

Young Public School District

Extending Learning Opportunities...

Preschool 2021-2022



Early Education

Parent Handbook

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Young Public School District

Early Education Parent Handbook

Preschool Developmental Preschool

Physical Address:
46878 Hwy 288
Young, AZ 85554

Mailing Address:
PO Box 390
Young, AZ 85554

928-462-3244

Teacher:
Katie Clemmer
928-462-3244 x1028
kclemmer@youngschool.org

Young Unified School District prohibits discrimination based on race, gender, color, national origin, handicap, or age.

Welcome

Greetings,

It is with great pleasure that we welcome you to the Young Unified School District Early Education Program. It is our goal to provide quality early childhood experiences to the children in our community. The education our children get in their early years lays the groundwork for later years in education.

We aim to provide age-appropriate experiences that are fun and that allow for social time as well as learning. Our preschool program will provide developmental screenings, interventions, and services to children that are in need of early intervention.

We look forward to serving you and your family in your early education needs. It is our consistent goal to provide safe quality care, if you feel we ever fall short of that goal I urge you to reach out to me.

Sincerely,

Katie Clemmer
Preschool Lead
928-462-3244 x1028

Mission, Vision, and Philosophy

Mission Statement

Our mission is to build a foundation of learning by providing stimulating, child-centered opportunities where children learn through exploration of their environment, while preparing for kindergarten.

Vision Statement

The Young School District Early Education Program will become a cornerstone in our children's early experiences. This will be accomplished by providing a loving, caring, structured atmosphere that strives to provide outstanding services that support your child's growth.

Philosophy Statement

Our first and foremost ethical responsibility is to treat children with respect and dignity in a healthy and caring environment.

We are dedicated to providing a warm nurturing environment that allows children to grow and develop for long term educational success. Our staff will guide children through an array of experiences that fosters each child's social, emotional, physical, and academic needs.

We understand that children are naturally curious and promote open play and interest based learning centers. We provide for arranged engagement through the utilization of Teaching Strategies Creative Curriculum, science inquiry, problem solving, and literacy. We provide a challenging purposeful environment through a variety of activities and learning opportunities.

We appreciate the trust and confidence our families have placed in us. In exchange for this trust and confidence we will work diligently to assure each child is provided with a healthy and comfortable learning environment that is challenging, engaging, and fosters a love of learning and respect. We will value our families input, respect students' individual needs, and work with families to assure all children are ready for their next step in education.

Program Information

Contact Information

Patrick O'Donnell, Administrator	928-462-3244 x 1007 podonnell@youngschool.org
Heather Jackson, Dir. of Student Support Services	928-462-3244 x 1010 hjackson@youngschool.org
Katie Clemmer, Director & Teacher	928-462-3244 x 1028 kclemmer@youngschool.org
Stephanie Rider, CFO	928-462-3244 x 1002 srider@youngschool.org
Colette Zienka, Secretary	928-462-3244 x1000 czienka@youngschool.org

Program Contacts

Department of Health Services, Licensing	(602) 364-2539
Department of Economic Services	(602) 542-4446
First Things First	(602)771-5100
Department of Developmental Delays	(844) 770-9500
AZ Early Intervention Program (under 3)	1-888-592-0140

Program Registration

Before any child may begin their enrolled program the registration fee and initial tuition must be paid.

Enrollment Process

The process to enroll students may take up to three days. Students will not be able to attend their enrolled program until they have been notified their registration is completed. All forms, documents, and payments must be received in order to begin our program. The staff may make an intake appointment with you to ensure that they are prepared to meet your child's needs.

Your child must be age 3 and potty trained to attend our preschool program. If your child is attending our preschool program because of identified developmental delays, this does not apply.

Registration Schedule

The school will initially be accepting enrollment for 4 year olds as we have a limited number of spots available. If your child is 3, then you will be added to a waiting list and notified when a spot becomes available. The priority is as follows: 4 year olds with enrolled siblings, 4 year olds, 3 year olds with enrolled siblings, 3 year olds. Children identified with developmental delays have primary priority of participation.

Rates and Fees

Tuition is prepaid, and billed the 15th of every month. Tuition is considered late if not paid by the 20th of the month. If you are more than 10 minutes late to pick up your child and you have not notified the school, there will be a late fee applied for the next month's tuition.

Monday through Thursday 7:45-11:00	Regular Preschool Rates
3 years-5 years	\$50/month

Other Fees

Late pick up fee. There will be a late fee if the child is picked up more than 10 minutes late. First thirty (30) minutes \$1 per a minute, 31 minutes and after \$2 per a minute. The administrator may waive up to one late fee pick up if the circumstances are deemed an emergency or unavoidable, and there is no history of prior late pickups.

Late Payment Fee. Payments are due by the 15th of the month. Any late payments after the 20th of the month, will be charged an extra \$15. The administrator may waive up to one late payment if extraordinary circumstances exist.

Returned Item Fee. Any payments returned from a financial institute, \$35 plus any applicable late fees. If two items or more are returned in an academic year the district will require a secured payment (money order or cashier's check).

Available Discounts

To inquire about available discounts, please contact Stephanie Rider at the front office.

General Information

Operating Hours

Young Public School currently offers a half day preschool program. Students should only attend school during operation hours. Any time outside of these hours, parents may be charged the late pick up fee. Late pick up fees may also be applied to students who are dropped off early. Please see calendar in registration packet for a list of school breaks.

Monday through Thursday 7:45 - 11:00AM

Expected Items for School

Every student should have a change of clothes labeled with their initials/name to keep at school. If a child is eligible to receive diapering services, then the parent is responsible for providing diapers and wipes to the school. The teacher would prefer that children came with shoes that are safe for playing outside, sunscreen, and outerwear appropriate for the season.

Methods of Payment

Payment may be made in the form of check, money order, or cash. Cash payments should be given to the preschool teacher or front office. The payer will be issued a receipt for cash payments. Cash payments not posted to accounts will not be credited if the payer does not have a written receipt. If a payment discrepancy occurs the payer will need to provide a copy of their payment receipt. **Payments are calculated on an hourly rate in our shortest month, and carried over a nine month period, regardless of the number of days in a month.

Program Withdrawal

If a child(ren) needs to withdraw from a program, the parent/guardian must withdraw the child(ren) and they must inform the teacher. Parent/guardian must complete a withdrawal form; until a child is officially withdrawn, the child will still be enrolled. Legal billing for services will continue until withdrawal papers are completed. Children that miss 8 consecutive days will be dropped and will need to reregister; if there is an active waiting list for the program, we cannot guarantee an opening for the student. Families are responsible for paying any fees accumulated. Waivers will be granted for emergency reasons only, such as a family illness.

Sign In and Out Procedures

Parent/Guardian or authorized person must sign each child in and out every day that the child attends. We are required per licensing guidelines to have your full legal signature. They consider your full legal signature to be what is on your state issued driver's license or identification card. It is imperative that each child be signed in and out. If a parent/guardian or authorized person is removing a child from the program temporarily they must still be signed out, and signed back in. When signing a child in and out, the exact time is required on the correct date. We will release children only to persons listed and authorized on the emergency card. We cannot allow for children to be released to other parties, even if you contact us via telephone. If a custody order is in place, the school district will need a copy of the legal documentation and will comply with it.

Meals and Nutrition

The preschool provides an opportunity for breakfast and lunch and the children are encouraged to participate. The program adheres to the USDA guidelines and follows the menu provided by the district food services department. Menus are posted monthly at both classroom entrances, on the school website, and will also be sent home. Snack donations are accepted if they are store bought and sealed in their original container. Please talk to your preschool teacher about approved snacks/foods, because some may be banned due to allergies and/or their messiness. Soda, soft drinks, and energy beverages are not permitted.

Transportation

It is the parent's responsibility to transport their child to and from preschool. Young Public School Preschool will not be transporting preschool children.

Field Trip Procedures

Preschool children will not be participating in any field trips off of the Young Public School campus.

Allergies

If your child has an allergy of any kind please notify the teacher. If the allergy is a severe sensitive allergy, such as a nut allergy, we can prevent such foods from the classroom environment to the best of our abilities.

Medications

If a student requires a medication, a medication form must be completed. If the medication is a prescription, it must be provided in a pharmaceutical container with the child's name, dosage, medication instructions, and the physician's name. Students are not permitted to retain medications on their person, excluding a rescue inhaler for severe asthma.

Medical Conditions and Special Needs

It is the responsibility of the parent/guardian to notify the school at the time of enrollment about any special needs or medical conditions the student may have or require. It is important for the success and safety of your child that you disclose all medical and developmental concerns to the Director to assure your child is safe.

Injury and Illness

If your child has an injury or illness when entering the program please notify the staff so they are aware. Children who are ill may be sent home. If a child has a fever, they may not return to school until the fever has broken for at least 72 hours, without the aid of any fever reducing medication. If a child has an infectious disease, or emitting bodily fluids, they are not permitted to participate in a program until such situation has been resolved. Depending on the illness, a physician's note to return to a school environment may be required.

If your child becomes ill during the school day, the staff may contact you to remove your child from the program if it is believed they are contagious or too ill to participate in school activities. Our staff are trained in basic CPR/First Aid, but are not medical professionals and will make a decision that they believe is in the best interest of your child, while protecting all children. Contagious disease logs are maintained, and, if a contagious disease outbreak occurs, a written notice will be sent home as soon as the school is aware.

If your child becomes injured during program participation, an injury report will be completed. The staff member on duty will review with the parent/guardian how the injury occurred and what actions were taken. If necessary the parent/guardian will be contacted upon occurrence if the staff believes immediate medical attention is required.

In incidents of severe medical illness or injury the staff may utilize their judgment and contact emergency services. Unless otherwise directed your child would be transported to the nearest medical center. When most reasonable to do so you will be contacted and informed of the situation. Our primary goal is to assure your child's well-being. The program is not responsible for emergency service charges incurred if your child becomes ill or injured requiring immediate medical attention.

Insurance Coverage

Young School District carries liability and vehicle insurance through The Trust. Documentation of the liability insurance coverage is available for review if desired.

Absent or Tardy

Children do best when they attend school on a regular basis. It is also known that when children arrive on time with their peers that they acclimate to the school day with higher success. While we certainly understand there are incidents that may cause absences and tardiness, we encourage families to keep these to a minimum. If your child is going to be absent please contact their teacher or the front office to inform them your child will be absent or tardy. At this time, please inform us if your child has a contagious disease or illness so we may inform other families their children were exposed, and so we may properly clean the learning environment to minimize the disease or infestation.

It is the expectation that children attend preschool a minimum of 85% of the time. If there is a regular attendance issue, and the program has a wait list, your child may be withdrawn with adequate notice. Families receiving a scholarship who do not meet the attendance guideline may have their scholarship revoked as well.

Visiting or Volunteering

During the school year, there may be instances where parents are asked to volunteer on certain days. Volunteers will need to fill out a volunteer packet from the front office, pass a background check, as well as obtain a fingerprint clearance card. If you would like to schedule a visit, please contact the Director.

Drop-Off and Pick-Up Procedures

All students will need to be walked to their class. Parents need to sign their child in and out of school, so they are required to come to the preschool playground for both drop off and pick up.

Empower Program

The Young Unified School District participates in the Empower program. This program promotes 10 standards that encourage a healthy life style. These standards include maintaining a smoke free environment, practicing sun safety, limited screen time, at least one hour of active play daily, limiting fruit juice, oral health education, and more. For more information about the Empower program, please visit <https://azdhs.gov/prevention/nutrition-physical-activity/empower/index.php#standards-resources-home>.

Grievances, Complaints, and Concerns

We strive to provide high quality services to all students. There are times when you may have a question, or concern. All concerns should initially be addressed with the person whom the concern is about. If you do not receive a response meeting your satisfaction, your next step would be to address your concern with the site director. If you still have concerns beyond this level, the next level will be with our administrator. All persons under governing board policy have a right to file a formal grievance utilizing the grievance form. Grievance forms may be obtained by contacting the front office 928-462-3244.

Pesticides

At times our school may use pesticides to control infestation. Every attempt will be made to limit pesticide applications to when the school is closed to children. A 48 hour notice will be posted when pesticides are applied.

Inspections

For the health and safety of the students, staff, and families at Young Public School, fire, gas, and cafeteria inspections are routinely performed. These inspection reports are available on site for review. Young Public School's Preschool facility is regulated by: Arizona Department of Health Services

150 North 18th Avenue, Suite 400
Phoenix, AZ 85007
602-364-2539

Preschool, Early Childhood Education

Assessment of Children

Preschool programs assess a child's progress in four different ways. We use an assessment program known as GOLD for our most formal assessment. Families and teachers also complete a developmental checklist three times a year. Screenings are done within the first forty-five days a child enters the school program to identify any concerns, or high levels of learning. The final type of assessment is informal teacher assessment.

Children are assessed using the GOLD assessment program that directly connects to the 38 learning standards in our Creative Curriculum. The GOLD assessment is a formative standardized assessment, but meets the needs of individual children. The GOLD assessment is formally completed three times a year, but classroom staff are constantly assessing children and using the information to make educational decisions to support student learning and growth.

The GOLD assessment evaluates student progress in the following areas:

Cognitive	Physical	Social-Emotional	Language Development
Literacy	Arts	Social Studies	Science and Technology
Mathematics			

Classroom staff are highly trained in identifying and properly assessing students using the GOLD instrument. Families are encouraged to share information with the classroom teacher that may benefit the student's growth and be used to document the child's development. Three times a year formal assessment reports will be sent home informing parents of their child's progress.

Classrooms and Teacher-to-Student Ratios

Our preschool program has a cap to stay within our teacher to student ratio. Our current cap is at 10 students.

Positive Guidance Discipline Philosophy

It is our goal to keep children in their classrooms at all times. Research indicates that when students are able to stay in their learning environment for the school day they have more long term success. The preschool program adheres to the positive guidance discipline philosophy. Positive discipline focuses on understanding the child's developmental stage, and recognizing most behavioral apparitions are due to the child's developmental stage. Positive discipline focuses on redirecting children, providing other options, calming the child, and supporting the child in making better choices.

Program Suspension or Expulsion

When it is unsafe for a child to be in his/her classroom environment, either for him/herself or the classroom peers, the child may be removed from the learning environment. The first attempt will be to redirect the child temporarily, either to another classroom or an outdoor play area. If the child returns to the learning environment and continues to demonstrate behaviors that cause safety concerns for other children, s/he may be suspended from attending the enrolled program for one to nine days. The administrator will make the determination based on student behaviors warranting program suspension. During a program suspension tuition will not be waived, refunded, or adjusted.

If a child demonstrates *chronic* behaviors that place other students' safety in jeopardy, they may be expelled from attending the program for the remainder of the year. The administrator will make the decision if a child shall be



expelled. The parent/guardian may appeal the district director’s decision to the administrator of the district or their designee. If a child is removed from a program the family will receive a pro-rated refund within thirty (30) days for any prepaid tuition. Registration fees are never refundable.

Developmental Preschool, Child Find

The Young Unified School District ensures that all children with disabilities within the boundaries of the district, including children with disabilities who are homeless or wards of the State, and children with disabilities attending private schools or who are home schooled, and who are in need of special education and related services are identified, located and evaluated. Anyone interested in receiving information about special education is encouraged to contact the Director of Student Support Services at 928-462-3244 x1010. The district is in compliance with FAPE and will offer a continuum of services to meet the needs of children in our boundaries.

Typical Daily Schedule for Early Childhood Education

This schedule is used as an example. Specific classroom schedules are posted in the child’s classroom. Parents/guardians are permitted to review them.

Preschool Daily Schedule	
7:45 - 8:05 AM	Check in, hang up backpacks & jackets, wash hands, find a seat at the breakfast table, eat, clean up, wash hands again.
8:05 - 8:20 AM	Line up, transition to outside play on preschool playground
8:20 - 8:35 AM	Line up, transition to wash hands, brush teeth, & restroom break
8:35 - 8:55 AM	Choice time
8:55 - 9:10 AM	Circle time - sing morning song, greet peers, talk about emotions, calendar, weather, etc.
9:10 - 10:10 AM	Center time - complete activities planned for the day
10:10 - 10:20 AM	Movement time
10:20 - 10:30 AM	Read aloud
10:30 - 10:40 AM	Line up to wash hands, snack time
10:40 - 11:00 AM	Restroom break, gather belongings, line up and transition to preschool playground
11:00 AM	Check out & excusal through preschool playground gate