

Mary C. O'Brien Preschool Program



Parent Handbook

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Mary C. O'Brien Accommodation District Preschool

PROGRAM PHILOSOPHY AND GOALS

The vision of the Mary C. O'Brien Preschool was born out of a desire to provide opportunities to enhance our excellent educational programs. Our goal is to create programs that reflect our commitment to providing high standards for quality education within a nurturing, friendly, and safe environment. MCOB Preschool is an inclusive, joyful learning environment where young children participate in fun, engaging, learning activities. Our preschool staff are focused on providing learning experiences that build all five areas of development: cognitive, communication, motor, social/emotional, and adaptive/daily living. As early childhood educators, we are play artists and engineers, we believe play is the work of children, and our job is to craft meaningful, purposeful learning environments. At MCOB Preschool, children will build language, number sense, and executive function skills along with a foundational love of learning. Our language-rich, developmental approach to learning provides hands-on experiences to meet the needs of all preschoolers. We welcome and recognize families as partners in early learning and encourage active participation and healthy communication.

We believe that our classrooms should resemble our diverse communities and families and that we are better when we learn together. The MCOB Preschool Program follows the AZ Early Childhood Standards. The Arizona Early Learning Standards, 4th Edition (AzELS) provide a framework for the planning of quality early learning experiences for all children three to five years of age. The AzELS framework provides an essential first step for designing and/or choosing an effective, high-quality preschool curriculum.

MCOB Preschool is licensed and inspected by the Arizona Department of Health Services (DHS). Facility inspection reports are available for public viewing at the Arizona Department of Health Services, 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007-3244 and on campus.

Children enrolled in MCOB Preschool will develop the following skills:

- Reading readiness, number sense, and beginning writing skills.
- Communication skills, both receptively and expressively.
- An understanding of a healthy lifestyle during indoor and outdoor physical activities.
- Empathy, patience, a sense of sharing and other social and emotional skills.
- An appreciation of science and social studies in the world around them; and
- An appreciation of fine arts through music, song, and dramatic play.

STUDENT ELIGIBILITY

Tuition students must be four or five years of age and have mastered toileting routines. Five- year-old children who are not eligible for kindergarten may attend MCOB Preschool.

If a child qualifies for special education services, an Individual Education Program (IEP) will be written and reviewed annually with the parents and preschool team. As outlined by the IEP, children will receive identified services within the preschool classroom in the areas of need.

REGISTRATION CONSIDERATION PRIORITIES

Students will be admitted to the MCOB Preschool based upon the following priorities:

1. Students who are residents of the District and who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such student.
2. Students who are residents of the District but were not enrolled in the school the previous year wishing to attend MCOB.
3. Students whose parents are employed by the District.
4. Students who are not residents of the District who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such student.
5. Students who are not residents of the District and who were not enrolled in the school the previous year wishing to attend the MCOB preschool.

Application Procedure

Applications for enrollment will be accepted each Spring for the following year. Applications will be reviewed based upon the above criteria. A waiting list will be created for applications in the order they are received. Each application must be complete with:

- * Birth certificate
- * Updated immunization
- * Proof of residency
- * Legal photo ID from legal parent or guardian

Once the application is complete, following enrollment priorities, students will be placed into classes in the order the packet was received. It is the responsibility of the parent/legal guardian to notify the MCOB of any changes in the application such as addresses or phone numbers. Please contact the front office if we can help with enrollment procedures.

ENROLLMENT REQUIREMENTS

All children enrolling in the MCOB Preschool must have a complete file, including all District and State required forms. Parents must provide an original birth certificate and current immunization record. Copies of these documents will be placed in the child's student file, which will transfer with the child throughout his/her academic career. Children who are age required to attend kindergarten are not permitted to enroll. **No child may enter school without a birth certificate and current immunization record.** Vaccinations may be obtained at the Pinal County Health Department, 820 East Cottonwood Lane, Casa Grande, Arizona 85122: (520) 836-5931.

PROGRAM STAFF

Staff/Child Ratio

To ensure the quality of our Preschool Program, the staff-to-child ratios are kept below the standards of 1:15 set forth by the Arizona Department of Health Services.

Staff Qualifications

Staff members meet or exceed established educational and experience requirements for the positions held, participate in formal training each year, and undergo background checks through local, state, and federal authorities. Ongoing professional development opportunities in the areas of classroom management, recreation, discipline, and child psychology are provided for all staff throughout the year.

MCOB PRESCHOOL LOCATION

Mary C. O'Brien Elementary School

1400 N. Eleven Mile Corner Road
Casa Grande, AZ 85194
520-450-4400

MCOB PRESCHOOL SCHEDULE

Student Arrival 7:50am-8:15am
Breakfast 8:30am-9:00am
Class meeting and Literacy 9:00am-10:00am
Morning Recess 10:00am-10:30am
Math and Learning Centers 11:00am-11:30am
Lunch 11:30am-12:00pm
Rest Time 12:00pm-2:00pm
Class Meeting 2:00pm-2:30pm
Afternoon Recess 2:30pm-3:00pm
Student Dismissal 3:00pm

CURRICULUM

The preschool will use McGraw Hill's World of Wonders ELA curriculum for Preschool. This is a comprehensive research-based curriculum that features inquiry, exploration and discovery as the foundation for all learning. Curriculum will be supplemented by Eureka Math and Learning Without Tears.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held twice a year. The conferences are scheduled in October and in March. Scheduled appointments are made with the parents of each child to discuss developmental progress.

CHILD ASSESSMENT

All registered children are screened using The Developmental Indicators for the Assessment of Learning, Fourth Edition (DIAL-4) prior to enrollment in the preschool program. Additionally, legal parents/guardians can call to make a Child Find screening request for further evaluation. This evaluation will give the team information to determine if the child qualifies for special education services. A MET meeting is set up after the evaluation to go over the results with the families.

TRANSPORTATION

MCOB Preschool Program will not provide transportation to or from our program. Parents and/or guardians are responsible for transporting their child to and from the campus.

ARRIVAL AND DISMISSAL

Parents are responsible for signing their child in and out daily using the Procare app. Students are to be dropped off in the preschool classroom each morning after checking in with a preschool staff member. Students will be escorted to the pickup line at dismissal. Morning drop off time is between 7:50am and 8:15am. Pickup time is 3:00pm.

All children are required to have a completed emergency card on file. Any person authorized to pick up or drop off your child must be listed on the front of the emergency card. We must have a written notice or an in-person request to release your child to any person not listed on the emergency card. These individuals will be required to provide identification before a child is released to them.

CHANGE OF ADDRESS/TELEPHONE NUMBER

PLEASE notify the front office if your address or telephone number changes. A change of address form will need to be completed immediately. This will prevent any delay should we need to contact you. It is critical for your child's welfare that we keep *current* information at *all* times.

PAYMENT OF TUITION FEES POLICY

Tuition for MCOB Preschool is \$600 per month for 10 months - \$6,000 for the school year.

Monthly tuition payments are due on the 1st of every month. An invoice will be presented to you or emailed to you, in the middle of the previous month. Please make sure that any changes to address, email address, and/or persons paying the tuition bill are updated as soon as possible. **Parents are responsible for the full tuition, regardless of absences, and no refunds will be issued.**

ADMINISTERING MEDICATION

Under certain circumstances and when it is necessary for a student to take medicine during school hours, the school will cooperate with the family physician and the parents if the following requirements are met:

- At **NO** time is **ANY** medication to be left in a child's backpack.
- The school nurse will administer and log medication.
- There must be written permission from the parent to allow the school to administer the medication. This form will state the child's name, the name of the medication, the dosage, and the time it is to be given. Appropriate forms are available from the nursing office.
- The medication must come to the school in the prescription container or, for over-the-counter medication, in the original container with all of the warnings and directions intact.

Sunscreen is included under this umbrella of administration of medication. If you would like your child to have sunscreen applied before outdoor play, please speak with your child's teacher, and complete the medication consent form.

EMERGENCY MEDICAL PROCEDURES

In case of a medical emergency, staff on duty will call 911 and give appropriate treatment until help arrives. The parents will be called immediately. If a parent cannot be located, a relative or friend who is listed on the emergency card will be contacted.

MCOB HEALTH POLICY

Children who are ill should ***NOT*** come to school. If your child will be out ill, please call the school office. It is school procedure that a child be fever-free for 24 hours, without fever reducer medication, prior to returning to school. If a child becomes ill at school, a parent will be called to take the child home. A notification letter will be sent to parents if there is an outbreak of any communicable disease.

Reasons for a child being sent home:

- * Fever at or above 100.4°F
- * Vomited/vomiting
- * Unexplained rashes
- * Red, itchy, goopy eyes

SCHOOL ATTIRE

Please dress your children in an MCOB uniform. The uniform consists of khaki or navy bottoms and a navy blue or white polo shirt. Make sure your child wears flexible clothing and comfortable, rubber-soled shoes. **For your child's safety, sandals may be worn with a heel strap.** Please **write your child's name in all:** sweaters, jackets, backpacks, and lunchboxes brought to school. A change of clothing, which includes a shirt, pants/shorts, socks, and underwear, must be sent in a zip-lock bag labeled with the child's name to be left in case of an accident. All individuals coming on to school grounds must adhere to the district's dress code and behavior policy. MCOB is not responsible for lost or stolen items.

BACKPACKS AND FOLDERS

Please provide your child with a full-sized backpack labeled with his/her name to be used for transporting your child's folder, projects, and special items. We ask that you keep your child's backpack in a special place so it will be readily available when he/she prepares to come to school. We feel a great deal of learning takes place as your child assumes the responsibility for his/her own backpack and folder. Please go through your child's backpack daily. There may be important papers, a reading log, and possibly a change of clothes or a note that needs to be tended to.

MEAL OR SNACK TIME

All students are provided with a nutritious school breakfast and lunch. A lunch may be brought from home if your family chooses, otherwise, a school lunch will be provided.

Should you wish to provide a special snack or birthday treat, please notify your child's teacher in advance. We ask that you provide enough so that each child has at least one serving. Special snacks and treats must be in store packaging and individually wrapped.

PARENT INVOLVEMENT

It is one of our goals to build a growing relationship between parent/guardians and the preschool program to better meet the needs of all children. Parents are encouraged to participate in classroom activities. Newsletters will be sent home on a regular basis to keep you updated on the activities and events occurring in your child's classroom and school. Classroom visits will be subject to district guidance related to community health metrics, etc.

BEHAVIOR GUIDELINES

Because social growth is so crucial during the preschool years, our preschool team will focus on helping children learn appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also of teaching self-discipline, judgment, and manners. Positive techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Staff will work with parents and teachers to establish consistency for each child. Parents will be kept informed of problems should they arise.

Appropriate behavior is essential to learning and growing and should be based upon mutual respect for the rights and property of others, respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety, or learning environment of other children. Children will be expected to display responsible behavior when they are attending the MCOB Preschool Program. Emphasis is placed upon each student taking responsibility for his/her own behaviors. For more severe or continuous problems, one or more of the following may result: incident report, conference with parent, suspension, and/or removal from their program.

The following are general expectations of all students.

- Listen and follow directions the first time given.
- Keep hands, feet, and all objects to self.
- Respect others and equipment.
- Use words to solve problems. If that doesn't work, ask a staff member for assistance.
- Never be out of sight or sound of staff.

For more severe** or continuous issues*, one or more of the following may result:

- Phone call to parent which may result in student leaving for the remainder of the day
- Written incident report
- Conference with parent
- Behavior improvement plan (if student is not a risk to others)
- Removal from the program

**If the Preschool Team determines that a child cannot benefit from the program or presents a danger to other children, parents may need to withdraw their child from the program.*

***If the Preschool Team determines that a student would benefit from going through a screening process in the district of residence, due to concerns about the child's development, and possibly needing intervention, the parent will be notified as soon as possible. Depending on the level of concern, parents may need to withdraw their child from the program.*

PARENT CONCERNS

One of our goals is to resolve all parent concerns to everyone's satisfaction. Should you have concerns about our preschool program, and you feel the office staff or teachers have not addressed the matter appropriately, please contact the MCOB Principal or MCOB District Superintendent.

VISITOR SIGN-IN/SIGN-OUT

MCOB is a closed campus. All visitors, including parents spending time with their child, must sign in and sign out at the front desk in the main office. You will be given a visitor's badge that must be worn the entire length of your stay, and you will be escorted to the correct area(s).

OUTDOOR ACTIVITIES

MCOB encourages outdoor learning and play for all children. We have several outdoor learning spaces and a large playground. Playground equipment should be used appropriately, and teachers and staff will work with children to learn playground expectations. Safety is a high priority and is

evident in the supervision and engagement between staff and children on the playground.

FIELD TRIPS

The MCOB Preschool does NOT take field trips at this time.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal Law that protects the privacy of student education records. Annual notification to parents regarding confidentiality of student education records and designation of directory information is issued. This notice is also available in English and Spanish on the Arizona Department of Education (ADE) website at www.ade.az.gov/ess/resources under “Forms”.

NON-DISCRIMINATION NOTICE

The Mary C. O’Brien Accommodation District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

Michelle Gonzalez, Human Resources
Mary C. O’Brien Accommodation District
3740 N. Toltec Road, Eloy, AZ 85131
520-450-4477

INSURANCE

Mary C. O’Brien Accommodation District carries liability insurance, which covers the MCOB Preschool Program. The insurance coverage is provided by Arizona School Risk Retention Trust, Inc. This coverage applies to any time your child is signed into a preschool program including off-site field trips. This policy **does not** provide accident/medical coverage, and we suggest each child be covered on an individual or family health care plan.

PESTICIDE APPLICATION

In the event it becomes necessary to apply pesticide on the premises, parents will be notified in writing 48 hours prior to the pesticide application. The pesticide information as described in R9-3-306 of the Arizona Rules and Revised Statutes will be included in the written document.

LICENSING INFORMATION

MCOB Preschool is licensed and regulated by the Office of Child Care Licensing, a department of the Division of Licensing Services of Arizona Department of Health Services. This site is inspected at least annually. All inspection reports are on file at MCOB and are available to public review upon request

Disclaimer

All information and policies in this handbook have been written with the intent to be permanent policy. Policies and Procedures may be subject to change at the direction of Mary C. O'Brien Accommodation District, Pinal County Health Department, CDC Guidance, and Department of Health and Human Services Protocol

