

Preschool Parent Handbook

Douglas Unified School District #27
2022-2023

Stevenson Elem.
1200 11th Street
Douglas, AZ 85607
520-364-2442

Sarah Marley Elem.
735 E. 7th Street
Douglas, AZ 85607
520-364-3408

Joe Carlson Elem.
1700 Louis Avenue
Douglas, AZ 85607
520-805-4400

Clawson Elem.
1235 7th Street
Douglas, AZ 85607
520-364-8466



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.

TABLE OF CONTENTS:

Administration and Teachers.....	pg. 2
Mission and Vision.....	pg. 3
Curriculum.....	pg. 3
Daily Schedule.....	pg. 4
The Preschool Classroom.....	pg. 4
Discipline.....	pg. 5
Program Services.....	pg. 6
Attendance Policies.....	pg. 6
Enrollment and Tuition Fees.....	pg. 7
Health and Safety Guidelines.....	pg. 7



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 Administration:

Katie Walker, Director of Exceptional Student Services and Preschool
Corinna Moen, Principal, Clawson Elementary School
Claudia Leon, Principal, Joe Carlson Elementary School
Henry Jones, Principal, Sarah Marley Elementary School
Enrique Duron, Principal, Stevenson Elementary School

Preschool Teachers:

Vanessa Luzania, Clawson: vluzania@douglasschools.org
Wendy Parra, Joe Carlson: wparra@douglasschools.org
Elisa Castro, Sarah Marley Elementary School: ecastro1@douglasschools.org
Joanie Duarte, Stevenson Elementary School: jduarte@douglasschools.org

MISSION STATEMENT

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

Language
Independence
Friendships
Education

This purpose of this mission is to teach our students some basic skills that are important in **LIFE**. **Language** skills, verbal and non-verbal, are important for our daily communication with others. **Independence** teaches self-reliance and builds confidence and pride. Learning about **Friendships** and how to get along socially in our world is a valuable skill for children and adults alike. And having an **Education** 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 Scholastic PreK On My Way curriculum. The following areas of growth are focused on and observed throughout this method of instruction: 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, our early learning educators follow the guidance of Teaching Strategies Gold for assessment.



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 helps a child build a foundation for future reading and writing.

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

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

SAND/WATER PLAY AREA: This offers children the opportunity to explore and experiment as they learn about cause and effect. Because this is a favorite area for many children, it encourages them to expand their communication and social skills

MATH AREA: Puzzles and other math manipulatives help children begin problem solving, use thinking skills, classify, complete tasks and develop fine motor 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 to learn how to interact appropriately with others.

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.

DISCIPLINE:

Our teachers help children develop self-control by using a variety of positive discipline techniques. To help children learn to regulate themselves, 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.



PROGRAM SERVICES:

MEALS: Your child will be offered either breakfast or lunch in the classroom depending on which session he or she attends.

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!

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

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. Anyone other than you who is picking up your child must be listed as an emergency contact and 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. Preschool morning sessions run from 8:00am to 10:30am, and the afternoon sessions run from 11:45am to 2:15pm. Children who are picked up late will receive a 10-minute grace period. If child is not picked up on-time consistently, a meeting may be scheduled with the teacher, principal and or preschool director. Child may be removed from the program. Tuition is non-refundable.

REPORTING AN ABSENCE: Please call your school's office by 8:15 to report any absences. 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.

PARENTAL ACCESS TO PREMISES:

Clawson, Joe Carlson and Sarah Marley - parent will sign-in at the front office. The front office will notify the preschool staff the parent is visiting the classroom. The school office staff will direct the parent to the preschool classroom. A member of the staff will open the door for the parent to enter.

Stevenson - parent will call the classroom at (520) 364-2442 ext. 5842 to notify the preschool staff that they are wanting to enter the facility. A member of the staff will open the door for the parent to enter.

ENROLLMENT AND TUITION:

TUITION FEES: For the 2021-2022 school year, our pre-school education program is tuition-based. There is a monthly tuition fee charge of \$60 per month. Tuition payments are due by the first Friday of each month. 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 in the front office. 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 x7101. Students may be removed from the program for non-payment and there is **no refund of tuition**. If a student attends preschool and has an Individualized Education Plan (IEP), tuition fees are waived.

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 12th Street. A state issued birth certificate, one proof of residency, and immunization records are needed in order to register students. For admission to preschool, children must be three (3) years of age or four (4) years of age prior to September 1 of the current school year, and they must be fully potty-trained, unless child has an 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 schools have 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.

WATER BOTTLES: We request that your child brings with them each day a reusable water bottle with water. Please make sure that the water bottle is labeled with their name. Each classroom has a water station that may be utilized to refill their bottle.

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 your child gets a good night's sleep
- providing your child proper nutrition
- picking your child up on time each day

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

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.

**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.

