

Read this Parent Handbook carefully. You are responsible for all information contained herein. If you have any questions, contact PVSchools Community Education. Parent/Guardian will be henceforth referred to as parent.

Title I is a federally funded program that provides instruction for students demonstrating educational needs. This program is provided at no cost to those students who qualify.

PVSchools Community Education Department provides exceptional preschool programs. Through these programs, students are encouraged to learn and play in a safe, caring environment. Trained and caring staff supervise students as they participate in a variety of activities specifically designed to meet their needs for social interaction, cognitive development, and emotional growth.

Arizona Department of Health Services regulates PVSchools Community Education preschool programs. Information on licensing and inspection reports is available at the Arizona Department of Health Services' offices at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. The phone number is (602) 364-2539. Inspection reports are also available upon request at PVSchools Community Education, 15032 N. 32nd St., Phoenix, AZ 85032, and on site at the facility where the student is enrolled. Our phone number is (602) 449-2200. Regular office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday.

PARENT RESPONSIBILITIES

For the safety of your child, it is the parent's responsibility to keep enrollment records current. Please notify the Title I Parent Liaison of any changes in home address, phone, business phone, and authorized emergency contacts.

IN CASES OF ABSENCE FROM THE PROGRAM, PLEASE NOTIFY THE SCHOOL'S ATTENDANCE LINE OR THE TEACHER.
Phone numbers are listed within this guide.

ADMISSION AND ENROLLMENT

To be eligible for the program, your child must be four years old by August 31st of the current school year, reside within the boundaries of a Title I elementary school in the PVSchools District, and demonstrate educational need determined from the results of the screening process. To help determine eligibility, the following documents must be submitted:

- Original state-issued birth certificate
- Current immunization card/records
- Proof of residency

PVSchools Title I Preschool registration is available in person at the PVSchools Community Resource Center (CRC) at 15032 N. 32nd St., Phoenix, AZ 85032. For dates when information forms will be available, please check with the Community Education front office at (602) 449-2200.

SIGN IN / SIGN OUT PROCEDURES

Arizona Department of Health Services' regulations state that only parents and previously authorized parties can sign a child in or out of the program each day on the designated sign in/sign out sheet. Photo identification will be required at all times in order to sign a child out of the program. The signature must include the party's initial of their first name and their entire last name. The time entered is the actual time the child is dropped off or picked up, not the regular class hours.

Emergency cards must be updated regularly to ensure they remain current. Adding or deleting contacts on the Emergency Information Card requires written notification, signed and dated by the parent.

BEHAVIOR GUIDELINES

Social growth is crucial during the early years of every child's life. Developmentally appropriate guidelines are in place in PVSchools Community Education programs to maintain the physical and emotional well-being of each child, and to teach self-discipline, judgment, and courtesy. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding each child's development. Effective partners support one another for the benefit of the child. Parents are kept informed of problems as they arise. In the event of possible suspension or consideration of removal, due process procedures will be followed. If program staff determines that a child is not benefiting from the program or is presenting a danger to him or herself or other children, the child may be withdrawn from the program.

Parents are expected to support staff decisions about their child's behavioral consequences. It is essential that children understand that parents and staff agree on standards of behavior. In cases where there is disagreement, discussion and communication will take place away from the child. When parents have a concern about the program, the expectation is that it will be discussed with staff and administration.

INCLUSIVE PROGRAMMING

PVSchools Community Education Preschool Programs focus on the child. Children with disabilities who meet Title I requirement and are able to function in a group setting are included in programs at their school of attendance. Parents and staff collaborate to provide each student the special benefits of the program – fun and friendship.

TRANSPORTATION AND FIELD TRIPS

Transportation to and from each program is the responsibility of the parent. Title I Preschool students are not eligible to ride the school bus alone or with siblings. Children may participate in on-site field trips. Written permission is required for each child to participate in field trips. Written permission must be received prior to the event. **If you do not want your child to participate in a field trip, please arrange alternate care for that day.**

CALENDAR / EARLY DISMISSAL DAYS

The Title I Preschool program follows the district academic calendar.

ATTENDANCE / LATE PICK-UP

Daily attendance is strongly encouraged. Skills need to be reinforced every day if students are to become competent in any area, and a routine needs to be established for learning to be meaningful. Daily attendance shows your child the importance of school and forms the foundation for later attitudes about the value of education. After 10 consecutive absences, a student will be withdrawn from the program except in the case of illness or family emergency. For the safety of every child, notify the teacher daily in the case of absence. If you need to drop your child from the program, please notify the teacher. It is important for your child to be on time each day and equally important to be picked up on time. If a child is not picked up at the time of dismissal more than two times, he or she may be withdrawn from the program. Parent timeliness is vital to the program's success. There are typically waitlists for our programs. If a family is consistently late for class or at pick-up, they may be withdrawn from the program allowing the next family to be accepted.

TARDINESS

Promptness at arrival and dismissal is a critical life skill that is vital to the well-being of a student. A child often feels like an outsider when he/she arrive after class has started which may set the tone for the entire day. It is just as important that a child knows they will be picked up promptly at the end of the school day. If there is an unavoidable emergency, parents are asked to call the teacher if they will be late.

The following procedures will be enforced in our program for chronic tardiness:

- 1st Tardy** • Verbal reminder
- 2nd Tardy** • Written warning
- 3rd Tardy** • Meeting with the teacher
- 4th Tardy** • Possibility of being withdrawn from the program

FOOD AND SNACKS

One snack, based on USDA standards, will be provided. Parents are welcome to provide their child's snack based on individual preferences. Students may purchase lunch through the school cafeteria or bring their lunch from home.

ILLNESS AND EMERGENCIES

1. Children who are ill (i.e. runny nose, continuous cough, red throat, fever, unexplained rash, swollen glands, head or stomach aches), will not be accepted into the program for the day.
2. When a child becomes ill or seriously injured at the program, the child will be removed from the group and the parent will be notified promptly and will be expected to pick up their child from the program immediately.
3. In the case of an emergency, as determined by childcare staff, paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only physician-prescribed medication, in the original prescription container, will be administered at the program. The container must be labeled by the pharmacist, to include the name of the child, date, dosage, name of medication, method of administration, and number of doses contained. Non-prescription medication must meet the same guidelines.
5. EpiPens. The full prescription, two pens, must be supplied to the program and follow the guidelines above. Partial prescriptions, such as a single EpiPen, cannot be accepted. It is not allowed to have one pen in the program and one in the nurse's office. This constitutes a partial prescription which cannot be accepted.
6. A consent form for the administration of medication must be completed by the parent and be on file at the site.
7. It is the parent's responsibility to transport medication to and from the program.

APPROPRIATE DRESS

Appropriate dress for a preschool setting should include clothing that is loose and comfortable and allows for active play such as running, jumping, and climbing. These clothes should be of such quality that the child is not afraid to try activities in school for fear of soiling them. Dress your child for the weather. If it is chilly, send a sweater or jacket. Students go on the playground every day for at least twenty minutes. Students at Palomino Primary are required to wear the school uniform. For safety and protection, we strongly recommend the use of tennis shoes, closed toe shoes, or flat shoes that can be easily put on and fastened with no long laces that can cause tripping and stumbling. No heels should be worn.

KEEPING YOU INFORMED/PERSONAL PROPERTY

Since our program provides a variety of toys and games for students, we discourage bringing items from home including cell phones, tablets, computers, etc. Please refrain from bringing such items from home unless requested, as staff cannot be responsible for their safe return.

Please clearly label all items brought from home including clothing, backpacks, and food containers. This will assist staff in returning items to their proper owners. Parents are encouraged to keep informed about the program and its operations by regularly checking the "Parent Board" area near the entrance to each site. Parents will be notified at least 48 hours prior to any pesticide application. A pesticide application written notice will be posted on the main doors of the school and the Parent Board in the program area. Watch for special notices and newsletters sent home with your child. Parents are welcome in the areas of the facility where their child is receiving services during program hours.

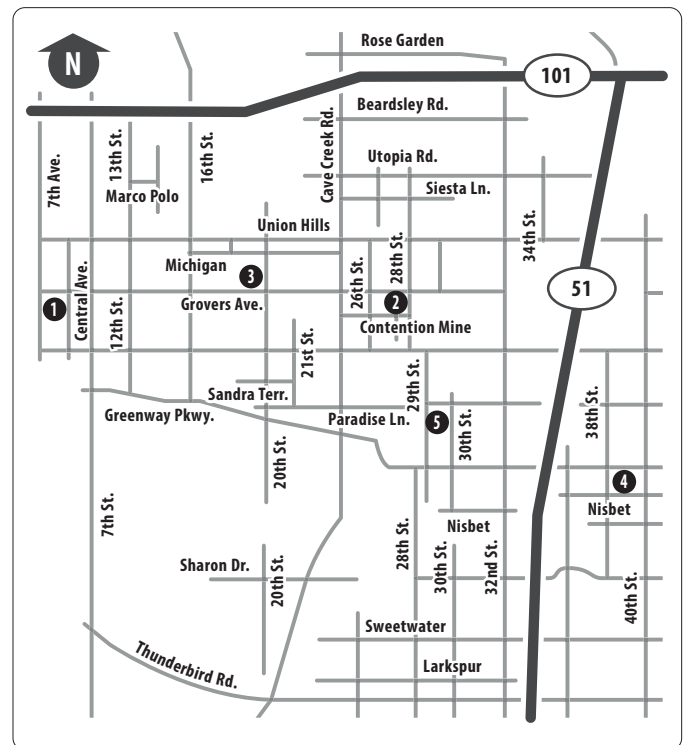
LIABILITY

PVSchools has liability insurance pursuant to A.C.C. R9-5-308. Documentation of liability insurance coverage is available for review on site premises.

HOURS AND LOCATIONS

The PVSchools Title I Preschool Program is a full-day Monday through Friday program and follows the district's academic calendar. This program is available at five elementary schools. Locations and hours are listed below.

- 1 CACTUS VIEW. (602) 449-2500**
17602 N Central Ave, Phoenix, AZ 85022 • Hours: 9:00 a.m. – 3:00 p.m.
- 2 CAMPO BELLO (602) 449-5200**
2625 E Grovers Ave, Phoenix, AZ 85032 • Hours: 9:00 a.m. – 3:00 p.m.
- 3 ECHO MOUNTAIN PRIMARY. (602) 449-5500**
1750 E Grovers Ave, Phoenix, AZ 85022 • Hours: 9:00 a.m. – 3:00 p.m.
- 4 INDIAN BEND @ ARROWHEAD CAMPUS. (602) 449-3200**
3820 E Nisbet Rd, Phoenix, AZ 85032 • Hours: 9:00 a.m. – 3:00 p.m.
- 5 PALOMINO PRIMARY (602) 449-2800**
15833 N 29th St, Phoenix, AZ 85032 • Hours: 8:30 a.m. – 2:30 p.m.



Community Education reserves the right to cancel any program due to low enrollment.

For more information about childcare programs, call Community Education at (602) 449-2200 or visit pvschools.net/childcare or pvschools.net/prek.

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