

Preschool Handbook

2017-2018 School Year

Beaver Dam Elementary School



Welcome to
Preschool

BDES Early Childhood HANDBOOK

1. Description of the facility's child care service classifications (R9-5-204.)

The BDES early childhood facility is licensed by the state of Arizona to operate as a CHILD CARE FACILITY for three, four, and five year old child care. The license is displayed in the early childhood classroom.

2. Hours of Operation:

BDES preschool conducts two classes a day of full-day early childhood instruction. Early Childhood is in session from 7:50 am to 2:50 pm, Monday – Thursday. Our school year begins on August 21st and ends on May 22nd .

Early Childhood Director: Savanna Gonzales

Teachers: Rex Hoyt

Savanna Gonzales

Aide: Fawn Carl

Isela Zarate

3. Facilities Address:

Beaver Dam Elementary School
3436 East Rio Virgin Road
P.O. Box 730
Beaver Dam, AZ 86432
1-928-347-5796

4. Child Enrollment Procedures:

Parents are required to enroll their child in the early childhood program through the front office of BDES. Registration requires a birth certificate, proof of residency, a shot record, proof of income (check stubs or AHCCS approval letter) and proof of household dependents (front page of current tax return or AHCCS approval letter). A preschool/kindergarten “round-Up” is provided in the month of April to provide young children the opportunity to enroll. Preschool Round-Up also assists parents in registration and also allows for valuable screening services, such as speech and hearing, for the child.

5. Charges, fees, and payment requirements for child care services:

There is no charge for participation in our BDES preschool if the child qualifies for one of our 20 scholarships. Qualification is based on annual income and number of members in the household. Please talk to Ms. Gonzales about registration.

Students are also eligible to apply for free or reduced lunch and breakfast. Mrs. Burch has applications for free or reduced lunch and breakfast. Our children eat their meals in the lunchroom before or after the older students. Students may bring a lunch if they prefer. Families that don't qualify for free or reduced lunch will be charged the same amount as other school children.

6. Child admission and release requirements:

BDES preschool is open to all 3 and 4 year old children. Sometimes a waiting list of prospective students becomes effective when all available scholarships are used. Families who withdraw students from the program should notify the school office at least one full day before leaving.

7. Age appropriate discipline guidelines and methods:

Beaver Dam Elementary utilizes the “Nurtured Heart” approach to managing student behavior. We believe that students respond to praise and recognition and building upon their strengths. Classroom rules are developed with our students which include consequences such as time-out and incentives for positive behavior.

8. Transportation procedures:

BDES is providing bussing for early childhood students. If your child is not able to ride the bus or behave on the bus – it is the responsibility of the parent to transport their child. If you transport your child you will need to sign them in and out daily.

9. Attendance Requirement:

Children must attend school on a regular basis. Students must be in attendance for 85% of the time to be eligible for a scholarship. If attendance becomes a concern – these scholarships will be awarded to another child on the waiting list.

10. Field trip requirements and procedures:

Our children occasionally go on field trips. You will be notified and field trip permits will be required for a parent signature in order for a child to participate.

11. Responsibilities and participation of parents in school activities:

We encourage parents to become involved in early childhood education. Be sure to come to school events. Early childhood teachers provide parent meetings and are available to meet with each day to discuss student progress or concerns. Sometimes parents are limited in how much time they have available for school involvement but please take time to visit with your child each day about school, read books to your child, and set routines. Reading and talking with your child will greatly enhance your child’s learning experience and build a strong relationship between parent and child.

12. General description of activities and programs:

The early childhood program provides developmentally appropriate games, skill building, and social interaction for preparing students for school. We have two licensed early childhood and two preschool aides (one which is bilingual in the classroom) working with three and four-year old students. Student progress is monitored with a state approved program called *Teaching Strategies Gold*.

13. Description of liability insured required by R9-5-308:

Proof of liability insurance is required to maintain a daycare license through the state department. A copy of this document is kept on file at the district office. (1-928-347-5574.)

14. Medication administration procedures:

If your child is to be administered medications at school, the medication is to be brought to the front office by a parent along with written permission and directions for its use.

15. Accident and Emergency procedures:

Please be sure the school has your current telephone numbers. In the event of an accident or illness, parents will be called to take their child home.

16. Illness:

Please do not bring your child to class when he/she has any of the following symptoms: fever, runny nose, cough, unusual irritability, vomiting, diarrhea, rash, pink eye, chicken pox, measles, scarlet fever, mumps. Be sure to call the office to have your child excused. (The recommendation is that children be fever free for 24 hours.) A notice will be provided to parents if communicable diseases are determined among students.

17. Inspection reports are available on-site:

Inspection reports from the Arizona Dept. of Health and Welfare are conducted regularly. These reports are on file in the school’s front office and available for review.

A copy of our day care operating license is posted by the inside preschool door. This license includes the department’s address and phone number.

18. Procedures for notifying a parent of pesticides:

If it becomes necessary for district personnel to apply pesticides on the BDES premises, parents will be notified 48 hours before the pesticide is applied.

19. Parent access:

Parents are welcome to visit and volunteer in our early childhood program any time. We welcome your presence and assistance. Feel free to contact teachers or school staff anytime with questions or concerns or suggestions.

20. Daily Schedule

4 Year Olds	3 Year Olds
7:50 Pick up from bus and go to outside recess	7:50 Pick up from bus
8:00 Opening Circle	8:00 Storytime
8:20 Breakfast	8:20 Breakfast
8:45 Outside Play-Free Choice	8:50 Outside Play-Free Choice
9:35 Cognitive Circle time	9:40 Music and Movement Opening Circle
9:50 Inside Free Choice/ Small Groups	9:50 Free Choice/ Small Groups
11:20 Lunch	11:20 Lunch
11:50 Outside Play	11:50 Outside-Free Choice
12:20 Literacy Circle time	12:10 Storytime Nap/Quiet Time
12:30 Nap/Quiet Time	2:00 Free Choice
1:45 Journals	2:05 Journals
1:50 Free Choice	2:10 Snack

2:05	Snack	2:40	Closing Circle
2:30	Closing Circle	2:45	Walk to bus
2:45	Dismissal and walk to the bus		

21. Mission Statement

Early Childhood Mission Statement

We are committed to helping all students reach their full potential by providing them with the necessary educational and social skills to be successful.

Early Childhood Philosophy Statement

We believe in the importance of providing high quality early care and education for improving young children's health and promoting their development and learning.

Early Childhood Goals

- 1) Provide a safe, healthy environment that supports children's learning in ways that are stimulating, engaging, and developmentally appropriate.
- 2) Utilize high quality instructional staff members who have the education, knowledge and expertise to support children's interactions and facilitate their learning.
- 3) Encourage administrative systems that support staff development, retention, and collaboration with the community.
- 4) Ensure high levels of engagement by families in their child's program.

Early Childhood Belief Statements

We believe...

That in order for children to thrive, their basic needs must be met.

That children need to develop a sense of self-esteem and a feeling of "I Can."

That children are unique individuals.

That children have rights as human beings.

That parental involvement is critical to the development of each child and our program.

That open communication between family and staff enhances the development of the total child.

That we recognize, encourage and appreciate cultural differences.

We believe that children learn best through active learning experiences.

That learning is often the result of a curriculum that responds to the spontaneous, ever-changing environment.

That children need to learn to communicate their feelings and needs.

That children need to learn to make decision and to accept responsibility.

That children need to learn problem-solving skills rather than "correct answers."

THANK YOU FOR SHARING YOUR CHILD WITH US. Our youngest students bring us great joy. Please feel free to contact us anytime if we can be of assistance. WE CARE FOR KIDS!