SKYLINE PRESCHOOL
EARLY ACADEMIC CENTER

Parent Handbook
2026-2027

Skyline Education Preschool

Chandler Campus 2020 N. Arizona Ave. Chandler, AZ 85225

South Phoenix Campus 7450 N. 40th St. Phoenix, AZ 85042

www.skylinepreschools.com

Important Information For Parents:

Hours of Operation: 7:00 am to 5:00 pm (Summer Hours may vary)

Chandler Director: Ms. Tasha Gillen ngilllen@skylineschools.com 480-779-2001

South Phoenix Director: Ms. Jewel Conner jconner@skylineschools.com 602-343-4980

Regional Director: Mrs. Kimberly Owens kowens@skylineschools.com

Skyline Education Main Phone Number: 1-877-225-2118

EIN Tax ID: 27-0637062

School Emergency Plan:

The Emergency Management Plan is available at the school for your review. In the event of an emergency, natural disaster, fire, or other major event where it is necessary to remove children from the school property, the children will be evacuated to the following site for parent/guardian pick up:

Chandler Emergency Evacuation Site Location:

Primary Relocation Center: : Walmart Super Center Parking Lot 800 W. Warner Rd. Chandler, AZ 85225 Phone: 480 786 0062

Secondary Relocation Center: Boys and Girls Club Compadre Branch 300 E. Chandler Blvd. Chandler AZ 480 899 8302

South Phoenix Emergency Evacuation Site Location:

Greater Bethel AME Church

7040 South 40th Street (Crossroads: 40th Street and Western Canal Road)

Phoenix, AZ 85042 Phone: 602 431-0800

In the event of an evacuation, you will be notified of the situation as soon as possible by phone and may be asked to pick up your child at the evacuation site. Designated safe areas, both inside and outside the school, as well as evacuation routes, are posted in each classroom. Emergency drills are conducted monthly. Please partner with the Director to create an individualized plan for evacuation should your child have special needs necessitating such a plan will be in place.

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MISSION STATEMENT

Skyline Education Preschool nurtures age-appropriate skills in a safe, creative, and supportive environment. It fosters early academic readiness and a lifelong love of learning while promoting the holistic development of every child.

VISION

Our preschool provides an enriching curriculum, nurturing teachers, and a safe, engaging environment where 3-, 4-, and 5-year-olds can learn, grow, and discover the joy of learning, while building the skills and confidence needed for a successful transition to kindergarten.

POLICIES

Skyline Education Preschool will offer Full-Time programs Monday through Friday and will be open from 7:00 am to 5:00 pm daily, except on school holidays, which will be designated annually (see Skyline Preschool Calendar). A fee will be charged for any child not picked up before the school's regular closing time. ****This charge shall be $1.50 charge per minute after 5:01 per child in attendance and $5.00 per minute per child past 5:15.** Preschool charges a monthly rate of $805.00 Full Time for the program. The preschool does not offer discounts or refunds for days your child is sick or for designated holidays the school is closed. Our school is only available to children ages 3-5 who are fully potty-trained. School-age children, Grades K-4th grade.

CHILDCARE SERVICE CLASSIFICATIONS

This Preschool facility offers full-day child care for three, four, and five-year old children. As well as Before (S. Phx location) & After Care Program for school age kids 5-10. Call locations for specific age enrollment and availability.

FACILITY ADDRESS AND PHONE

Chandler Campus Address: 2020 N. Arizona Ave., Chandler, AZ 85225 Phone: 480-779-2001
South Phoenix Campus Address: 7450 S. 40th St. Phoenix, AZ 85042 Phone: 602-343-4981

REGULATION OF THIS FACILITY

This Preschool facility is regulated by the Arizona Department of Health Services. To contact this department, please see the following information:
Phoenix Office:
150 N. 18th Ave, Suite 150
Phoenix, AZ 85007
(602) 364-2539 Phone
(602) 364-4768 Fax

INSPECTION REPORTS

Please note that each Inspection Report issued by the Arizona Department of Health Services is available at our Preschool site. Please see your Facility Director to view these reports.

LIABILITY INSURANCE COVERAGE

This facility possesses liability insurance of at least $300,000. A copy of this insurance coverage is available for review on our premise. Please see your Facility Director to view this document.

CHILDCARE SERVICE CLASSIFICATIONS

This Preschool facility offers full-day child care for three, four, and five-year old children. As well as Before (S. Phx location) & After Care Program for school age kids 5-10. Call locations for specific age enrollment and availability.

PESTICIDE USE ON OUR PREMISE It is our policy that we will inform our parents at least 48 hours before a pesticide is applied on our premise.

ACTIVITIES AND PROGRAMS OFFERED

Classroom and Curriculum

The Skyline Education Preschool program offers a warm, nurturing environment where children feel safe, cared for, and valued. Our young students are given an enriching curriculum that follows the **Arizona State Early Learning Standard.** Focused on the Early Learning Standards, our qualified teachers create **daily lesson plans** using Frogstreet, Heggerty Phonemic Awareness as well as Conscious Discipline. Conscious Discipline by Dr. Becky Bailey is an approach to social and emotional learning that practices include outreach to families and community as essential parts of a learning relationship. Our goal is to facilitate "whole child" learning where the arts, creativity, music, character education, and social interaction are integral components of your child's education. These subjects are taught in conjunction with traditional areas such as Math, Reading, Writing, and Science.

The **Arizona Early Learning Standards** are used as a guide to instruct our young learners with hands-on, engaging activities. The Arizona Standards focus on 8 main areas including: Social/Emotional Self, Language and Literacy, Math, Science, Social Studies, Physical Development/Health/Safety, and Fine Arts. Some of the objectives students will learn include basic social skills like responsibility, respect, and self-control. Our students will also practice listening and speaking skills, print awareness, vocabulary, numbers, math operations, history, and science facts. Students learn vital health and safety practices, such as nutritional guidelines, the importance of physical activity, and hygiene routines. Along with these subjects, students participate in a fine arts curriculum that focuses on music, rhymes, songs, creative movement, and dramatic play activities.

Teaching the Arts

Another important component of our Preschool program is instruction of "the arts" in the classroom or "specials" class. This includes movement, singing, fine arts, dancing and music. Our goal is to provide enriching artistic activities that students will enjoy and learn from. We focus on incorporating movement during songs that children learn. We also utilize movement as a form of exercise and artistic expression, paired with music. Students will also sing regularly in the classroom as a functional activity to learn a new color or to help clean up the room. If your school offers music or art outside of the classroom, it may require your child to transition to a new classroom within the school, taught by a trusted staff of Skyline Education.

Health, Nutrition, and the Empower Program

Finally, our Preschool program includes a health component that follows the Department of Health Services' "Empower Program." We want our students to learn vital health and nutrition information that can benefit them for the rest of their lives. We will serve them healthy foods for breakfast, lunch, and snacks and teach them the basics of nutritional eating. Also, we will use exercise during the school day as a tool to stay healthy, keep in shape, and to have fun.

Breakfast, Lunch, and Snacks Served, Water Bottles

You can expect your child to be offered breakfast (time varies at each school), lunch, and snacks each day in our Preschool program during specific time periods. If you decide to pack your child a lunch or pack snacks from home, your child will not be offered a school lunch and a school snack as well as the food that is packed for them. **Please be thoughtful and purposeful when packing a lunch or snack from home. Water bottles with a straw opening should be labeled with your child's name and brought to school every day. Please refrain from using plastic water bottles or those with wide mouth openings.**

DROP-OFF AND PICK-UP PROCEDURES

Arriving at the School and Dropping Off Your Child

Please keep your child with you at all times, especially when exiting your vehicle in our parking lot. Do not leave children, regardless of their age, unattended in your car when dropping off or picking up. Lock your car, as we cannot be responsible for any personal belongings taken from your vehicle while it is on our property.

To drop off your child at our preschool, parents or guardians must check-in upon entering the school, sign-in at the tablet , then walk your child directly to his or her classroom. Chandler Campus parents sign their child in the hallway. When changes are made to these procedures, we will let you know via phone call, email or Procare.

When we first open for the day and attendance is low, children may be gathered into one or more rooms before moving to their respective classrooms. Likewise, at the end of the day as children are picked up, remaining children may be placed in a room other than their assigned classroom.

As a busy parent we know the importance of staying in touch with people via cell phone. Please be considerate at drop off and pick up time that you are **off** your cell phone, so that your child and teacher can relay important information regarding your child's school day.

Reporting Absences

If your child is going to be absent, you must call the preschool to notify the Preschool Director as soon as possible. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious. You should also download the Procare app, and send us a message about the absence. DES will only cover 5 paid absences, parents/guardians are responsible for paying for over the 5th day of absence.

Picking Up Your Child-Late Pick Up Fee

When you arrive to pick up your child, you will check in and out on the tablet either in the hallway (Chandler) and front entrance at south campus. It is imperative you do this each day at drop off and pick up and please refrain from using your phone at this time.

We must ask you to make every effort to pick up your child before closing time. If you are going to be late, please call our office immediately or notify the director through email or Procare. A late fee will be assessed for arriving at the school after closing time. If we do not receive a call from you and cannot reach your emergency release contacts, we may be required to call the local authorities to assist with the situation. Members of our staff are not permitted to take your child home with them. **A fee will be charged for any child not picked up on or before 5:00**This charge shall be $1.50 charge per minute after 5:01 per child in attendance and $5.00 per minute per child past 5:15. Fees for late pick-up are payable through Procare: if not paid, the child will not be readmitted to the program. This will be reflected on your Procare app the next business day.**

Releasing Your Child/Parent Pick up-Drop off

Please notify us any time someone other than a parent/guardian is picking up your child. We will only release a child to his or her parents/guardians and the persons listed on the Emergency Contact and Release list in your child's Enrollment Registration Information packet. We will not release a child to anyone (other than the parent) under the age of eighteen, including siblings.

If a situation arises requiring someone not on the Emergency Contact and Release list to pick up your child, prior written authorization must be provided to the school. Government-issued photo identification must be shown for any person not positively known to us before we can release your child. If there is an emergency situation and you are unable to submit prior written authority, we will use your personal information to verify your identity to authorize the release. Under no circumstances will children be allowed to leave the school unsupervised for another location. We cannot release a child to walk to a bus stop or walk home.

Transportation of Students

Our facility does not provide transportation to and from school.

CLASSROOM TRANSITIONS

A positive daily transition from home to school for your child is a collaborative effort between you and our staff. Each child reacts differently to the separation from their parents when coming to school each day. If this is your child's first time in a group setting, we encourage you to bring your child for a tour ahead of time and sit with your child or move around the room as he or she explores the classroom. Young children have little experience with change and often need time to adjust. Please take the time to get to know your child's teacher. Your child will feel more secure at school if he or she knows that you value his or her teacher, friends and environment. When your child is ready to move to a new classroom, we do all we can to make this transition a smooth and successful one. We will contact you when we feel your child is ready to move. The move will always be a collaborative decision among parents, teachers, and management. Please see protocols with classroom visitors during a pandemic.

LESSON PLANS

Staff in each classroom will post weekly and daily lesson plans that provide you with information of classroom activities and the skills to be developed through those activities. You may also notice that teachers incorporate nutrition and physical activities into their daily lesson plans. Each classroom provides physical activity daily, including outdoor activity twice daily as weather permits and indoor movement activities throughout the day. The amount of time children are encouraged to participate in physical activity is developmentally appropriate and may increase with age. Parents will receive daily lesson plans and daily reports via email or text message from Procare.

PROGRAM ASSESSMENT AND STAFF TRAINING

We continually assess all aspects of our programs in a variety of ways, including classroom observations, quality assurance checks, and parent surveys. We encourage your active involvement in assisting us with this progress, as the most important assessment tool at our disposal is the progress of your child and how he or she learns and masters new skills and abilities. We take the training of our staff very seriously. We have identified certain skills and competencies teachers must have to meet the early education needs of children. Following a careful selection process, each staff member receives ongoing training, beginning with our New Employee Orientation process. Our management staff observes the teachers and provides feedback to ensure we are providing the most developmentally appropriate, high quality learning opportunities possible. We strongly support the professional development of our staff. Teachers are provided with a wide variety of in-service training and other resources to develop, maintain, and update their teaching skills during our early release days and staff PD trainings.

TELEVISION AND OTHER MEDIA SOURCES

We limit television/passive media in our school because we focus on interactive learning experiences. When media is used, each program is previewed and approved by the teaching team before the children see it. After viewing, the teacher will discuss the program with the children to help them develop critical thinking skills. Google translator app may be used for ESL students. Assessment information for your child may be collected on a tablet year round. This data will be shared at conferences.

NON-DISCRIMINATION POLICY

It is our policy to provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law. This policy governs all aspects of our schools' operations.

CHILDREN WITH SPECIAL NEEDS

We act in compliance with the Americans with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff. We will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs. We will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if we can meet each child's need in our group preschool setting.

FAMILY INVOLVEMENT AND COMMUNICATION

PARENT ACCESS

Parents of enrolled students in our facility are granted access to the locations on our premise where their child is receiving childcare services. As a note, our typical childcare locations include the regular classroom, the gym outdoor play area, the dance room. A door code will be given upon enrollment at our school. Child observations must be prearranged with the director on your campus.

PARENT RESPONSIBILITIES AND PARTICIPATION

Parents are welcome to join us for preschool events, celebrations, and activities. Event details will be shared in advance via Procare, newsletters, and letters home. If you'd like to volunteer, please speak with your Facility Director to coordinate. Volunteers must follow Empower nutrition guidelines, check with the director before bringing food due to allergies, and maintain respectful behavior. Regular volunteers must have a current TB test, sign in at the front desk, and wear a 'Parent Volunteer' badge. Please review the volunteer agreement with your director.

OPEN DOOR POLICY

Our goal is to collaborate with you to ensure your child has the best experience possible, so we encourage you to visit at any time and join us in our activities, such as class parties or your child's birthday. Because you know your child better than anyone, we depend on you to help us learn about your child, starting with your initial visit when we gather information from you. We see your active involvement and input in the school's programs, particularly in ensuring your child's progress, and also to assist us in determining program goals and improvements**.**

FAMILY-TEACHER CONFERENCES

We encourage you to schedule meetings with your child's teacher whenever you have questions or concerns. In addition, we offer family-teacher conferences twice a year. Your Director will contact you to schedule your conference. This gives you the opportunity to discuss your child's interest, progress and any other questions you may have regarding our programs. We hope you will take advantage of these opportunities to visit with the teacher to discuss your child's interests and progress. If a translator is needed during a conference, please notify us and we will do the best we can to accommodate your needs.

SOCIAL MEDIA

We encourage our families to engage with us both at school – and online. Our Facebook pages are an excellent source for informative school updates, helpful parenting tips, and fun interactive media. These online communities are also great places to share stories of wonderful experiences with our schools, as well as cute pictures of your little one having fun.

COMMUNITY RESOURCES

If you are interested in family education opportunities tailored to your child's specific needs, we would be happy to share information with you about the community services available in your area. **Birth to Five Helpline** is a great family resource; call 877-705-KIDS (5437). Triple P (Positive Parenting Program): Email behaviorhealth@candelen.org or call (480) 829-0500, ext. 2655. Our school offers an active family engagement piece year-round by inviting parents to family events at our school. Please ask your director for more information regarding events during the school year.

NEWSLETTERS

In an effort to keep you informed of what we are doing at the school, we publish and distribute a monthly newsletter with important information about child development issues, home activity ideas, and information about the curriculum. We also announce upcoming activities and events, as well as introduce new teachers. You will notice a variety of flyers in the school with information on special events, programs, and reminders. We also use Procare as a form of communication.

STAFF PROFILES

In order to help you become better acquainted with the staff involved in the care of your child, information on each staff member is posted including their experience, education and/or specific qualifications, as well as hobbies and interests. We encourage you to take some time to get to know your child's teachers.

ENROLLMENT AND TUITION GUIDELINES

ENROLLMENT AND TUITION

Enrolling Your Child

When you enroll your child with us, you are required to complete the **Enrollment Packet.** You child will also need to come for a free shadow day. The purpose of a shadow day is to ensure that our school is a good fit for your child. The forms that are included in our enrollment packet give us vital information about your child so we can provide the best possible care. It is imperative for your child's health and safety that all forms are accurately completed and submitted to management for review **before your child's first day.** There may be other state-specific forms that must be completed as well.

Within the **Enrollment Packet**, you will be asked for telephone numbers where you can be immediately reached. **Please notify us as soon as any of these numbers change.** For your child's health and safety, we must be able to quickly reach you while your child is in our care. You will also be required to provide us with the names and telephone numbers of at least three other persons that you authorize to pick up your child from school. Please inform these persons that they are required to come to the office before they go to your child's classroom, and they must bring valid, government issued identification.

Tuition

While completing the **Enrollment Packet**, you will be asked to sign an Enrollment Agreement that explains the terms and conditions of enrollment and our fees. In addition to tuition, we require a non-refundable **registration fee of $125.00**. Parents can pay tuition by the month or bi-weekly, you must arrange that with our director. The payment is due on the first Monday of the month at time of drop off. Please set up payment through our Procare app upon enrollment.

Credit/Debit Cards & other forms of payment

Please set up your credit/debit card information in the Procare App. DES and QF scholarships (limited availability) are accepted forms of payment. Keep in mind DES may charge a copay and a difference in tuition cost may occur with DES subsidies and QF scholarships. Staff discounts are also available, child must be living with staff member full time.

Registration Fee

Our registration fee to enroll a child at our **preschool** is **$125.00, one time charge**. Before and **After Care** Program annual registration fee **$75.00 or $100.00 for the family. Summer Registration fees are separate and may be charged at the time of enrollment.**

Tuition Fee

Tuition for our preschool is paid on a monthly basis, if your child is on an attendance plan (daily rate) you will be billed in the rear. All other monthly tuition comes out on the first of the month and due on the 5th of every month. * Quality First scholarships may be available at your preschool, inquire with your school director, a copay will apply to QF scholarship families. DES is accepted, **parents are responsible for their co-pay on regularly** attended days as well as any absent days. After 5 absent days DES families will pay the normal tuition rate for their child. DES students may be removed from our roster after 15 business days of non-attendance; to maintain enrollment, children must attend at least one to two days per month. All payments must be paid through Procare, we do not accept Checks.

Multiple Child Discounts

When multiple children from the same family attend Skyline Preschool, a 5% discount from the usual tuition fee may be granted once a second child begins attending the same program.

*Late payment fees will be assessed if all tuition and other changes are not on/before the due date, $30.00 per week. Late pick-up charges will also be assessed to parents who leave their children beyond regular closing time, late charges are

automatically applied to your Procare account. DES agency will be contacted for families who do not pay their copays in a timely manner.

PROGRAM FEES

Activities outside of the general curriculum may require additional fees. Based on the interest of families in our school and the availability of resources, we offer several extracurricular opportunities during the traditional school year that you may choose for your child.

Summer Camp

Our summer camp curriculum also includes special activities each week. Calendars describing the plans for your child's classroom will be provided. You may be required to pay a **summer activity fee** in addition to tuition. Please see your Director for additional information. Start date for summer curriculum is usually after Memorial Day.

Reservation Fee

Our preschool is a year-round educational program with ample week-long breaks and holidays off for family vacations and other business. However, if a parent has to remove their child from the school for one full week (must be 5 consecutive days Monday through Friday with prior notice to the director), the parent can pay a reservation fee of 50% off that week's regular tuition (a total of $100.00). A full week off with discounted tuition may be limited to once per school year (from August to July). If you are planning a vacation longer than a week, the normal tuition will resume after the 5 days.

CHILD ABSENCES

Absences

If your child is going to be absent, you must notify us by phone, email or Procare; if your child is ill, you must notify us as the nature of the illness, particularly if it is contagious. No allowances, credits, refunds, or make-up days shall be made for occasional absences. Tuition must still be paid in full. I understand that at any time Skyline Education Preschool could implement short term closures.

WITHDRAWAL AND TERMINIATION

Withdrawing Your Child

If you do decide to withdraw your child from our care, you are required to give us a **two week notice**. If notification is not provided, you will still be responsible for all tuition and fees for the two weeks, whether or not your child is in attendance. After you have withdrawn your child, he or she will only be eligible for readmission based upon space availability and if all other enrollment criteria are met. If an outstanding balance existed when your child was withdrawn, you must bring your account current before we can consider you for re-enrollment. If your child is eligible to re-enroll, you must pay a new non-refundable registration fee at the current rate. Reservation fees may not be used during a final two-week withdrawal period.

Disenrollment

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the well-being of everyone at the school. Every effort will be made to correct a situation before a final decision is made (i.e. moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along or other interventions).

Disenrollment may be a result of the following:

- Abuse of other children, staff, or property by child or parent/guardian.
- Continued violation of policies by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- The school's inability to meet the child's need or the parent's/guardian's expectations.

*This is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

REFUND POLICY

The $125.00 registration fee (Skyline Preschool) and $75.00 registration fee (Before and After Care program) to secure a child's placement in our facility is non-refundable. Please note that parents/guardians do not receive a refund or reduced rate for days not attended during our Monday-Friday school week. Refunds are not given for scheduled holidays on our yearly calendar. We do offer a family registration fee for children who attend our Aftercare program.

- To withdraw your child from our program, you must give a 2-week notice. Re-enrolling your child after withdrawing him or her from our Preschool requires payment of the $125.00 registration fee again. On a case-by- case basis, if a parent feels he or she is deserving of a refund for services offered, that parent must meet with their Facility Director in order to discuss refund possibilities. Parents/Guardians who request contents of their child's file will be charged a $2.50 fee for each page of their file.

Operational Policies

DAYS OF OPERATION AND CLOSING INFORMATION-see current year school calendar

Days of Operation

Our schools are open Monday through Friday, year-round. We are closed in observance of these holidays each year:

-Labor Day
-President's Day
-Independence Day (2 days)
-Spring Break (5 Days)
-Fall Break (5 days)
-Veterans Day
-Memorial Day
-Thanksgiving Break (5 Days)
- Juneteenth Day
-Winter Break including Christmas Day/New Year's Day (1/1)
-Civil Rights Day

**** Early Release Days Preschool/PreK/Aftercare classes will have 1:00 Dismissal during the school year. Please refer to the current school calendar.**

If any of the above observed holidays fall on a Saturday, we will be closed the preceding Friday. If any observed holiday falls on a Sunday, we will be closed the following Monday.

No allowances, credits, refunds, or make-up days shall be made for holiday closings. Tuition must still be paid in full.

Emergency Closing and Inclement Weather Information

It is our intention to be open and provide childcare services every weekday of the year, excluding holidays. However, situations out of our control such as inclement weather, natural/natural disasters, or major building issues may disrupt service from time to time.

We ask that you call the school to ensure it is open during periods of inclement weather or other unusual situations. In the event of an emergency closing or inclement weather, please visit School Closings at www.skylineschools.com for more information.

If the school must close after you have dropped of your child, you or your designated emergency contacts will be notified by school management so that you can make appropriate arrangements for picking up your child.

In the event that the school is unable to open or must close early, you are responsible for tuition payments for up to three business days.

PERSONAL ITEMS

Appropriate Dress for School

Please dress your child for school in comfortable, washable play clothes that will allow him or her to thoroughly enjoy the classroom, playground, and all school activities. Please take into consideration current weather conditions, as well as the unexpected changes in the weather that may necessitate a change in apparel. This may include having a jacket, coat, mittens,

gloves, and hat for days that become colder or the ability to change into either a lighter weight shirt, pants, or shorts for warmer days.

Tennis shoes or other closed-toed shoes must be worn at all times— **flip flops, sandals, or open-toed shoes are not permitted.**

Personal Items to Bring to School

To help us keep your child happy, safe, healthy, clean, and comfortable while in our care, please bring at least one complete change of clothes. Accidents and spills can happen at any age. **Please place your child's first and last name (in permanent ink) on each article of clothing and all other personal items you bring to the school.** Blankets and a twin sheet or crib sheet are required for nap time/quiet time, please inquire at your preferred school for the specific details. Please bring a backpack for your child, so that projects and items can be taken home each day. Please supply your child with a pencil box that includes crayons, glue sticks and a child size scissor. Again, please label all items.

Personal items to Leave at Home

Please do not bring any valuables that you and your child treasure, such as favorite books, jewelry, or toys from home. Please help your child understand why it is not wise to bring toys or other objects to school that they may not wish to share with the group. We cannot be responsible for lost or damaged items.

Electronic Devices Prohibited

Children are not permitted to bring electronic devices to school for any reason. This includes cell phones, ipads, video game players, etc. Though electronic devices can have a place in a child's education, they are not appropriate in our preschool setting and we cannot be responsible for replacing lost or damaged devices.

Lost and Found

If your child is missing anything, please inquire at the school as soon as possible. It is much easier to return a lost item if it is labeled with the child's first and last name, so remember to label everything.

NUTRITION

Healthy Options

We emphasize the value of teaching children healthy habits and giving them the tools to make healthy choices long after they leave our school. This practice includes a number of healthy offerings and practices – such as providing
healthy choices at meals and snacks, opportunities indoors and out for children to engage in physical activity and supporting families with resources for making healthy choices at home. You may see evidence of the program through lesson plans, newsletters, and school-wide events. Please see your Director for more information.

Meals-Allergy-Medical statement for students with special dietary needs

Meals at our school include foods that meet daily nutritional needs, as well as state licensing requirements. Our menus are posted, and copies are made available to you. There may be times when we have to substitute one food for another while maintaining the nutritional content of the overall menu. Substitutions will be posted. We encourage children to sample new foods and to taste what is being served; however, we cannot require children to eat or in any way punish them if they choose not to eat all the foods served. Our top priority is to ensure that we provide a healthy and safe environment for the children in our care. Therefore, our policy does not allow fast food to be brought into the school. Any exception must be discussed with your Director. If there are religious reasons, special dietary needs, or severe allergy concerns that would prohibit your child from eating what we are serving, please discuss the specifics with your school Director. If you decide to pack your child's lunch, please label all food and drinks with first and last name as well as making healthy choices in their lunches or snacks. The last month of school is typically "chef" choice so if you have concerns, please bring that up with the director at your campus.
Holding a breakfast for your child is not always guaranteed.
**A child who has an allergy to any food must have a signed copy of a medical form from their family practitioner on file. If you did not receive this in your enrollment folder, please inquire about this from your director.

ACTIVITIES

Outdoor Activities

Outdoor play is an essential part of your child's day. We will monitor the weather throughout the day to ensure the safety of the children. Children who are well enough to attend school must be well enough to participate in all activities, including outdoor play as well as any specials the class attends throughout the school day. Please be sure your child has adequate outdoor clothing.

Water Activities

Your child may participate in water activities with us during our warmer summer months. We follow all state regulations in regards to maintaining lower staff/child ratios in relations to water activities and ensuring child safety. The children will have the opportunity to run and splash in sprinklers, use water tables, and use water toys. If your child will be participating in water activities, you will be asked to **send your child to school with sunscreen,** a swimsuit, water shoes, a towel, and any other necessary water items on these days. In addition, we require a signed authorization or the application of sunscreen or insect repellent.

Holidays and Birthdays

Celebrating holidays and birthdays is a meaningful and fun experience for children, families, and teachers. Holidays are a reflection of the cultural and ethnic diversity of our families and are an opportunity for children to learn about each other. We encourage families to share their own traditions as a wonderful benefit to their children, and a great way to become involved in the classroom. We ensure that the holiday experiences are developmentally appropriate for the children in our classrooms, reflective of the diversity of the families in our programs, and meaningful to the interests of the children. Your child's birthday is a special day for him or her and for us. We encourage you to bring **nutritious birthday treats** that are purchased from a licensed food provider or even non-food treats, as food made at your home cannot be brought into the school to ensure the safety of children who may have food allergies. We are happy to acknowledge your child's birthday within his or her classroom, and will gladly make your child feel special. Please make arrangements for birthday celebrations at least one week in advance with the Director**.**

Naps and Quiet Time

Nap or quiet times are important for preschoolers, therefore, our daily schedule incorporates a balance of active and quiet play, including a rest period. During this time, children are encouraged to rest, but not required to sleep. Children who do not sleep are allowed to get up and participate in quiet activities after a period of rest, while still respecting the quiet time so others can nap. The families must provide sheets and blankets, they are to be brought home and laundered every Friday.

Animals at School

If state standards allow, your child may have a class pet or have the opportunity to interact with a pet as part of specialized programming. We encourage good hygiene and hand washing after handling or encountering an animal and items used by animals, such as water food bowls, and cages. You must notify us if your child has an allergy to certain types of animals.

Field Trips

Although, we do not leave campus for Field Trips at Skyline Preschool, we will periodically take "On" campus Field Trips. You will be notified of a planned on campus field trip in advance by a posting in the school or on the sign/out sheet. You will be asked to sign a separate authorization form to include the date, time, and location. Please keep in mind when children attend PE, Music and Dance these are considered to be "on campus" field trips.

BEHAVIOR MANAGEMENT

Positive Guidance Policy

Guiding children's behavior is something done throughout the day, not just when a child acts in a way that is unsafe or unacceptable. Children are more likely to develop self-discipline and control when they are treated with dignity and given clear, consistent, and fair limits for classroom behavior. Our staff work with children to help them set their own limits, understand

the consequences of their actions, and the rationale behind the rules and behavior expectations. Your child will be introduced to Dr. Becky Bailey's Conscious Discipline, which teaches life skills such as leadership, responsibility, accountability, and effective communication.
Our staff uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction.

Specifically, they will:

- Use encouragement of good behavior rather than focus only upon unacceptable behavior.
- Remind a child of behavior expectations by using clear, positive statements.
- Redirect behavior using positive statements.

The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet learning.
- Punching, shaking, or biting a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closed with the door closed.
- Requiring a child to remain silent or inactive for inappropriate periods of time for the child's age.

Progressive Guidance Policy

The Progressive Guidance Policy is designed to provide a systematic approach for teachers, administrators, and families to assist children who exhibit inappropriate behavior over an extended period of time and with whom positive guidance techniques appear to be ineffective. The basis progressive guidance techniques are:

- **Overlooking:** At times a child may exhibit negative behavior to gain attention. A proactive stance is to generously give positive attention while overlooking the inappropriate behavior.
- **Redirection/Distraction:** Teachers may offer alternatives to children engaged in undesirable behavior.
- **Verbal Intervention:** When it is developmentally appropriate (i.e., when a child is over three years old), staff may explain to the child why a behavior is inappropriate and suggest him or her the appropriate way to handle the situation.
- **Logical Consequences:** Logical consequences are related, respectful, and reasonable consequences of specific misbehavior. For example, if a child uses a block to hit other children, then a logical consequence would be that the child loses blocks until he or she can demonstrate how to use them properly. The teacher will monitor the child's subsequent behavior and follow through if required.

If your child continues to exhibit inappropriate behavior over a period of time, you will be asked to participate in a family-teacher conversation with the regional director, site director, and teacher, as well as our smart support coach & behavior health consultant.
A **Behavioral Intervention Plan** will be developed at this conference to address the behavior. The action plan will outline:

- Student's Inappropriate Behavior & two goals to work towards
- Type of Redirection the Teacher Will Use.
- Substitute Behavior the Student Can Show Instead.
- Consequences for Inappropriate Behavior and Rewards for Appropriate Behavior.

Depending on the severity of the inappropriate behavior, you may be asked to pick up your child early or keep your child home for a day or two. If the child's inappropriate behavior persists, the Director may request that you withdraw the child.

Expulsion Prevention

Our hope is to prevent expulsion from occurring, but these are the steps Skyline Education Preschool will take during the process. We will request technical assistance or request support from a resource consultant/mental health consultant. The consultants will come to the school site and observe the child. They will work with our teachers using a variety of strategies on how to better serve the child during the school day. We will always do our best to keep parents and caretakers informed

as we go through the process together. It is essential for parents and caregivers to be present and connect with us on a regular basis during this process. On occasion we may request your pediatrician to follow up on or set up an appointment with your local school district to complete a screener on your child. See last page in handbook.

BITING

Biting is a common behavior among toddlers, especially between 13 months and 3 years of age, and is considered developmentally typical during this stage. Young children may bite due to limited language skills, frustration, teething, sensory exploration, or difficulty expressing emotions and needs. By ages 4–5, biting is less common and may indicate challenges with emotional regulation, communication, or social interactions that require additional support and intervention.

If a biting incident occurs, staff will first care for the injured child by comforting the child and cleaning the area with soap and water. An incident report will be completed for both children involved. Staff will also evaluate the classroom environment, routines, and transitions to help identify possible triggers and reduce future incidents.

The child who bit will be redirected and supervised closely. If biting continues, staff will work with the family to develop individualized strategies or a Behavior Intervention Plan. Each situation is handled on a case-by-case basis to support the child's social and emotional development.

For confidentiality reasons, staff cannot share the identity or medical information of any child involved in a biting incident.

SAFETY AND SECURITY

FIRE/EMERGENCY DRILLS

We conduct fire and emergency evacuation drills regularly. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the success of fire and emergency/evacuation plans. During a fire/emergency drill, parents may not sign children into or out of the school, but must wait until the drill is complete and children have returned to the building. Parents can wait with their child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director will inform the classroom staff that the school will be evacuated. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove the children from school property, each school also has an emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick your child up at the emergency evacuation site.

HEALTH AND MEDICAL ISSUES

MAINTAINING A CLEAN AND HEALTHY ENVIRONMENT

Our commitment to a clean and healthy environment compels us to take precautionary steps to prevent the spread of communicable diseases. Our schools are designed to be easily cleaned and maintained at high standards of sanitation. We implement and post daily cleaning and disinfecting schedules in our classrooms. Toys are sanitized and tabletops are regularly disinfected, including before and after meal and snack times.

We promote cleanliness and good hygiene with children on a regular basis. Frequent hand washing is practiced by staff and children, and is always required before eating, after toileting, and after outdoor play.

IMMUNIZATION REQUIREMENTS

All children must be up-to-date on their immunizations before being admitted to our schools. Acceptable documentation for records of immunizations must be validated by a physician or other health-care professional with a signature or rubber stamp, and include your child's name and birth date, the number of doses and vaccine type, and the month, day and year the child

received each vaccination. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots. If any state licensing regulations exist that exceed these requirements, the state licensing regulations will be adhered to by the school. Failure to abide by the immunization requirements may impact your child's enrollment.

DISPENSING MEDICATION PROCEDURE-Only Applies to Epi-Pens and Inhalers

Medication may be provided for your child while in our care in accordance with our policies, as well as state regulations.

You must:

- Personally hand over all medication to a member of management, not the staff in the classroom.
- Complete a Prescription, Consent, and Waiver form, whichever is applicable, which will be kept in the front office.

Any medication brought by you for your child must be:

- In the original container
- Labeled with the child's first and last name.
- Labeled with the date.
- Include directions to administer the medication.
- If prescribed, include the name of the physician prescribing the medication.
- Current, not expired.

Our management staff will record the following information:

- Name of child to whom the medicine was given.
- Name of the medication.
- Date, time, and amount of medication given.
- Name (not initials) of management staff administering the medication.

All medications are stored in a locked area that is inaccessible to children. Medication is not typically administered on field trips unless it is a life threatening circumstance (such as allergic reactions to bee stings) or a drug that has a dosage shorter than the anticipated time for the field trip.

For prescription medications (we only accept epi-pens and inhalers), you must complete a *Prescription Medication Treatment Instruction, Consent, and Waiver* form or a state-specific form required by the licensing agency. The signed form must be renewed after ten (10) business days, from the date of the signature, but cannot exceed the prescribed duration of the medication. Prescription medications must be stored in the original container with the child's name, physician's name, date, pharmacy name, phone number, prescription name, number and clear instructions on frequency and amount to be given to the child. No injections will be administered, with the exception of Epi-Pens.

No medication will be dispensed in a manner that is contrary to the label directions without a physician's written instructions.

We have the unilateral right to refuse or discontinue administration of any product if (a) an adverse reaction results, (b) the product expires, (c) the child is ill or injured, (d) the product can be administered before or after child care, (e) the consent and waiver form is incomplete, or (f) for any other reason if, in management's opinion, it is in the best interest of the child.

ILLNESS

In addition to the physician's examination and immunization records required for enrollment, we will observe each child's health daily. We will document the following:

- Changes in behavior or appearance.
- Any skin rashes and itchy skin or scalp.
- Any boils or weeping skin rashes.
- Signs of fever, such as flushed appearance or shivering, shortness of breath, muscle aches, sore throat, fatigue, congestion, runny nose or new loss of taste or smell.

- Complaints of pain or not feeling well.
- Vomiting, diarrhea, or drainage from eyes.
- When a child has been exposed to a harmful communicable disease.

If we observe your child developing symptoms of illness during the day, we will isolate him or her from the other children and call you to pick up your child. For the health and well-being of your child and others, your child must be kept home if he or she develops any of the following symptoms of contagious disease **until the child is symptom free for 24 hours** or the child's physician indicates, in writing, that a child can return to the school (unless otherwise directed by the local health department):

- The illness prevents the child from participating comfortably in activities, including outdoor activities, as determined by staff.
- The illness results in a greater need for care than the staff determines they can provide without compromising their ability to care for other children.
- The child has any of the following conditions:
    1. Appears to be severely ill – lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.
    2. A fever
        - 100° or higher taken axillary (under arm or forehead).
    3. Diarrhea.
    4. Blood or mucus in the stools not explained by dietary change.
    5. Vomiting.
    6. Persistent abdominal pain or intermittent abdominal pain associated with fever, dehydration, or other signs or symptoms of illness.
    7. Mouth sores with drooling.
    8. Rash with fever or behavioral changes.
    9. Head lice or nits, until after treatment has begun.
    10. Streptococcal pharyngitis (i.e. strep throat or other streptococcal infection).
    11. Scabies, until after treatment has begun.
    12. Chickenpox (varicella).
    13. Impetigo.
    14. Pertussis (i.e. whooping cough) we will follow the direction of the local health department.
    15. Measles, Mumps, and Rubella (we will follow the direction of the local health department.
    16. Tuberculosis (we follow the direction of the local health department.
    17. Hepatitis A virus infection (we will follow the direction of the local health department).
    - Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

(Source: *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide, 2nd Edition.* Aronson, Susan S., MD, FAAP and Shope, Timothy R., MD MPH, FAAP. American Academy of Pediatrics. 2009.)

If your child has a communicable disease, please inform the school immediately so we can take the necessary precautions. We will take necessary measures to protect your child's confidentiality and will only share the information relating to the communicable disease with those that need to know. We also will notify you if we become aware that an employee or a child in our care has contracted a communicable disease that the local health department requires us to report.

STUDENT ACCIDENTS

Your child is ***continuously supervised*** throughout the school day, but accidents do happen. After any injury or medical emergency occurs, you will be asked to sign and will receive a copy of an **Incident Report** describing how the incident happened and the action taken by a qualified staff person. You are solely responsible for initiating any additional insurance claim, if you choose to do so, by requesting all appropriate forms, and tracking the status of your own claim. Students who sustain any injury to the head (scrape, scratch, bump, etc.) will have their parent contacted that day by phone and with a note home from the child's classroom teacher or Facility Director or noted in your Procare app.

EMERGENCY MEDICAL PROCEDURE

If your child becomes ill or incurs a minor injury while in our care, our staff will perform basic first aid to treat the illness or injury. If the illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport them to a medical care facility for treatment. In the event of a medical emergency, we may act under the authority of the signed Authorization for Medical Treatment of a Minor form in the Enrollment Registration Information packet and take the emergency measures deemed necessary for the medical care and protection of your child, including contacting Emergency Medical Services (EMS). In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. Please keep all contact information, emergency medical information, and the authorization for medical treatment current.

CHILDREN WITH ALLERGIES

Please notify us immediately when you learn that your child has allergies. If a child requires medication for a life-threatening allergic reaction, (i.e. bee stings) the child's prescription may be kept at the school and administered when necessary. If your child suffers from allergies, please contact your Director, who can provide you with additional information. Documentation from a medical doctor may need to be provided in some instances.

LICENSING AND LEGAL REGULATIONS

MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

As caring and concerned child care providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life, and in varying degrees. When abuse occurs, both children and parent/guardians are the victims and need support, understanding, and help. Our staff has been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, **the law requires us to report all suspected cases of abuse or neglect.** Parents may ask the Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive manner.

STATE LICENSING REQUIREMENTS

State licensing requirements and strict enforcement of standards are in the best interest of all children. All of our schools meet or exceed applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our schools are subject to inspection by state, county, and city health, fire, and licensing officials.

It is the right of the state licensing agency, as well as Department of Child Safety (DCS), Social Services, or Children and Family Services to perform their duties as follows:

- Privately interview children and/or staff without prior notice or parental consent.
- Inspect, audit, and copy child and staff records without prior notice or parental consent.
- Observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child.

The school has carefully developed systems to ensure the comfort and protection of your child. As a parent/guardian, you can always expect our school to adhere to all county and state regulations available upon request from the Director. Our inspection reports are either posted or available upon request from the Director.

Our goal is to provide a safe and nurturing environment for all children with programs to suit each developmental level. We welcome your comments and suggestions that may help us achieve these goals.

CONFIDENTIALITY OF INFORMATION

All information regarding a child and their family, including screening and assessment results, will remain confidential. Records may only be reviewed by authorized management, regulatory or accrediting agencies, or when legally required. Staff will not

disclose the identity of another child involved in an incident. Procare may be used to document learning observations, but information will never be shared with other families. Assessment results are used by teachers to guide instruction and support each child's individual learning needs.

FAMILY EXPECTATIONS

Just as we set guidelines for appropriate behavior of children, we also must ensure that parents and other adults who come to our schools know what our expectations are in terms of their interactions with our staff, other children, and parents.

APPROPRIATE LANGUAGE IN SCHOOL

Parents/Guardians and their guests must use appropriate language while on school property. Foul language of any type is not permitted on school grounds, which includes our parking lots and playgrounds. If a problem or concern arises, the first step is to move the discussion into a private office area where you can express your concerns with the Director. We will do our best to address every problem or concern that arises. If another time must be scheduled to address the problem or concern, we can reschedule the meeting for a time at which you and the Director can discuss the problem or concern. Continued use of inappropriate language may result in the withdrawal of your child from the program.

SMOKING

Smoking is prohibited on all school property, including parking lots and playground. No smoking within 300 yards of the school property line.

PHYSICAL AND VERBAL PUNISHMENT OF CHILDREN ON SCHOOL PROPERTY

We do not allow parents or their guests to use any type of corporal punishment on any child, whether enrolled in our program or not, while on school property. This includes our parking lots, playgrounds, and bathrooms. Furthermore, while verbal reprimands may be appropriate, it is not appropriate for a parent to verbally abuse their child while on our premises. Doing so can cause undo embarrassment and emotional distress to your child or an observing child. Violations of this policy will result in immediate disenrollment from our program.

THREATS AND THREATENING BEHAVIOR

We have a responsibility to provide a safe environment for our employees, the children we serve, and other adults. Therefore, we have a zero tolerance policy regarding threats or threatening behavior in our schools, whether the threat comes from a child or an adult, and regardless of who is the target of the threat. This includes, but is not limited to, threats to do physical harm to someone or threats to retaliate in any way. This type of behavior will result in immediate disenrollment from our program.

FIREARMS AND WEAPONS BAN ON SCHOOL PROPERTY

At no time is any person permitted to possess firearms, ammunition, or other weapons on school property or at events sponsored by the school for persons authorized to carry concealed weapons, we respectfully request that any/all weapons be left in your vehicle during the period of time when you are in the school. Any violation of this policy may result in immediate disenrollment from our program, as well as criminal prosecution.

CUSTODY AND VISITATION ISSUES

It is our policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop-off, visit, or request documents about their child. If that is not the case, it is the parents/guardians responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents and/or guardians. We will follow the last dated court documents, without prejudice, to either parent/guardian. We ask that parents/guardians keep the school, our staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

STAFF HIRED BY PARENTS

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a Company employee to babysit for your family outside of the employee's normal works hours and/or outside of the school hours, it must be done away from the school and with full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a company employee. We cannot be responsible for our employees away from our school, outside their working hours, and we will not be liable for their acts or omissions when not on our property. You may be required to sign an acknowledgment and waiver to this effect. In addition, staff is absolutely prohibited from transporting any children to or from the school in their personal vehicles without a signed Release of Liability form from the parent/guardian.

PERSONS APPEARING TO BE IMPARIED BY DRUGS AND ALCOHOL

If a parent or other adult enters the school to pick up a child and appears to be intoxicated, whether by the smell of alcohol or his or her actions appear to be impaired, we may refuse to release the child to them and call another contact on the emergency contact list to pick up the child. If the intoxicated individual becomes aggressive or unruly, the Director may notify the local authorities.

RESOLUTION OF DISPUTES

In the event that a dispute arises out of or relates in any way to our services, we encourage you to attempt to resolve such matters in good faith directly with management. Your Director can provide you with the contact information for additional management personnel who will be happy to work with you to resolve any issues you may have.

ENROLLMENT FOR KINDERGARTEN

If you wish to enroll your Skyline Education PreK student for Kindergarten after they graduate from our 4/5's classroom, please consider AZ Compass Elementary and South Phoenix Prep and Arts. Both schools require your child to be 5 on or before August 31, if your child turns 5 after the cutoff date testing (before Oct. 31) is required for your child. Please keep in mind that we are separate schools, so other enrollment information is needed if you decide to enroll in either charter school for Kindergarten.

SUPPORT LEARNING AT HOME

For children to be successful, parents and teachers need to work together as a team. You are your child's first teacher and we value and appreciate your participation, suggestions, and support. Please contact us at any time if you have any questions or need our assistance. We look forward to a great school year!

Below are some suggested activities parents can do at home with their child to help reinforce the skills that are introduced at school.

1) Read to your child at least once a day and have your child retell the story to you.
2) As you are driving in the car, shopping, or around your home, look for the letter of the week. Also, have your child try to read signs on the road or in the stores.
3) Practice counting with your child.
4) Practice colors and shapes with your child.
5) Help your child practice writing his/her name.
6) Allow your child to do small, simple chores at home. It makes them feel important and gives them a sense of responsibility.
7) Have your child tell you about their day and what they learned in school
8) Ask about who they played with at school, what they ate for lunch or snack

Suspension and Expulsion Prevention Policy

At Skyline Education Preschool, we believe every child deserves a safe, nurturing, and supportive learning environment where they feel valued, respected, and included. We recognize that young children are still developing the social, emotional, and communication skills needed to manage their feelings, build relationships, and make positive choices.

Our goal is to work closely with families to address behavioral challenges through positive guidance, early intervention, and individualized support rather than suspension or expulsion.

Positive Behavior Guidance

Our teachers use developmentally appropriate strategies and positive behavior guidance to help children learn and grow. These strategies include:

- Teaching and modeling appropriate behavior, communication, and problem-solving skills.
- Establishing consistent classroom expectations and daily routines.
- Encouraging positive interactions and recognizing appropriate behavior.
- Helping children identify and manage their emotions.
- Providing additional guidance, redirection, and individualized support when needed.
- Creating a classroom environment that supports the unique developmental needs of every child.

We understand that challenging behaviors are often a child's way of communicating a need, frustration, or emotion they may not yet have the skills to express appropriately.

Family Communication and Collaboration

We believe that strong partnerships between families and teachers are essential to a child's success. If behavioral concerns arise, our staff will communicate with parents in a timely and respectful manner.

When additional support is needed, our team will:

1. Meet with parents to discuss concerns and identify possible causes of the behavior.
2. Work together to develop consistent strategies that can be used at school and at home.
3. Create an individualized behavior support plan when appropriate.
4. Monitor the child's progress and make adjustments as needed.
5. Seek additional resources and professional guidance when necessary.

Our goal is to provide children with the tools and support they need to succeed while maintaining a safe and positive environment for everyone.

Inclusion and Individualized Support

Skyline Education Preschool is committed to supporting children of varying abilities, backgrounds, and developmental needs, including children with disabilities or special needs.

We recognize that children develop at different rates and may require additional accommodations, resources, or individualized strategies to be successful.

When appropriate, we will collaborate with families and outside professionals, including Arizona Statewide Training and Technical Assistance for Expulsion Prevention (AZ STEPS), to identify services and strategies that support a child's continued participation in our program.

We will allow appropriate outside service providers to provide services on-site when applicable.

Suspension and Expulsion Prevention

Suspension and expulsion are not used as routine disciplinary responses to challenging behavior.

Before considering removal from the program, Skyline Education Preschool will make reasonable efforts to support the child and family through positive behavior strategies, parent conferences, individualized planning, and available community resources.

At the first sign of challenging behaviors, our program will request support through AZ STEPS to promote early intervention and help prevent disruptions in care.

Our priority is to help children remain successfully enrolled in our program whenever it is safe and appropriate to do so.

Safety and Exceptional Circumstances

The safety and well-being of all children and staff remain a priority.

In rare circumstances, when a serious safety concern arises, school administration will work with the family and appropriate support professionals to determine the best course of action.

If all available interventions and resources have been implemented and expulsion is determined necessary, families will receive written notice at least five business days before disenrollment. During this notice period, the child may continue attending the program.

Any suspension or expulsion will follow applicable Arizona Department of Economic Security requirements, including required written notifications, documentation, and reporting.

Our Commitment to Families

At Skyline Education Preschool, we understand that learning appropriate behavior is an important part of early childhood development. We are committed to approaching behavioral challenges with patience, understanding, consistency, and compassion. Be sure to have all the information in the About Me Questionnaire completely up to date and filled out to the best of your knowledge.

By working together with families and providing children with the appropriate tools and resources, we strive to create a positive learning environment where every child has the opportunity to grow, learn, and succeed.