

# STANFIELD ELEMENTARY SCHOOL PRESCHOOL PARENT HANDBOOK



Where Our Why is YOU!

515 S. Stanfield Rd  
Stanfield, AZ 85172  
520-424-3353  
[www.goroadrunners24.com](http://www.goroadrunners24.com)

# WELCOME!

We proudly welcome your family to our preschool classroom. We hope that your involvement in our organization proves to be an enriching experience for both you and your child.

Our staff implements developmentally appropriate practices in our activities. We encourage children to become enthusiastic learners by using open-ended questions and exploration. We allow each child to be creative by supporting their individual needs.

Our program strives to effectively satisfy each child's basic need for love and a sense of belonging while supplying them with appropriate activities to expand their growing minds.

**Mission:** Our WHY is you! The only thing that stands between a person and what they want in life is the will to try and the faith to believe it is possible.

**Vision:** We the students, teachers and parents of Stanfield Elementary School envision and embody the characteristics of a school in which we collaborate to provide a supportive environment where students excel in academics, physical and emotional wellness.

# PROGRAM DESCRIPTION AND ENROLLMENT

Stanfield Preschool is licensed by the State of Arizona Board of Education. Staff qualifications and child/teacher ratios meet the state requirements. Our staff is available to discuss any special needs or concerns you may have at any time.

Stanfield Preschool provides high quality early education and care. We are open between the hours of 7:15 AM to 1:30 PM Monday through Thursday except for National Holidays and announced closings.

Our preschool class serves children who turn 4 years old before September 1<sup>st</sup>. The center is licensed for the capacity of 20 persons. In accordance with federal law, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability.

All children who live in the District are eligible if they are 4 years old before September 1<sup>st</sup>.

- Enrollment forms are available at the Stanfield Elementary School office.
- Complete and return all registration and enrollment forms.
- Receive a confirmed starting date.

The standard forms listed below must be completed to enroll your child in the Stanfield Preschool:

- Health form & immunization records, child's birth certificate, and proof of residency.
- Other forms may be required on an as needed basis.

# IMPORTANT INFORMATION

## Arrivals and Departures

- Stanfield School is a secure facility and you must be buzzed in by a staff member at the front desk.
- You are required by Federal law to sign your child in and out using your full name. Once a child is signed out they are no longer Stanfield's Preschool responsibility.
- There is staff in the classroom from 7:00 AM to 3:30 PM Monday through Friday except for Holidays.
- Your child may only be released to you or a designated person via your written approval. Picture ID is required if staff does not know the person.

## Uniform Dress Code

Preschool students attending the Stanfield Elementary School will be permitted to wear white, blue, maroon, long or short sleeve polo shirts. Pants/sweat pants of blue or khaki color. Outer jackets or coats can be blue, gray, or white.

Please label all clothing with your child's name on the inside. Our staff will make every effort to help your child learn responsibility for his/her belongings; however, we will not be responsible for lost items.

# IMPORTANT INFORMATION

## Emergency Procedures

In case of an accident or emergency, we will contact all parents immediately. It is imperative that we always know how to reach you. If we are unable to contact a child's parents, the emergency contacts in your child's record will be called. Every effort will be made to locate parents or emergency contacts before emergency action is taken.



## Fire Drill

Stanfield School has established procedures to deal with a variety of emergencies. Fire drills are held monthly, but evacuation drills are held annually. Alerts are practiced and explained to students during the first week of school. Safety lockdowns are practiced several times during the school year and are explained to the students that they are performed for the students' safety.

Preschool will conduct fire drills monthly along with the school schedule. If the school fails to conduct a fire drill as scheduled, the preschool will conduct one for the classroom and it will be noted on the Monthly Record of Fire Drill and Smoke Detector Battery check form.

If the school campus MUST be evacuated, and students removed from the school site, we will follow the same procedure as the school. . Further information available in Stanfield District office and in the preschool classroom.

# IMPORTANT INFORMATION

## **Discipline Policy**

Children need discipline and limits to help them learn and become self-directed in their behavior. Each child is unique, and discipline is handled individually depending on the child and circumstances demanding attention. The following techniques may be used by staff as disciplinary tools to enhance a child's knowledge of acceptable behavior: provide alternate choices, assist in problem solving, ignore small disputes, redirect and/or provide "cooling off period". Harsh or corporal punishment will not be allowed. Consistency is an important part of discipline; thus, a joint effort is needed between parents and teachers. No child will be expelled due to behaviors.

## **Reporting of Suspected Child Abuse or Neglect**

It is our intent to build a partnership with parents and to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available to parents, upon request. It is important for parents to be aware that state law requires that all incidents of suspected child abuse or neglect must be reported to the appropriate agency. It is the responsibility of that agency to investigate each reported case.

We are mandatory reporters.

# IMPORTANT INFORMATION

## Health Policy

Stanfield Preschool is licensed to provide well childcare. As such, our staff is trained to monitor each child throughout the day for signs of sickness or depleting health. Teachers are expected to alert administrators, who in turn contact parents with health concerns. Your child will be sent home, and must be picked up within one hour of initial parent contact for the following symptoms:

- Fever of 100 degrees or above
- Vomiting
- Three diarrhea episodes in one day
- Complaints of sore throat
- Persistent cough
- Concerning discharge from ears, eyes, or nose

Your child must be free from these symptoms for at least 24 hours before returning to school. Notify the preschool director immediately if your child has contracted a communicable disease, so that other parents can be notified. Your child's name will remain confidential; however, we are required by state childcare regulations to post exposure to these diseases.

## Medication

We prefer that parents administer all medication to their children at home. Medication (including Tylenol and Children's Ibuprofen) will only be administered to children in school under these conditions:

- All medications must be in the original container bearing pharmacy label.
- Parents and physician must sign and complete our Medical Authorization form.

## Services Provided by the School

School staff will provide general health screening on vision and hearing. Stanfield Elementary School collaborates with the following services on site:

1. Special Education Services
2. Migrant Education Program
3. McKinney-Vento Act Program

# IMPORTANT INFORMATION

## **Nutrition Policy**

We are committed to providing a healthy environment for your child, this includes providing nutritious food and promoting good eating habits throughout the day. We ask that you support our nutrition policy by providing healthy snacks. Children will not be forced to eat food if they refuse to eat. Eating will be viewed as a social experience, relaxed and conversational. It is important that you provide staff with any dietary restrictions, food allergies, or medical conditions your child may have. Your child will be provided breakfast and lunch free of charge in the cafeteria.

## **Classroom Policies**

It is important for some children to bring one “transitional” object (snuggly, blanket, and/or stuffed animal) from home. We recognize and welcome this need. We would prefer that this item be brought only for quiet time. Please be aware that sharing personal toys is difficult for young children, and we cannot take responsibility for any items brought to school that get lost or broken. We ask that no guns, swords, or other inappropriate toys or items be brought to school, as these toys are often associated with aggressive play. We have plenty of appropriate toys in our classroom. Please bring the following:

- A clearly labeled set of extra cloths (including a shirt, pants, underwear, and socks)
- Clothing that is appropriate for indoor and outdoor play. We go outside each day. Sneakers or other closed toed shoes please. Please make sure all items are labeled.



# IMPORTANT INFORMATION

## **Visitation Policy**

Our Stanfield Preschool maintains an open-door policy for parents at any time it is in operation. Visitors must sign in and receive a visitor badge. Stanfield Preschool does retain the right to exclude anyone who is not entitled to be present or would be a threat or danger to the children.

## **Children with Special Needs**

Stanfield Preschool takes pride in the ability to offer an integrated environment where we can work with work with parents, therapists, teachers and specialists to accommodate the special needs of our youngest learners. No eligible 4 year old child will be refused enrollment due to disability.

## **Curriculum for Early Childhood**

The philosophy behind our curriculum is that young children learn best by doing. Learning is not just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In early years, children explore the world around them by using all their senses (touching, tasting, smelling, and looking).

In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

# IMPORTANT INFORMATION

## State Licensed

Stanfield Preschool is licensed by the Arizona Department of Health Services, office of Child Care Licensure, and complies with all standards set forth by the department.

Stanfield Preschool is governed by the Stanfield Elementary School District Governing Board. The school administration has access to all records necessary for the performance of the facility.

## Other Information

- Liability Insurance posted in classroom
- Pesticide information posted in classroom
- Inspection reports posted in classroom

The Stanfield Pre-K is currently under a grant by Quality First <http://www.qualityfirstaz.com/>. Children enrolled in the Stanfield Pre-K program are not charged any fees.

