

Lake Havasu Unified School District #1



Preschool Handbook



**Scholarship
Character
Humanity**

Little Knights Preschool
2675 Palo Verde Blvd S, Lake Havasu City, AZ 86403
Phone: (928) 854-5347

Oro Grande Classical Academy Preschool
1250 Pawnee Dr, Lake Havasu City, AZ 86406
Phone: (928) 505-6080

Smoketree Elementary Developmental Preschool
2395 North Smoketree Avenue Lake Havasu City, AZ 86403
Phone: (928) 505-6033

Every Student. Every Day. Whatever It Takes!

Mission Statement and Guiding Principles

Lake Havasu Unified School District's mission is to engage each student with a focus on scholarship, character, and humanity - so that all students may graduate with the academic and social skills necessary to become responsible citizens and contributing members of society.

Our guiding principles express commitment to the community's students and reflect the unity of purpose we must demonstrate as a school district and community. The success of our students is the basis upon which our future rests.

These guiding principles articulate the roles we are challenged to assume. The Lake Havasu Unified School District defines the commitment that our community can expect from all staff members and suggests keyways the community can best influence the education of students.

The term "community" represents students, parents, School District personnel, businesses, organizations, city agencies, and every citizen. Through our combined effort, we share the responsibility and successes evident in our students' development.

Philosophy

Our staff is committed to providing a safe and nurturing classroom, where the children have an opportunity to develop a love for learning and a respect for others and their environment. Children are inspired, instructed, and encouraged to grow socially and academically, through age-appropriate discovery and hands-on experiences.

Parent responsibility

Partnering with parents is paramount to success with our preschool students. Successful school experiences occur when parents and teachers work together as a team.

Preschool Program Contacts

Director of Student Services – Jon Moss – jmoss@lhusd.org
Districtwide Preschool Programs Coordinator – Eliseo Barnes – ebarnes@lhusd.org
Little Knights Preschool Lead Teacher – Marie Hendry – mhendry@lhusd.org
Little Knights Preschool Lead Teacher – Michaela Delgado – mdelgado@lhusd.org
Oro Grande Classical Academy Principal – Brett Bitterman – bbitterman@lhusd.org
Oro Grande Classical Academy Preschool Lead Teacher – Chasitee Leon – cleon@lhusd.org
Smoketree Development Preschool Lead Teacher Illa Carvajal – icarvajal@lhusd.org

LHUSD Preschool Description

Our preschool program enhances children's confidence by providing activities to help children become problem solvers and lifelong learners. Our preschools focus on: developing students' positive social emotional skills, acquisition and use of knowledge skills, appropriate behaviors in peer interactions through independent exploration, structured activities, hands-on learning. Children work on early literacy, math, science, and social studies concepts.

Developmental Preschool Description

Early Childhood Special Education is a state-mandated preschool program for three- and four-year old children with special needs. The Lake Havasu Unified School District provides screening and/or identification of three- and four- and non-kindergarten eligible five-year old children with suspected disabilities. The Developmental Preschool is designed to address the educational needs of developmentally delayed preschool children. AZ Find Developmental Screening identifies possible learning disabilities and is available to all children residing within District boundaries. Screening is also offered to infants (0-3 years) through the Arizona Early Intervention Program.

The Lake Havasu Developmental Preschool is a reverse mainstream program where children with differing abilities and disabilities play and learn together in the same classroom. The program is designed to serve special needs and typically developing preschoolers three to five years old (not eligible age for kindergarten). We are here to encourage self-control, self-esteem, and respect for all children and adults. Children are learning how to have a good relationship with others and how to be a friend. Children are not born with these skills. Children are taught social and emotional skills. Children with special needs may be challenged in one or more ways by impairment of speech/language, hearing, or vision impairment or by developmental delay. Developmental delay

may affect cognitive, motor, and/or sensory abilities; psychomotor and/or language skills; and/or adaptive behavior. **Services are free** to qualifying children. Typically developing children pay tuition to attend the program and come from the school community. A waiting list for typically developing preschoolers will be established if the number applying exceeds the number of spaces available. First Things First has provided a grant to provide free preschool to students who meet eligibility under the Quality First Scholarship Program. The Developmental Preschool is a mixed service model that includes students with special needs, tuition paying students, and students on a scholarship.

Hours of Operation and School Days

Little Knights Preschool

Office Hours: 7:45 AM to 2:30 PM

AM Session: 7:45 AM to 10:45 AM

PM Session: 11:30 AM to 2:30 PM

Operational Days: Monday, Tuesday, Wednesday, Friday – See Calendar for Specific Closures

Oro Grande Classical Academy Preschool

Office Hours: 7:30 AM to 3:30 PM

Full Day Sessions: 8:00 AM to 2:30 PM

Operational Days: All Regular School Days – See Calendar for Specific Closures

Smoketree Elementary Developmental Preschool

Office Hours: 7:30 AM to 3:30 PM

AM Session: 7:45 AM to 10:45 AM

PM Session: 11:45 AM to 2:45 PM

Operational Days: Monday, Tuesday, Wednesday, Friday – See Calendar for Specific Closures

Sample AM Half-Day Schedule for Little Knights and Smoketree Preschools

7:45 - 8:25	Sign in and Self-selected Experiences (cognitive, fine and gross motor, social-emotional)
8:25 - 8:35	Calendar, Circle Time, Songs (cognitive, social-emotional)
8:35 - 9:05	Outside Activities (motor skills, social-emotional)
9:05 - 9:20	Snack Time: Served Family Style (social-emotional, fine motor)
9:20 - 9:40	Transitions/Small Group Centers (cognitive, social-emotional, motor skills, language and literacy, science, math, social studies) Finger Plays and Hand Washing (cognitive, fine motor, self-help, health)
9:40 - 10:15	Inside and Outside Activities (motor skills, social-emotional)
10:15 - 10:40	Story and Whole Group Activity (social-emotional, motor skills, language, and literacy)
10:40 - 10:45	Clean-up and Pick-up Time (social-emotional, motor skills)

Sample PM Half-Day Schedule Little Knights and Smoketree Preschools

11:30 - 12:05	Sign in and Self-selected Experiences (cognitive, fine and gross motor, social-emotional)
12:05 - 12:15	Calendar, Circle Time, Songs (cognitive, social-emotional)
12:15 - 12:40	Outside Activities (motor skills, social-emotional)
12:40 - 12:55	Snack Time: Served Family Style (social-emotional, fine motor)
12:55 - 1:15	Transitions/Small Group Centers (cognitive, social-emotional, motor skills, language and literacy, science, math, social studies) Finger Plays and Hand Washing (cognitive, fine motor, self-help, health)
1:15 - 1:55	Inside and Outside Activities (motor skills, social-emotional)
1:55 - 2:25	Story and Whole Group Activity (social-emotional, motor skills, language, and literacy)
2:25 - 2:30	Clean-up, self-selected experiences, and Pick-up Time (social emotional, motor skills)

Sample Full time Activities Schedule Oro Grande Classical Academy Preschool

7:30 - 8:00	Arrival	11:00 - 11:25	Lunch
8:00 - 8:15	Morning Circle Time	11:25 - 11:45	Bathroom
8:15 - 8:30	Bathroom	11:40 - 12:00	PM story time
8:30 - 9:30	Recess/ Outdoor Time	12:00 - 1:30	Rest time
9:20 - 9:45	Snack time	1:30 - 2:00	Centers + Small Group Activities
9:45 - 10:00	Bathroom	2:00 - 2:20	Circle Time
10:00 - 10:40	Centers + Small Group Activities	2:20 - 2:20	Music/Dance
10:40 - 11:00	Circle Time	2:30 - 3:00	Dismissal

Description of routines and activities at our preschools:

Circle Time- The daily schedule is discussed through the use of pictures. Various concepts are taught during this time: colors, shapes, letters, letter sounds, vocabulary. Children also are taught vocabulary words that are related to the theme that is being taught.

Music- Music is taught by the classroom teacher. Through these activities, children learn language, several types of music, and how to play diverse types of musical instruments.

Shared Reading- A book is read to the entire class or in small groups. Vocabulary and other skills are reinforced during the shared reading time. Interactions between the book and children are encouraged. Books that are read are part of or related to the adopted preschool curriculum and are generally theme related.

Large Group Activities- In large group activities, direct instruction is used to teach all the children. Content is based on the curriculum "CLKA." Lessons taught cover areas such as math, handwriting, letter recognition, creative arts, and development of motor skills. During the activity, the teacher will introduce the lesson, model the activity, and give directions for the children on independent practice.

Small Group Instruction- Small group instruction provides the opportunity to work with identified needs of children in a smaller adult to child ratio. Instruction is based on information collected during weekly progress monitoring that identifies each child's need.

Dramatic Play- Dramatic play is a primary focus of our preschool program as a strategy for language development. You will see preschool teachers and assistants in the dramatic play areas modeling roles and language for children.

Snack Time- Children eat and drink the snack sent with them by their family, in the preschool classroom. Please send only healthy snacks and water. Juice, Gatorade, Soda, or other colored drinks are not allowed at Preschool. We are a water only school! Appropriate snack suggestions: crackers, fruit, vegetables, cheese, yogurt. Snacks that will not be allowed at school are chips of any kind, cookies, anything containing chocolate, candy, soda and fruit snacks. If these items are sent with your child, he or she will not be allowed to eat it at school. It will be returned in your child's backpack.

Free Choice Time- This activity takes place inside the preschool classroom where there are a vast number of stimulating toys, books, learning materials, and play areas. Through this activity, children learn how to socialize with one another in ways that are appropriate. They learn how to make decisions on their own and take responsibility for cleaning up after themselves.

Science Center- Children's curiosity is engaged, and they can explore and learn from materials that are specific to science. Children to explore science concepts are developed by the preschool staff.

Physical Education- Students will participate in physical education activities taught by the preschool teacher. During recess, the teacher and assistant will provide both small and large muscle activities for the children.

Art Time- There are numerous art activities inside of the preschool classroom for the children to use during free choice time.

Nap/Rest Time- Students at fulltime preschools may rest or nap as determined by their parents. Mats or cots are available for any child needing to nap. Nap time is facilitated peacefully daily in our fulltime classrooms. Students that wake up early may go back to play in classroom centers.

**All times are flexible and can vary from day to day depending upon the activities, weather, number of children, and motivation level of the children involved with the experience. The schedule changes every weekly

Curriculum

Our curriculum is theme based with an emphasis on multi-sensory teaching methods and language rich activities. The use of themes provides the children with practice and application for the skills in meaningful contexts. Themes relate directly to children's real-life experiences and should build on what they know. The same content should be offered more than once and incorporated into various kinds of activities. Several subject areas can be integrated in the program. The multi-sensory approach provides activities for all learning styles.

Young children feel secure with routines and schedules. The routines and schedules help them learn sequencing and time related activities. This schedule will vary due to hot weather, school assemblies, and special events.

List of Curriculum and resources

- Singapore Math
- Core Knowledge Curriculum (CKLA)
- Handwriting Without Tears
- Young Athletes
- Creative Curriculum
- Touch-Math
- STAR

Tuition Information and Schedule

Annual Registration Fee: \$25

Preschool Weekly Tuition:

Program Type	LHUSD Employee	All Others
Half Day Program	\$65	\$65
Full Day Program	\$110	\$135

Tuition is reviewed annually and established by the Governing Board. Tuition is invoiced bi-weekly and must be paid in advance. If payment is not received, your child will not be able to attend the preschool. Children who are absent from preschool for more than 10 days without advance notice may be withdrawn.

Payments are made through the district's online portal.

LHUSD has partnered with outside organizations, such as First things First and Quality First for tuition scholarships and DES Subsidies at some locations. If you qualify for a scholarship or subsidy, you may be required to pay a co-payment and any difference between the subsidy and preschool's fee schedule.

Tuition is required for every week your child is enrolled in the program including absences, vacations, and bereavement. The only exception to this policy is when your child is out for more than a week for illness, vacation, bereavement, and **prior written notice** was given two days before absence or two days following onset of illness to the Preschool Office.

Late Pick-Up Fee:

Parents are expected to arrive for pick-up on time. This allows for ample time to collect their child's belongings and converse with their child's teacher about their day. If your child is picked up late, then you may be charged a late fee of \$1.00 per minute for every minute. For example, if you arrive 15 minutes late to pick up your child, then you will be charged a late pick-up fee of \$15.00.

Enrollment and Withdrawal

Each student enrolling in the Preschool must complete the LHUSD#1 enrollment packet. Parents also need to provide the child's birth certificate, immunization record, and proof of AZ residency. Students enrolled under the Quality First grant must also complete the Quality First application and supply all requested documentation listed on the application form.

Parents need to contact the Preschool Administrative Assistant or the Preschool Coordinator when a child will no longer attend the Preschool. A student withdrawal form must be completed in the Administrative Office. Families must give a two-week written notice prior to withdrawal from our center. This helps our center in planning to meet the needs of families on our waiting list.

Enrollment Requirements: In compliance with the State of Arizona Dept. of Human Services, Preschools are required to have the following information in your child's file.

Immunization Form: Information regarding all immunizations the child has received, including month & year each immunization was administered. We will make a copy of your certified form on file.

Parent/Child Emergency Informational Form: Information including parents' home and work emergency contact information, known allergies to foods, bees, etc., release for emergency medical treatment, and a release for field trips shall be obtained at the time of admission.

Authorization for Pickup: Two alternate names must be provided on the Emergency Authorization Form (Blue Form) as designated individuals who may pick up the child from school. Photo Identification will be required for anyone not known by the teacher.

Sign In/Out Procedures: Our current method of sign in and out is through the preschool classroom or front administrative office and is documented into Synergy. ADHS requires adults to use a full signature (first initial and last name) when signing students in or out. To pick up a student during school hours, arrangements will have to be made with the teacher, or by contacting the administration office.

Clothing: Comfortable playwear is recommended and **closed-toed shoes are required. All Preschoolers are required to bring an extra set of labeled clothing that can be stored at the school in the event of spills or accidents.** We recommend that you put sunscreen on your child each day.

Photo/Video release opt in/opt out: This signed document serves as your authorization for your child's picture to be taken to be used in the yearbook, advertising, promotions & newspaper articles and to view pre-approved videos.

Parent communication

We want to do our absolute best to keep all our families informed about what is happening at our Preschools. We will communicate using the following....

Class DOJO is our main communication mode. Please send updates and questions about your child to your teacher using your account. If you need to reach your teacher during school hours, please call your students campus

Daily Report: Teachers will speak to parents/guardians when they pick up their child.

Weekly & Monthly newsletters/Lesson Plans: Each month a school newsletter will be available on the school website or available in hard copy.

Parent/Teacher Conferences: Parent/Teacher conferences will be held at the teachers' or parents' request. At this time, the teachers will give parents information about the child and recommendations in areas where any improvement is needed. The teachers and the director are available throughout the year for individual conferences with parents.

Supplies

Backpacks for bus students only.

Change of clothes—please include underpants and socks, these will be kept at school.

Checklist of suggested supplies

Bathroom Routines

Your child **must** be potty trained prior to attending Little Knights or Oro Grande Classical Preschool.

Your child does not need to be potty trained prior to attending the Developmental Preschool Program. We work on all areas of development including self-help skills. If your child is not potty trained, you need to provide diapers and wipes. Please mark the packages with your child's name.

When diaper changing occurs, universal precautions are followed. Disposable gloves are required when changing diapers, in any accidents resulting in blood, or in any instance when bodily fluids could be transmitted. After each use, all surfaces of the changing table and potty seats are disinfected. If your child is allergic to latex gloves, please notify the Preschool staff and indicate this on your child's blue information card.

Lunch and Snacks for Oro Grande Classical Preschool

Please provide your child with a healthy lunch and snack each day.

Snacks for Little Knights and Smoketree preschools

Each day the children have a snack time. Unless children have allergies or eating difficulties, all the children eat the same snack. Please make a note of any allergies or eating difficulties your child may have on the blue information card.

Snack is served family-style where children are allowed to serve themselves and are trusted to eat as much as they need. The children are encouraged to participate in the social and educational interactions of meal/snack time, even if they choose not to eat. Children will have the opportunity to try new foods. Children will choose if they want to eat, which reinforces internal hunger and fullness cues.

Personal Items

We ask students to be thoughtful of others both inside and outside the school buildings. **Items that might disrupt class or cause injuries should be left at home.** These include but are not limited to such things as laser pointers, toys, games, tape recorders, radios, cameras, spinners, pogs, yo-yos, etc. They cause unnecessary problems. Nuisance items, which create disruptions or get in the way of learning, may be confiscated. The Preschool Coordinator or teacher will return confiscated items to a parent or guardian. Schools are not responsible for loss or damage to any items. Please mark your child's name on all personal items.

Attendance

If your child will be absent, please call the school before 8:00 a.m. on the day of the absence, otherwise an **unexcused** absence will be recorded.

The procedure for reporting your child's absence is:

- State your child's first and last name clearly
- Give the reason for the absence
- State the date the absence will occur and length of absence

Illness policy

If a child becomes ill at school, our nurse will make contact with the family/guardian to pick the child up as soon as possible. The child will be separated from the other children in the nurse's office until the parent's arrival.

Sick Day Guidelines

We request a child stay home when he or she:

- Has a fever of 100.4 degrees or higher
- A fever should be gone for 24 hours without medication before returning to school
- Has been vomiting or has diarrhea
- Keep child home 12-24 hours after the last vomiting or diarrhea episode
- Has symptoms that keep him or her from participating in school such as:
- Very tired or lack of appetite
- Cough that he or she cannot control
- Moderate to severe headache, body aches or earache
- Severe sore throat (could be strep even without a fever)
- Communicable disease

Transportation

Transportation to and from the preschool is the sole responsibility of parents/guardians.

The goal of transportation is to provide safe, consistent transportation for students with special needs to and from school based on related services outlined in their IEP. The IEP team must determine if transportation is required as a related service to the individual disability in the IEP. Tuition-paying students and Quality First Scholarship students are not eligible for bus transportation. Please review the following procedures for transportation services below.

If your student is eligible for transportation and you know your child is not going to school, you must notify the transportation office as early as possible, at 928-505-6960. This phone is answered in person from 6:00AM until 4:00PM, Monday through Friday; the phone is on an answering machine between 4:00PM and 6:00AM. **It is also important for you to call the Preschool and report the absence to them.**

Your child should be at home and ready for pick-up 10 minutes prior to the scheduled pick-up time. When the bus arrives at your home, the driver will blow the horn once. If your child does not come out, the driver will blow the horn a second time. If your child does not appear after this, the driver will leave, and you will be responsible for transporting your child both to and from school that day. The driver will not come and knock on the door. After three consecutive attempts to pick up your child, transportation services will be terminated until parent(s) contacts the transportation office. After contacting the transportation office, transportation will resume in three days.

You should be at home 10 minutes prior to the scheduled drop-off time for your child. The bus will not, under any circumstances, deliver the child to an unfamiliar person. If no parent or guardian is waiting when the bus arrives to drop off the child, the driver is instructed to bring the child back to the school they were attending at the end of their bus route. You will then be responsible for picking up your child **in front of the school.**

Discipline

LHUSD Preschools and adjoining Elementary campuses have reputations for maintaining a safe and orderly environment conducive to learning. The preschool classroom rules are to be safe, responsible and respectful. In addition, we have school-wide rules to ensure that all children and staff members, as well as their property, will be safe. These rules cover vandalism and fighting as well as honesty, respect, courtesy, and proper language. Parents are expected to teach these rules at home within the first week of school. The teachers inform students of these rules especially during the first week of school, with periodic reminders during the school year.

The rules are posted in the classroom and reviewed often with the children. A copy of the classroom rules is also sent home with your child. The children are expected to follow the discipline guidelines outlined in the Preschool handbook.

The method of discipline practiced by our preschools emphasizes the use of a positive approach. Some examples of this technique include:

1. Encourage desirable behavior: ignore undesirable behavior unless it will harm the child or those around him/her.
2. Redirect: use suggestions rather than commands.
3. Show the child it is his/her behavior that is undesirable, not the child him/herself.
4. Respect the child's rights. Be fair and reasonable, yet firm and consistent.
5. Allow the child to make decisions and better solutions. Children learn by doing.
6. Have clear and consistent rules.
7. A child will be allowed time to cool off or talk it out while being monitored.

If the child is unable to calm down within 15 minutes of being at school, the parent will be notified that there is a concern. If the behavior continues for an additional 15 minutes, the parent will be notified again to determine appropriate action.

If your child is a danger to self or others by biting, kicking, punching, throwing furniture and classroom items, and is unable to be redirected, parents will be notified by the preschool director.

Please make sure the blue cards are updated with working phone numbers of parents and emergency contact.

Teachers will be responsible for communicating students' behavioral progress.

Health Services

Health services are for promoting and maintaining the health, safety, and protection of all students.

All injuries shall be reported to school staff, the teacher, or the nurse. In case of severe injury, parents will be notified. The nurse is not allowed to diagnose or treat illnesses. If your child becomes ill or gets hurt at school, we will notify you as soon as possible. The best place for a sick child is at home.

HIPAA

All medical and personal information is kept confidential under the guidelines of HIPAA: Health Insurance Portability and Accountability Act.

Medical Administration Procedures

First Aid and CPR: We have a nurse on staff, as well as certified First Aid and CPR preschool staff members. If required, the first person available to respond may administer medical attention to the level of their training. If further emergency care is needed 911 will be called and a parent will be notified by phone.

Medications: Medications are only administered for life threatening conditions such as allergies or severe asthma. All medications for life-threatening conditions must be brought to the school by the parent/guardian & be in the original container with a prescription label stating **Child's** name, **Doctor's** name, **Medication** name, **required** dosage, **Expiration** date, & **directions** for administering.

A Medication Authorization form must be completed & signed by parent/guardian.

Medications such as antibiotics, over-the-counter medications and routine breathing treatments can be administered by our nurse and selected staff members who have been authorized.

Emergency Expectations

It is very important that we have current phone numbers (home and work) and emails where you can be reached in the event of an emergency. If your child becomes ill at school or has an accident, which we determine is serious enough to go home, you will be contacted to come and pick up your child. If your child is in an emergency situation at school, we will take immediate action to get your child emergency help from professionals.

The blue information cards provide the Preschool staff with pertinent information on each child. These cards are brought with us for fire drills or other emergency events. Please be sure to keep the information up to date with the school.

Fire drills and lockdowns are held frequently throughout the school year. The school is not required to provide parents with notice of these drills before, during, or after the drill.

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have prepared to respond effectively to such situations. Our school district has a detailed disaster plan, which has been formulated to respond to a major catastrophe. Your cooperation is necessary.

In any emergency:

- In the event of a serious emergency, students will be kept at their schools until a responsible adult who is listed on the school district emergency card picks them up. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - The authorized person is 16 years of age or older.
 - An authorized person is able to walk to school, if necessary.
 - An authorized person is known to your child.
 - An authorized person is both aware and able to assume this responsibility.
- In addition, information regarding day-to-day school operation will be available by calling the District Office at 928-505-6900.
- Communicate to your children the need for them to follow the directions of any school personnel in times of an emergency.

Field Trips for Little Knights

Permission slips must be completed for students to attend field trips. Through their newsletters, the Preschool Staff will provide information concerning field trips.

Field trips for Oro Grande Classical Academy and Smoketree Preschool

Our Preschool is committed to providing children with a variety of developmentally appropriate activities but at this time we will not have any field trip experiences. Fields trips may be considered in the future.

Visitors

All visitors must enter through the main office of the school and sign in at the front office. A badge will be issued and must be worn at all times. All visitors will be escorted through the campus with a staff member. Volunteers are always welcome and appreciated.

Lice

When a child is found to have a lice infestation:

- The parent/guardian will be notified that the child has lice and treatment is needed.
- The child will be required to have one treatment at home.
- It is recommended that all nits be removed; however, the child may return when any remaining nits are farther away than ¼" from the scalp as determined upon examination by the school health office personnel.
- The school may, at their discretion, exclude a child when there is an apparent lack of treatment leading to continued lice infestation and/or viable nits.
- Parents WILL NOT be notified when other children have lice for the following reasons:
 - Privacy
 - The risk of getting lice from a classmate is very low.
 - To prevent over treatment of non-affected children

Pesticide Spraying

The school district will post on the door of the Preschool Office the dates for pesticide spraying. Times and dates will be posted at least 48 hours in advance of the spraying. Ingredients of spray will be listed on the posting. It will list the dates that the building should be vacant to spray and time for it to be safe to re-enter the premises. The spraying occurs over weekends or day's school are not in session so that the students and staff are not affected by the spraying of pesticides. WCA provides a monthly spray for pests.

DEVELOPMENTAL PRESCHOOL SERVICES

AZ Find Developmental Screenings

AZ Find Developmental Screenings are **free** to parents and children.

School districts are mandated to locate, identify, and evaluate children with disabilities within their attendance area. Referrals for the program may come from various sources, but the most common is the child's parents. Initial preschool referrals are handled and recorded through the Lake Havasu School District Preschool office. After the developmental screening, the AZ Find Team (comprised of school psychologist, occupational therapist, physical therapist, speech therapist, and Early Childhood Educators) determine if a child has a potential disability that requires further evaluation. Evaluations may include speech, fine motor, gross motor, sensory, and/or school psychological evaluations (cognitive, adaptive, and/or social/emotional evaluations). All evaluations are **free** to children meeting qualifying eligibility. After a full evaluation determines whether a child is eligible for Special Education services. Services may include placement in the center-based preschool, therapy services, homebound services, or consultation to private preschools. An Individual Education Program (IEP) is developed to meet the child's needs. All evaluators, teachers, and parents are involved in this process.

AZ Find Developmental Screenings for Children Birth through age 5 (not Kindergarten eligible) will be held throughout the school year.

Call the Preschool Office to schedule an appointment at 928-505-6033

Transition from AzEIP (Arizona Early Intervention Program) to Developmental Preschool

The Arizona Early Intervention System (known as AzEIP) and the Local Education Agency System have an agreement that establishes procedures for the transition of children with disabilities who are reaching their third birthday from the AzEIP program to the Developmental Preschool. The purpose of this agreement is

- 1) to minimize the number of transitions and disruptions to children and families eligible for services,
- 2) encourage cooperation and communication between agencies and families to assure the provision of a Free Appropriate Public Education from a child's third birthday,
- 3) to ensure cooperation between agencies to reduce the stress on children and families inherent in the transition process, and
- 4) to identify the responsibilities of each agency during the transition process to all parties involved.

AzEIP Transition Conference to Developmental Preschool

The AzEIP service coordinator contacts the Developmental Preschool staff to schedule a transition meeting. A meeting will occur between the time the child is two years six months and two years nine months. The purpose of the transition conference is to,

- 1) Identify existing assessment components,
- 2) Plan for the completion of the necessary additional assessment components by the appropriate agency,
- 3) Establish a plan for parental visitation to the Preschool site,
- 4) Establish tentative timelines and activities for the child's transition into the Preschool program
- 5) review the program options from the child's third birthday to the end of the school year.

The team members for this conference consist, at the minimum, of the child's parent(s) service coordinator, representative of the current program provider, and local education agency representative.

MET/IEP Conference

A meeting is to occur no later than the month prior to the child's third birthday to determine appropriate programming to take place by the child's third birthday. Required participants are the child's parent(s), the service coordinator, a representative of the child's current program provider, and a special educator. This meeting is for reviewing assessments (MET- Multi-Disciplinary Evaluation Team Report), determining eligibility for services, and writing the Individual Education Program (IEP).

Evaluations

Evaluations may be recommended following AZ Find Developmental Screening or Transition Conference. These evaluations may include speech/language evaluation, fine motor evaluation, gross motor evaluation, sensory, and/or school psychological evaluation to address cognitive, adaptive, and social/emotional skills. Prior to evaluations the therapists and/or psychologist will need a copy of the child's current hearing and vision screening, a

developmental history, and parent consent for evaluations. Evaluations are **free** to children referred for evaluations following AZ Find Developmental Screening or Transition Meetings.

Individual Educational Program (IEP)

The Preschool staff will arrange and facilitate the IEP Conference to determine appropriate programming for the child. The conference participants include parents, special education teacher, regular education teacher, local education agency representative, and a member of the Evaluation Team. The IEP Conference will consist of a review of evaluations, determination of eligibility for services, and the writing of the Individual Educational Plan. The IEP components consist of a written description of the child's present level of educational performance, goals and objectives, service plan, statement of placement in the least restrictive environment, and consent of parents. Services available include speech/language therapy, Occupational Therapy, Physical Therapy, transportation, and services through the Arizona School for the Deaf and Blind Cooperative Program. Services are based on the needs of the child and determined by the IEP team members.

Preschool Disability Eligibility

The IEP conference team will complete the Preschool Disability Eligibility form following evaluations. There are five areas of eligibility for children from ages 3 to 5 (not eligible for kindergarten). Children whose only eligibility area is for articulation and/or phonological disorders will receive speech therapy on an outpatient basis. Preschool services for children qualifying under Preschool Speech/Language, Developmental Delay, Preschool Severely Delayed, Visually Impaired, and/or Hearing Impaired are determined through the IEP process.

Reverse Mainstream Program

All Lake Havasu USD Preschool programs may be considered a reverse mainstream program where children with differing abilities and disabilities play and learn together in the same classroom. The program is designed to serve both preschoolers identified as having special needs and typically developing preschoolers who are three to five years old (not eligible age for kindergarten).

Licensure and Program Evaluations

We are insured with liability insurance and a licensed preschool program that is regulated by:

Arizona Department of Health Services.
1500 East Cedar, Suite 22, Flagstaff, AZ 86004
928-774-2707

Our programs are monitored and evaluated regularly. Facility inspections are available upon request.