

CDC #14435

Western Valley  ***Preschool***

***“Fostering Creativity, Confidence, and
Independence”***

**2019-2020
Parent Handbook**



Western Valley Child Care Center
6250 W. Durango Street
Phoenix, AZ 85043
623-474-7260

Western Valley Preschool

Motto:

“Fostering creativity, confidence, and independence”

Mission:

We will provide quality differentiated instruction, challenge, and support our students to foster creativity, confidence, and independence.

Vision:

Western Valley Preschool Staff, Parents, and Community will work together to provide preschool students rich educational opportunities, challenge, guide, nurture, and support their individual potential in a positive and caring environment.

Mascot:

Preschool Panda



HOURS OF OPERATION

SPECIAL EDUCATION PROGRAM

Services are provided in 2 sessions on Monday, Tuesday, Wednesday & Friday

AM Preschool	8:00AM to 11:00AM
PM Preschool	12:30PM to 3:30PM

Western Valley Special Education Preschool Program follows the Fowler Elementary School District calendar, with the following exceptions:

No school on Thursdays
No school on Parent Conference days

Western Valley Preschool will be closed for district-wide teacher holidays and teacher in-service days, as noted on the Fowler Elementary School District calendar. In addition, Western Valley Preschool special education students will not attend school on parent conference days (October 3-4, 2019 and March 5-6, 2020).

First day of preschool: August 5, 2019
Last day of preschool: May 20, 2020

ROLE MODEL PROGRAM

Services are provided Monday-Friday 7:00 AM to 4:00 PM

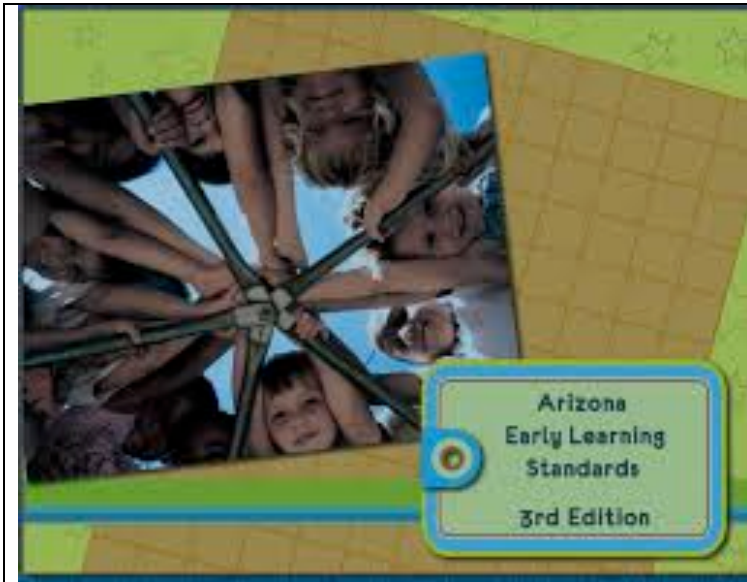
Western Valley Role Model Program follows the Fowler Elementary School District calendar. Role model students DO have school on Thursdays, district-wide teacher in-service days, parent teacher conference days, and May 22, 2020.

Role Model Tuition Rate

The peer role model program is only available to the children of Fowler Elementary School District staff. A \$50 registration fee will be collected at the time of enrollment. Weekly tuition payments may be made through payroll deduction. Half-day tuition is \$40; full day tuition is \$80 per week.

WVCCC Preschool Instruction based on Arizona's Early Learning Standards

(Developed by the Arizona Department of Education)



The Early Learning Standards include:

- ✚ Social/Emotional
- ✚ Approaches to Learning
- ✚ Language and Literacy
- ✚ Math
- ✚ Science
- ✚ Social Studies
- ✚ Physical Development
- ✚ Health and Safety
- ✚ Fine Arts

TeachingStrategies®



Preschool Curriculum

WVCCC Preschool uses *The Creative Curriculum for Preschool*, featuring hands-on exploration and discovery as a way of learning and allowing children to develop confidence, creativity and critical thinking skills.

The Creative Curriculum for Preschool is based on 38 objectives for development and learning aligned with the AZ Early Learning Standards. Teacher bring their own individual creativity and expertise into daily planning in order to provide a variety of opportunities for children to meet important early learning objectives every day. The curriculum offers daily opportunities to individualize instruction so that teachers are able to meet the specific needs of every child, including those children who are English language learners.

The WVCCC Preschool is a 4-Star Quality First program.



Student Safety & Transportation

It is our responsibility to ensure each student's safe return home.

Drop off and pick up times are based on a student's instructional day.

Students Transported by Parents

Morning Session	Drop off time	8:00 AM
	Pick up time	11:00 AM
Afternoon Session	Drop off time	12:30 PM
	Pick up time	3:30 PM



Students Transported by District Transportation

Students must be ready to get on the bus when it arrives. The bus is not able to wait for students, as it must continue on the scheduled route.

If parents are not home when the bus drops student off, the student will be returned to the preschool. In this case, parents must pick the student up at school. If students are not picked up within 15 minutes of dismissal, parents and emergency contacts will be called to pick up child.

All Students must have a Zonar card to ride the bus.

Students will be given one replacement Zonar card if lost. Additional cards will have a \$5 replacement fee.



Transportation Procedures

- Parents/guardians have the option of providing their own transportation.
- Curb to curb bus transportation is provided to students who qualify for this service, as documented in the IEP.
- A parent/guardian must be available to drop off and pick-up the student at the bus stop.
- If no parent is present at the bus stop upon pick up, the bus will not wait. The parent must bring the student to school.
- If no parent is present at the bus stop upon drop off, the student will be returned to the preschool campus, and the parent must come pick up the student.
- If the student will not be in school, please contact the Transportation Department at 623-707-4526 **and** notify the Western Valley Preschool at 623-474-7260

If students are not picked up within one hour of dismissal, the Phoenix Police Department will be called to complete a safety check on the parents and to ensure the student's safe return home.

If students are not picked up within one hour of dismissal three or more times, the Phoenix Police Department and Child Protective Services will be called to complete a safety check on the parents and to ensure the student's safe return home.

WESTERN VALLEY PRESCHOOL PROGRAM DESCRIPTION

The Western Valley Preschool Program will integrate elements from both early childhood and special education. There is a strong emphasis on language acquisition and development. The following program goals have been established for all children who participate in our programs.

- To provide experiences throughout the school day to enhance communication skills
- To provide opportunities for developing fine and gross motor skills
- To provide opportunities for the development of a positive self-concept
- To encourage an accepting and caring attitude towards others
- To provide opportunities for development of appropriate interactive skills between peers
- To provide guidance and support in the development of self-control and independence
- To provide opportunities for creative expression
- To provide a safe and positive preschool experience
- To provide needed support and assistance to parents
- To provide opportunities for making choices, developing problem-solving skills and growing intellectually

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.

A team approach is used while working with the children. A variety of trained staff are present throughout the day. Speech/Language Pathologists, Occupational and Physical Therapists and other specialists provide either direct or consult services based upon each child's Individual Education Program (IEP).

Special Education Program

The Special Education Program is designed for students ages 3-5, who have developmental delays in one or more of the following domains:

- Communication
- Social/Emotional
- Adaptive
- Motor
- Cognitive

The program is offered free of charge to students who are eligible for special education services based on a formal evaluation completed by qualified professionals.

Continuum of Special Education Services

The Special Education Program offers five different placement options for students with disabilities.

- Itinerant Therapy—Speech and Language Therapy, Occupational Therapy, and Physical Therapy are scheduled at the student’s home school, based on the minutes of service identified on the IEP.
- Inclusion—Students attend a regular preschool program such as Head Start or Fowler Preschool Program. Special education services are delivered in the general preschool setting as noted in the IEP.
- Self-Contained—Students attend preschool at the WVCCC preschool with other students on IEP’s. Approximately 10% of each class is made up of typically developing role models.
- Outplacement—Students with intensive needs that cannot be met in the school district will attend a special school outside of the school district.
- Home Bound—Medically fragile students, with physician’s recommendation, receive instruction at home for the period of time the student is unable to attend school.

Role Model Program

The Role Model Program is designed to provide quality childcare for the children of Fowler Elementary School District employees. It is a tuition-based program designed for students ages 3-5. These students are typically developing role models in our special education preschool classrooms.

Registration and Enrollment of Children

A complete registration packet must be completed before the student can attend school. The following documentation will be needed to complete the registration packet:

- ❖ Registration forms, completed and signed by a parent or guardian
- ❖ Valid AZ ID of parent/guardian
- ❖ Proof of residence
- ❖ Child’s birth certificate
- ❖ Immunization records
- ❖ Emergency card
- ❖ Medication consent form
- ❖ Legal custody papers (if applicable)
- ❖ Medical plan developed with the RN (if applicable)

Attendance

Regular and timely attendance is expected for students to make adequate progress. Attendance must be taken into consideration during progress monitoring.

If a child is ill, please make arrangements for him/her to receive adequate medical care and/or stay home to rest. We need to limit the spread of contagious virus and disease.

If your child must be absent, please call and report the absence to his/her teacher.

Withdrawal or Dismissal

Students are withdrawn/dissmissed from the program under one of the following conditions:

- 10 consecutive unexcused absences
- Evaluation team determines the student is no longer eligible for special education
- Parent withdraws student

Special Education Students

- The last day of school for a student who is found ineligible for Special Education Services is the day after the Eligibility Determination.
- Students found ineligible will not be able to continue attending preschool.

Typical Peers

- If a student is withdrawn, he/she will lose his/her space in the typical peer program.
- If the student returns to the school district, he/she will be placed on the waiting list until a space opens up.

Child Admission and Release

Signatures are required for arrival/dropping off and departure/picking up

Arrival/Dropping off

- Parents/guardians do not enter the facility before scheduled classroom times of either 8:00 a.m. or 12:30 p.m.
- A parent/guardian must accompany their child to the classroom and sign them in.
- Western Valley Preschool staff cannot accept and/or be responsible for children prior to the above start times, as our license does not allow it.

Departing/Picking up

- Classroom sessions end promptly at either 11:00 a.m. or 3:30 p.m.
- Parents/guardians must sign them out either in the classroom or the front office.
- Western Valley Preschool staff cannot be responsible for children past the above times as our license does not allow it.

Late Arrivals

- If you arrive late with your child, the drop off procedure is the same: a parent/guardian must accompany the child to the classroom and sign them in.
- Your child's classroom teacher might ask you to check with the front office to ensure that the child's attendance record reflects an attending status, instead of being marked absent.

Early Departures

- Only the people listed in the emergency card will be allowed to check out a student from our campus.
- IDs are required when picking up students

Field Trip Requirements

- Parents/guardians will be notified in advance of a field trip.
- Written parental permission will be required for a child to participate.
- Transportation will be provided by District school vehicles and driven by authorized personnel.
- Children must have their Zonar card to ride the bus.

Parent Participation

The education of our preschool students must be a partnership between parents, school, and community members.

- Parent participation is essential. We encourage parents to volunteer in the classroom, parent events, and field trips.
- For the safety of our students, parent volunteers are absolutely needed for our students to participate in fun activities in the community.
- Parents must complete a parent volunteer packet at the Fowler Elementary School District to participate as a volunteer in all activities.
- Parents who do not have a completed volunteer packet may volunteer in the classroom, but may only interact with their own child.
- Parents are encouraged to participate in special events and to visit their student's classroom at least once per quarter.

Behavior Management

- Student behavior incidents are viewed as teaching opportunities.
- When a child acts appropriately, we use verbal praise to positively reinforce good behavior. The emphasis is on reinforcing positive behavior, while eliminating negative behaviors. Social growth is critical during the early childhood years and the staff's focus is on helping children learn appropriate behaviors.

- When a child does not act appropriately, staff will redirect the student from the negative behavior and teach appropriate behaviors through the use of words, pictures, and/or modeling.
- The student will be allowed time away from the group/activity to regain control of their actions and emotions when necessary.
- If a student is a danger to self or others, staff will attempt to de-escalate the situation using the CPI Non-Violent Physical Crisis Intervention Model in which they are trained and certified.
- If staff is unable to de-escalate the student and the student remains a threat to self or others, staff will use a CPI hold to avoid harm to self or other students.
- In the case of extreme or continued behavior problems, a behavior plan will be developed by the IEP team.
- When appropriate, parents will receive daily or weekly behavior logs to help staff reinforce positive behaviors and extinguish inappropriate behaviors.



Illness/Medical Needs

**For the health, safety and well-being of ALL children and staff,
please do not bring a sick child to school OR
put your child on the bus when he or she is ill.**

Our facility is required to follow AZ DHS child care licensure regulations that do not permit ill children or staff to be at the center while experiencing one or more of the following symptoms:

- 100 degrees or higher oral temperature in the previous 24 hours, without the use of a fever-reducer such as Aspirin or Ibuprofen
- Difficulty in breathing or hard cough
- Diarrhea
- Vomiting
- Inflammation of the eyes or excessive drainage from the nose
- Sore throat or swollen glands
- Undiagnosed rashes or skin irritations, persistent itching

- Head lice (a parent/guardian must bring their child to our campus nurse for a head check prior to the child returning to his or her classroom – no exceptions)
- Any diagnosed communicable diseases

Parents/guardians need to have their child remain at home until he or she has been symptom-free for 24 hours. A doctor's note maybe required prior to the child returning to school.

Parents/guardians must inform the school when a child's absence is due to a potentially infectious illness. As a state-licensed child care facility under ADHS OCCL regulations, Western Valley Child Care Center Preschool is required to post any reported infectious illness information.

Onset of Illness While at School

If a child begins to exhibit one or more of the symptoms as listed previously while at school:

- A parent/guardian will be contacted by telephone to pick up the child immediately. If the parents/guardians are not available, an emergency contact person will be called to come and pick-up the child.
- The child may not return to school until he/she has been symptom-free for 24 hours or returns with a note from the child's doctor stating that the child is no longer contagious. If a child is placed on antibiotics, he/she may return to class after 24 hours of taking the first dose.

Injury at School

If a child gets injured at school:

- Staff will assess the injury and determine the type of medical attention that is needed.
- **ALL** head injuries, major or minor, will be reported to Nurse Julie Davis.
- A district accident/injury report will be completed by Nurse Julie or the onsite administrator.
- Parent/guardian will be notified by phone and will receive a copy of the report.
- Minor injuries will be treated by staff members.
- Staff member will complete an "ouch report" for each injury.
- Parent will receive a copy of the "ouch report" and will be notified by phone.
- All accident and injury reports will be kept on file in the teacher's contact binder.

Health Care Plan

- If your child requires a health care plan, please make an appointment with Nurse Julie Davis at 623-707-2103 prior to your child starting class to ensure that proper medical care is set up.
- **Children who require medication or special health care needs may not start preschool until the appropriate health care plan has been developed.**

Medication Administration

- If medication is to be administered to a child during school hours, a medical consent form is required. A parent/guardian must complete this written permission form with specific directions regarding the needed medication(s). The prescribed medication must be brought in its original container. It must be labeled with the child's first & last name, date, and physician's information. Prescriptions must be checked into the nurse's office as these medications are locked in a designated area and are only given to the child by appointed personnel.
- Other noted medications requiring a parent/guardian written consent including non-prescription items are: sunscreens, lip ointments/creams, chap stick type applicators, skin creams/lotions, etc. Such items must be labeled with child's first and last names. Due to allergic reactions and skin sensitivities, these non-prescription medications must be checked into the nurse's office also. These items will be locked in a designated area and are only given to the child by appointed personnel.

Emergency Procedures

In the case of a student being seriously injured or ill, the WVCCC staff will assess the situation and either call 911 or the parents/guardians. If parents/guardians are not available, an emergency contact person will be immediately notified.

Child Abuse Prevention and Reporting

Federal Law mandates that any unexplained injuries or marks be reported immediately to the local police department and Child Protective Services (CPS) by all school personnel. Please call you child's teacher or the health office to report any injuries or marks on your child.



Nutrition

Snack

Students are provided with a healthy snack selected by the district's food service provider. Role Model students should bring a breakfast and lunch from home.

Food Allergies

Please provide written notification informing us of any known food allergies that your child may have at time of enrollment.

Peanut/Nut/Nut oil Allergies

Due to the severity of certain peanut, nut, and/or nut oil allergies, the entire Western Valley Child Care Center is a peanut/nut free facility. Peanut butter and other items containing any type of nuts or nut oils are not permitted at this facility. Please become aware by reading all labels, as many food items contain these nuts or nut oils as ingredients.

Food Items

Occasionally celebrations involve food items being brought to school. Parents/guardians, as a reminder, any time food items are to be shared with other students, they must be store bought foods and not homemade. Due to individual food allergies, it is very important for the staff to review the ingredients listed on these food labels to prevent giving a child a food containing something they are allergic to. If you are ever in question of what you are bringing or sending with your child, please contact us for clarification.

Water

Drinking water is available within each classroom, as well as all other indoor and outdoor areas on campus.

Student Backpack



We would appreciate your help by sending your child with the following items to school each day:

- Backpack clearly labeled with child's name
- A change of clothes, including underwear & socks. These items may remain in the child's backpack if you wish. If you prefer to have this emergency set of clothing stay at school, **please label items with child's name** and put them in a Ziploc bag noting your permission to leave at our site.
- Once emergency clothing is used or soiled, the clothing will be sent home with the child or parent/guardian. Please send a replacement set of clothing of the next school day. If a child does not have an extra change of clothes available at school (or within his/her backpack), a parent/guardian will be contacted and asked to bring needed items immediately for the health and well-being of the child.
- Extra changes of underwear and extra clothing for those who are in the process of toilet training are supplied by the parent/guardian.
- For those children using pull-ups, diapers, and wet wipes: an adequate supply of these items must be supplied by the parent/guardian to ensure that the child's daily health is maintained while at school.
- A parent/guardian will be contacted and required to bring any lacking toileting item(s) in the event there is not a sufficient supply. If a parent/guardian is not available, an emergency contact person will be called to come with needed items or to pick-up the child from the school.
- Please dress your child for school activities. Our children participate in painting, exploring with textures and sticky substances. Daily, our children are engaged with playful movement either outdoors or within the classroom. Send your child in comfortable clothing and shoes that do not slip off of feet easily.
- Western Valley Preschoolers are not required to wear a school uniform.
- A folder with student work, behavior logs, school flyers, and teacher notes will also need to be transported in the backpack
- Please check backpack for important communication daily
- If your child gets a new backpack, please send the zonar card to school so that the staff can reattach it to the new backpack.

Visitation Policy

Parents/guardians are always welcome to stop by their child's classroom to spend a few minutes.

For a longer visitation please call to set up a time with the classroom teacher. This will help with the routine of the classroom and allows for the least amount of disruption for all children attending our program.

If you are here to contact the teacher, please make arrangements to speak to the teacher before or after class. It is essential that our staff's attention be focused on our students during class time.

For the safety of your child and others, when visiting please:

- Sign-in with front office staff, filling in the appropriate form with the child's classroom, arrival time, date, and your signature which must include full first and last names. Obtain and wear a visitor's sticker/badge provided by the sign-in desk.
- When additional family members or friends are with you during your visit – please have every person follow the visitor procedures. While visiting, please keep your children with you at all times to ensure their safety. WVCCC campus is gated exteriorly and interiorly for the safety of all programs within the facility.
- Be mindful of your child's classroom routine and activities. Be aware there are other child related programs conducting class on campus as well.
- As you leave the school, please sign-out at the front desk by writing your departure time and removing your visitor's sticker.

AZ Child Find Procedures

If there are concerns that a child/student may have a need for early intervention or special education, please contact

- Birth to 3 years old, AZ Find: 1-800-352-4558 or 928-679-8106, azfind@azed.gov
- 3 – pre kindergarten 5 years old, WVCCC: 623-474-7269 for a screening appointment
- 5 – 21 years old, contact the student's school

Pesticide Notification

In accordance with FESD Governing Board policy EBAA, notice prior to pesticide application will be provided at least 48 hours prior to such application. This information will be posted at the facility entrance and in each classroom. All areas scheduled to receive pesticide application will be posted, and a written record of pesticide application will be maintained.

Liability Insurance

Insurance required by R9-5-308 is carried by the licensee.

The full policy is located at
Fowler Elementary School District No. 45
1617 West 67th Avenue
Phoenix, AZ 85043-7717
623-707-4500

This facility is regulated by the
Arizona Department of Health Services
Office of Child Care Licensing
150 North 18th Avenue, Suite #400
Phoenix, AZ 85007-3244
602-364-2539

Facility inspection reports are available for
public viewing at the
Arizona Department of Health Services
Office of Child Care Licensing
or upon request at the child care center.

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6250 West Durango Street
Phoenix, AZ 85043-7717
Phone: 623-474-7260
Fax: 623-474-8955

2018-2019 Staff Directory

Rose Ann Wastjer	<i>Director of Student Services</i>	623-474-7271
Kristi Stewart	<i>Assistant Student Services Director</i>	623-474-7275
Patricia Partida	<i>Administrative Assistant</i>	623-474-7276
Teresa Najera	<i>Special Education Clerk</i>	623-474-7269
Juana Aguilar	<i>Special Education Teacher</i>	623-474-8943
Heidi Feldstein	<i>Special Education Teacher</i>	623-474-8946
Natalie Zavala	<i>Special Education Teacher</i>	623-474-8944
Jessica Fisher	<i>Lead School Psychologist</i>	623-474-7278
Karen Fitzgerald	<i>Speech Language Pathologist</i>	623-474-7278

Please sign, date, and return as acknowledgement that you have received and read the Western Valley Preschool Parent Handbook.

Student Name _____

Teacher _____

Parent Name _____

Parent Signature _____

Date _____