

DISCOVERY GARDENS

Early Childhood Center



2025-2026 Parent Handbook



Philosophy & Goals

Welcome to Discovery Gardens. Our preschool program is designed to provide opportunities for each child to build self-esteem, self-confidence and positive relationships. Our goal is to provide all of the children in our care with a clean, safe, comfortable and loving environment where they can play and learn. Our approach to teaching can be described as the sharing of knowledge between child and adult, in a hands-on, child directed atmosphere.

Enrollment Requirements/ Fees

Children must be at least 2.10 years old to be eligible for our preschool program. **All preschool age children must be potty trained.** The only exception will be for children with an IEP. All registration materials in the parent packet must be completed and returned prior to the start date.

The following records must be submitted along with the packet:

- An original birth certificate
- Current immunization records
- Proof of address: driver's license, lease/mortgage agreement, utility bill, bank/credit card statement

A \$150.00 non-refundable annual registration & activities fee is required.

If your child is picked up after closing time, an additional fee of \$10.00 for every five minutes after the end of the child's school day will be charged. Consistently late pickups may result in termination of a student's enrollment at Discovery Gardens.

****A Toddler Program** is available at our Washington Campus. Children must be 24 months of age to participate in the program. Toddlers do not need to be potty trained.**

Tuition

Tuition is paid monthly. **Monthly payments are due by the 15th of each month.**

Tuition fees are payable by cash, check, Visa, MasterCard or money order.

Discovery Gardens does not reduce tuition due to a child's illness or vacation. Refunds of tuition will be made only if the student is officially withdrawn on or before the first day of the month. Withdrawal after that date will leave the parent/guardian liable for a full month's tuition. Consistently late tuition payments may result in immediate termination of a student's enrollment at Discovery Gardens. Families with more than one child enrolled in our center may be entitled to a 10% discount.

***If tuition is paid after the 15th of the month, a \$25 late fee will be charged.**

Attendance/Punctuality

Regular attendance is both appreciated and expected.

Please call the office to report an absence: 928.442.1283

After 10 consecutive unexcused absences, our school policy is to automatically withdraw the student.

Punctuality will promote learning. Tardiness can be very disruptive for the child, the teacher, and the other students in the class. Please be prompt.

Fees for late pick ups will apply as follows: \$10.00 for every five minutes after the child's school day ends.

[Toddlers at Discovery Gardens](#)

Toddlers are encouraged to express their individual interests through interactions with each other and through hands-on environmental experiences. Teachers and staff encourage emergent communication skills by engaging the children in conversations and helping to resolve conflicts peacefully.

Classroom teachers create learning centers with activities based on high interest themes. All classrooms are rich in literature. Independent skills are fostered throughout the day with an emphasis on daily living skills like pottyng and meals.

Please supply and label (FIRST and LAST names) the following items:

- Backpack
- Reusable water bottle
- Lunch box with nutritious foods daily (parent provided)
- Afternoon snack of nutritious foods (parent provided)
- Change of clothes- shirt, pants, underwear, socks & shoes
- Blanket & pillow (small) for rest time (Toddlers)

A special stuffed animal or something that will make your child feel comfortable may be used at nap time.

[Preschool at Discovery Gardens](#)

The preschool years are widely recognized as providing the foundation for lifelong learning. Children develop significantly in their physical, social, emotional and cognitive areas during preschool years. At Discovery Gardens, play is promoted as the major vehicle for learning. Children's self-expression is encouraged in our music, art, dramatic play, library, block, writing and science centers. Teachers create developmentally appropriate lesson plans. Their classrooms are rich with literacy and in numeracy, continually emphasizing preparation for upcoming school years.

Please supply and label (FIRST and LAST names) the following items:

- Backpack
- Change of clothes- shirt, pants, underwear, socks & shoes
- Reusable water bottle
- Lunch box with nutritious foods daily (parent provided)
- Afternoon snack of nutritious foods (parent provided)

[Sample Daily Activities](#)

The following activities are typically included in a preschool day. They may not occur in this particular order, nor will every session include all activities. Weekly lesson plans are posted in each classroom. Families will receive an email or hard copy of lesson plans each week.

- Opening time: welcome, hand washing, small group activities
- Center time: student choice - art, writing, manipulatives, blocks, dramatic play, science, sensory and library
- Circle time/Morning meeting: songs, stories, poems and fingerplays that reinforce letters, numbers, shapes, social and emotional concepts
- Small group time: differentiated instructional activities (fine motor, one to one correspondence, letter identification, counting, etc...)
- Lunch: children who attend a.m. classes bring their own, nutritious, non-refrigerated lunch
- Outside free play and/or indoor gross motor play with songs and movement
- Story time: reading and sharing stories to develop vocabulary/language and literacy skills.

[Child Find Screening: Prescott residents only](#)

Discovery Gardens offers Child Find Screenings for children ages 3-5.

Parents/guardians with concerns about their child's development may call to set up an appointment. Our preschool assesses the following:

- Vision and hearing
- Motor control/ coordination
- Social skills
- Speech & language skills
- Thinking and performing tasks

[Students with Disabilities Policy](#)

At Discovery Gardens, we strive to meet the needs of all students keeping in mind compliance with the American Disabilities Act and Department of Health Services Child Care Licensing requirements.

To ensure all children in our program are receiving proper individualized care and are safe throughout the day, we have classes available for children with disabilities during school hours: 8:30 a.m. to 2:30 p.m. We can only accommodate children with disabilities in our before and after care programs with their direct support caregiver. If families require care for a child with disabilities outside of the scheduled preschool classroom times, we can refer families to organizations that employ direct support caregivers for children.

- The Early Childhood Special Education program is for children with significant developmental delays between the ages of two years ten months to five years old. The students receive services a minimum of 360 minutes per week. Each student is provided with an Individual Education Program (IEP), which is based on the student's needs and strengths as determined by assessments, observations, home and school inventories. Students may participate in school activities with typical peers as appropriate. Each program is served by a certified Early Childhood Special Education (ECSE) teacher and at least one instructional assistant.
- A Speech and Language Pathologist works with each classroom both in designing and implementing IEPs.
- Occupational and Physical therapy services are available to all students on a consult basis. Direct therapy is available to those students who qualify for it as a part of their IEP.

[Dismissal/Termination from Special Education Classes](#)

Sometimes dismissal/termination occurs before the transition to kindergarten.

Determination of dismissal from services can be based upon:

- Attainment of all current goals;
- Review of existing data;
- Further evaluation; or
- Assessment that indicates the child is functioning within expected limits in all developmental areas

Special needs children are released from the program under one of the following conditions:

- The child does not attend for 10 consecutive days without notice from the parent as to the reason for absence.
- The parent withdraws the child from the school by completing the necessary paperwork.
- The evaluation team determines that the child is no longer eligible for special education.

Educational Transitions (Child to Kindergarten, Family to School, School to School)

When children make the transition from preschool to elementary school, they must adjust to new settings and situations — including new rules and expectations, new ways of learning, new relationships with peers and adults, and new physical surroundings. When a young child transitions successfully, he or she is more likely to enjoy school, show steady growth in academic and social skills, and have families who are more actively engaged.

PUSD provides:

- Joint professional development for early education and early-grades teachers , with several goals: aligning student expectations and routines, increasing consistency of experiences for students, and understanding each other's practices to become partners and allies
- In-person and/or virtual orientation /open house for families and children to visit the setting into which the child is transitioning
- Community Resources: workshops, webinars, handouts

Discovery Gardens' Teachers:

- introduce students to materials, activities, concepts, and routines that they will experience in kindergarten to ease their fears and facilitate a smooth transition
- share newsletters and weekly lesson plans with families
- encourage families to participate in school events and home learning activities
- schedule parent teacher conferences

Communication

Our program was created to serve parents as well as children. Parents are encouraged to participate in their child's education whenever possible. We encourage parents to regularly share concerns about their child with teachers and staff. Update teaching staff and director of any family issues (death, illness, travel and separation/divorce) that may cause changes in the behavior of your child. Children can be extremely sensitive to the changing environment. Your communication helps our staff know when a child needs extra patience, attention and love. Parent, teacher or director conferences and phone calls can be scheduled at any time a need arises by calling our main office.

Disciplinary Policy

Discovery Gardens seeks to promote positive behavior in children and help them learn self-control, which is the ultimate goal of discipline. We want to teach and lead our children to make better choices.

All discipline actions will be positive in nature. The method of discipline will vary with the age and action of the child. Individual teachers are given discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

- Separate the child from the behavior (distraction)
- Redirect the child's behavior
- Give acceptable choices
- Use positive language
- Refuse to argue on non-negotiable issues
- Look for a deeper problem

*If a behavior endangers the health or well being of the staff or classmates, the parent/guardian will be contacted for immediate student removal and a behavioral plan will be created. An incident report will be filed in the students' school records. This report may result in short or long term suspension or possible expulsion, based upon the severity and/or the degree to which the behavior is considered chronic. Appeal and due process procedures are provided in Governing Board Policy J.4. This policy is available at the Prescott Unified School District Office.

[Drop off and Pick up Policy](#)

Parents/guardians and other authorized persons must sign in and out daily.

You must sign in and out with your first and last name, no initials please.

If your child is to be picked up by someone not on the approved list, parents/guardians must call the DG office or provide a written note, text or email naming the individual who has permission to pick up the child. The adult must provide a photo I.D. at pick up time.

[Medical Emergencies and Illness](#)

Parents/guardians will be notified by phone when a child is ill or injured at school.

Parents/guardians must pick up their child immediately if the child has symptoms of a contagious disease, diarrhea, vomiting and/or an elevated temperature. Your child is required to stay home for 24 hours without medication or symptoms before he/she is allowed to return to school. It is strictly against Discovery Gardens' policy to give your child fever reducing medication to mask illness/symptoms prior to bringing him/her to school. This may result in immediate withdrawal of your family.

In the event of a serious illness or injury, at the discretion of the administration, paramedics will be called and your child will be transported to an emergency medical facility.

** Please refer to the attached PUSD Health Services policy at the end of this document for detailed information on district-wide health guidelines.*

[Medication](#)

We prefer that parents administer all prescription and over-the-counter medications at home before and after center hours.

Should a prescription require that medication be given while your child is at school, a consent form for the administration of medications must be completed by the parent/guardian and be on file at the site. The medication must be in the original prescription container labeled by the pharmacist to include the name of the student, date, dosage, name of medication, method of administration and number of doses contained.

[Allergies](#)

Parents must provide copies of all necessary information associated with a child's allergy. This includes a doctor's note, explanation of care and treatment, medicines used, and continuity of care.

[Appropriate Dress](#)

Please send your child in comfortable clothing that can be handled by the child alone. Preschool can be active and messy, neatness is not guaranteed.

Dress your child for the weather. We spend a minimum of one hour outdoors each day. Children will go outside if it is above 32 degrees.
For safety and protection: tennis shoes, closed toe shoes, and/or flat heeled shoes are best. Shoes that can be easily put on and fastened. Avoid long laces to prevent tripping and stumbling.

[Child Abuse Prevention and Reporting](#)

We are required by law to report any suspected neglect or abuse to the local police department and Child Protective Services.

[Custody Issues](#)

The custodial parent has the responsibility to keep the teaching staff and director informed of any changes or pertinent information. Non-custodial parents will not be permitted to use the school/center for child visitation.

[Transportation](#)

It is the parent/guardian's responsibility to transport children to and from school.

[Termination of Child's Contract for Preschool and/or Extended Care](#)

- Behavior: Our center reserves the right to dismiss a child and terminate enrollment for any reason in order to preserve the program's integrity and commitment to quality child care.
- Non-payment of tuition and/or late fees: Our center may dismiss a child for non-payment.
- Chronic late pick-ups: On the third late pick-up, the parent will meet with the director, who at that time may terminate the child's enrollment.

[Pesticide Application Procedures](#)

Notices will be posted no less than 48 hours prior to the pesticide application and will identify areas to be treated. Signs will be removed no less than 48 hours after pesticide is applied. All past inspections can be reviewed in the main office.

PUSD schools fully comply with all state and federal laws regarding the privacy of student information and records. For detailed FERPA information, please click [HERE](#).

School Emergency Information: [How We Prepare for Emergencies](#)

[We have emergency supplies.](#)

Schools have emergency supplies, including first aid supplies and other basic necessities. These supplies are inspected regularly and used during drills.

[We conduct regular drills.](#)

Schools conduct regular emergency drills. Discovery Gardens Preschool conducts one fire drill a month. In addition, schools conduct at least two emergency drills a year. Each school has an Emergency Readiness Plan customized to each individual school's needs that plans for all kinds of hazards and emergency situations.

[Keep yourself informed.](#)

Keep yourself informed of school procedures by attending parent meetings, reading the student-parent handbook, and school newsletter, and checking the school website periodically. Attend emergency drills at your child's school, and make sure that your family is prepared for emergencies, too.

Emergency Response Definitions

[Evacuation](#)

An Evacuation is called when there are conditions inside the school building that are unsafe. Students and staff evacuate the building to an outside location. Students and staff assemble at predetermined locations away from the school buildings. A "fire drill" is an evacuation. Other reasons for evacuation may include utility outage, gas leak, chemical spill, hazardous material incident, and flooding.

An off-site evacuation may be necessary depending on the extent of damage caused by the incident. If this occurs, school district officials will coordinate bussing students to a safe off-campus location (ex. another school, church, or community building).

Instructions to pick up students will be sent out by the district automated phone, text, or email system.

[Shelter in Place](#)

A Shelter in Place is called when students and staff need to be inside the building for safety. During Shelter in Place, students and staff are moved (or remain) in their classrooms and normal classroom activities continue until the incident concludes. Shelter in place is used to provide protection against the outdoor environment.

[Lockdown](#)

A Lockdown is called when there is an immediate threat or hazard on the school campus. Students and staff are moved (or remain) in classrooms, doors and windows are locked, and lights are shut off. Classroom activities cease until the incident concludes. School administrators and district officials work with local first responders to maximize student safety.

Lockdowns are implemented for a variety of reasons, including intruder/suspicious person, active shooter, bomb, severe weather, and police suspect loose.

[Parent-Student Reunification](#)

Parent-Student Reunification is a process where parents will be asked to pick up their students from school in formalized, controlled release. Reunification may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The goal of

reunification is that all students remain safe while in the school's care and that all students are reunited with their families.

School Response to Emergencies: [An Emergency at School](#)

If there is an emergency at school, school personnel have been trained and will react quickly to protect children. If the emergency is a fire, students will evacuate to their Assembly Area until authorities determine that it is safe to re-enter the buildings. Students will not return to classrooms until doing so is not a possible danger to them.

In rare instances, where more distance is needed to ensure student safety, students may be relocated to another site. Parents will be advised of all relocations through a Bright Arrow automated phone message.

If there is a hazard outside, such as a report of a person in the area with a gun, or a nearby chemical release, students will be brought inside, where the building itself will help protect them from danger. Schools will act to protect students and are prepared to shelter the students inside classrooms for hours if necessary. If students are held for a lengthy period of time, there are plans in place for emergency food, medical and restroom needs – these plans vary depending on the nature of the danger to students.

If there is an emergency at school, you will generally see one of two scenarios when you arrive at the school. You may see all of the students outside in the Assembly Area, if the building is potentially dangerous to the students, or you will see no one outside, because there is a potential hazard outside of the school, and officials are keeping the children inside, and using the building to help shield the students from harm.

[Communicating with the School During an Emergency](#)

Schools communicate regularly with parents using Bright Arrow, through which parents receive automated calls regarding school situations, including emergencies. If you are not receiving Bright Arrow messages, check with your child's school to ensure that the school has the correct number for you. It is imperative that we have phone numbers to contact you during an emergency. Make sure you update your school emergency card and contact information for each child each time the information changes. Keep your phone with you during emergencies so that you can receive updates on the emergency by Bright Arrow automated messaging service. Make sure you keep your address and phone numbers updated with the school so that you can be notified in the event of emergencies.

Schools have numerous ways to communicate with their own staff, other schools and district personnel, and outside agencies that may respond in the event of an emergency. These methods include a public address system and two-way radios, so that a school need not rely on the phone system.

Depending on the emergency, you may not be able to get close to the school and may be asked to wait in a safe area near the school. If it is hazardous for students to be released, everyone will be kept inside the school until notified by the authorities that it is safe outside. Schools will act with the safety of students in mind, and school officials will always follow the directives of the police department and the fire department.

[Family Reunification after an Emergency](#)

When it is safe to pick up your child following an emergency, you will need to follow a special process to ensure everyone's safety. The Request Gate is the station set up to identify yourself to school staff and request that your child be sent out. You must bring I.D., and you must be listed on the child's emergency card in order to check a child out. You will then report to the Reunion Gate, where your child will be brought to you.

Separating the two gates keeps crowding down, and lessens anxiety for children who may become frightened by a large crowd of parents.

[State Licensing & Liability](#)

Discovery Gardens Early Childhood Center is currently licensed and regulated by;
The Arizona Department of Health Services, Office of Child Care Licensing
150 N. 18th Avenue Suite 400
Phoenix, AZ 85007
602.364.2539



Discovery Gardens Early Childhood Center and Main Office

300 East Gurley Street (located at the Washington School)
Prescott, AZ 86301
928.442.1283

Discovery Gardens: Taylor Hicks Campus

1845 Campbell Avenue
Prescott, AZ 86301
928.442.1283

Discovery Gardens: Lincoln Campus

201 Park Avenue
Prescott, AZ 86303
928.442.1283

Discovery Gardens: Abia Judd Campus

1749 Williamson Valley Road
Prescott, AZ 86305
928.442.1283

PUSD Health Services Handbook

Health Services

*PUSD has a full-time Registered Nurse on each of their campuses Monday through Friday during the school day to assist your child with illness, injuries, medication administration, immunization compliance, and state mandated hearing/vision screenings. If health problems are suspected or uncovered during health screenings, parents/guardians will be notified and the child will be referred for diagnosis/treatment. Our health program is concerned with helping your child become physically, mentally, emotionally, and socially integrated.

*The Preschool, located at the Washington site, has access to the Lincoln, Abia Judd and Taylor Hicks Nurse anytime the need arises.

Immunization Requirements for Grades K-12

To protect all children against serious vaccine-preventable diseases, Arizona school immunization laws require students to receive immunizations before entry to school. Students enrolled in online programs who physically attend an Arizona school or facility for the purpose of attending an online class, are in a room with other online students for classes, or are participating in classes or activities such as band or physical education, are required to have immunization records on file with the program and/or the physical school. Exemptions provide an option for the parents of children who have a medical condition that contraindicates immunization, or a personal or religious belief that opposes immunization. Exemptions should not be used for the purpose of convenience. The laws and rules governing school immunization requirements are Arizona Revised Statutes §15-871- 874; and Arizona Administrative Code, R9-6-701–708. In the event the state or county health department declares an outbreak of a vaccine-preventable disease for which the parent/guardian cannot provide proof of immunity for the student, he or she may not be allowed to attend school until the risk period ends, which may be 3 weeks or longer.

***Homeless Students/Students in Transition: "Children and youth have the right to enroll in school immediately, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents." "The school nurse will assist families in obtaining records from the previous school. If a student has not had immunizations, arrangements should be made with the appropriate medical professional for initial doses to be administered as soon as possible, unless the student has a philosophical, religious, or medical exemption. The McKinney-Vento statute places no deadline or period of time to get the immunization record in place."

***Children in foster care are allowed a 5-day grace period to submit proof of immunization records.

For information on Grades K-12 AZ Immunization Requirements, please go to:

<https://azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-immunization-requirements.pdf>

Illness/Injury Protocol

Students are able to request to see the nurse at any time throughout the school day. Although our nurse is a valuable resource to students at school, parents are encouraged to call their healthcare provider if they have a general health question or suspect their child is ill. The Health Center (Nurse's Office) is not a substitute for a student's health care provider.

If your child becomes ill or injured during the school day, s/he must see the nurse to be assessed. The nurse will then determine if the parent/guardian should pick up the child. Students are prohibited from contacting parents using personal devices without permission from a teacher, the nurse, or administration. It is very important that you turn in your child's Emergency Medical Consent form at the beginning of each school year, and alert school staff of any changes throughout the year.

Physical Education Excuses: Parents may excuse students from P.E., in writing, for up to three (3) days. If a student is to be out of P.E. longer than that, the excuse must be from a doctor, outlining the dates to be excused and a diagnosis. All notes must be submitted to the School Nurse.

*****IN CASE OF EMERGENCY:** Every attempt will be made to contact a parent/guardian first. If the school is unable to reach anyone listed on the student's emergency contact list, and it is deemed necessary, the school will call 911. If needed, the student will be transported by ambulance to the hospital. The school will not be responsible for this cost.

Chronic Medical Conditions

Chronic medical conditions include, but are not limited to:

- Diabetes
- Epilepsy
- Anaphylaxis
- Asthma

Parents must provide medical emergency plans signed by a licensed health professional as specified by A.R.S. 15 344.01. Obtain the emergency plan from a school nurse if the health provider's office does not have a plan available.

Welfare Checks

If your child is suspected of being under the influence of drugs or alcohol, they will be referred to administration to be assessed. An administrator, School Resource Officer, and/or nurse may be present for the assessment.

General Guidelines for Keeping Your Student at Home from School Due to Illness

Chicken Pox: The rash can appear all over the body and develops into itchy, fluid-filled blisters that usually scab over within a week. Incubation period is 10–21 days, contagious period is 2 days before rash appears until all lesions have dried and crusted. Isolate the individual and exclude from school until all lesions are dry and crusted.

Common Cold: Irritated throat, watery discharge from the nose and eyes, sneezing, chills and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Seek medical care if symptoms persist beyond 7-10 days, fever develops, or nasal discharge becomes yellow to green.

COVID: Viral respiratory illness. Signs and symptoms of COVID-19 may vary, but notably include: fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea. Your child should remain home until symptoms have subsided, cough should be intermittent and not disruptive, and must be fever-free for 24 hours without the use of fever-reducing medicine (e.g., ibuprofen, acetaminophen). Seek medical care if symptoms are unusually severe, such as trouble breathing, severe sore throat, or a cough that persists or produces a lot of green or yellow mucus.

Fever: Fever is a symptom indicating the presence of an illness. If the temperature is 100.4 F (38 C) or higher, keep your child at home until they are fever-free for 24 hours without the use of fever-reducing medicine (e.g., ibuprofen, acetaminophen).

Head Lice: Head lice and nits are found almost exclusively on the scalp, particularly around and behind the ears and near the neckline at the back of the head. Fully grown lice are about the size of a sesame seed and are tan to grayish-white in color. Refer the child for treatment at the end of the school day and AVOID situations with close head-to-head contact and sharing of clothing, linens, pillows, hats, helmets, and barrettes. Students with pediculosis shall be excluded from school until treated with a pediculicide. Instructions on how to properly treat head lice are available in the School Nurse's office.

Impetigo: Blister-like lesions that later develop into crusted pus-like sores, most commonly located around the nose and mouth. Your child should remain home from school until receiving 24 hours of antibiotic therapy and sores are no longer draining.

Influenza (Flu): Abrupt onset of fever, chills, headache and body aches. Runny nose, sore throat, and persistent cough are common. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn, and must be fever-free for 24 hours without the use of fever-reducing medicine (e.g., ibuprofen, acetaminophen). Seek medical care if symptoms are unusually severe, such as: trouble breathing, severe sore throat, or a cough that persists or produces a lot of green or yellow mucus. The single best way to protect against seasonal flu and its potential severe complications is for children to get a seasonal influenza vaccine each year. Flu vaccination is recommended for all children aged 6 months and older.

Pinkeye (Conjunctivitis): A viral or bacterial infection of the eye causing redness and swelling of the membranes of the eye, burning or itching, watery or thick drainage, or crusting on the eyelids. Exposure to allergens can also cause similar but noncontagious symptoms. Exclude from school until symptoms subside or treatment is started and maintained for 24 hours.

Ringworm: A fungal infection that causes a flat, red, ring-shaped rash which may itch or burn. Your child should remain at home until an anti-fungal treatment has been received for 48 hours.

Skin Rashes: Skin rashes of unknown origin should be evaluated by a physician before your child goes to school. Assuming that a rash is not contagious can lead to the spread of the condition to others.

Strep Throat: Red, sore throat, fever, listlessness, swollen glands, nausea, stomach pain, swollen tonsils, and headache. Your child should remain home from school at least 12 hours

after the first dose of antibiotics and must be fever-free for 24 hours without the use of fever-reducing medicine (e.g., ibuprofen, acetaminophen). A physician's note with a return date is also accepted.

Vomiting and Diarrhea (Intestinal Infection): Stomach ache, cramping, nausea, vomiting, diarrhea, fever. Your child should remain at home until they are no longer vomiting, have diarrhea and/or have a fever for a full 24 hours after the last episode. If your child has had vomiting, diarrhea or fever during the night, please keep him/her home from school the following day.

*****CONSULT YOUR HEALTHCARE PROVIDER FOR ACCURATE DIAGNOSIS**

It is important to follow through with physician care when your child is ill. Please notify your school nurse if your child is diagnosed with any contagious illness. Reporting is confidential and promotes the nurse's ability to provide accurate information to the Yavapai County Community Health Department of Communicable Disease. Schools, working together with local health departments, have an important role in slowing the spread of diseases and protecting vulnerable students and staff, to help ensure students have safe and healthy learning environments.

PUSD also works hand in hand with the Partners for Healthy Students Program. This is a free healthcare service that is available to uninsured and underinsured (high deductible) for school-aged students and their siblings from qualifying families in our school district. This program is provided through Yavapai Regional Medical Center and services include:

- Well-child and adolescent exams
- Diagnosis and treatment of acute and chronic illnesses
- Prescribes and monitor medications
- Sports physicals
- Referrals to medical specialists
- Administration of Immunizations under the Vaccines for Children Program (Qualifying children who have no insurance, AHCCCS/KidsCare, or are Native American/Native Alaskan.)

Healthcare visits are by appointment only and parent/guardian involvement is required. You may contact your school nurse at your child's school for more information, or you may call 928-771-5123 to schedule an appointment.

<https://www.yrmc.org/support-and-community/partners-for-healthy-students>

Hearing & Vision Screening

Hearing and Vision screening is mandated for students by the state of Arizona. School nurses are responsible for planning, implementation, and reporting of these screenings. Parents have the right to choose to not have their child participate in this screening, but must contact your school nurse and fill out an Opt-Out form.

Hearing screenings are mandated by the state of Arizona for the following population:

- Every child enrolled in special educational/exceptional services
- Every child that a teacher has requested a screening
- Every child enrolled in preschool, kindergarten, grades 1, 3, 5, 7 & 9
- Every child for whom the school does not have documentation that the student received and passed a hearing screening in or after grade 9

- Every child who did not pass a hearing rescreening during the previous school year
- Every child who doesn't have documentation of hearing screening from prior school year
- Every child who repeats a grade

Vision screenings are mandated by the state of Arizona for the following population:

- Every child enrolled in special educational/exceptional services, and who has not been screened in the last year
- Every child enrolled in preschool (if initial entry), kindergarten (if initial entry), grades 3 & 7
- Every child a teacher has requested a screening for, and the student has not been screened in the previous year
- Every child that is not reading at the proficient level by the third grade pursuant to the state assessment required

Medications

Parents/Guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications during school hours will be minimized or eliminated. When medications can be taken at home, it is preferred.

Parents/Guardians will assume full responsibility for the supply, appropriate transportation, and maintenance of prescription medications.

All medications are to be kept in the school nurse's office. Students are **not** permitted to carry prescribed or over-the-counter medications, homeopathic, naturopathic, or other medicinal substances on the school campus, on their person, in their backpacks/purses, or in their lockers.

Parents with children who have ongoing medical needs (diabetes, severe allergies, seizures, etc.) are encouraged to contact the nurse to explain the situation and develop a plan to ensure safety.

During the course of the school year, your child may need a prescription or an over-the-counter medication administered. To ensure that the child is receiving the correct dose, correct time of administration, and correct medication, a parent/guardian must follow the requirements listed below:

- Medication prescribed by a physician must come to the school nurse in its original container and be labeled by the pharmacy with the student's name, medication directions for use, doctor's name, and date of the prescription. If your child is to take prescription medication both at home and school, ask your pharmacist to provide you with two marked containers (one for use at home and one for use at school).
- All over-the-counter medication must come in its original unopened container. All over-the-counter medications must be FDA approved. Please note, if your child suffers from acute or chronic health issues, such as migraine headaches, you must provide the school with the medication for treatment.
- Parents/guardians must sign the Medical Consent Form in order for the nurse to administer stock **over-the-counter** medications. This form is part of the back to school paperwork.
- **Parents/Guardians should pick up unused medications from the school health office during the school year when they are no longer needed or at the close of the**

school year. Medications remaining after the last day of school will be properly destroyed.

*****Stock Epinephrine Delivery Systems, Stock Albuterol Inhaler and Narcan at all PUSD Schools**

All PUSD schools in the district have a standing order from our medical director to supply stock Albuterol inhaler/spacers, Epinephrine Delivery Systems and Narcan for treatment of a student with sudden life threatening respiratory distress, anaphylaxis due to severe allergies, and possible opioid overdose.

If your student has been prescribed an inhaler for asthma and or Epi-Pen for severe allergies, we strongly encourage you to send their personal emergency medication(s) for school use as needed. Our stock Albuterol inhaler and Epinephrine Delivery Systems are not intended to replace their own.

Our school nurses and staff are trained to administer these life-saving medications, and prior to giving these medications, we will make every effort to contact parent/guardian and call 911 as necessary. The protocols are written by the Arizona Department of Health Services in consultation with the AZ Department of Education Authorized by A.R.S 15-157 and A.R.S 15-158 and Arizona Administrative Code R7 2-809 and R7 2-810.

*****Permission to Carry and self-administer Epinephrine Delivery Systems, Rescue Inhaler, and Diabetes Management**

- Students who have been diagnosed with anaphylaxis may carry an Epinephrine Delivery System, provided that the student's name is on the prescription label and that the parent/guardian completes a Permit for self-administration of an Epinephrine Delivery System, ARS 15-341.A.38 form. Appropriate forms are available from the school nurse.
- HB 2229 Asthma Rescue Medication Bill allows students to carry inhalers for self-administration on campus provided the student's name is on the prescription label and that the parent/guardian completes a Permit for self-administration of albuterol inhaler ARS 15-341.A.39 form. Appropriate forms are available from the school nurse.
- Students with diabetes who have diabetes medical management plans provided by the student's parent or guardian, signed by a licensed health professional as specified by A.R.S. 15 344.01, may carry appropriate medications and monitoring equipment and self-administer the medication. Appropriate forms are available from the school nurse.

*****Guidelines for Students with Special Diets*****

It is important to provide the school nurse with any dietary or allergy concerns. They will be kept on file with the School Nurse and the Food Service Manager. If your child has been identified as having a disability and has special dietary needs, changes can be made to your child's school breakfast and/or lunch at no extra charge. The SFE Special Diet and Medication Form will need to be completed by the child's healthcare provider.

(<https://www.prescottschools.com/special-diet-medication-form/>).

Some examples of special dietary needs which are considered disabilities:

- Celiac disease
- Diabetes
- Food allergies that result in severe, life threatening (anaphylactic) reaction
- PKU

For more information, please visit the PUSD website:

<https://www.prescottschools.com/guidelines-students-special-diets/>

Student Insurance: Information can be found on the PUSD website, in the Resources tab

<https://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx>