



**Humboldt Unified  
School District**

**STUDENT  
AGENCY**

**INTENTIONAL  
INSTRUCTION**

**LEARNER-DRIVEN,  
EVIDENCE-INFORMED**



# Bright Futures Preschool

## PRESCHOOL PARENT HANDBOOK

Ph. 928-759-5130

Fax 928-759-5132

<p><b>Mountain View</b> 8601 E. Loos Drive Prescott Valley, AZ 86314</p>	<p><b>Coyote Springs</b> 6625 N. Cattletrack Drive Prescott Valley, AZ 86314</p>	<p><b>Granville</b> 5250 N. Stover Drive Prescott Valley, AZ 86314</p>	<p><b>Humboldt Elementary</b> 2750 S. Corral Street Humboldt, AZ 86329</p>
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# Welcome to Preschool at Bright Futures!

We are pleased that you have chosen our district preschool program for your child and your family. At Humboldt Unified School District we recognize the importance of a quality early childhood experience for all children and we also value partnerships with families. We realize that children learn both at home and at school, therefore our program is family focused and facilitates a child's learning in all developmental areas (cognitive, communication, physical and social/emotional).

## PURPOSE AND PHILOSOPHY

The purpose of the District Preschool Program is to provide a high quality early childhood experience for your child in a safe, supportive and stimulating environment where children develop and progress through a fun, developmentally appropriate curriculum. One of the main goals of the preschool program is to prepare children for kindergarten. Your child will participate in a preschool curriculum that promotes learning through play and discovery as teachers support children's pre-academic progress while respecting the ways they grow and develop. Parental involvement is an integral part of the preschool program.

## PRESCHOOL STANDARDS AND OBJECTIVES

Our District has adopted preschool standards (what we expect children to learn) that are aligned with the early childhood state standards and the District kindergarten program. The preschool standards and objectives set out a series of learning outcomes believed to be essential for Kindergarten readiness. These objectives describe what children should understand and be able to do as a result of their preschool experience.

## CURRICULUM AND ASSESSMENT

Teaching Early Language and Literacy (TELL) - The TELL curriculum promotes children's growth in four early literacy skill areas (phonological awareness, alphabet knowledge, print conventions, writing) and three oral language skill areas (vocabulary, sentence length and complexity, and listening comprehension) that are robust predictors of subsequent reading ...

Handwriting without Tears - **Handwriting Without Tears** is a proven **program** for teaching handwriting to children. Developed by OTs, it uses multisensory techniques to make writing fun.

Early Childhood Hands on Science(ECHOS) - The overall goal of the Early Childhood Hands-On Science (ECHOS) model is to increase teachers' ability to introduce basic science concepts to preschool children through the use of a guided inquiry-based curriculum.

Eureka Math - Eureka Math is a program that was written by teachers and math experts who wrote the curriculum to be aligned with the new college- and career-ready standards, which emphasize deeper learning, critical thinking, and conceptual understanding of math.

DAYC-2 - The DAYC-2 measures children's developmental level in the following domains: cognition, communication, social-emotional development, physical development, and adaptive behavior.

## ADMISSION AND REGISTRATION

Tuition children typically apply in the spring for the fall and are admitted on a first come, first served basis however, procedures may vary depending on the needs of the school community. If there are tuition openings, applications are ongoing throughout the school year. Please check with Bright Futures Preschool for application and registration procedures.

Children with special needs/disabilities are eligible for Bright Futures Preschool and placed through the District Child Find process.

State and District policies require that we have your child's file complete with all the forms and information needed before they may attend preschool. This is a list of what is required:

- Preschool Registration Form includes: emergency contacts, authorization for adults who can pick up your child
- Proof of residency within the District boundaries
- An Emergency Information Card: this pink form is retained at all times by school office
- Emergency, Info & Immunization Record: this blue form is retained in the preschool classroom with the teacher
- A copy of your child's Birth Certificate
- Your child's Immunization Record (all children must be up-to-date before they can start preschool)

Tuition-paying students only:

- The tuition agreement states that you understand the tuition policy and procedure and must be signed.
- A \$50 annual non-refundable registration fee (checks made out to the preschool/school) must be paid.
- For parents that claim preschool as a deduction on income tax forms, the District Tax I.D. number is **86-6003010**. Annual tuition receipts are available upon request for tax purposes.

Tuition rates are:

\$240.00/month—4 day AM or PM session (Monday, Tuesday, Thursday, Friday).

Included in tuition is snack.

Tuition is based on the Humboldt Unified School District's school calendar. Rates are pro-rated for school breaks. There is no hourly or daily fee schedule.

### WITHDRAWAL or DISMISSAL FROM PRESCHOOL

If you plan to withdraw your child from preschool, please give a written two weeks' notice to the preschool staff. Children are often on a waiting list. Our greatest wish is that the preschool experience will be a happy time for your family and your child. In the unlikely event that it becomes necessary to remove your child from the program, a conference with the teacher, principal and parent/guardian will take place before any final decisions are made.

Reasons for dismissal may include:

- Non-payment of tuition (for tuition-paying students)
- Required paperwork not up-to-date
- If your child is absent from preschool for more than ten school days consecutively and no notice has been given to the school or preschool staff, then your child will be automatically withdrawn.

### PROGRAMS OFFERED

The Humboldt Unified School District has preschool programs at four elementary schools (Mountain View, Coyote Springs, Granville and Humboldt Elementary) in Prescott Valley. The preschool serves children ages three to five years of age (pre-kindergarten). Class times are as follows:

### Preschool days/hours for Mountain View, Coyote Springs, Granville and Humboldt Elementary:

Monday, Tuesday, Thursday, Friday—AM session 8:00—10:30 (Breakfast included) or  
Monday, Tuesday, Thursday, Friday—PM session 11:30 - 12:30 (Lunch included)

### CHILDREN WITH SPECIAL NEEDS/DISABILITIES

Preschool in the Humboldt Unified School District works collaboratively with the District's Special Services Department in the assessment, identification, and programming for children with disabilities. We work with parents, special education, and the preschool staff to determine the best program for the child based on individual needs.

If you have a concern about your child's development, please speak to your preschool teacher or call the preschool office (928-759-5130) to request a screening.

### TRANSPORTATION

District transportation is not provided for preschool programs unless it is determined to be a related service for children with disabilities and addressed through the Individualized Education Plan (IEP) or special education administrative placement.

### VISION AND HEARING SCREENING

The District conducts hearing and vision screenings for all preschool students annually.

### SUPPLY LIST

The preschool supply list will be provided by your preschool teacher.

### TOILETING

Typically developing children are expected to be potty trained; however, we understand that accidents will sometimes occur. In the event of a toileting accident, we will help the child change and the soiled clothing will be sent home with the child in a plastic bag. Please provide extra clothing labeled with your child's name daily in case of accidents. If no extra clothing is provided, the Preschool has limited clothing for emergencies. Please return the loaned clothing promptly after it has been washed.

In accordance with non-discriminatory laws and policies (Americans with Disabilities Act/ADA and Individuals with Disabilities Education Act/IDEA), children with disabilities will not be excluded from district preschools due to the lack of potty training. Diapering will be conducted according to state health standards.

## DISCIPLINE AND BEHAVIOR GUIDANCE

Each preschool classroom utilizes positive behavior supports and developmentally appropriate behavior guidelines. If you have any questions regarding the guidelines, please ask your child's teacher. In challenging situations, teachers will use positive guidance, redirection and logical/natural consequences. A student may be asked to take a break from the group until s/he is ready to demonstrate appropriate behavior. If a child displays a pattern of negative behavior or has a serious behavior issue, an appointment will be made with the parents to discuss and develop a plan for the child in the classroom.

## STUDENT SUPERVISION AND AUTHORIZED PICK UP

Teachers will continuously monitor the presence of children throughout the preschool day in the classroom, on the playground, and on field trips. Please assist them by following the school's procedures at all times:

1. An authorized adult must sign students in and out of the classroom; students can be left after the teacher knows of his/her presence. If a student is picked up early, the authorized adult must go to the office first and sign the student out.
2. Authorized persons, not known to the staff by sight, will be required to report to the office and provide a photo I.D. before the child will be released to them. Students will not be released to any person who has not been authorized in writing by the parent/guardian. Please notify the teacher of any changes in persons authorized to pick up your child.

## LATE PICK-UP PROCEDURES

It is critical for young children to come to school on time and be picked up on time. All parents must have three emergency contact persons on their lists with phone numbers and addresses that are current. Parents may not list themselves or their spouse as an emergency contact, nor should they list a relative that lives far away. Contacts must be people who would be available to pick up a child in the event of an emergency. Anyone picking up a child from preschool must be 18 years of age or older.

## CHILDREN NOT PICKED UP AT THE DESIGNATED TIME:

1. The preschool staff will attempt to make contact with the parent immediately. If the parent cannot get to school within a reasonable length of time, the staff and parent will discuss who will come to pick up the student.
2. If no contact is made with the parent, the preschool staff will call the emergency contacts immediately.
3. If necessary, the preschool staff will notify a District Administrator.

4. If all of the above steps have been exhausted and approximately 1 hour or more has passed, the school staff will then call the local law enforcement for assistance in locating the parents.

### WEATHER

The preschool class will go outside everyday for outdoor learning and physical development. If there are severe/ inclement or excessively cold weather conditions that may be hazardous, outdoor play will be canceled. Teachers will provide alternate activities inside the building. Please make sure that your child is dressed appropriately for the weather each day. Any child that is well enough to attend school will be considered well enough to go outside.

### CHILDREN'S PERSONAL BELONGINGS AND MONEY

Please do not send toys or money with your child. All personal belongings should be labeled with your child's name.

### HEALTH

Children showing signs of contagious illness or diarrhea/vomiting may not come to school. This is for the protection of your child as well as the other children. If you have to administer medication related to the presenting condition/illness, your child is probably not well enough to attend school. If you are not sure if your child's illness could be contagious, please contact the teacher and/or the preschool office. Parents will be contacted to immediately pick up their child if an illness develops during school hours. If a parent cannot be contacted (all numbers called - home, work, cell, etc.) for a child's illness, an emergency contact will be called to pick up the child. The ill child will be isolated from other students and supervised by a school staff member until the parent or emergency contact arrives. The child may not return to school until s/he is symptom-free or fever free for at least 24 hours. School Health Clerks assist the preschool in giving first aid and determination of illness. Please keep the teacher and Health Clerk up to date on all of your child's health concerns and current medications.

### INJURIES AT SCHOOL

If a child receives an injury, the parents will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately or wait until the end of the preschool day. If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a band-aid may be placed on it. We are not allowed to place medication of any kind on the wound(s).

If an injury is serious, 911 will be contacted immediately and parents will be contacted. If the parents cannot be reached, an emergency contact will be called. If none of the

emergency contacts can be reached, the Preschool Coordinator and/or Preschool Teacher will make the decision concerning emergency care for your child.

### MEDICATIONS

According to Arizona State regulations and District policy, medication given to a child at the preschool must be authorized with a written statement from the child's doctor to the school with the knowledge and written consent of the parent/guardian. This authorization must be renewed with each new prescription and in the case of long-term medication, on an annual basis. All medication must remain in the original container bearing the original pharmacy label that shows: child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled, expiration date, name of medication, dosage, how often to give medication and length of time medication is to be given. When no longer needed, medications shall be returned to parents or guardians.

Non-prescription medications will only be administered by school staff with written consent from a doctor. All medication will be kept in a locked container in the preschool office and will be administered by a staff member.

### EMERGENCY CLOSING OF SCHOOL

In the event that the school must be closed due to an emergency before the normal dismissal time, the preschool should be prepared to cancel a session or to leave school early.

If preschool is canceled, every attempt will be made to communicate with parents as early as possible at their home phone, work phone, and through their emergency contact numbers. It is imperative that emergency contact numbers be up-to-date and not be the same number as the parent's phone numbers. If contact cannot be made by phone, notification of a canceled class would be made at the time the parent brings the child to school. If a preschool class must be terminated early, parents will be contacted by phone or through their emergency contact number.

Please be aware that in some emergencies the school phones may be out-of-order. If this happens, contact could possibly be made from another phone. Our first priority in any emergency situation is the safety of the children.

## EMERGENCY PROCEDURES

### Fire Drill

All drill procedures are posted in the preschool classroom by the door. If you would like a more detailed description of the procedures, please talk with your child's teacher or Preschool Coordinator. Preschools will participate in practice drills throughout the year.

### Evacuation

Emergency procedures in case of an off-site evacuation are posted by the classroom door. In case of an actual emergency, parents may be asked to pick up their children at an off-site location. Please talk to your child's teacher about the designated off-site evacuation location.

### Lost Child Procedure

Children are actively supervised during preschool; however, in the unlikely event that a child is missing, the following emergency plan is put into effect:

- The staff will thoroughly search the school and grounds for the child.
- After ten minutes, the parents/guardians and the police will be contacted.
- The staff will start to search the area surrounding the school.

## SCHOOL VISITS

We have an open-door policy at our preschool. If you would like to schedule a visit please talk to your child's teacher. Visitors must sign the visitor's log in the main school office when entering the school. A visitor's identification badge will be issued to you at this time. Parents are encouraged to volunteer in the classroom or on field trips. Volunteers will be expected to fill out a Volunteer application online ([www.humboldtunified.com](http://www.humboldtunified.com)) before helping out in the preschool. If you need more information about volunteer procedures, please see the preschool office.

## FIELD TRIPS

Field Trips will be available if there are adequate preschool recommended safety seats on the bus. Field trips may be planned throughout the year as a part of the curriculum. The times of the field trip may be different from the regular preschool day. Notices with all information will be sent out before a field trip is taken. The preschool policy on field trips is as follows:

- A permission slip signed by a parent/guardian is required for each field trip.
- The staff-to-child ratio must be maintained at all times and students will be actively supervised for the entire field trip.
- All field trips for every class will be on a District School Bus, unless the destination is within a safe walking distance. Parents who have other children will need to talk to the teacher about the preschool's policy on bringing siblings on the trip.

- The District preschool will pay for the bus; however, parents may be asked to pay the entrance fee (if applicable). Staff is required to bring a copy of the Emergency Card for each child on the trip. A list of all the children and staff on the field trip will be kept at the office.

#### Late Arrival for Field Trips:

The field trip time and place will be posted on the classroom door on the day of the field trip. If a parent arrives with a child after the class has left and would like to meet the preschool class at the field trip location, the parent/guardian should inform the school office. Supervision or transportation will not be provided by any of the remaining school staff. If the parent/guardian is unable to meet the class at the field trip destination, the child will have to stay with the parent/guardian for the day.

#### TRANSITION FROM PRESCHOOL TO KINDERGARTEN

Children in preschool programs that live in an elementary school attendance area are guaranteed a place in their neighborhood elementary school's kindergarten program. Preschool children from outside the attendance area are not guaranteed a place in the elementary school's kindergarten. Parents must fill out an open enrollment application if they wish their child to attend kindergarten outside of their attendance area.

## Empowerment Policy for Bright Futures

### Standard 1 Physical Activity

Daily physical activity is planned and initiated:

- Staff members and child care providers will include at least 60 minutes per day in the curriculum for physical activity.
- At least 30 minutes will be adult-led and 30 minutes will be free- play..
- Staff members and child care providers will encourage both moderate and vigorous levels of physical activity.
- Sedentary time is limited to less than 60 minutes at a time, except when sleeping.
- Screen time is limited to three hours or less per week.
- Exceptions to screen time limits include: children needing assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes.

**Physical activity will never be used or withheld as a punishment.**

### Standard 2 Sun Safety

Here at Bright Futures Preschool, the health and safety of our children are a primary concern. To ensure the children are protected from overexposure to the sun's rays while outdoors, we pledge to:

- Ask parents to apply sunscreen to their children prior to arriving at our child care program.
- Parents can send in sun protective clothing (labeled with students name) for students to wear during recess times.
- Parents can send in written permission to apply sunscreen to their child, the parent needs to provide the sunscreen labeled with the child's name and date given to the teacher.
- Provide shade for outdoor activities while at our program.
- Preschool will provide sun safety educational materials annually.

#### Standard 3 Breastfeeding

We at Bright Futures Preschool are committed to providing ongoing support to breastfeeding mothers and will respect and encourage a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our facility will:

- Provide a designated area for mothers, including staff members and child care providers, to breastfeed their child on site (such as a rocking chair).
- Provide a refrigerator or designated space within a refrigerator and/or freezer for storage of expressed breast milk.

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

We at Bright Futures Preschool are committed to the health of all of our children. CACFP supports child care facilities by making child care more affordable for many low-income families while promoting good eating habits that support a child's individual needs. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries.

#### Standard 5 Fruit Juice

We at Bright Futures Preschool are committed to supporting your child in establishing lifelong healthy eating and drinking habits. Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Fruit juice should be offered as appropriate to a child's unique needs. Children will be offered a variety of beverages that are nutritious for them, which may include water, milk, milk substitute and/or juice as appropriate. In keeping with this philosophy, our facility will:

- Limit 100% fruit juice with no added sugar to no more than two times per week for all children one year and older.

- No more than 4 ounces will be served at one time for children one year to less than six years. No more than 6 ounces will be served to children six years and older at one time.
- Fruit juice will only be served with meals and snacks and not continuously throughout the day.
- Water will be used as the first choice for thirst and will be offered throughout the day.

#### Standard 6 Family-Style Meals

We at Bright Futures Preschool are committed to creating a pleasant mealtime for all children, staff members and child care providers. We recognize that family-style meal service has many benefits in child care settings, like allowing staff members, child care providers and children to eat together and creating a relaxed environment. Also, this method is ideal to provide a conversational environment where children not only develop good social skills, but can also learn good eating habits and that it may be different from one child to another.

#### Policy:

The Bright Futures Preschool subscribes to the recommendations below at mealtime:

- Food is placed on the table in child-sized serving bowls, plates or baskets. There are child-sized serving utensils for food.
- Staff members and child care providers sit, participate, and interact with children at mealtime.
- Food is passed from one person to another.
- Everyone serves him/herself (or receives assistance or accommodation as needed). Children choose what to put on their plates and how much to eat as appropriate for the child's individual needs.
- Staff members and child care providers provide appropriate utensil or supports to encourage self-service and selections for children with CSHCN or disabilities.
- There are required amounts of food available for all children and adults.
- Encouraging words are used and negative facial expressions, body language or verbal cues are avoided in regard to the food being served.
- Staff members and child care providers talk to the children about the food and encourage them to discuss the food texture, taste, color, shape, size, quantity, number, temperature, etc.
- Staff members and child care providers express positive attitudes toward various dietary needs.
- Staff members and child care providers do not use food as a reward or punishment.
- Staff members and child care providers model family-style practices and good

manners for children.

- Staff members and child care providers are prepared for spills and accidents (e.g., keep a towel and soapy water nearby).

#### Standard 7 Oral Health

We at Bright Futures Preschool are committed to protecting the health and safety of our children, staff members and child care providers in regards to tooth decay. Tooth decay is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, parents, staff members and child care providers on tooth decay prevention. In keeping with this philosophy, our facility:

- Provides oral health education once a month

#### Standard 8 Staff Training and Standard 9 Arizona Smokers' Helpline (ASHLine)

We at Bright Futures Preschool are committed to furthering staff member and child care provider knowledge on the Empower Program and Empower standards. In keeping with this philosophy, our facility will make sure that our staff members and child care providers receive three hours of training annually on age and developmentally-appropriate Empower topics. All training will be documented and records will be readily available for review.

#### Standard 9 & 10 Ashline and Smoke-Free Environment

We at Bright Futures Preschool are committed to providing a smoke-free environment for children, staff members, and child care providers. Due to hazards from exposure to second-hand smoke and as a recognized Empower child care facility, it shall be the policy of this child care facility to provide a tobacco-free environment for children, staff members, child care providers, and parents.

If parents or staff need help with quitting smoking please contact the ASHLine at 1-800-556-6222 to speak with a “quit coach.”

### COMPLAINT PROCEDURES

The following may be contacted if there is a complaint regarding the preschool:

- 1) The preschool teacher
- 2) The Preschool Coordinator
- 3) The Special Services Office

### NOTIFICATIONS AVAILABLE FOR REVIEW ON PREMISES:

- Liability and insurance coverage
- Inspection reports
- Pesticide notifications will be posted 48 hours prior to pesticide is applied on the facility's premises.

### CHILD ABUSE POLICY

If child abuse is suspected, it is the law to report to one of the following agencies: Department of Child Safety (DCS)

1-888-SOS-CHILD (1-888-767-2445) Prescott Valley Police Department (PVPD) (928) 772-9267

### STAFF

Bright Futures faculty is unsurpassed. Most of the teachers at Bright Futures are certified through the State of Arizona Department of Education. They hold certificates in Elementary Education, Special Education, and Early Childhood Education. Most of the faculty has continued education in the area of Early Childhood Education.

We truly hope you and your child will enjoy  
your preschool experience at  
Bright Futures Preschool!