deemed appropriate for pain or fever if there is written permission by the parent or guardian on file. Tylenol dosage is based on

manufacturer's recommendations per child's age.

9. Documentation is made that shows the name of the medication, the amount, time given and the name of the person administering it.
10. All medication is stored in a locked refrigerator, cabinet, or container and are inaccessible to children.
11. The person dispensing the medication will ensure that the medication has not expired.

COMMUNICABLE/ INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R. S. 36-621 *et seq*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

The District will enforce a No Live Lice policy. JLCC-Regulation.

Adopted: 6/23/14

LEGAL REF; A.R.S. 15-871

15-872

36-621

A.A.C. R9-6-202 *et seq*.

R9-6-301

R9-6-342

R9-6-355

If a student with found to have live lice, the student will be sent home. The student will not be allowed to return to school until all live lice are removed. The student will be allowed one (1) excused absence for head lice. The only person authorized to assess a student for pediculosis (head lice) is the Health Office Staff. At no time will a classroom teacher do head checks.

Procedures to be followed:

- Referral to Health Office staff for head check will come from: Classroom teacher and/or parent request.
- Health Office staff will assess the student for lice.
- If positive for lice, the student will be sent home.
- The Health Office staff will contact the parent via telephone to pick up the student from school.

- The parent will be allowed (1) school day to treat the student. The parent will be informed of absentee policy when the student is picked up.
- The student must be assessed by the Health Office staff prior to readmission to class.
- If a student is out for more than two (2) days for head lice, a telephone call will be made to the parent regarding attendance. The school office will make this contact.
- A classroom check will be done on the other students by the Health Office staff as soon as possible.

IMMUNIZATIONS

Immunization history is required by Arizona Law for every child at the time of enrollment. Each child must be current on his immunization schedule. **Please keep the school nurse informed of any new immunizations your child has received at a clinic or private doctor's office so that the health records can be kept up-to-date.**

The following is the immunization record required for school enrollment:

1. Arizona State Law requires that a child, upon first entering school, must have a record of immunization against preventable childhood diseases--diphtheria, whooping cough, tetanus, polio, measles and rubella, hepatitis B, Varicella, and Hib up to age 5 years old, and one (optional) TB Skin test.
2. A permission slip will need to be signed by parents in case of a waiver in part or in full for medical or religious cases, or for personal beliefs.
3. In all cases, parent must file either a record of immunization or request a waiver of immunization.
4. All students at the age of 11 yrs. or older are required to have the Tdap, and Meningitis vaccines, also known as MCV4.

HEALTH EXCLUSION FROM SCHOOL

1. It is recommended that you keep your child home from school when he/she has any of the following conditions:

Fever > 100.6	Head Lice
Vomiting	Pink Eye (Conjunctivitis)
Diarrhea	Any rash or contagious condition
Hacking cough	Serious cold / Severe sore throat
Earache	Severe toothache, not relieved by Tylenol

2. If a child is found to have any of the above conditions while in school, parents will be notified and the child will be sent home for treatment.

PHYSICAL EDUCATION EXCLUSIONS

Requests in writing for student to stay indoors during scheduled outdoor play times should be either approved by the school nurse or principal. We assume that the child who is well enough to be in school is well enough to play or sit outdoors.

EMERGENCY CARDS

Pupil data cards, which include medical conditions and emergency information, are to be completed for each student. **Please see that the information is complete and kept up-to-date as to address, phone number, emergency number, etc.** These cards are used by the nurse to reach the parent in case of an emergency. They also include Tylenol consent and emergency care consent.

SCHOOL ATTENDANCE AND HEALTH-RELATED ABSENCES

Please keep your child home if he/she is ill. This helps prevent the spread of diseases. Students may return to school when their temperature has been normal for twenty-four hours. If they had been treated for head lice or pink eye, students need to be seen by the nurse before returning.

INSURANCE

Insurance papers will be sent home the first week of school. This optional insurance covers students in case of an accident while in school.

COMMUNICATION

PARENT/TEACHER CONFERENCES

Conferencing is a positive way to develop two-way communication between the student's home and school. Discussion of a student's performance in developing academic and social-emotional skills is the focus of these conferences.

Parents should feel free to conference with teachers as necessary. When requesting a special conference, please contact the teacher at least one day in advance. This is important because teachers are involved each day in team and individual planning in addition to staff meetings. Giving the teacher a notice in advance would be very helpful.

COMPLAINTS PROCEDURE

Our district's schools pride themselves in the quality of their work and aim to offer the highest standards of service in all areas. Complaints about any aspect of our schools will be taken seriously and processed according to agreed procedures. We are committed to continually improving our schools and welcome feedback from parents, students, staff and community members. Information gathered is used as a means of improving services.

It is our expectation that most complaints will be managed locally as they arise. The school principal and the preschool program coordinator will attempt to resolve any complaints that are brought up. If the complaint is not able to be resolved at the school level, the complaint should be directed to our District Superintendent, in writing, and an appointment to speak with her can be made at the Somerton School District Office. When a complainant feels the issue was not resolved satisfactorily at the District Office, she may direct the complaint to the School Board.

Information regarding the issues raised will be treated seriously and sensitively. Confidentiality will be respected at all times, however it should be noted that sometimes it is necessary to share certain information with others. Where this is the case it would be strictly on a need to know basis.

PARENTS PARTICIPATION IN SCHOOL ACTIVITIES

We encourage parents to visit their child's classroom, observing and participating in activities at any time during school hours. Our doors are always open. *Arizona State Law requires that all visitors to a school first report to the school office and sign in.* Visitors must sign in when arriving and sign out when leaving school grounds. Badges are issued to identify visitors. This requirement allows us to identify visitors and ensure our students' safety.

VOLUNTEERS

Our school encourages parent and community volunteers. Volunteers must fill out required paperwork at the District Office. Once cleared as a volunteer by the district, the person must sign in when arriving and sign out when leaving the school grounds. This not only helps us credit the volunteers for their hours of service, but it allows us to locate them in the event of an emergency. If interested in volunteering, please call each school office for information.

VISITORS

We welcome adult visitors. Parents are especially encouraged to visit the school frequently and take an active role in the education of their child. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. Duration of the visit will be no longer than 30 minutes unless otherwise approved by the School Administration. The purpose of the visit must be to support the academic learning and must in no way interfere with the learning of their child or other students in the class. As required by state law, all visitors must report to the school office and sign the register to include eating lunch with students. Children who visit school must be accompanied by an adult during their entire visitation, visitors must sign in when arriving and sign out when leaving school grounds. Badges are issued to, identify visitors. This requirement allows us to identify visitors and ensure your child's safety.

SAFETY**FIRE AND EMERGENCY DRILLS**

Fire and emergency drills are held at irregular intervals throughout the school year. An alarm will sound over the public address system. We have drills frequently in order to teach students the safest and quickest exit route from school buildings.

EMERGENCY DISASTER PLAN

1. Children will be taken to neighboring school or other site if school becomes an endangered area
2. Principal and staff will be responsible until parents arrive.
3. Information can be obtained from:
 - A. Radio Ranchito, 1450 AM (San Luis)
 - B. KTTI 95.1 FM (Yuma)
4. Please **do not call the school. We plan to contact you.**

PESTICIDE APPLICATION

It is the Somerton School District policy regarding the application of pesticide substances that written notice is posted at each site **48** hours prior to the scheduled date.

FIELD TRIPS AND EXCURSIONS

Walking or bus field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. The principal must approve all walking or bus field trips in advance so that arrangements can be made prior to the trip. Before any child is taken from the school grounds on a walking or bus field trip, written permission must be obtained from the parents or guardians.

FIELD TRIP TRANSPORTATION

Transportation shall be provided only by District school buses that will be driven by authorized personnel. A certified employee must accompany all students who are transported by school bus for field trips and excursions.

DHS EMPOWER POLICIES

1. Physical Activity: We encourage all children to participate in a variety of physical opportunities that are appropriate for their age, that are fun and that offer variety. In keeping with this philosophy, our program will follow the guidelines below:
 - ✓ All children are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with Empower guidelines.
 - ✓ Staff will encourage moderate and vigorous levels of physical activity.
 - ✓ Weather permitting, every child will have the opportunity to participate in outdoor physical activity.
 - ✓ Screen time is limited to less than three hours per week for children ages 3 and older.
 - ✓ No screen time during meal or snack time.
 - ✓ Physical activity is never used or withheld as punishment.
2. Sun Safety: Our program is committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun-safe. We follow the precautions below when planning outdoor activities:
 - ✓ Staff will follow the age-specific recommendations when planning outdoor activities.
 - ✓ Staff is encouraged to protect children's and their own skin: sun screen, lip balm, hats, light clothing and shade; limiting exposure during peak UV time, and regularly checking the UV index to monitor the intensity of the sun's rays and plan for outdoor activities accordingly.
3. Breastfeeding: Our program provides a safe and friendly environment for those mothers that opt to breastfeed their infants if they choose to do so.
4. Child and Adult Care Food Program (CACFP): The CACFP supports childcare facilities by enabling school programs to promote healthy eating habits and better choices for food offered through the district's Food Department.
5. Fruit Juice: Too much juice may be linked to weight problems as well as tooth decay and decrease appetite for other nutritious foods. Therefore, our program will:
 - ✓ Limit 100% fruit juice with no added sugar and not more than two times per week.
 - ✓ Only four to six ounces shall be served at one time.
 - ✓ Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
 - ✓ Water shall be used as first choice for thirst and will be offered throughout the day.
6. Meals: Our program offers family-style meals that encourage and support social, emotional, gross and fine motor skill development. Sharing meals together provides a natural environment for children and adults to interact with each other, and for adults to serve as role models for children to learn social conventions. Children are supported to develop independence by learning how to use eating utensils and serving skills.
7. Oral Health: Tooth decay is an infectious disease and a serious health problem among young children in Arizona. Our program recognizes that we play an important role in providing role models and oral health education to our preschoolers to prevent tooth decay.
8. Staff Training: We regularly train our staff on the Empower Standards and topic areas such as nutrition, physical activities, oral health, good hygiene habits, etc.
9. ASHLine: Arizona Smoker's Helpline (ASHLine) is to help staff and parents quit tobacco. To protect the health of our children, their families and our staff, our facility promotes the ASHLine information on the dangers of second and third-hand smoke by placing them in a visible spot.

10. Smoke-Free Campus: All of our campuses are committed to providing a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. Appropriate signage will be posted.

PRESCHOOL CURRICULUM

Children learn through play. At preschool, children are provided with a variety of learning situations in which they are encouraged to make choices and follow routines. Play activities that are fun and exciting are planned to capture the students' interests and attention.

Creative Curriculum is a scientifically based language and reading curriculum that uses an organized exploration approach that appeals to a child's understanding of the world. The curriculum emphasizes language and literacy in the classroom centers, and using literary materials, builds students' knowledge through play.

Curriculum Goals:

1. Increase preschool age children's oral language, phonological awareness, print awareness and alphabet knowledge by providing print-rich environments and scientifically based early reading curriculum.
2. Help children who are experiencing difficulty with language and early reading skills, children identified as having special needs, English language learners, and children at-risk make the transition from preschool to formal classroom instruction.
3. Actively and meaningfully involve parents in their children's early education.
4. Build community support for early literacy learning.

When children engage in play activities, they develop these important skills:

Communication Skills: Students learn to build their vocabulary, learn to pronounce words, and communicate with their peers as modeled by their teacher.

Thinking Skills: Students are given ways to solve problems while discovering things about their world. As they do so, they learn to count, match colors, and recognize their name.

Social Skills: Students learn to take turns, share toys, and develop confidence in their abilities.

Self-Help Skills: The children are afforded opportunities to independently take care of their own needs teaches them to be independent during meal time, snack time, clean up time, bathroom time, arrival and dismissal time.

Fine Motor Skills: Using a variety of materials, including scissors, markers, paints, play dough, children develop and refine their eye-hand coordination needed for pre-academics, such as tracing letters, writing their name, and drawing a person.

Gross Motor Skills: Students experience a variety of activities that include running; jumping, climbing and swinging that help them develop body strength and coordination.

METHODS OF INSTRUCTION

Preschool students meet pre-academic and academic objectives while participating in the following activities:

Daily Activities: Students explore all academic subjects in a fun way. Students will be involved in many activities throughout the school day. These activities will change depending on the topic the class is exploring that particular week. The centers in the classroom will remain the same and are part of the daily routine.

Circle Time: The children participate in a large group activity every day as soon as they come into the classroom. Here, they greet everyone, review numbers, name colors, and check the calendar. They also learn new songs during circle time, talk about the activities that are planned for the day, and talk about important things they want everyone to know.

Art: Students are offered art activities daily. These may include painting, drawing, sculpting with clay or play dough, making collages, making special art projects, and other art projects.

Dramatic Area: This area is always in the classroom, but one month it may resemble a house while the next month it may be a grocery store or flower shop. This center will be rearranged monthly to allow your child to learn different roles.

Science Area: In this area, students can play with magnets, learn to measure, weigh objects, make water change colors, view insects or plants under a magnifying glass, and many more activities.

Manipulative Area: In this area, the student will explore math concepts while playing with counters, puzzles, legos, and board games. They will develop small muscles by lacing, sorting, stacking, and snapping objects together.

Library: This is a quiet area where children can sit and read books. It is in this area where students can have a book read to them if they wish. The books in the library are periodically exchanged to give the students a variety of reading materials. The preschool staff tries to provide students with books relating to themes they are studying.

Block Area: This area provides a place where the students can play with large blocks, build roads, play with large dinosaurs, and engage in other activities.

Music area: Instruments are set out in this area and the children are encouraged to play them. We also provide a tape player and microphone for the children to use.

Outside Learning: The children go outside to learn through play. Teachers provide activities for them during this time. The children are encouraged to play games, jump rope, ride tricycles, play tag, and swing or climb on the jungle gym. These activities help children develop gross motor

skills as well as fine motor skills.

Books and writing materials are placed in all these areas.

GUIDANCE AND DISCIPLINE FOR PRESCHOOL-AGE CHILDREN

Guidance and discipline* of children is an on-going process that embraces everything you do with children. (*Discipline comes from the word disciple, meaning “to teach”.)

In the preschool classroom, children learn and develop important life skills such as self-regulation, following routines, sharing, turn-taking, being respectful, among other through the establishment of different approaches to guiding positive behavior.

Our program does not expel children due to behavior issues.

Teachers facilitate desired behavior by:

- Setting up safe environment for children.
- Establish a predictable routine (Young children need CONSISTENT routine and schedule. It helps them feel safer)
- Set good examples (Young children love to imitate adults)
- Use Praise (Effective praise encourages learning, independence, and strong self-esteem in children)
- Natural and Logical Consequences (help the child see the connection between their actions and the results of their behavior)
- Redirect (Sometimes the problem is not what the child is doing as much as how he/she is doing it.

Somerton School District Preschool classrooms located at all elementary school campuses are regulated by:

Arizona Department of Health Services
Office of Child Care Licensure
400 W. Congress St, Suite 100, Tucson 85701, 520-628-6541

Facility inspection reports are available for public viewing upon request.