



## **Welcome to Tanque Verde Community Preschool!**

*We are located at Tanque Verde Elementary: 2600 North Fennimore, Tucson, Arizona, 85749*

Please read through this handbook in its entirety. Policy updates will be made periodically, and while we will make every effort to make you aware of major policy changes (in writing, through email, posted on the parent board, and through our website), it is your responsibility to stay up-to-date with all policies.

### IMPORTANT CONTACT INFORMATION

Kristen Kvaran, TVCP Director: (520) 749-4244 X 3080

kkvaran@tanq.org

Tanque Verde Elementary School Office: (520) 749-4244



### PROGRAM CURRICULUM

Our curriculum adheres to Arizona State Early Childhood Education Standards. Children will study a broad variety of topics of interest and within these topics, they will explore ways to develop necessary skills for reading, writing, math, science and other learning goals, as well as social and emotional development. The environment is intentionally prepared for children to learn through active exploration and interaction with adults, peers, and materials. Staff facilitates and expands intellectual growth by asking open-ended questions, offering suggestions, or adding more complex materials or ideas to a situation. Staff recognizes that children learn from self-directed problem solving and exploration. We rely on Creative Curriculum and Handwriting Without Tears as additional curricular resources.

### OUR STAFF

All staff participates in professional development and/or continuing college education courses on an on-going basis. At least one staff member that is certified in CPR/First Aid will be on the premises at all times. All staff members have passed the Arizona Department of Health Services background check.

Staff are prohibited from babysitting for families or transporting children in their personal cars to or from the program while employed by Tanque Verde School District.

# **POLICIES AND PROCEDURES**

## **ADULT CODE OF CONDUCT**

Staff, parents and other adults are role models for children. The words we choose, our tone, volume and body language leave lasting impressions on young children. Program services will be terminated if any of the following occur:

- Physical punishment or disciplining of any child including your own while on campus or on field trips.
- Inappropriate interactions such as intimidation, threatening, yelling, or swearing in person, via phone, text, email or other social media.
- Smoking, using alcohol or illegal substances while on campus or field trips. Please support our efforts by being a positive role model to all children.

## **BIRTHDAYS**

Being a part of a community means celebrating special days and events together, and creating classroom traditions is fun and exciting for children. Each class may celebrate birthdays a little bit differently, so please talk with your child's teacher before making any plans. In addition to what the teacher has planned, you are welcome to bring a healthy snack or a special book for your child's special day, either to share with the class or add to the classroom library. Invitations to parties may not be distributed in the program, but we will create an opt-in contact list to facilitate interactions outside of school.

## **CELL PHONES**

Please refrain from using your cell phone when dropping off or picking up your child. This is an important transition time when staff may have information to share with you.

## **COMMUNICATION**

Staff will communicate with families in a variety of ways including direct contact, notes, phone calls, email and newsletters. Each room has a space featuring information about the program, including posted weekly lesson plans and upcoming events. Documentation boards depicting children's work, curriculum objectives, learning standards and teacher reflections will be displayed throughout the room.

## **CHILD FIND**

Each child is unique, with his/her own individual pattern and timing of growth and development. Different levels of ability and learning styles are expected and accepted. Please talk to staff if you have questions or concerns about your child's development.

Tanque Verde Unified School District participates in Child Find. On a periodic basis, personnel from the school district and the Arizona Early Intervention Program conduct a preschool screening at Agua Caliente Elementary School, 11420 E. Limberlost, for children from birth through five years of age. The screening will be held on an appointment basis and a limited number of reservations will be made for each screening date.

The district will provide direct screening services for children who reside within its attendance boundaries. Verification of district residency will be required.

Specifically, screening assistance will be provided in those areas which may require the child to receive special education services. The areas screened will be vision, hearing, cognitive abilities, motor skills, speech and language, as well as social and self-help skills. We especially encourage participation by children under 3, as every effort is made to provide any needed services by the third birthday.

If, after the screening, there is reason to suspect a possible disability, information will be provided on infant/toddler services or further evaluation by the school district for 3-5-year-olds.

If you would like more information or would like to make a screening appointment, please contact the TVUSD Student Services Department at 749-5751.

### DAILY SCHEDULE

The daily schedule is arranged to give children the maximum opportunity to fully develop their interests and skills. A copy of the daily schedule, including specific lunch and rest times, is posted in each room.

### EMERGENCY PLAN

In order to be prepared in the case of a fire or other emergency, fire drill practice occurs monthly. Lockdown practice occurs 4 times per year. Each classroom has an emergency plan in the event of a crisis or emergency situation. Lock down and/or evacuation procedures will be followed if necessary, and parents will be notified via phone and/or email. Portable parent contact information is kept in a notebook easily accessible to staff. In the event that access to communication is interrupted, children will be kept safe until parents can be contacted. Evacuation maps and Emergency, Fire and Law Enforcement contact information is posted in each room.

### DISCIPLINE GUIDELINES

Staff guide and redirect children to help them learn to cooperate with their peers. Staff involve children in decision-making and problem solving when conflicts arise. Staff acknowledges appropriate behavior and uses positive guidance techniques. Conflict provides us with an opportunity to help children develop

problem-solving skills, such as brainstorming, negotiation, and compromise. Children are encouraged to resolve their conflicts peaceably and independently. In extenuating circumstances, a child may be redirected to another area or another classroom to help him/her make a better choice. You will often hear staff remind children to make a plan of action, think of next steps and use their words when facilitating children in conflict.

### ENROLLING/DISENROLLING A CHILD

Tanque Verde Community Preschool enrolls children ages 3-5 who can independently use the toilet. We offer full-time, part-time, and extended day care.

In order to provide a safe learning experience for your child, we may require a plan to meet your child's medical or behavioral needs. If it is determined that a child's needs require specific staff training or assistance, a plan, along with the trained staff member must be in place prior to admittance. Please remember to inform us if your child already has an IEP (Individual Education Plan).

When disenrolling your child from our program, a two-week notice is required. Please contact the Director if you are planning to disenroll, so that we can assist you and your child in preparing for the transition.

The program does not accept children on a drop-in basis. If you need to change your child's schedule, please contact the Director to find out if your request can be accommodated and to update your enrollment contract. There is a \$25.00 fee for each contract change.

### FIELD TRIPS

At this time, our facility does not transport children.

### HARMFUL BEHAVIOR

At times, children will bite and hit. When biting or a physical incident occurs, an Incident Report is completed and notes are written to the parents of children involved. If the skin was broken or the injury is severe in any way, the parents will be called immediately. All incidents are confidential. Staff and parents will discuss strategies to avoid future occurrences. We encourage the child who has hurt to help provide care and comfort to the hurt child if appropriate. Repeated behavioral occurrences may indicate a need to establish a consistent, individual plan for a particular child. This is done in partnership with staff, parents, and sometimes with an outside professional. Please do not address the child or the child's parents. Refer to the Adult Code of Conduct. Parents will be notified if a child is endangering the health and safety of him/ herself or others. Continued inappropriate behavior may result in loss of services. Children may be dismissed or suspended from the program with no warning for major infractions where the safety of the staff or other children are compromised such as violence or evading supervision.

### HEALTH AND SAFETY

The safety and well-being of each child is our first priority. We are committed to providing a healthy environment, and we promote this through hand washing, cleaning toys and tables regularly, and teaching healthy habits such as covering coughs and sneezes. Your child will be asked to wash his/her hands several times through the day, beginning upon arrival, before and after eating, when returning from outside play, and after using the toilet. However, since it is impossible to eliminate all germs, children will still get sick. Children need to remain at home if any of the following are present:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea
- Severe coughing
- Pink eye, or other eye irritation or discharge
- Head lice
- Chicken pox, or any other contagious disease

Children need to be symptom-free, without the aid of medication unless prescribed by a doctor, for at least 24 hours before returning to the program. This includes being fever-free for 24 hours without the aid of fever-reducing medications, even if no other symptoms are present. A notice will be posted if any contagious illnesses such as pink eye or strep throat have been reported. In the event that your child should become sick at school, you will be notified to pick up your child. Your child will be kept in a quiet area until you or the 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.

Children need to be picked up within an hour after the parents and/or Emergency Contacts are called. In the case of a minor injury such as a scraped knee, splinter, or nose bleed, the child will be treated in accordance with First Aid procedures and an Incident Report stating what happened and how the child was cared for will be sent home with the child. In the case of an emergency, parents or emergency contact persons will be notified immediately and authorized medical attention will be given.

Information regarding allergies, medical conditions or special needs must be listed on the child's enrollment form. In the case of diabetes, seizures, or peanut and bee sting allergies, a separate form is required from your child's doctor, listing steps to be taken if an emergency occurs.

If your student needs over-the-counter medication at school, download the medication permission form available on the Tanque Verde Health Office website (<http://www.tanqueverdeschools.org/TVESNurse.aspx>), sign it and bring it to the Health Office. Signed medication forms are valid for the current school year only. Medication must be in its original container, labeled with the child's first and last names.

## HOURS OF OPERATION

We are open Monday through Friday from 7:30 AM to 6:00 PM. We follow the Tanque Verde Unified School District's calendar, and we are not open during school breaks.

## NUT-FREE ZONES

Due to an increase in cases of childhood peanut allergies, our site may be made either completely peanut-free or have a designated peanut-free area where children with peanut or other nut allergies eat. Depending on the severity and type of allergic reaction, some nuts such as almonds, cashews, walnuts, pecans, etc., may be allowed. Nut-free zones may be established at any time in our program. Parents will be notified of this status.

## PESTICIDES/HERBICIDES

In the event that the facility needs to be sprayed for insects/weeds, a 48-hour notice will be posted on site, and spraying will occur when children are not on campus, in accordance to the manufacturer's instructions.

## PHOTOGRAPHS/VIDEO

Photographs of children, family members and staff are displayed in every room. Documenting class projects and special events through pictures or videos provides a visual record of long-term projects and allows parents the opportunity to see what activities children are involved in on a daily basis. These pictures may be used in newsletters, weekly emails, and handbooks, on the Tanque Verde Community Preschool Facebook page and at community events. Tanque Verde Unified School District may photograph your family (parents, children, etc.) and/or use your image for publicity/media purposes in newspapers, on-line, TV, brochures, District reports, news releases and videos. To give consent to the above, please complete and submit the half-sheet permission form when registering for the program.

## PICK UP/DROP OFF

Children must be signed in and out daily by an authorized person, in the binders/notebooks provided. A signature including both the first and last name is required when signing a child in or out of the program. Children will only be released to the custodial parent(s) or to persons listed on the emergency card, unless written authorization from a parent is given. Phone authorization for release of a child will only be accepted when a password plan has been instituted in advance (please see telephone authorization code information in registration packet.) A picture I.D. is required of anyone picking up a child who is unknown to the staff. Persons dropping off or picking up children must be at least age 14 or older. Preschool children are not allowed to walk to and from the parking lot by themselves. You must park cars in the parking lot. No parking is allowed at any time in the bus bay.

### REST TIME

A rest/quiet time will be offered to all children who are present for the full day (8:30 – 2:15). The time frame in which it is offered is determined in accordance with individual children's needs. During rest/quiet time the activity level for non-sleepers does not change. Children who need to sleep will be provided with a mat in a quiet area of the room, typically in the reading/library area. Please let your child's teacher know if you have concerns about your child's resting habits at school. We will do our best to honor parent preferences during rest time with the understanding that we will never force a child to sleep or force a child that wakes up to stay on a mat. We also will not make a tired child stay awake. Our rest/quiet time is guided by each child's individual needs.

### SNACKS/LUNCH

Mealtimes are an important part of our daily routine and offer a wonderful opportunity to enhance vocabulary and language skills, reinforce concepts such as size, shape, and texture, and introduce nutrition education. Children will eat in small groups with adults either seated at the table or positioned nearby to facilitate positive interactions. Staff will help children utilize self-help skills such as opening containers and unwrapping foods. Parents are required to provide a daily nutritious snack for their child. Cold gel packs and insulated bags should be included to keep food items fresh. Staff is not allowed to refrigerate or heat any food items, unless it is in conjunction with a planned cooking activity. During the school year, children staying all day may either bring a lunch from home or purchase one through the Tanque Verde Unified School District food service program at an additional cost. Income-qualifying families are eligible to participate in the free or reduced cost school lunch program. Applications are available in the front office. Children are encouraged, but never forced to eat.

### SUNSCREEN/SUN SAFETY

During warm months, please provide a hat and water bottle with your child's name, and apply sunscreen to your child before arriving at school. If your child stays all day and you feel that reapplication is necessary, you may bring a bottle of sunscreen labeled with your child's first and last name. You will need to sign a sunscreen consent form to allow teachers to apply your child's sunscreen while at school. We will apply sunscreen only if given written permission. Consent forms are available from the Director.

### TELEVISION/MOVIES/VIDEO GAMES/TOYS

When attending our program, we want children involved in activities that they may not get the opportunity to experience elsewhere. Children are discouraged from bringing valuable 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.

### TRANSITION TO KINDERGARTEN

Because our program is located on the Tanque Verde Elementary campus, our preschool children have many opportunities to become familiar with the surroundings and daily routines of the campus. Parents of children in their last year of preschool will be invited to attend Kindergarten Round-Up. Parent/Teacher Conferences are another opportunity to discuss any questions or concerns you might have about the transition to Kindergarten.

### TRANSPORTATION

Parents are responsible for transporting their child to and from the program. There is no transportation available between campuses for preschool-aged children. Children with special needs may qualify for district transportation services according to their IEP.

### VACCINATION RECORDS

We are required to have your child's most up-to-date vaccination records on file before he or she can attend our program. A copy of these must be turned in with your registration packet. If your child is due for any additional vaccinations after you've turned in your paperwork but before our start date, please turn in an updated copy by the first day of school. If your child receives any vaccinations during the school year, please send in an updated copy as soon as possible.

### VOLUNTEERING/VISITING

Whether helping out with a special project, accompanying on a field trip, providing supplies, or joining us in our daily activities, we welcome and encourage parents to join us! For specific information regarding volunteering, please check with the Director. As parents or guardians, you are guaranteed access to the areas on facility premises where your child is receiving child care services.

### WHAT TO WEAR

**THE BASICS:** Please dress your child comfortably and in clothes that can get messy! Provide simple, clothing that is free of complicated fastenings (for example: overalls cause problems with toileting and independence). Think of the materials and the activities that children love such as sand, mud, paint and water. While we will do our best to protect your child's clothes during extra messy projects, we cannot guarantee that they will not get dirty or stained.

**COLD AND RAINY WEATHER:** Please provide a sweater or jacket, plus hat, mittens/gloves, etc. as needed. We will provide outside time every day, except during dangerous weather conditions. Label all clothing sent to school. **Please keep a complete extra set of seasonally appropriate clothing in your child's cubby, including underwear and socks, stored in a labeled plastic bag.**

**SHOES:** There will be occasions when we permit children to go without their shoes and socks if they choose, and weather permitting. If children do take their shoes off, we will remind them to put shoes



and socks in an assigned area, so that they are more easily found at the end of the day. If you prefer that your child not go barefoot, please let staff know.

## **PAYMENT INFORMATION**

Please review the Important Billing Information carefully before signing the Enrollment Contract. Tanque Verde Community Preschool relies on tuition from families to provide quality services. Funds generated are used for furnishings, outside equipment, supplies, materials, staff training, wages and benefits.

The tuition is prorated for the year, based on actual program costs, and is divided into equal payments for your convenience. Holidays and vacations are taken into account when determining the fees, and because of this, fees will be the same amount, week to week/month to month, regardless of days off. As such, there are no reductions in tuition for days missed due to illness, absence of any kind, holidays, vacations or adverse weather conditions. If you need to change your child's schedule, please contact the Director to find out if your request can be accommodated and to update your Enrollment Contract. There is a \$25.00 fee for each contract change.

### **PAYMENTS**

Payments are made online through MySchoolBucks. Transaction fees are included in our tuition rates. Payments are due in advance of service. Any additional fees accrued through late pick up, contract changes, etc. will be added to your next invoice and must be paid in full by the due date.

### **ABSENCES/ILLNESS/VACATIONS/ADVERSE WEATHER**

Fees are pro-rated for the entire year. There are no reductions in fees for the days a child is absent due to holidays, illness, vacation, or adverse weather.

### **DISCOUNTS**

The following discounts are available for families:

TVUSD employee: \$200 off full-time enrollment or 28% off part-time enrollment

### **LATE FEES**

There is a \$3 per minute late fee when picking a child up after our closing time or after your scheduled program time. If additional time is needed, please contact the Director ahead of time. Services may be terminated if a child is picked up 10 minutes past the end of their scheduled program time on more than three occasions in one school year, regardless of the reasons for late pick-up.

## **REGULATORY AGENCIES**

Our programs are governed by the Tanque Verde Unified School District Governing Board and regulated by the Arizona Department of Health Services. Our programs carry liability and vehicle insurance.

Insurance documentation is available for review on the facility premises. All inspection reports pertaining to our facilities are on-site and available upon request.

Arizona Department of Health Services, 400 West Congress Street, Suite 100, Tucson, Arizona, 85701,  
(520) 628-6541