

# Valley View Preschool

2021-2022  
Parent Handbook



# **Palominas Elementary School District**

6849 E. Hwy 92  
Hereford, AZ 85615  
(520) 366-6204 ext 401

## **Superintendent**

Sherri Rosalik

## **Early Childhood Department**

Della Thompson – Preschool Director  
Bonnie Austin – Assistant Preschool Director  
Kristina Elias – Preschool Secretary

## **Special Education Department**

Beth Ross– Director of Special Education  
Carrine Wells– Special Education Secretary

**Dear Families,**

**Greetings and welcome to the Valley View Preschool program. We are excited to partner with you in providing your child with the most positive early learning experience possible.**

**Our program will serve up to 60 preschool children with a comprehensive 6-hour program four days per week and 3.5 hours on Thursdays. Our ESS classroom also serves children, based on their IEP goals. ESS 3 year olds can attend 3 half days per week. ESS 4 year olds can attend 4 half days per week. Students are assigned to classrooms based on their unique learning needs and will be provided specials such as art, music, PE, and library each week. We have 3 certified teachers and 6 highly qualified paraprofessionals on staff as well as professional staff to provide special services such as speech and OT/PT if your child has such a need.**

**We are able to offer transportation to students within district boundaries.**

**We look forward to the opportunity to get to know you and your child as we strive to provide whatever it takes to give your child an outstanding and positive school experience.**

**Sincerely,**

**Della Thompson  
Preschool Director**

## **MISSION AND VISION**

### ***Palominas Elementary District Mission:***

We will partner with families providing emotional, social, and academic support, encouraging students to go further than they thought possible.

### ***Palominas Elementary District Vision:***

We strive to be the heart of our community.

### ***Valley View Preschool Mission:***

Our mission is to teach our Preschoolers, of **all** abilities to learn to love school through a child-centered, developmentally appropriate program and to explore play through a positive environment that provides skill development in all areas of the child's development: physical, social, emotional, cognitive and communication.

## **PROGRAM DESCRIPTION**

The Valley View Preschool Program is designed to give young children, from 2 years 9 months to 5 years of age, the experiences they need to become successful learners and contributing members of our community. We do this by respecting and acknowledging:

- The uniqueness of each child
- An emphasis on the whole child
- The necessity of an environment which provides both structured and unstructured play as the most appropriate way for young children to learn
- The importance of early intervention and positive role modeling
- Families as partners

Our early childhood education program meets the specific needs of students in the following domains: communication, social, adaptive, motor, and cognitive skills. It is our philosophy that all children have a right to an enriching education. During the preschool day, children participate in a rich variety of activities in which they experience many opportunities for learning. Each day children participate in circle time, small and large group activities, independent playtime, story time and movement activities. The children in our program are encouraged to explore their world, ask questions and share their knowledge. A team of teachers, paraprofessionals, and therapeutic staff work together to support children's learning experiences by providing a safe, caring, and structured learning environment so all children can reach their full potential.

## **PROGRAM LOCATION AND PHONE NUMBERS**

Valley View Preschool  
6849 E. Highway 92  
Hereford, AZ 85615  
520-366-6204 ext 401

Preschool Director	Della Thompson	520-366-0947
ESS Director	Beth Ross	520-366-6204 ext 116
ESS Office Manager	Carrine Wells	520-366-6204 ext 117
Preschool Secretary	Kristina Elias	520-366-0964
Transportation	Joe Elliston	520-366-6204 ext 113

## **ABOUT OUR STAFF**

Our staff is chosen for their caring and loving attitude towards children. Staff are expected to daily greet children, role model respect, be actively engaged with children, and work together to create a nurturing and supportive environment. Classroom teachers are certified in Early Childhood Education, knowledgeable in child development, and are dedicated to providing a nurturing and educationally appropriate setting for all children.

## **ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES**

The Palominas Preschool is an integrated model, which serves three to five-year old typically

developing and special needs children. Children enrolling in our general education classrooms must be potty trained, as we do not have diaper changing facilities in these classrooms. Please refer to the Potty Training addendum at the back of this handbook for our policies and procedures in this area.

Children with special needs are usually identified through our Child Find Program or referred by other agencies. Palominas School District provides an educational program and transportation for the special needs children, as required by law.

All students preparing to attend the Valley View Preschool program must complete the registration packet. The following must be submitted to the Valley View Preschool office upon enrollment:

- Birth certificate
- Immunization records
- Proof of district residency (i.e., utility bill, or drivers license)

Children who participated in the preschool program the previous year have the opportunity to continue the following year if they wish.

### **PRESCHOOL CURRICULUM**

Children are exposed to letters, numbers, sounds, environmental print, and math and science concepts on a daily basis. Our goal is to provide a learning atmosphere for children to explore their natural world, express themselves, make choices and develop in an appropriate setting.

Emphasis is given to hands-on explorations in the child's natural environment. Staff act as facilitators to help children achieve optimal learning experiences. Daily schedules and lesson plans are posted in each room. Our goal is to promote growth in the following developmental domains:

***Language:*** Communicating through listening, speaking, reading, writing, and other verbal and non-verbal modes

***Cognitive:*** Acquiring, storing and retrieving information. Developing concepts, symbolic thoughts and reasoning skills

***Social:*** Initiating and maintaining relationships, responding appropriately to others and interacting with others

***Emotional:*** Identifying self, managing emotions, developing strengths and self-esteem

***Creative:*** Thinking, communicating or acting in ways that are new and original and developing imagination and inventiveness

***Physical:*** Developing large and small muscle control, sensory awareness and physical maturity

***Adaptive:*** Developing self-help skills, such as dressing self and caring for personal needs

### **Curriculum Goals Are Met By:**

Exposing students to stories, songs, poems, music, dramatic play, sequencing, rhyming, inventive writing, dictation and other language activities to enhance reading readiness.

Practicing/mastering skills utilizing blocks, puzzles, graphs, games, and manipulatives to promote logic and higher thinking skills, as well as science experiences that will require children to use all of their senses to gain knowledge about the world in which they live.

Sharing, taking turns, learning to resolve conflicts, expressing feelings, and observing



role-models to allow opportunities for positive social interactions.

Allowing for choices, encouraging appropriate self-expression, and providing opportunities for children to develop friendships with peers.

Exposing children to new activities, materials, ideas and experiences.

Participating in active outside experiences such as climbing, riding, pushing/pulling and throwing equipment and movement activities to increase spatial awareness and large motor development.

Restructuring raw materials such as paint, play dough, sand and water, and the availability of drawing/writing/cutting tools to promote creativity, self-expression and the development of fine motor skills, taking care of personal items, helping to clean-up, self feeding and taking care of personal hygiene needs to foster independence and responsibility.

### **ADJUSTMENT TO SCHOOL**

Entering a preschool program is a big step for most children, and each child handles it differently. Some children come eagerly the first day of school and continue to make an easy transition into school. Others may feel hesitant at first but quickly become comfortable. It is also possible for a child to come eagerly for a few days or weeks and then when realizing that school is permanent, begin to have difficulty coming to school.

How each child deals with school entry is different. It is not necessarily related to a child's maturity or experience away from home. We need to acknowledge each child's style in adjusting to school and provide the support needed for a happy adjustment.

As your child's parent, you may have insight into your child's reaction to new situations. Some children benefit from a positive and friendly "Good-bye, I know you'll be fine". Others need a parent to stay in the classroom for a little while until they are comfortable. Others benefit from bringing a cherished toy from home or carpooling with a friend.

The staff will be sensitive to your child's needs and will make plans that will enable each child to adjust to the school experience.

### **SPECIAL NEEDS SCREENING**

**Who:** Parents residing within the Palominas School District who are concerned about their child's development in speech, language, cognitive, motor, adaptive or social skills.

**To Qualify:** Must reside in the Palominas School District and be at least three years of age, but not have reached the required age for Kindergarten.

**When:** Screenings are conducted once each month.

**How:** Call the Special Services Department at 520-366-6204 ext.3

### **POLICIES AND PROCEDURES**

#### **General Preschool Hours**

4 days per week for 6 hours per day. 1 day per week for 3.5 hours

Monday, Tuesday, Wednesday, and Friday: 8:30 a.m. - 2:00 p.m.

Thursdays: 8:30 a.m. - 11:30 a.m.

#### **ESS Preschool Hours**

**Session 1:** 3 year olds half day 3 days a week.

**Session 2:** 4 year olds half day 3 times a week.

***ESS hours are determined by each child's IEP***

### **Enrollment Criteria/Disenrollment**

Children will need to be between the ages 3 years old to 5 years old (Special needs age requirement may differ). We will need the enrollment packet filled out to completion, a birth certificate, current immunization records and proof of residency on file at the site before the child can attend Preschool. If at any time you need to disenroll your child from the Preschool program we ask that you please either show up in person or give us a phone call so the proper paperwork can be filled out, signed, and filed.

### **Change of Address or Phone Number**

Please notify your child's teacher and the office of any phone number or address changes.

### **Tuition and Billing Information**

Preschool Fees: \$200.00 per month for tuition students

- Non- Refundable monthly tuition fee of \$200.00 for first child. 10% discount for a second child from the same family.
- Payments are due by the 25<sup>th</sup> of the current month your child is attending.
- \$25 late fee for tuition unpaid by the 15<sup>th</sup> of the current month your child is attending.
- \$25 fee for all returned checks.
- \$5.00 fee for late pick up (after 2:15)
- If payments become delinquent, the child may be dropped from the program.

### **Financial Assistance**

We understand that at times, many families experience crisis and financial hardships. If you

are unable to pay your fees, please call the Valley View Preschool office immediately to arrange a payment schedule.

### **Removal Procedures**

A child may be removed from the preschool for the following reasons:

- *Discipline*- reasons as stated in District Handbook.
- *Age*- a child will no longer be enrolled in the preschool after entering kindergarten.
- *Past due Tuition*- Should the account become delinquent, the Valley View Preschool Program withholds the right to remove the child. Re-enrollment will be at the discretion of the Preschool Director.
- *Non- Attendance*- Any child who is absent for a period of two weeks (unexcused) may be removed from the program.
- *Parent Request*- parents may withdraw students by completing withdrawal paperwork available in the Valley View Preschool office.

### **Student Pick Up/Drop Off**

When attending, children must be signed in and out daily. Children will only be released to the custodial parent(s) or to anyone listed on the emergency card, unless written authorization from a parent is given. Persons dropping off or picking up children must be at least age 16 or older. A picture I.D. is required of anyone picking up a child who is unknown to the staff. Preschool students are not to be dropped off before 7:45 AM and must be picked up no later than 2:15 PM (a \$5.00 fee will be charged for late pick up). Please inform the school as soon as possible if your child will not be riding the bus for some reason.

### **Attendance**

If your child will be absent from preschool for any reason please call the Preschool Office (366-5508 ext 401) and let us know your child won't be attending. If you know ahead of time about an absence you may also send in a note.

In an effort to avoid the spread of infection it is important that you keep your child home if ill within the last 24 hours (fever, vomiting or diarrhea). Students that have been ill should remain at home until they have been symptom free for 24 hours.

### **Health/Safety/Medications**

We are committed to providing a healthy environment; promoted through hand washing, rest time, and washing toys and tables. However, children will get sick. Therefore, children need to remain at home if any of the following are present: fever, vomiting, diarrhea, severe coughing, pink eye, head lice, chicken pox, or any other contagious disease. Children need to be symptom-free for at least 24 hours before returning to school. Children with infectious disease shall be excluded from school.

In the event that your child should become sick or injured at school, you will be notified to pick up your child. The sick child will be kept in a quiet, isolated area until the parent or emergency contact person arrives. It is to the benefit of all children that a sick child is kept at home. A recovering child is more susceptible to illness if appropriate rest and care are not provided.

### **Accident and Emergency Procedures**

In the case of a minor injury, such as a scraped knee, splinter, or nosebleed, the child will be treated in accordance with First Aid procedures. In the case of an emergency, parents or emergency contact persons will be notified immediately and authorized medical attention will be given. Information regarding any allergies, medical conditions or special needs must be listed on the child's enrollment form.

### **Medication Administration**

The site health office is permitted to dispense medications with parent/guardian authorization. If a child needs medication the parent must fill out a medication consent form (available from the office). All medications, including inhalers, sunscreens, over the counter

drugs, and prescription drugs, should be furnished by the parent/guardian in the original container and labeled with the child's first and last name, date, name of medication, dose, time to be taken, and date to be discontinued. Any medications given will be logged in on a chart with the child's name, time, date, dose, and signature of the staff person who administered the medication.

### **Transportation**

Bus transportation is provided for Valley View Preschool students. Parents have the option to waive the right to transportation if they prefer to take their child to and from school. Transportation can only be provided within the Palominas Elementary School District boundaries. Parents must have children ready when the bus arrives. Drivers will not be able to wait if children are not ready and parents will then be responsible for transportation.

### **Fire Drills**

As required by law fire drills will be conducted no less than once every thirty days. Emergency evacuation plans are posted in each child's classroom.

### **Field Trips**

Field trips are an exciting way for children to participate in learning experiences outside of the classroom. Palominas School District buses and drivers will be used for transportation to and from all field trips. Parents must give written permission in order for a child to attend a field trip. All children and families are invited to attend field trips or special events. Information regarding these special days will be sent home in advance.

### **Meals/Snacks**

Breakfast and lunch are provided for all preschool students free of charge. Students are

permitted to bring additional healthy snacks from home. If your child has a food allergy, medical documentation must be provided for an alternative meal/snack.

### **Communication**

Staff will communicate with families in a variety of ways including direct contact, notes, phone calls, email and newsletters. The Valley View Preschool has a bulletin board featuring information about the program, weekly lesson plans and upcoming events. Staff may have information to share with you, so we discourage the use of cell phones when dropping off or picking up your child. Formal conferences will be scheduled for preschool aged children each year, however additional conferences may be held at the request of parents and/or staff. Please do not hesitate to contact your child's teacher or the Director if you have any questions or concerns.

### **Photographs/Slides/Videotaping**

Documenting class projects and special events through pictures or videotapes provides a visual record of long- term projects on a daily basis for Teaching Strategies GOLD requirements.

### **Family Visits**

Families are welcome to visit the program. Please contact the preschool teacher to arrange visits. Please sign in at the front desk and get a visitor's pass.

### **Parent Responsibilities**

Parents are responsible for signing, updating and filling out any required documents , informing the school staff of absences, illnesses, or injuries and paying tuition if applicable.

## **Discipline Policy**

Staff members will use communication, redirection, role-modeling appropriate behavior, and problem solving techniques when helping a child deal with conflict. Parents will be notified if a child is endangering the health and safety of him/herself and others. If the child continues to engage in harmful behavior, parents will be asked to meet with staff to formulate a behavior plan. Children may be dismissed or suspended from the program with no warning for major infractions where the safety of the staff or other children is compromised such as violence.

## **Television/Movies/Toys**

Television and movie viewing is limited to “bad weather” days and special occasions. Only “G” rated movies or PBS children television shows will be shown. Children are discouraged from bringing toys and electronic games to school. No toy guns or weapons are allowed. The program does not take responsibility for damaged, lost or stolen items.

## **Regulatory Information**

The Valley View Preschool is licensed and regulated by the Arizona Department of Health Services, 400 W. Congress, Suite 100, Tucson, AZ 85701 and their phone number is (520) 628-6541.

Inspection reports are available in the Valley View Preschool office.

The Palominas Elementary School District maintains general liability insurance as required by law (R9-5-308). Documentation of the liability insurance coverage is available for review in the Valley View Preschool office.



Application of pesticides may be done on the Valley View Preschool premises as necessary to control pests. Written notification will be posted at least 48 hours prior to pesticide application.

### **Valley View Preschool Potty Training Policy**

Children enrolled in our gen-ed preschool classes, must be potty trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered to be potty trained and wearing Pull-Ups is also not an indicator of being potty trained.

Why do children need to be potty trained before attending Valley View Preschool?  
The Arizona Department of Health has strict standards for changing and disposing of wet or soiled diapers and our gen-ed classrooms are not licensed or equipped for diaper changing.

Of course, even potty trained children will have an occasional accident. “Accidents” are considered to be incidents that are infrequent and unusual. Our preschool staff members offer many opportunities throughout the day for the students to use the bathroom and will assist if necessary but children should be able to use the toilet independently.

If your child is potty trained they should be able to:

- Communicate to an adult that they need to use the bathroom *before* the need becomes an accident
- Be able to stop what he/she is doing in order to get to the bathroom on time
- Pull down his or her clothing and get it back up again without assistance
- Wipe after using the toilet
- Get on and off the toilet by him/herself
- Wash and dry hands

It is not uncommon for a child to have a setback when they are in a new situation or environment. Our preschool staff members are aware of this and will assist and remind children when necessary. Please dress your child in clothing that can be undone and changed easily and please send a complete change of clothes, appropriate for the season. If your child has an accident, their soiled clothing will be sent home to be washed and they will be dressed in their spare clothes. It is your responsibility to send a clean set of spare clothes back in after an accident.

We do understand that each child potty trains at a different rate. Therefore, we will allow 6 weeks from their first day of school for your child to demonstrate accomplishment of this. However, if the situation is not manageable in the classroom environment, we will discuss the issue with parents and we reserve the right to suspend attendance of the child at such time.

**If your child is registered but is not completely potty trained as stated above when preschool starts,** they can be moved to the top of our waiting list. When they do achieve success in potty training, they may re-enroll when there is a space available for them.

**If, after 6 weeks of school your child is still consistently having accidents,** the following policies will be followed:

1. If one or more accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed.
2. If three or more accidents occur in one week, the parents will be notified with the understanding that if the issue isn't corrected by the end of the second week, the child will have to stay home until they are potty trained. Tuition will not be pro-rated during this time. If the parents feel it will take an undue amount of time to achieve success, the student may be withdrawn and placed at the top of the waiting list as described above.
3. If multiple accidents occur in one day, the parents will be notified on that day and if the issue isn't corrected by day three the child will have to stay home until they are potty trained. Tuition will not be pro-rated during this time. If the parents feel it will take an undue amount of time to achieve success, the student may be withdrawn and placed at the top of the waiting list as described above.

If accidents are only occurring at naptime, we will discuss this with parents on an individual basis.