



La Paloma Academy Pre-K

Student/Parent Handbook

2022-2023



8140 E. Golf Links Rd.

Tucson, AZ 85730

520-733-7373

Director: Peggy Drawdy

This handbook is intended to provide the parents and children of the La Paloma Pre-K program with the policies, procedures and code of conduct. La Paloma Pre-K is a full day program open to all children 1-5 years old.

Mission Statement:

At La Paloma Academy Pre-K, we strive to create and maintain a nurturing and safe environment for both children and parents alike. Our goal is to create lifelong learners who are compassionate and responsible using developmentally appropriate activities that engage and interest each child.

Hours of Operation:

Monday-Friday 7:30AM-6:00PM

The academic portion of the day will run from 8:30 AM-3:15 PM Monday, Tuesday, Thursday and Friday and from 8:30 AM-11:30 AM on Wednesdays, with before and after school offered.

Charges, Fees, and Payment Requirements (Subject to Change Each Year):

- A \$40 yearly registration fee will apply to each family
- Weekly Cost: \$150 which includes two daily snacks (**all children must bring their own lunch**); daily cost is \$50 and partial day (under 6 hours) is \$30.
- Payments are due by Wednesday of the preceding week, or a \$10 late charge will be enforced.
- No refunds will be issued for sick or absent days.
- Children left after hours of operation will be charged **\$1 per minute, per child past closing**. The fee must be paid in cash the next day that your child attends. If we are unable to contact a parent or guardian within 30 minutes of the center's closure, we may notify the DCS (Department of Child Safety) or the police department.

Rates are non-refundable and non-transferable.

DES families will be responsible for getting the caseworker to contact the school for payment details.

Child Admission and Release Requirements:

La Paloma Pre-K serves all children ages 3-5 that are **potty trained** and children ages 1-2 that are walking. So that we may reap the benefits of a varied student body, we promote La Paloma Pre-K throughout the Tucson community and will admit students through an "open-enrollment" process. Parents/guardians are required to provide proof of immunizations and a birth certificate for each child enrolling. Additionally, parents/guardians must complete an enrollment form and the current emergency medical form.

- A daily attendance including the date, arrival/departure time, and the child's first and last name will need to be signed for every child attending La Paloma Pre-K. The child's parent/guardian (or individual designated in writing on the emergency form) must sign the child in and out using at least his/her first initial and complete last name.
- Before releasing a child to an individual, each individual must present picture identification.
- Students are not allowed to sign themselves in/out
- Once a child is enrolled in Pre-K, all parents/guardians are responsible for reading and understanding the contents of this handbook and for meeting its requirements. La Paloma Academy Pre-K reserves the right to suspend/expel students due to disciplinary reasons (please refer to the discipline guidelines and methods) or parent conduct (see safe campus policy).
- Parents/guardians will sign their children in and out at the Pre-K desk. It is hereby known that a parent has full access to any areas on the facility premises where the enrolled child is receiving his/her child care services. La Paloma Academy Pre-K maintains an open door policy.
- Parents/guardians are asked to call the Pre-K if your child will not be in attendance that day.
- If circumstances cause you to withdraw your child, you must submit a written notice of your exit date to the office two weeks prior to your child's last day of care. If we are not notified in writing, we will continue to bill your account for two weeks.

Guidelines for a Smooth Drop-off

When you arrive at the center, you will sign in your child at the Pre-K desk. A staff member will be there to greet you. Plan to take a minute or two to say good-bye to your child before we walk them back to class. Interestingly, in most cases when children sense their parents' willingness to spend a minute or two with them to say good bye, they feel comfortable enough to move out on their own. However, when they think parents are anxious to leave, children sometimes feel they have to cling all the more. When you leave, be sure to say goodbye, then follow through and leave. Continually returning makes it more difficult for the child and parent to separate.

When you leave, your child may cry which is known as separation distress, but it is important to know that it is part of the normal developmental process. The duration and intensity of a child's distress depends largely on the child's personality and temperament. It also depends on the way teachers and parents handle the anxiety when parents leave. Many children may show this kind of behavior initially, especially if this is their first experience away from home. As they become familiar with the teachers, classroom, and peers this will taper off. If you are experiencing difficulties in this area, please let one of the teachers know.

Daily Routines:

Clothing and Personal Belongings

We are always doing many fun and messy activities every day, so please make sure that clothing is appropriate; we don't want to ruin anything that is special to you or your child. We must have at least one complete outfit (including underwear and socks) for your child at school. **Always label everything with your child's name.** Children are not allowed to bring toys or other personal items to school. Children must wear close toed shoes with a strap across the back.

Daily Schedules:

Fours Room 1

7:30 to 8:00 - Welcome and Breakfast (**All children bring their own breakfast wanted**)
8:00 to 8:30 – Early morning Quest (open centers)
8:30 to 9:00- Large motor development (Outside)
9:00 to 9:30 - Snack
9:30 to 9:50 - Circle Time
9:50 to 10:45 - Centers (small groups) or Specials (Art, Science, Technology, Music, PE)
10:45-11:05 – Outside (free choice)
11:05 to 11:45 - Lunch (**All children must bring their own lunch**)
11:45 to 12:00 – Story Time
12:00 to 2:00 – Nap
2:00 to 2:20 – Outside
2:20 to 2:40 – Brain Breaks
2:40 to 3:00 – Snack
3:00 to 3:15 - Wrap up/end circle time
3:15 to 4:45 – Afternoon Quest (indoor/outdoor sensory activities)/ afternoon snack
4:45-6:00 – Late afternoon Quest (open centers)

Fours Room 2

7:30 to 8:00 - Welcome and Breakfast (**All children bring their own breakfast if wanted**)
8:00 to 8:30 – Early morning Quest (open centers)
8:30 to 8:45- Circle Time
8:45 to 9:00 - Centers (small groups) or Specials (Art, Science, Technology, Music, PE)
9:00 to 9:30 - Large motor development (Outside)
9:30 to 9:50 - Snack
9:50 to 10:30 - Centers (small groups) or Specials (Art, Science, Technology, Music, PE)
10:30 to 10:50 - Outside
11:00 to 11:45 - Lunch (**All children must bring their own lunch**)
11:45 to 12:00 – Story Time
12:00 to 2:00 – Nap
2:00 to 2:20 – Brain Breaks

2:20 to 2:40 – Outside

2:40 to 2:50 - Wrap up/end circle time

2:50 to 3:15 Snack

3:15 to 4:45 – Afternoon Quest (indoor/outdoor sensory activities)/ afternoon snack

4:45 to 6:00 – Late afternoon Quest (open centers)

Threes Schedule

7:00 to 7:30 – Welcome and Breakfast (**All children bring their own breakfast if wanted**)

8:00 to 8:30 – Early morning Quest (open centers)

8:30 to 8:50- Circle Time

8:50 to 9:20 - Centers (small groups) or Specials (Art, Science, Technology, Music, PE)

9:20 to 9:45 – Snack

9:45 to 10:15 - Large motor development (Outside)

10:15 to 11:00 – Centers (small groups) or Specials (Art, Science, Technology, Music, PE)

11:00 to 11:20 – Outside (free choice)

11:20 to 11:50 - Lunch (**All children must bring their own lunch**)

11:50 to 12:00 – Story Time

12:00 to 2:00 – Nap

2:00 to 2:20 – Wrap Up

2:20 to 2:40 – Brain Breaks

2:40 to 3:00 – Outside

3:00 to 3:20 - Snack

3:20 to 4:45 – Afternoon Quest (indoor/outdoor sensory activities)/ afternoon snack

5:00-6:00 – Late afternoon Quest (open centers)

Toddler Schedule

7:30-8:00 – Welcome and Breakfast (**All children bring their own breakfast if wanted**)

8:00 to 8:30 – Early morning Quest (open centers)

8:30 to 9:15- Large motor development (Outside)

9:15 to 9:45 – Snack

9:45 to 10:00 – Circle Time

10:00 to 10:30 - Centers (small groups) or Projects (Art, Science, Technology, Music, PE)

10:30 to 11:00 – Outside (free choice) 11:15-11:45 – Outside (free choice)

11:00 to 11:45 - Lunch (**All children must bring their own lunch**)

11:45 to 12:00 – Story Time

12:00 to 2:00 – Nap

2:00 to 2:45 – Outside

2:45 to 3:15 - Snack

3:15 to 3:45 Centers or Project

3:45 to 5: 30 – Afternoon Quest (indoor/outdoor sensory activities)/ afternoon snack

5:30 to 6:00 – Late afternoon Quest (open centers)

Activities and Procedures:

Weekly lesson plans will be posted for all parents and children to see. Activities will be developmentally appropriate and will focus on helping the child grow and learn.

Parent Notifications and Communication:

- The parent bulletin boards contain items pertaining to fundraisers, conferences, parent involvement, and other items that we feel may be of interest to you.
- Parent-teacher conferences can be requested and set up with the teacher/director.
- All parents will be notified in writing at least 48 hours prior to any pesticide use on campus.
- For a copy of La Paloma Pre-K liability insurance, please see the front desk.

Discipline Guidelines and Methods:

At La Paloma Academy Pre-K, our primary objective is to provide a safe and nurturing atmosphere for your child to grow and learn. We believe that in order for your child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility is essential. It is important that parents, Pre-K staff, and the children work together to maintain a positive atmosphere. The rules and discipline procedures at La Paloma Academy Pre-K have been established for the protection of the children. We believe that you, as parents, are the most important people in your child's life; the staff needs your support in promoting acceptable behavior.

At La Paloma Academy Pre-K we:

Are respectful and trustworthy

Care about others

Take responsibility

Rules and Standards:Discipline

We believe that all domains of learning are supported during play and through nourishing positive interactions with adults and peers. One of the fundamental responsibilities of our program is to further the social and emotional development of children in our care. The preschool age is a crucial time for children to learn how to regulate social and emotional skills such as feelings, thoughts, attention, and behavior. Part of children's social development is learning how to interact with their peers and other adults. We encourage interactions between children and their teachers to help them learn to form relationships.

We know that when children are provided opportunities and guidance to develop, learn, and practice self-control and other social and emotional skills, it gives them the foundation necessary for academic and life success. Developing social and emotional skills also requires

communication between providers and caregivers on how to support the child in their learning process.

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior. If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from the activity for a short period of time in order to regain his/her self-control. The general rule for time away from the activity is one minute per year of age, up to a three-minute maximum. Time away is used as a skill building tool, not punishment.

Severe Behavior

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. We are committed to using positive guidance strategies when teaching young children how to manage their own behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behaviors that cannot be managed within the classroom setting.

Severe behavior is defined as:

- Danger to self or others (examples include but are not limited to: head banging, biting that breaks the skin or leaves marks, hitting, hair pulling, using objects to inflict bodily harm, etc.)
- Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance.)

We are committed to each child's development and success, and we do not exclude or dismiss children from our program because of concerns with behavior. Behavior concerns tell us that children need more time, support, and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child if it is determined that our program can no longer meet the needs of an individual child.

We support children's development and work diligently to prevent expulsion through:

Our Environment

- Staff regularly observe the classroom environment and the children as they interact in it to ensure it promotes healthy social interactions (ex. activities are made available long enough for all children to participate)
- We develop schedules that meet the needs of children to ensure transitions throughout the day are smooth and to avoid long periods of wait time
- We are flexible in our schedule and follow the interests of the children's cognitive, physical, and biological needs
- We provide children with materials and engage them in activities that are appropriate for their age and respectful to them as individuals

Our Teachers

- Make an effort to communicate daily or weekly (DOJO, in-person, phone, email, etc.) with parents on their child's development, in particular to identify and address any social, emotional, behavioral, or health issues that may arise
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict
- Assist children to put words to their emotions (ex. "Emily, I can tell you were mad when James took your block.")
- Use positive methods of support and redirect the child's negative behavior by providing alternative actions and behaviors that are acceptable

Our Families

- Communicate regularly with staff to ensure consistency in guidance between home and school
- Partner with us and allow us time to work with children, including those needing higher levels of support
- Understand and acknowledge that we do not expel children as they are learning skills and progressing; understand that we strive to serve individual needs while ensuring the safety of all children
- When applicable, partner with experts in social and emotional skill development to help give a child the best foundation for academic and life success

Our Children

- Develop confidence and self-efficacy
- Develop skills to help them regulate their behaviors and emotions
- Participate in play and activities to learn social and emotional skills
- Learn how to resolve conflict in a healthy manner (using appropriate words instead of physical harm)

HEALTH ISSUES:

Non-Smoking Policy

This is a non-smoking facility. No smoking is permitted on school grounds at any time.

Sick Child Policy

For the safety and health of all our children and teachers, sick children need to be at home. Please do not send your child to school if they have had any of the following described conditions during the previous 24 hours. Also be advised, if your child exhibits any of the following signs while at school, they will be isolated immediately and you will be contacted to come pick up your child. When you have been contacted because of illness, please pick up your child within the hour. It is very important that you have alternative care for your child when they are sick. We know it can be a very frustrating time when a child is sent home because of illness.

No tuition adjustment will be made for absences due to illness.

Please keep your child at home if any of these symptoms are present:

- Diarrhea (2 or more loose stools)
- Difficulty or rapid breathing
- Asthma or severe upper respiratory infection, unless parent provides evidence that child is under physician's care
- Vomited within last 24 hours
- Yellowish skin or eyes
- A temperature of 100.4 degrees Fahrenheit or higher and/or has had a fever during the previous 24 hours
- Mucus with green or yellow color, unless child has been on antibiotic therapy for 24 hours
- Undiagnosed rash
- Sore throat
- Severe cough
- Chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria or herpes simplex
- Untreated scabies, tinea corporis or capitis (ringworm)
- An ear infection, unless provided notification that child is under physician's care
- Untreated head lice
- Pinkeye

Injuries

The staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. As a partner in the care of your child, we realize that you will want to be aware of your child's injuries or illnesses that occur at the center. In order to keep you informed, we will

provide you with an Accident and Incident Report for each occurrence. In case of a serious injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the emergency card to make medical emergency decisions about your child. Please keep all these numbers updated.

Your signed emergency medical release will also assist us in obtaining prompt medical attention. A staff member will stay with your child until your arrival. Staff will not administer medical treatment, other than emergency first aid. Staff will be provided with CPR and First Aid Training.

Medications

- Any prescription medications that must be taken at school must have written authorization from both the physician and parent/guardian and must be prescribed to be taken during school hours.
- Medication must be in the original prescription bottle labeled by the pharmacy.
- All medication must be brought to the school and picked up by a parent/guardian.
- La Paloma Academy Pre-K does not have a registered nurse in employment, therefore the teachers/director can only perform miniscule health services.
- No over the counter medications will be administered at school unless accompanied by a physician's note.

Emergency Plan/Procedures

Emergencies of many types can and do take place in a school setting. In the Pre-K our staff is trained in CPR and first aid. In cases of an emergency, 911 will be called. La Paloma Academy Pre-K has an emergency preparedness plan. This plan can be viewed at the front office, and a copy is kept in every classroom. In the case of a school-wide emergency, all students would be gathered in a safe place for parents to immediately pick up.

Notice - A copy of all facility inspection reports are available for public viewing. These reports include but are not limited to: the current fire inspection and certificate of liability insurance.

Phone Calls

Phone calls with students will be on an emergency basis only. We will not interrupt the class and their learning to pull the student out to talk and will have students call you back at their next available time.

Safe Campus Policy (parent conduct)

No person may interfere with or disrupt the Pre-K or its operation in any form, as determined by the governing board or Pre-K administration.

- Disruption or interference includes but is not strictly limited to:
 - Intimidation;
 - Aggressively confronting, touching (with the exception to a child pertaining to a parent or guardian), swearing at, or threatening any other person affiliated with the Pre-K.

All persons shall conduct themselves in a civilized and cordial manner when communicating or interacting with school staff, students, faculty, administration, parents, or any other person affiliated with the Pre-K. This Safe Campus Policy pertains to face-to-face communications, telephonic communications, email, or any other type of communication, contact, or correspondence of any kind with any stakeholder of the Pre-K or the Pre-K's affiliates.

A violation of this policy may result in one or more of the following actions against the person engaged in the disruptive activity:

- I. Order by the school to immediately vacate or leave the property, either temporarily or permanently;
- II. Report the action to local police, sheriffs, or other local law enforcement jurisdiction;
- III. Call the police or otherwise request assistance from local law enforcement to enforce the school's order to leave the property;
- IV. File a criminal complaint and further pursue legal action;
- V. File for civil injunctive relief;
- VI. Removal of your child from the Pre-K program.

Enforcement of the foregoing is within the absolute discretion of the governing board or Pre-K administration.

Confidentiality

Please rest assured that information and any matters concerning your child will be kept confidential.

Arizona state law requires all staff on campus to report suspicious activity regarding child abuse/neglect within 24 hours to Child Protective Services. La Paloma Academy Pre-K does not condone, hide or tolerate any type of abuse regarding a child and strictly follows Arizona State Law ARS 13-3620.

La Paloma Academy Pre-K is regulated by:
Arizona Department of Health Services
400 W. Congress Street, St 100
Tucson, AZ 85701
(520) 628-6540

Thank you for taking the time to read through the handbook. Hopefully, it answered any questions you may have about our program. Please do not hesitate to contact us at 520-733-7373.

2022-2023 Preschool Staff

Acknowledgement of Receipt

I _____, parent/guardian of
_____, have received a copy of the 2022-2023
Pre-K Handbook.

Signature: _____ Date: _____