

Casa Grande Elementary School District Preschools

Early Childhood Learning Center * Cholla Elementary * Evergreen Elementary * McCartney Ranch Elementary



CASA GRANDE
ELEMENTARY
SCHOOL DISTRICT #4



Early Childhood Learning Center

Parent Handbook



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EARLY CHILDHOOD LEARNING CENTER (ECLC)

PROGRAM PHILOSOPHY AND GOALS

The Early Childhood Learning Center (ECLC) is an inclusive, joyful learning environment where young children participate in fun, engaging, learning activities. Our preschool staff are focused on providing learning experiences that build all five areas of development: cognitive, communication, motor, social/emotional, and adaptive/daily living. As early childhood educators, we are play artists and engineers, we believe play is the work of children, and our job is to craft meaningful, purposeful learning environments. At the ECLC, children will build language, number sense, and executive function skills along with a foundational love of learning. Our learning experiences are guided by the Arizona Early Learning Standards and the Early Childhood Environment Rating Scales (ECERS-3). Our language-rich, developmental approach to learning provides hands-on experiences to meet the needs of all preschoolers. We welcome and recognize families as partners in early learning and encourage active participation and healthy communication.

The ECLC has a variety of options to support the needs of all children and their families. These include full-time, part-time, and special needs services. We believe that our classrooms should resemble our diverse communities and families and that we are better when we learn together.

Children enrolled on the ECLC campus will develop the following skills:

- Reading readiness, number sense, and beginning writing skills;
- Communication skills, both receptively and expressively;
- An understanding of a healthy lifestyle during indoor and outdoor physical activities;
- Empathy, patience, a sense of sharing and other social and emotional skills;
- An appreciation of science and social studies in the world around them; and
- An appreciation of fine arts through music, song, and dramatic play.

STUDENT ELIGIBILITY

Tuition students must be three, four or five years of age and have mastered toileting routines. Five-year-old children who are not eligible for kindergarten may attend the ECLC.

If a child qualifies for special education services, an Individual Education Program (IEP) will be written and reviewed annually with the parents and preschool team. As outlined by the IEP, children will receive identified services within the preschool classroom in the areas of need.

REGISTRATION CONSIDERATION PRIORITIES

Students will be admitted to the ECLC based upon the following priorities:

1. Students who are residents of the District and who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such student.
2. Students who are residents of the District but were not enrolled in the school the previous year wishing to attend the ECLC.

3. Students who are not residents of the District who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such student.
4. Students who are not residents of the District and who were not enrolled in the school the previous year wishing to attend the ECLC.

*** Full-time placement will be given priority over part-time placement.**

Scholarship Enrollment Priorities

All students applying for a scholarship, when available, must follow the above enrollment priorities first. All scholarships will be on a first-come first-serve basis. Students are eligible for one year of scholarship payments. Students receiving any discounted rate or subsidy are not eligible for a scholarship.

Application Procedure

Applications for enrollment will be accepted each Spring for the following year. Applications will be taken on a first-come, first-serve basis. Verbal notification of acceptance will be given when application has been completed and turned in. A waiting list will be created for applications in the order they are received. Each application must be complete with:

- * Birth certificate
- * Updated immunization
- * Proof of residency
- * Legal photo ID from legal parent or guardian
- * \$50 non-refundable registration fee

Once the application is complete, following enrollment priorities, students will be placed into classes in the order the packet was received. It is the responsibility of the parent/legal guardian to notify the ECLC of any changes in the application such as addresses or phone numbers. Please contact the front office if we can help with enrollment procedures.

PROGRAM STAFF

The ECLC staff includes a Director of Early Childhood Learning, Administrative Assistant, School Psychologist, Speech/Language Pathologist, Occupational Therapist, Physical Therapist, Teachers, and Teaching Assistants.

PRESCHOOL LOCATION AND SCHEDULE

Early Childhood Learning Center
390 East Lakeside Parkway
Casa Grande, Arizona 85122
(520) 876-0045

Part-time Sessions:

Monday, Tuesday, Thursday:

- 9:00 am – 12:00 pm
- 1:00 pm – 4:00 pm

Full-time Sessions:

Monday through Friday:

- 7:00 am – 5:00 pm

For full-time classrooms, we recommend morning drop-offs to happen between 7:00 am and 8:30 am, and pick-ups between 2:30 pm and 5:00 pm. As a convenience to working families, full-time students will have the opportunity to be on campus in a learning session during fall, spring, and a modified summer breaks for an additional charge equivalent to their tuition rate. These special sessions may be canceled due to lack of student enrollment.

CURRICULUM

The ECLC uses World of Wonders by McGraw Hill which encompasses a thematic-based curriculum. Lesson plans are also created using the Arizona Early Childhood Standards. The Early Childhood Environment Rating Scale (ECERS), Classroom Assessment Scoring System (CLASS), and Arizona State Licensing Regulation are also used as guidance. The program's flexible plan develops oral language, vocabulary, listening comprehension, print and phonological awareness, letter recognition skills as well as math skills. Concepts are presented through language, art, music, motor, and readiness activities, and may include storytelling, songs, finger play, crafts, and games. Activities and explorations address social and emotional development, physical development, science, social studies, and art. Each child's individual needs will be considered to help assist them in developing their ability.

SHARING CURRICULUM

Curriculum Night will take place in September. All parents are encouraged to attend this event to receive information about the school year including: current curriculum, special events, program information, and children's daily schedule.

Please ask the teacher where lesson plans will be posted for parent/guardian viewing.

ENROLLMENT REQUIREMENTS

All children enrolling in the ECLC must have a complete file, including all District and State required forms. Parents must provide an original birth certificate and current immunization record. Copies of these documents will be placed in the child's student file, which will transfer with the child throughout his/her academic career. Children who are age required to attend kindergarten are not permitted to enroll.

No child may enter school without a birth certificate and current immunization record. Vaccinations may be obtained at the Pinal County Health Department, 820 East Cottonwood Lane, Casa Grande, Arizona 85122; (520) 836-5931.

TRANSITION TIMELINE

Meet the Teacher events will be scheduled prior to the first day of school. All families will be invited to choose the best event suited to their family needs. Traditionally, students are invited to attend with their parents to see the classroom, meet the teachers, explore the room, and meet other students. We will have other opportunities in addition to in-person events.

Making sure that our students are in their least restrictive environment is a priority. The team can/will accommodate schedule changes to support the learning of the individual student.

In May of each year, the children will have an End of Year Ceremony, in their classrooms, to show off their accomplishments and bid farewell to our outgoing Kindergarteners.

Outgoing Kindergarteners and their families are invited to visit any elementary school at any time by contacting the secretary to make an appointment for a tour. Kindergarten Round Up events are usually scheduled during February and/or March. This open house event will offer new parents and families an opportunity to visit classrooms, take a tour of the school, and meet the staff. Please reach out if we can help with the Preschool to Kindergarten transition in any way.

PARENT–TEACHER CONFERENCES

Parent–Teacher Conferences are held twice a year. The conferences are scheduled in October and in March. Scheduled appointments are made with the parents of each child to discuss developmental progress.

CHILD ASSESSMENT

All registered children are assessed with a 45-day screener and the Arizona Early Childhood Standards assessment tools. A legal parent/guardian can call to make a Child Find screening. These screeners are done on Wednesdays approximately every 45 days. Children who are observed in the Child Find screening needing a further evaluation, will be set up with an appointment once Parent Input pages have been completed and returned. This evaluation will give the team information to determine if the child qualifies for special education services. A MET meeting is set up after the evaluation to go over the results with the families. Children with special education needs are also registered with Teaching Strategies Gold. Documentation is collected through photographs, anecdotal notes, checklists, etc. to work towards set goals.

TRANSPORTATION

It is the parent/guardians' responsibility to transport their child to and from school. Bus transportation is provided only to those homes and daycare facilities within the Casa Grande Elementary School District attendance boundaries and only for those students who have transportation as part of the requirement in their IEP. If bussing is available, parents must have children outside and ready when the bus arrives. If children are not ready by the time the bus arrives, the bus cannot wait. Car seats, safety vests, and wheelchair accessible busses are provided by the School District when needed. When the child is returned home on the bus, an adult who has

been authorized to remove the child from the bus **MUST** be waiting outside for them. The bus driver will not let a child off the bus if there is no adult present. This adult must be on the blue emergency card and may be required to give photo ID. The transportation department requires a three-day written advance notice prior to changes in your permanent pick-up and drop-off points.

ARRIVAL AND DISMISSAL

Parents are responsible for signing their child in and out daily in the Parent Sign-In/Sign-Out book. Staff members will be with your child upon arrival to preschool and during dismissal. When you drop off or pick up your child, we ask that they be dropped off no earlier than 5 minutes prior to the start of their session. Children must be picked up promptly at their scheduled pick up time. A five-minute grace period is given. At six minutes past the hour, a \$1.00 per minute late fee will be assessed. All invoices will be due at the time of delivery.

Children transported by bus will have a staff member present when they get off the bus as well as when it is time to go home. Children who ride the bus will be signed in and out by preschool staff.

All children are required to have a completed emergency card on file. Any person authorized to pick up or drop off your child must be listed on the front of the emergency card. We must have a written notice or an in-person request to release your child to any person not listed on the emergency card. These individuals will be required to provide identification before a child is released to them.

CHANGE OF ADDRESS/TELEPHONE NUMBER

PLEASE notify the front office if your address or telephone number changes. A change of address form will need to be completed immediately. This will prevent any delay should we need to contact you. It is critical for your child's welfare that we keep *current* information at *all* times.

TUITION FEES

Full-time schedules are offered from 7:00 a.m. to 5:00 p.m. and part-time schedules are from 9:00 a.m. to 12:00 p.m. or from 1:00 p.m. to 4:00 p.m. Accommodation is based upon availability.

Full-Time Tuition

- 5 days per week: \$550 per month

Part-Time Tuition

- 3 days per week: \$210 per month

Please see the tuition schedule for amounts and due dates. There is a 10% discount for children of employees and for families with two or more children enrolled.

PAYMENT OF TUITION FEES POLICY

Monthly tuition payments are due on the 1st of every month. An invoice will be presented to you or emailed to you, in the middle of the previous month. Please make sure that any changes to address, email address, and/or persons paying the tuition bill are updated as soon as possible. There is a grace period between the 1st and 5th of each month. A \$10.00 late fee will be assessed on the

6th each month for late payments. Credit/debit card payments can be made online as well as in the main office. If you are paying by check or money order, please write your child's name on your payment so that it will be credited to the correct account. If you are paying with cash, you can pay with exact change in the front office, or at the District Office. If you have questions in regards to tuition, please speak with Shannon Hamlein or Lisa Dempsey. **Parents are responsible for the full tuition, regardless of absences, and no refunds will be issued.**

ADMINISTERING MEDICATION

Under certain circumstances and when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- **At NO time is ANY medication to be left in a child's backpack.**
- The classroom teacher will administer and log medication.
- There must be written permission from the parent to allow the school to administer the medication. This form will state the child's name, the name of the medication, the dosage, and the time it is to be given. Appropriate forms are available from the school office.
- The medication must come to the school in the prescription container or, for over-the-counter medication, in the original container with all of the warnings and directions intact.

Sunscreen is included under this umbrella of administration of medication. If you would like your child to have sunscreen applied before outdoor play, please speak with your child's teacher and complete the medication consent form.

EMERGENCY MEDICAL PROCEDURES

In case of a medical emergency, staff on duty will call 911 and give appropriate treatment until help arrives. The parents will be called immediately. If a parent cannot be located, a relative or friend who is listed on the emergency card will be contacted.

BACKPACKS AND FOLDERS

Please provide your child with a full-sized backpack labeled with his/her name to be used for transporting your child's folder, projects, and special items. We ask that you keep your child's backpack in a special place so it will be readily available when he/she prepares to come to school. We feel a great deal of learning takes place as your child assumes the responsibility for his/her own backpack and folder. Please go through your child's backpack daily. There may be important papers, a reading log, and possibly a change of clothes or a note that needs to be tended to.

ECLC HEALTH POLICY

Children who are ill should **NOT** come to school. If your child will be out ill, please call (520) 876-0045 or email Shannon.Hamlein@cgesd.org . It is an accepted school procedure policy that a child be fever-free for 24 hours, without fever reducer medication, prior to returning to school. If a child becomes ill at school, a parent will be called to take the child home. A notification letter will be sent to parents if there is an outbreak of any communicable disease.

Reasons for a child being sent home:

- * Fever at or above 100°F
- * Vomited/vomiting
- * Unexplained rashes
- * Red, itchy, goopy eyes

SCHOOL ATTIRE

Please dress your children in play clothes for school activities including: painting, exercising, and playing. Make sure your child wears flexible clothing and comfortable, rubber-soled shoes. **For your child's safety, sandals may be worn with a heel strap.** Please **write your child's name in all:** sweaters, jackets, backpacks, and lunchboxes brought to school. A change of clothing, which includes a shirt, pants/shorts, socks, and underwear, must be sent in a zip-lock bag labeled with the child's name to be left in case of an accident. All individuals coming on to school grounds must adhere to the District's dress code and behavior policy. CGESD/ECLC is not responsible for lost or stolen items.

MEAL OR SNACK TIME

If your child is with us as a full-time student, a nutritious school lunch will be served. A lunch may be brought from home if your family chooses, otherwise, a school lunch will be provided. All sessions will receive a morning and afternoon snack provided by CGESD. Ice packs are required in all lunch meals from home, we do not have refrigerator space for lunches. We can reheat food home items during lunch if necessary; however, items must take **90 seconds** or less to heat. Home lunches should be healthy choices. Candy and soda is not allowed.

Should you wish to provide a special snack or birthday treat, please notify your child's teacher in advance. We ask that you provide enough so that each child has at least one serving. Special snacks and treats must be in store packaging and or individually wrapped.

PARENT INVOLVEMENT

It is one of our goals to build a growing relationship between parent/guardians and the preschool/child care program to better meet the needs of all children. Parents are encouraged to participate in classroom activities. Newsletters will be sent home on a regular basis to keep you updated on the activities and events occurring in your child's classroom and school. A volunteer application should be filled out if you plan on spending time in your child's classroom. Classroom visitations will be subject to district guidance related to community health metrics, etc.

DISCIPLINE

At the ECLC all classrooms support a positive learning environment for everyone. We strongly believe that learning routines and classroom procedures should be taught and practiced. We also believe that behavior is a form of communication and will work to understand the need behind the behavior. When a negative behavior occurs, teachers and staff will work to understand why the behavior occurred and reteach the behavior as needed. We have three expectations of all children and staff:

- Bee Kind
- Bee Safe
- Bee Playful

Showing kindness is important for all staff, students, and guests on our campus. We will do our best to treat others with kindness every day. We also expect children and staff to be safe and minimize chances for harmful or dangerous incidents. Lastly, we expect children and adults to be playful. The best learning happens when we are willing to try new things with an open, curious and playful attitude.

Children want and need to know what is expected of them. When a problem arises, the child is encouraged, under teacher's guidance, to address it appropriately and successfully while classroom expectations are given as a reminder. For continued negative behaviors, staff will reach out to families and work together to establish behavior interventions. When all attempts to correct the negative behavior have been made and exhausted, withdrawal from the program may occur.

PARENT CONCERNS

One of our goals is to resolve all parent concerns to everyone's satisfaction. Should you have concerns about our preschool program and you feel the office staff or teachers have not addressed the matter appropriately, please contact the Director of Early Childhood Learning (520) 876-0045.

VISITOR SIGN-IN/SIGN-OUT

The ECLC is a closed campus. All visitors, including parents spending time with their child, must sign in and sign out at the front desk in the main office. You will be given a visitor's badge that must be worn the entire length of your stay and you will be escorted to the correct area(s).

OUTDOOR ACTIVITIES

The ECLC encourages outdoor learning and play for all children. We have several outdoor learning spaces and a large shaded playground. Playground equipment should be used appropriately and teachers and staff will work with children to learn playground expectations. Safety is a high priority and is evident in the supervision and engagement between staff and children on the playground.

FIELD TRIPS

The ECLC does NOT take field trips at this time. On occasion, we have the opportunity to walk to the Villago Middle School for events. Parents will be given written notifications as well as a permission slip to sign and return to the teacher.

PESTICIDE APPLICATION

The ECLC will provide notice of pesticide application during a regular school session to students, employees, and parents/guardians in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal Law that protects the privacy of student education records. Annual notification to parents regarding confidentiality of student education records and designation of directory information is issued. This notice is also available in English and Spanish on the Arizona Department of Education (ADE) website at www.ade.az.gov/ess/resources under "Forms".

NON-DISCRIMINATION NOTICE

The Casa Grande Elementary School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

Dr. JoEtta Gonzales, Superintendent
Casa Grande Elementary School District
220 West Kortsen Road
Casa Grande, Arizona 85122
(520) 836-2111

INSURANCE LIABILITY

The Casa Grande Elementary School District carries full general and vehicle (bus) liability insurance as required by Arizona State Law.

LICENSING INFORMATION

The ECLC is licensed and regulated by the Office of Child Care Licensing, a department of the Division of Licensing Services of Arizona Department of Health Services. This site is inspected at least annually. All inspection reports are on file at the ECLC and are available to public review upon request.

Office of Child Care Licensing
400 West Congress, Suite 400
Tucson, Arizona 85701
(520) 628-6541