



# La Paloma Academy Pre-K

Student/Parent Handbook

2023-2024



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.
- You are responsible for payment even sick and absent days, no refunds will be issued.
- 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, All about me questionnaire, photo release, 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 change of clothes for your child. **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 (no crocks allowed).

## Daily Schedules:

### Fours Room 1

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

8:00 to 8:30 - Early Morning Quest (open centers)

8:30 to 9:00 - Large motor development (Outside)

9:00 to 9:20 - Snack

9:20 to 9:35 - Circle Time

9:35 to 10:45 - Open centers

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 (quiet time on mats)

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/ open centers)

4:45-6:00 - Late Afternoon Quest (open centers)

### Fours Room 2

7:30 to 8:00 – Welcome, Breakfast and open centers (**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 9:15 - Large motor development (Outside)

9:15 to 9:30 - Snack

9:30 to 10:30 - Centers (open centers)

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 3:00 - Snack

3:00 to 3:15 Wrap up/ End circle

3:15 to 4:45 - Afternoon Quest (indoor/outdoor/open centers)

4:45 to 6:00 - Late Afternoon Quest (open centers)

### **Threes Schedule**

7:30 to 8:00 – Welcome, Breakfast and open centers (**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 9:30 - Centers (open centers)

9:30 to 9:45 - Snack

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

10:15 to 11:00 – Open centers

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/open centers)

5:00-6:00 - Late Afternoon Quest (open centers)

### **Toddler Schedule**

7:30-8:00 – Welcome, Breakfast, and open centers (**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 9:40 - Snack

9:40 to 10:30 - Circle Time/ Open centers

10:30 to 11:00 - 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 (open centers)

3:45 to 5: 30 - Afternoon Quest (indoor/outdoor/open centers)

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

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.

#### Strategies

A variety of strategies are used to help guide a child's behavior. A strategy will be effective in some situations and with some children, but may not be effective at another time or with

another child. Each child and situation is different, so different strategies may be used. The following strategies will be used to promote positive interactions among children and adults in this facility:

- We set clear and consistent limits by explaining what is expected of each child. We speak slowly and clearly using a calm, friendly voice.
- We reinforce appropriate behavior with both words and gestures. It is important to acknowledge positive behavior.
- We redirect or divert children when appropriate. This means sometimes having the children redirected to another activity or area.
- We encourage children to verbalize their feelings and their needs at all times.
- We provide children with appropriate choices for their behavior. This gives them the opportunity to make decisions.
- We take every opportunity to model appropriate behavior.
- We never use corporal punishment (spanking, hitting, shaking, or deprivation of meals or snacks) as a form of punishment in this facility.

### 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.)

The parents will need to meet with the teacher and/or the director to discuss the situation and appropriate measures which may include but are not limited to time out of the class, being sent home for the day, suspension or disenrollment.

## **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 s/he has 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, s/he 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 s/he is 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.**

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.

### 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.

2023-2024 Preschool Staff

## **Acknowledgement of Receipt**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_