Tooele County School District Preschools

Education Elevated
TOOELE COUNTY SCHOOL DISTRICT
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Locations

Anna Smith Elementary (T1) 731 Aria Boulevard Wendover, UT 84083 (435)665-0470 Emily Ortiz eortiz@tooeleschools.org	**Copper Canyon Elementary (T1)** 1600 N. Broadway Street Tooele, UT 84074 (435)843-3820 Peggy Rackley prackley@tooeleschools.org Summer Nelson snelson@tooeleschools.org	**Grantsville Elementary** 50 Park Street Grantsville, UT 84029 (435)884-9991 Kristina Johnson krjohnson@tooeleschools.org Vikki Peterson vpeterson@tooeleschools.org
Northlake Elementary (T1) 268 N. Coleman Street Tooele, UT 84074 (435)833-1940 Ashlyn Russell arussell@tooeleschools.org Gina Negron gnegron@tooeleschools.org	**Rose Springs Elementary** 5349 Insbrook Place Stansbury Park, UT 84074 (435)833-9015 Jessica Walker jewalker@tooeleschools.org	**Stansbury Park Elementary** 485 Country Club Drive Stansbury Park, UT 84074 (435)833-1968 Jody Hussey jhussey@tooeleschools.org Natalie Brunsdale nbrunsdale@tooeleschools.org
Sterling Elementary (T1) 135 S. 7th Street Tooele, UT 84074 (435)882-9001 Kristy Johnson Kjohnson2@tooeleschools.org Laura Burdine lburdine@tooeleschools.org	**Twenty Wells Elementary** 636 E. Nygreen Street Tooele, UT 84074 (435)884-1280 Jennifer Memmott jmemmott@tooeleschools.org Trish Wyatt twyatt@tooeleschools.org	**West Elementary** 451 W. 300 S. Tooele, UT 84074 (435)833-1931 Angie Meyer ameyer@tooeleschools.org Kay Russo krusso@tooeleschools.org

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Enrollment & Registration

Eligibility

- **3 and 4-Year-Olds:** Students who reach their 3rd or 4th birthday on or before **September 1st** are eligible to enroll in the Tooele County School District (TCSD) Early Childhood/Preschool Program.
- **5-Year-Olds:** Students who turn 5 on or before **September 1st** do not qualify for preschool enrollment and are strongly encouraged to register for kindergarten.

Priority & Placement

Due to limited availability and specific funding mandates, priority placement is given to:

1. Students with an Individualized Education Program (IEP).
2. Families meeting low-income guidelines.
3. Returning students (preference is given to siblings of currently enrolled 3-year-olds transitioning into a 4-year-old class).

Note: Remaining Title I and tuition-based seats are determined via a lottery system.

Registration Process

- **New Students:** Please visit the district preschool webpage to complete the required grant forms and tuition agreements.
    - For detailed requirements regarding student health, review Immunization Policy 5062.
    - For detailed requirements regarding identification, review Birth Certificate Policy 5015.
- **Returning Students:** Parents must complete the online "Welcome Back" packet via Skyward annually.
    1. Visit tooeleschools.org.
    2. Select **"Current Student Registration."**
    3. Visit the preschool page to complete the annual grant form and tuition agreement.
- **Transfer Students:** Placement for students transferring from another school district is contingent upon availability and is not guaranteed. If your transferring student has an IEP, please contact the preschool office directly at **435-833-1966**.

Open Enrollment (Out-of-Boundary Requests)

Families may request enrollment outside their neighborhood boundary. Space is highly limited, as preference is given to students living within school boundaries.

- Decisions regarding Open Enrollment are finalized by **May 31st** each year.
- To apply, complete the Out of Boundary Request Form.
- If approved, placement is secured for the entire school year. If your physical address changes during the school year, the student is permitted to remain at the approved school.

Retention Policy

There is no retention in preschool. In Utah, preschool and kindergarten attendance is optional; compulsory education begins at age 6 (per Utah Code §53G-6-201 and §53G-6-202). TCSD firmly maintains that children turning 5 on or before September 1st are most appropriately served by entering kindergarten.

Withdrawal

If you need to unenroll your child from our program, please inform your classroom teacher and email the preschool office at **tgowans@tooeleschools.org**.

Attendance Expectations

Regular attendance builds consistency and provides a strong structural foundation for your child's learning. While we understand that brief absences occur due to illness or family vacations, please adhere to the following guidelines:

- **Reporting Absences:** Please notify your child's teacher directly to excuse any absence.
- **No Refunds:** Tuition credit or refunds are not issued for classes missed due to illness, vacations, or early withdrawal.
- **Extended Absences:** If a student is absent for **10 consecutive class sessions** without parental communication to the teacher, they will be automatically dropped from the program. This policy ensures we can responsibly manage class sizes and open slots for families on our waiting list.

Tuition, Fees, & Discounts

A signed tuition agreement is required for all enrolled children during registration.

Rates & Payments

Student Age (By Aug 1st)	Monthly Rate (9 Months)	Annual Rate
3-Year-Olds	$80 / month	$720 / year
4-Year-Olds	$150 / month	$1,350 / year

- **Due Date:** Payments are due on the **1st of each month**.

- **How to Pay:** Payments can be made online via eFunds for Schools or in person with your school's finance secretary.
- **Late Fee Policy:** A **$15.00 late fee** will be applied to all overdue accounts after the 20th of the month.
- **Non-Payment Disenrollment:** Accounts must remain current. Unpaid balances remaining on the last day of the month will result in automatic disenrollment and the immediate loss of your child's preschool seat.

Discounts Available

Note: Only one discount may be applied per family.

- **TCSD Employee Discount:** Please inquire with the preschool office for details.
- **Multi-Student Discount:** Families with multiple siblings concurrently enrolled in our preschool program receive a monthly discount of **$10.00 per student**.
- **Paid-in-Full Incentive:** Pay the full annual tuition prior to **August 20th** to receive a **10% discount** on the yearly total.
- ***Articulation Only students:** regular tuition rates apply to students who receive articulation only services by appointment and want to attend a preschool classroom***

Curriculum & Assessments

Our Curriculum

Our classrooms utilize evidence-based, high-quality curricula to foster early learning:

- **World of Wonders (McGraw-Hill):** Cross-curricular development program (Website).
- **Feeling Buddies (Conscious Discipline):** Focused on emotional self-regulation (Website).
- **Heggerty Phonemic Awareness (Pre-K):** Foundational literacy program (Website).
- **Learning Without Tears (PreK):** Readiness and fine motor development (Website).

Program Evaluation

- **ECERS-3 (Early Childhood Environment Rating Scale):** This comprehensive assessment tool measures environmental quality and teacher-child interactions. It evaluates how well our classrooms meet children's physical, cognitive, social-emotional, health, and safety needs.

Student Assessments & Progress Reports

- **District Benchmark Assessments:** Administered three times per year (**September, January, and April/May**). Developed by Granite School District, these assessments

utilize oral tasks and observational data to track progress across all areas of the *Utah Core Early Learning Standards Ages 3 to 5*, including:

  - English Language Arts & Mathematics
  - Science & Social Studies
  - Fine Arts & Physical Education
  - Health Education & Lifelong Learning

- **PEEP (Pre-Kindergarten Entry and Exit Profile):** Administered twice a year (at the beginning and end of the school year) to measure growth in early literacy and numeracy.
- **Progress Reports:** Written updates are sent home quarterly (beginning, mid, and end-of-year) based on these benchmark results. Please check your school calendar for specific distribution dates.

Health, Safety, & Medical Needs

Allergies & Specialized Medical Needs

If your child has a known food or environmental allergy (e.g., peanuts, strawberries, eggs), you must notify the classroom teacher immediately.

Mandatory Medical Documentation: The school nurse requires written documentation from your child's physician confirming the allergy and detailing the emergency treatment protocol. If emergency medication (such as an **EpiPen**) is prescribed, it must be provided to the school and always remain accessible while the child is on campus.

Potty-Training Requirement

All general education students **must be fully potty-trained** before their first day of preschool.

- "Fully potty-trained" means the child wears cloth underwear throughout the day and experiences only infrequent accidents.
- Children arriving in diapers or pull-ups are not considered potty-trained.
- If a child is enrolled but found not to be fully potty-trained, they will be unable to continue attending. Re-enrollment will only be considered if an open spot is available once the child is fully trained.

Daily Health Assessment Checks

To maintain a healthy environment, teachers and staff conduct brief health assessments when children arrive and monitor them periodically throughout the day. Staff look for and document:

- Noticeable changes in behavior, mood, or appearance.
- Skin rashes, unexplained itchiness, or scalp irritation.

- Signs of fever (e.g., flushed appearance, shivering). *Note: Routine temperature checks are not recommended unless accompanied by behavioral changes.*
- Complaints of pain or general malaise.
- Vomiting, diarrhea, or discharge/drainage from the eyes.
- Known exposure to a harmful communicable disease.

Ill Children & Exclusion Policy

Most minor illnesses do not require a child to miss school. However, a child will be excluded from class if their illness meets any of the following criteria:

1. The illness prevents the child from participating comfortably in daily activities.
2. The child requires a level of care that compromises the staff's ability to maintain the health and safety of the rest of the class.
3. The illness poses a clear risk of spreading infectious disease to others.

Reference: Guidelines are aligned with "Managing Infectious Diseases in Child Care and Schools" by the American Academy of Pediatrics.

Required Immunizations

Per the Utah Department of Health, all children enrolled in early childhood and preschool programs must be up-to-date for their age on the following immunizations:

- DTaP (Diphtheria, Tetanus, Pertussis)
- Polio
- MMR (Measles, Mumps, Rubella)
- Hepatitis A & Hepatitis B
- Varicella (Chickenpox)
- Haemophilus Influenzae type B (HiB)
- Pneumococcal

Daily Schedules & Snacks

Session Schedules

- **3-Year-Olds:** 2 days per week (AM or PM sessions available).
- **4-Year-Olds:** 4 days per week (AM or PM sessions available).
- **Wednesdays: No School** for all preschool students.

Note: Daily session start and end times vary slightly by school location. Please consult your school calendar for local updates.

School Supplies

Core instructional materials are provided by the classroom teachers. However, please send your child to school every day with the following items, **clearly labeled with their first and last name**:

- **Backpack:** Large enough to hold art projects, notebooks, and folders without folding.
- **Change of Clothes:** A full backup outfit (shirt, pants, socks, and underwear) packed inside a clear, labeled Ziplock bag to be kept at school.
- **Diapering Supplies:** Restricted **ONLY** to students with an approved IEP.

Daily Snacks

The district provides a daily snack to all students during their regular session. All snacks adhere to USDA nutritional guidelines and include a grain, a dairy item (2% white milk), and a fruit or vegetable.

Transportation, Drop-off, & Pick-up

Transportation Rules

- **General Education Students:** Parents or guardians are entirely responsible for providing transportation to and from preschool.
- **Special Education Students:** Transportation may be designated as a related service under IDEA regulations (34 CFR §300.34(c)(16)). The student's IEP team determines if specialized transportation is required and outlines how it will be implemented.
- **Boundary Limits:** Transportation is strictly determined by the student's home address. Per Policy 5028, parents must provide transportation if their child attends a preschool outside of their designated home school boundary.

Parent Drop-Off Protocol

The beginning of the class session is critical for establishing routines and fostering social development.

- Please arrive **no more than 5 minutes before class begins**.
- Children must be ready to learn when school starts.
- Do not leave your child unattended; you must wait until the teacher is physically present.
- Please respect teachers' prep time before class. If you require an extended discussion with a teacher, please schedule a separate appointment.

- **Late Arrivals:** Students arriving after class has begun must check in through the school's front office.

Parent Pick-Up Protocol

Preschoolers will only be released to an adult (12 years of age or older) explicitly listed on the child's contact sheet or within Skyward. Children will not be released to minors under the age of 12.

If you need to pick up your child early, you must check them out through the school's front office.

Late Pick-Up Policy

Pick-up times must be respected. In the event of an emergency that causes you to run late, please call the school office immediately. Children remaining 10 minutes past dismissal will be taken to the front office.

Repeated late pick-ups will result in the following:

- **First Offense:** Teacher issues a verbal warning, which is documented in the child's school record.
- **Second Offense:** Teacher issues a formal, written warning.
- **Third Offense:** The student and family will be dismissed from the preschool program. *(For students with an IEP, the IEP team will reconvene to discuss appropriate service options).*

Family Engagement, Volunteers, & Media

Family Events & Field Trips

We love family involvement! Parents are encouraged to participate in parent-teacher conferences and Parent Education Activities. Events and field trips vary by school location; please look for specific updates and calendars from your child's teacher.

Volunteer Policy

TCSD recognizes that school volunteers are a fundamental part of our educational mission. All volunteers must align with district policies to ensure a safe, productive environment. For eligibility details, see Volunteer Policy 7002.

Social Media & Photos

To celebrate classroom achievements, photographs of students participating in activities may occasionally be posted on school bulletin boards, district websites, or official social media channels (Facebook/Instagram).

- Parents must designate their photo restriction preferences within Skyward during registration.
- Teachers may also send home a physical student information form to verify these preferences.
- For complete details, see Policy 4027.

Program Policies & Legal Disclosures

Program Funding Streams

Tooele County preschool programs integrate four distinct financial streams to expand program availability, employ certified teachers, and fully equip classrooms with high-quality learning materials:

1. **Special Education Funding:** State funds allocated per Federal Law (UCA 53F-2-308) based on annual child counts to provide a Free Appropriate Public Education (FAPE) to eligible 3 to 5-year-olds with disabilities.
2. **Grant Funding:** The *Expanded Student Access Grant* via the Department of Workforce Services provides funds to programs designated as "high-quality" by HQSR specialists to boost kindergarten readiness.
3. **Title I Funding:** Operating in schools where low-income families comprise at least 40% of enrollment. Participating district schools include **Anna Smith, Copper Canyon, Northlake, Settlement Canyon, Sterling, and West Elementary**. Funding is reviewed annually based on free and reduced lunch metrics; students must live within the specific school boundary to qualify for a Title I slot.
4. **Tuition:** Reduced-rate, tuition-based seats offered to families who do not qualify through IDEA or specific grant criteria, keeping early education accessible across the community.

Special Education Referrals

- **Enrolled Students:** If you suspect your child is experiencing a developmental delay, please discuss evaluation options directly with your classroom teacher.
- **New/Prospective Students:** To initiate a developmental referral, please fill out the intake form found on the TCSD Preschool Information Page.

Legal Notices

FERPA (Family Educational Rights and Privacy Act)

FERPA protects the privacy of student education records. This federal law applies to all public schools and agencies receiving funds under applicable U.S. Department of Education programs (20 U.S.C.S. § 1232g(b)).

Grantee Model Disclosure Notification (Utah State Statute 53E-4-314)

As a recipient of the Expanded Student Access Grant, we are legally required to share specific school readiness data elements with the Utah State Board of Education.

- **Data Shared:** Student Name, Date of Birth, Birth Certificate Number, Gender, Parent/Guardian Name, Home Language, and Pre-K Entry and Exit Profile (PEEP) Scores.
- **Tracking:** A State Student Identification (SSID) number will be created to securely submit this data. This identifier stays with the student throughout their entire K–12 educational experience in Utah.
- **Privacy:** Program-level data is shared with the Department of Workforce Services to fulfill legal statutory requirements, and a verified third-party evaluator may be used. No personally identifiable student data will ever be shared by the Utah State Board of Education without parental notification.
- *Questions regarding data collection may be directed to the preschool program administration.*