

STANFIELD ELEMENTARY SCHOOL PRESCHOOL PARENT HANDBOOK



Where Our Why is YOU!

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520-424-3353
www.goroadrunners24.com

WELCOME!

We proudly welcome your family to our preschool classroom. We hope that your involvement in our organization proves to be an enriching experience for both you and your child.

Our staff implements developmentally appropriate practices in our activities. We encourage children to become enthusiastic learners by using open-ended questions and exploration. We allow each child to be creative by supporting their individual needs.

Our program strives to effectively satisfy each child's basic need for love and a sense of belonging while supplying them with appropriate activities to expand their growing minds.

Mission: Where our WHY is you! The only thing that stands between a person and what they want in life is the will to try and the faith to believe it is possible.

Vision: We the students, teachers and parents of Stanfield Elementary School envision and embody the characteristics of a school in which we collaborate to provide a supportive environment where students excel in academics, physical and emotional wellness.



PROGRAM DESCRIPTION AND ENROLLMENT

Stanfield Preschool is licensed by the State of Arizona Board of Education and the Department of Health Services. Staff qualifications and child/teacher ratios meet the state requirements. Our staff is available to discuss any special needs or concerns you may have at any time.

Stanfield Preschool provides high quality early education and care. Our program operates two sessions based on age. The morning "kinder-prep" session is for children that are 4-5 years old that will be entering kindergarten the next school year and are potty trained. The preschool session operates 8:00 AM to 11:00 AM. The afternoon session is for children 3-4 years old that are potty trained. The afternoon session operates 12:00 PM to 3:00 PM. Stanfield's Preschool Program operates Monday through Thursday based on the school calendar.

Our preschool program serves children who are 3-years old to 5-years old (not eligible for kindergarten) and fully potty-trained at the time of enrollment. In accordance with federal law, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. Stanfield Elementary School provides a zero-tuition preschool program.

Fully potty-trained means:

- Pull-ups are not permitted. To be considered potty-trained, a child must be able to do ALL of the following:
- Tell an adult they have to go potty BEFORE they have to go (They must be able to say the words "I have to go potty.")
- Can INDEPENDENTLY pull down their underwear and pants and pull them back up when done
- Can INDEPENDENTLY clean their bottoms after using the toilet
- Get off the toilet by themselves
- Wash and dry their hands
- Postpone going if they must wait for someone who is in the bathroom or if outside and away from the classroom

All children who live in the District are eligible if they are 3-years old and fully potty trained.

- Enrollment forms are available at the Stanfield Elementary School office.
- Complete and return all registration and enrollment forms.
- Receive a confirmed starting date.

The standard forms listed below must be completed to enroll your child in the Stanfield Preschool:

- Health form & immunization records, child's birth certificate, and proof of residency.
- Other forms may be required on an as needed basis.

Stanfield Preschool participates in the Quality First Scholarship program and additional forms and documents would be needed based on the Quality First eligibility criteria.

Transportation

Stanfield Preschool does not offer transportation to and from the program. Parents are responsible for transporting their child to and from preschool based on their assigned program start and end times.

Field Trips

Stanfield Preschool does not conduct field trips outside of the school campus.

Services Provided by the School

School staff will provide general health screening on vision and hearing. Stanfield Preschool collaborates with the following services on site:

Special Education Services

Migrant Education Program

McKinney-Vento Act Program

Children with Special Needs

Stanfield Preschool takes pride in the ability to offer an integrated environment where we can work with parents, therapists, teachers, and specialists to accommodate the special needs of our youngest learners. No eligible 3-year-old child will be refused enrollment due to disability. We offer a continuum of services from appointment-only to full inclusion.

State Licensed

Stanfield Preschool is licensed by the Arizona Department of Health Services, office of Child Care Licensure, and complies with all standards set forth by the department. Inspection reports are available upon request.

Stanfield Preschool is governed by the Stanfield Elementary School District Governing Board. The school administration has access to all records necessary for the performance of the facility.

Other Program Information

Liability Insurance posted in classroom

SESD has liability insurance for enrolled children.

Pesticide information posted in classroom

A notice of monthly pesticide applications will be posted at the entrance of the site and classroom at least 48 hours before applied. The vendor's name, phone number and business license will also be provided.

The Stanfield Pre-K is currently under a grant by Quality First <http://www.qualityfirstaz.com/>.

Children enrolled in the Stanfield Pre-K program are not charged any fees.

Reporting of Suspected Child Abuse or Neglect

It is our intent to build a partnership with parents and to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available to parents, upon request. It is important for parents to be aware that state law requires that all incidents of suspected child abuse or neglect must be reported to the appropriate agency. It is the responsibility of that agency to investigate each reported case.

We are mandatory reporters.

PROGRAM INFORMATION

Arrivals and Departures

Stanfield School is a secure facility, and parents must be buzzed in by a staff member at the front desk. Parents must sign in at the front office to obtain a visitor's pass to escort their child to the preschool classroom.

You are required by Federal law to sign your child in and out of the preschool classroom using your full name.

Once a child is signed out, they are no longer Stanfield's Preschool responsibility.

There is staff in the classroom from 7:45 AM to 3:15 PM Monday through Thursday during preschool sessions for drop-off and pick-up. Parents cannot drop off their child prior to 7:45 or 11:45am depending on which session your child is attending and must have their child picked up immediately upon the dismissal at 11:00 AM or 3:00 PM.

Your child may only be released to you or a designated person via your written approval. Picture ID is required if staff does not know the person.

If your child will be absent from school, please remember to call the office to report the absence. You can call: 520-424-3353. The parent can also contact the preschool teacher by using email or other communication App that the teacher uses to support communication with parents.

Visitation Policy

Our Stanfield Preschool maintains an open-door policy for parents at any time it is in operation. Visitors must sign in and receive a visitor badge. Stanfield Preschool does retain the right to exclude anyone who is not entitled to be present or would be a threat or danger to the children.

Uniform Dress Code

Children attending the Stanfield Preschool program will be permitted to wear white, blue, maroon, long or short sleeve polo shirts. Pants, shorts, skirts, and sweatpants of blue or khaki color are required. Outer jackets or coats can be blue, gray, or white.

Please label all clothing with your child's name on the inside. Our staff will make every effort to help your child learn responsibility for his/her belongings; however, we will not be responsible for lost items.

Stanfield Elementary School District has a "no backpack" policy. This will also be implemented in the preschool program. Children are not to bring backpacks or other items from home (including toys, stuffed animals, blankets, etc.).

Please provide the following:

A clearly labeled set of extra clothes (including a shirt, pants, underwear, and socks) in a clear Ziplock gallon sized bag.

Please dress your child in clothing that is appropriate for indoor and outdoor play. We go outside each day (weather permitting). Sneakers or other closed-toed shoes are required. Please make sure all items are labeled.

Health Policy

Stanfield Preschool is licensed to provide well childcare. As such, our staff is trained to monitor each child throughout the day for signs of sickness or depleting health. Teachers are expected to alert

school nurse, who in turn contact parents with health concerns. Your child will be sent home, and must be picked up within one hour of initial parent contact for the following symptoms:

- Fever of 100 degrees or above
- Vomiting
- Two diarrhea episodes in one day
- Complaints of sore throat
- Persistent cough
- Concerning discharge from ears, eyes, or nose

Your child must be free from these symptoms for at least 24 hours without the use of fever reducing medication before returning to school. Notify the preschool teacher and school nurse immediately if your child has contracted a communicable disease, so that other parents can be notified. Your child's name will remain confidential; however, we are required by state childcare regulations to post exposure to these diseases.

Medication

We prefer that parents administer all medication to their children at home. Medication (including Tylenol and Children's Ibuprofen) will only be administered to children in school under these conditions:

- All medications must be in the original container bearing pharmacy label.
- Parents and physicians must sign and complete our Medical Authorization form.

Nutrition Policy

We are committed to providing a healthy environment for your child, this includes providing nutritious food and promoting good eating habits throughout the day. We ask that you support our nutrition policy if you choose to send your child a snack. Children will not be forced to eat food if they refuse to eat. Eating will be viewed as a social experience, relaxed and conversational. It is important that you provide staff with any dietary restrictions, food allergies, or medical conditions your child may have. Your child will be provided breakfast and lunch free of charge in the cafeteria based on the preschool session they attend. Snacks will be provided free of charge for both morning and afternoon sessions.

Birthday and Holiday Celebrations

Stanfield Preschool must be sensitive to each individual family's tradition and beliefs when celebrating birthdays or holidays. Our program celebrates birthdays by recognizing the child, this may include a birthday crown, a card made by the class, singing, the child picking a favorite book, etc. Stanfield Preschool follows the guidelines set out by the Department of Health Services licensing and Quality First requirements.

Discipline Policy

Children need discipline and limits to help them learn and become self-directed in their behavior. Each child is unique, and discipline is handled individually depending on the child and circumstances demanding attention. The following techniques may be used by staff as disciplinary tools to enhance a

child's knowledge of acceptable behavior: provide alternate choices, assist in problem solving, ignore small disputes, redirect and/or provide "cooling off period". Harsh or corporal punishment will not be allowed. Consistency is an important part of discipline; thus, a joint effort is needed between parents and teachers. No child will be expelled due to behaviors.

Curriculum for Early Childhood

The philosophy behind our curriculum is that young children learn best by doing. Learning is not just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In early years, children explore the world around them by using all their senses (touching, tasting, smelling, and looking).

In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

Currently, Stanfield Preschool utilizes Creative Curriculum to support the Arizona Early Learning Standards.

Stanfield Preschool is committed to our children's health and understands the unique needs of each child. We value our staff members as positive role models who help children begin healthy habits at a young age. We promote both indoor and outdoor physical activity by following the guidelines below.

Daily physical activity is planned and initiated:

- Staff members will include at least 45 minutes per day for physical activity.
- At least 15 minutes will be adult-led, and 60 minutes will be free-play.
- Staff members will encourage both moderate and vigorous levels of physical activity.
- Screen time is limited to one-hour or less per week.
 - Exceptions to screen time limits include children needing assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes.

Physical activity will never be withheld or used as punishment.

Emergency Procedures

In case of an accident or emergency, we will contact all parents immediately. It is imperative that we always know how to reach you. If we are unable to contact a child's parents, the emergency contacts

in your child's record will be called. Every effort will be made to locate parents or emergency contacts before emergency action is taken.

Fire and Evacuation Drills and Lockdowns

Stanfield Elementary School has established procedures to deal with a variety of emergencies. Fire drills are held monthly, but evacuation drills are held annually. Alerts are practiced and explained to students during the first week of school.

Safety lockdowns are practiced several times during the school year and are explained to the students that they are performed for the students' safety.

Preschool will conduct fire drills monthly along with the school schedule. If the school fails to conduct a fire drill as scheduled, the preschool will conduct one for the classroom and it will be noted on the Monthly Record of Fire Drill and Smoke Detector Battery check form.

If the school campus MUST be evacuated, and students removed from the school site, we will follow the same procedure as the school. Further information is available in the Stanfield Elementary District office and in the preschool classroom.

Other Program Information – Department of Health Services Empower Standards

Stanfield Preschool participates in the Empower Program and pledges to adopt the 10 standards that support healthy eating, encourage active play, prevent exposure to second- and third-hand smoke, practice sun safety and promote good oral health habits.

Listed below are each of the 10 standards. To see each standard, the rationale, or for more information, visit the Empower website at: www.theempowerpack.org.

Standard 1: Physical Activity

Standard 2: Sun Safety

Standard 3: Breastfeeding

Standard 4: Child and Adult Care Food Program (CACFP)

Standard 5: Fruit Juice

Standard 6: Family-Style Meals

Standard 7: Oral Health

Standard 8: Staff Training

Standard 9: Arizona Smokers' Helpline (ASHLine)

Standard 10: Smoke-Free Environment

Family Handbook Verification Form

I verify that I have reviewed the 2024-2025 Stanfield Preschool Handbook. I can locate information I may need as a parent/guardian of a Roadrunner student. The preschool handbook is also available online at <http://www.goroadrunners24.com/>

Date: _____

Grade: Preschool

Student Name:

Parent/Guardian Name:

Signature: _____

