

# Little Champions Preschool



## Parent Handbook 2022-2023

## **General Information**

### **Hours**

Monday-Thursday 8:00 AM-3:30 PM

Friday 8:00 AM-12:00 PM

### **Address**

Champion Schools- San Tan Valley

1846 E. Bella Vista Rd.

San Tan Valley, AZ 85143

### **Phone Number & Fax**

Champion Schools- San Tan Valley: (480) 765-2223 Fax: (480) 498-8197

### **Directors**

**Champion Schools- San Tan Valley:** Leah Vause

## **Program Vision and Philosophy**

Our goal is to provide a foundation that will support children in becoming lifelong learners. We believe that every aspect of the child's personality, be it cognitive, social, emotional or physical should be challenged in more than one way. We provide a rich learning environment where there is always maximal and effective learning taking place. We believe in our "10 Pillars" that make Champions in and out of the classroom at every age. We pair this foundation with our developmentally appropriate curriculum for all learning styles where they can grow from personal interests. The students will gain knowledge through hands-on learning and exploration every day, in a classroom where they feel safe and confident to learn with daily activities planned around thematic units. We use a wide range of materials to stimulate motor and intellectual development. Play is an important part of our program! Through "play" the children learn to think critically, solve problems creatively, master language skills, express themselves, and interact positively in social situations.

## **Preschool Tuition Rates**

### **Procedures**

Enrollment applications are available in the front office and will be accepted in the following order:

1. Children who are currently enrolled in the Preschool program
2. Siblings of children who currently attend Champion Schools or Little Champions Preschool.
3. Children of community members.

Once the application is turned in along with the application/supply fee parents will be notified via phone call, email, or in-person if their student(s) have been enrolled in our Champion Schools Preschool Program. If there are more applicants in a category than the number of openings a lottery system will be utilized. In this event, a waiting list will be maintained, and openings will be filled if they become available. Along with the enrollment application a parent also needs to provide the student's birth certificate, immunizations, and proof of residency. If a parent decides to disenroll their student during the middle of the year the teacher as well as the Preschool Director need to be notified.

Tuition is \$160 per week for full time (\$150 for siblings of current Champion Students). There is also a \$25 enrollment fee due with the application. Fees can only be made with cash, money order, or card (NO CHECKS).

### **Late payments**

The monthly tuition for Little Champions Preschool is \$160.00 a week. Payments are due a week prior to services on Friday by the end of the business day. If payments aren't received by the end of the business day on Monday, there will be a \$5.00 per day late fee.

### **Refund Policy**

Upon withdrawal of your child from our program, Champion Schools will refund any unused days that you have paid. Any day where your child has attended a full or partial day will not be subject to refund. Absences due to illness or other reasons will not be refunded.

### **Little Champions Scholarship**

Scholarship applications will be reviewed by the District Administration. Decisions are based on the order in which applications are received and the family income eligibility. All information received during the scholarship process will be kept confidential. We cannot guarantee that all applicants will receive assistance.

### **DES**

The Department of Economic Security (DES) administers childcare programs that are funded with state and federal monies. These programs help eligible families with the cost of childcare. If you have questions about assistance or need help, please call [\(602\) 771-6425](tel:6027716425).

## **Toileting Policy**

Children enrolled in Little Champions Preschool must be potty trained before attending preschool. Children must be wearing underwear and very rarely having accidents. Please note that wearing pull-ups isn't considered being potty trained.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

### **A potty-trained child is a child who can do the following:**

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With bowel movements as well as urine)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.

We certainly will ask your child and offer the opportunity to use the bathroom multiple times throughout the day. The opportunity to use the bathroom is included in rest time preparation as well as any transitions away from the classroom. A teacher will assist children if necessary, but children must be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool faculty are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes (including socks and shoes) that is appropriate for the season. These will remain in your child's backpack so that you can replace them as needed. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend the attendance of the child at such time.

### **If your child is not completely potty trained as described above when preschool starts, the following option is available:**

1. You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees will be used if it is chosen to re-enroll at a different time. However, if your child is re-enrolled in our program at a later date during the same school year, you will not need to pay these fees again. If you choose this option.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents (excluding nap time accidents) after the first 4 weeks of school.

### **The following policies will be in place for children who have toileting accidents:**

1. Parents/guardians will be notified each time a child has a toileting accident.
2. The classroom teachers will document all toileting accidents.
3. The classroom teachers will document the efforts that have been made to help reduce bathroom accidents.
4. The classroom teachers will partner with the parents/guardians to help develop additional

interventions to help improve bathroom success.

5. The classroom teachers will consult with the Preschool Director about the situation. The Director will offer input and possible additional ideas for reducing toileting accidents.

6. If toileting accidents are habitual, parents/guardians will be required to participate in a parent-teacher conference. During this conference, a formal toileting support action plan will be developed to address the issue. The action plan will outline the steps the staff will take to try to improve bathroom success along with the steps the parents will take. The Preschool Director will be present at this conference.

8. If improvements are not evident after implementing this plan, the teachers and parents will meet again to discuss other available options/strategies including the possibility of time away from school while the child becomes successful with toileting.

9. Little Champions Preschool reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with toileting.

### **Preschool Necessities**

This is a list of items that your child will need daily. If you have questions, please contact the Preschool Director or Teacher.

- Comfortable "play clothes" that parents don't mind getting dirty
- Velcro or slip on closed toed shoes
- Water Bottle
- Fitted crib sheet AND blanket for rest
- Backpack
- Extra set of clothes (shirt, bottoms, underwear, and socks) kept in backpack or in classroom
- Sunscreen (if needed)

### **Early Learning Standards**

The curriculum is aligned to the Arizona Early Learning Standards, which have been developed for children 3-5 years of age. The standards help guide and pace the teachers throughout the year as well as provide valuable learning experiences that cover a wide range of skills. The standards allow children to move to the next skill as they are ready. The children will always experience positive learning and positive experiences through relationships with their teachers and peers. The children will learn through child-initiated, child-directed and teacher supported play. The standards are split into 7 different skill areas.

1. **Social Emotional**- Children thrive the most when they feel emotionally secure and safe. Children need to develop the capacity to experience, express, and gain self-control over the emotions and social interactions in order to mature socially and emotionally. This can be done through nurturing relationships and positive learning experiences.
2. **Language and Literacy**- Children develop oral language skills by speaking and listening. They also develop pre-reading skills from the sounds and rhythms of spoken language, letter knowledge, vocabulary, and comprehending stories. They develop this by writing letters, words and their name.
3. **Mathematics**- Children develop math skills by learning numbers, counting patterning, graphing, measuring, and by solving problems.
4. **Science**- Children learn Science skills by observing, asking questions, making predictions and experimenting.
5. **Social Studies**- Children learn about their environment such as home, school, and community and compare them to others.
6. **Physical Development, Health and Safety**- Children develop gross motor skills by doing activities inside and outside of the classroom. These activities include dancing, running, hopping, skipping and playing

games with a ball. Children will develop fine motor skills by drawing, painting, cutting, lacing, singing and writing. Children will also learn about what good hygiene is and how to be safe.

7. Fine Arts- Children use their imagination, creativity, and the five senses to create artwork, music, and imaginary play. This helps instill independence, self-esteem and self-expression.

### **Progress Monitoring**

The teachers will hold two conferences a year with parents to discuss the progress of their student. They will keep work samples to develop a portfolio for each student. The portfolio will include writing samples, cutting samples, art projects, and other samples of the child's work. These will help demonstrate the child's growth as well as achievement in certain skill areas. Parents will be able to keep the portfolio at the end of the school year.

### **Conferences**

Parent-teacher conferences will take place two times per school year. The conferences will provide a designated time where the teacher can discuss the child's progress. The parents are also able to ask questions and discuss concerns they may have. Parents can also request conferences throughout the year whenever they feel it is necessary.

### **Daily Schedule**

Little Champions Preschool will provide your child with a variety of activities throughout the day. The teachers will implement a program that has a balance between whole group, small group and independent learning, indoor and outdoor play. The daily schedule will also include breakfast, lunch, snack, circle time, large group activities, story time, music, sign language of the day, center time, clean-up activities, music and movement, play indoor and outdoor and quiet time.

### **Preschool Curriculum**

Get Set for School combines purposeful play with multisensory experiences, providing teachers with a hands-on, research-based Pre-K program and students with an engaging, developmentally appropriate introduction to school. With multimodality instruction and a unique approach to early learning, Get Set for School follows a developmental progression with scaffolded lessons, uses a friendly voice, and excites learners with skill-building lessons and activities.

### **Communication**

To ensure a successful preschool experience, it is important to have good communication between school and home. Newsletters are sent home to help keep parents keep informed about their child's program as well as special events that are planned throughout the school year.

Parents are welcome to volunteer in classrooms, as well as participate in special celebrations throughout the year. Your child's teacher will provide you with more information on how you can become a parent volunteer.

- Meet the Teacher- Parents and preschoolers will have the opportunity to visit the classroom before school is in session. This event helps to ensure a smooth transition on the first day of school.
- Classroom Visits- We encourage parents to observe and volunteer in the classroom. This also provides the teacher with help and support as the students learn, play, clean up or transition between activities. Talk to your child's teacher about specific volunteer schedules.
- Preschool Orientation/Curriculum Night- Information about your child's preschool program and curriculum is shared at this event. This is an opportunity to learn more about our school and your child's classroom.
- OneCallNow- Parents will be put on our calling system list where you will get important information, emergency calls, when a pesticide is applied on the facility (at least 48 hours before), as well as updates on events that are going on at the school.
- Arrival & Pickup- Upon pickup, only authorized people will be able to pick up your child which should be listed on the application. Any person not on the authorized pick up list will not be able to pick your student up unless parent notifies the director or the teacher of any changes. The photo ID will be checked at pickup, it must match

the name of the person listed on the application. If it does not, the child will not be released until confirmed by parent. If there are court orders keeping a parent or guardian away from your child, I must have a legal copy of the court order upon enrollment. By law, without official court documents, I cannot prevent the non-custodial parent from picking up the child. *All students need to be walked into the classroom and signed in on the classrooms sign in and sign out sheet. There must be an adult signature when signing the child in or out of the classroom.*

## **Discipline**

We believe that all domains of learning are supported during play and through nourishing, positive, interactions with adults and peers. One of the fundamental responsibilities of our program is to further the social and emotional development of children in our care. The preschool age is a crucial time for children to learn how to regulate social and emotional skills, such as feelings, thoughts, attention, and behavior. Part of children's social development is learning how to interact with their peers and other adults. We encourage interactions between children and their teachers to help them learn to form relationships.

We know that when children are provided opportunities and guidance to develop, learn, and practice self-control and other social and emotional skills, it gives them the foundation necessary for academic and life success. Developing social and emotional skills also requires communication between providers and caregivers on how to support the child in their learning process.

We support children's development and work diligently to prevent expulsion through:

## **Our Environment**

- Staff regularly observe the classroom environment and the children as they interact in it to ensure it promotes healthy social interactions (ex. activities are made available long enough for all children to participate)
  - We develop schedules that meet the needs of children to ensure transitions throughout the day are smooth and to avoid long periods of wait time
  - We are flexible in our schedule and follow the interests of the children's cognitive, physical, and biological needs
  - We provide children with materials and engage them in activities that are appropriate for their age and respectful to them as individuals.

## **Our Teachers**

- Teachers make an effort to communicate daily or weekly (in-person, phone, email, DOJO, etc.) to parents on their child's development, in particular, to identify and address any social, emotional, behavioral, or health issues that may arise.
  - Encourage peer relationships by creating social opportunities and working with children to resolve conflict.
  - Assist children to put words to their emotions (ex. "Emily, I can tell you were mad when James took your block.")
  - Use positive methods of support and redirect the child's behavior by providing alternative actions and behaviors that are acceptable.
  - Provide Social Emotional Classroom lessons for students.

## **Our Families**

- Communicate regularly with staff to ensure consistency in guidance between home and school • Partners with us and allow us time to work with all children, including those needing higher levels of support
- Understand and acknowledge that we do not expel children as they are learning skills, and understand that we strive to serve individual needs while ensuring the safety of young children
- When applicable, partner with experts in social and emotional skill development to help give a child the best foundation for academic and life success.
- Our children develop confidence and self-efficacy.

- Our children develop skills to help them regulate their behaviors and emotions.
- Our children participate in play and activities to learn social and emotional skills
- Our children learn how to resolve conflict in a healthy manner (using appropriate words instead of physical harm).

### **Health and Safety**

- First Aid Kits- First Aid kits are available in each preschool classroom for administering first aid if necessary. In addition, all staff are CPR and First Aid certified if needed.
- Emergency Procedures- If a minor injury occurs your child will be taken to the health office for treatment. The parent will be notified at the time of dismissal or a note will be sent home. In case of a serious injury, first aid will be administered. Parents will be notified immediately to pick up child for further care. If a parent cannot be located, an emergency contact will be called to pick up the child.
- Medications- Champion Schools policies will be followed if the student needs to take a prescribed medication. Medications can only be administered by the school health assistant.
- Illness- Please keep your child home when they have a fever, diarrhea, vomiting, sore throat or any other contagious infection. **Child needs to be symptom free for 24 hours before they may return to school.**
- Backpacks- We recommend that each child brings a standard size backpack to school each day to help keep them organized. Students must have an extra pair of clean clothes in the backpack to use in case there is an accident. It is important for parents to check backpacks daily for important information from the teacher or school administrators.
- Personal Belongings- It is important that children do not bring toys or personal items from home. Items that are valuable or breakable may become lost in the classroom. Toy weapons are not allowed on campus at any time.
- Hygiene- To keep all our children healthy, students are required to wash their hands-on arrival, before and after snack time, after recess, and after water play. Hand washing prevents the spread of germs and becomes a lifelong habit. We appreciate your help in reinforcing this routine at home as well.

### **Snack**

We appreciate parent volunteers who sign up to provide the classroom with fresh fruit/vegetable and a healthy carbohydrate snack. Teachers have a list with suggestions of snacks with a suggested quantity. If children have specific allergies or snack needs, they are permitted to bring their own snacks. We just ask that the snacks are low sugar healthy options to help our children's brains get the nourishment they need for a day of learning.

### **Allergies**

If your child has a food allergy, please tell the Preschool Director and Teacher immediately. Please provide them with the symptoms that your child may experience when having this allergic reaction. Also, provide a action plan in case of an unforeseen emergency.

### **Dress Code**

Simple play clothes are appropriate for preschool. Children interact with paints, markers, glitter, and glue and there may be spills at snack time. Children also are running, jumping, and climbing during free play time. Good supportive shoes should be worn daily. Our playground is covered with wood chips that can injure children's feet if sandals are worn. Socks and tennis shoes are always the best footwear for preschoolers. Parents are required to have a change of clothes in the child's backpack in case of an accident and a change of clothes is needed.



### **Parent and Family Involvement**

We strongly encourage our parents and families to be as involved as possible and work together as a team. The more involved the more successful your child will be. The following are activities you can do with your child to help support what is being taught in the classroom.

- Practice counting.
- Practice colors and shapes.
- Practice writing their name.
- Read to your child as much as possible with a goal of at least once a day.
- Have your child practice retelling you the story.
- Have your child read road signs and other signs in the community to you.
- Always have your child tell you about their school day and what they learned.
- Have your child participate in a home “chore chart”.

### **Transportation Policy**

Transportation to and from Little Champions Preschool is not provided for preschool students. Parents are responsible for transportation, and for making sure their student is walked to the preschool classroom and signed in using their first and last name. Anyone picking up a student will need proper identification, and no one will be allowed to pick up a student if their name is not on the contact sheet filled out by the parent/guardian or without license or a picture identification card.

### **Field Trip Policy**

To respect our Little Champion Preschoolers, need for consistency and routine we do not offer off campus field trips as a part of our program.

### **Accident and Emergency Procedures**

In the event of an accident or emergency, parents will be contacted immediately and informed of the situation. An incident report will be filed with the office.

### **Media Release**

Please be advised that your child may be photographed or videotaped at various school events. These photos or videos may be used as marketing material for Champion Schools. Please see the media release form in the enrollment packet for more information.

### **AZ Department of Health Services-Preschool Immunization Requirements**

Students must have proof of all required immunizations in order to attend preschool. A child who is missing vaccines required for his or her age can start preschool but must get a dose of each vaccine due within 15 days of enrollment and bring a copy of the immunization record to the preschool facility. **After 15 days, the child may not attend preschool without documentation that the child has received the required vaccinations.**

Students must have proof of all required immunizations in order to attend childcare or preschool; however, Arizona law allows childcare immunization exemptions for medical reasons, lab evidence of immunity, and religious beliefs. For further information and guidance please review the Arizona Immunization Handbook for Schools and Child Care Programs along with Frequently Asked Questions. Parental recall or verbal history of any disease is not accepted; therefore, these students must submit an ADHS medical exemption form. Specifically, with varicella (chickenpox), measles, or rubella disease a medical exemption with attached laboratory evidence of immunity is required.

# ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY Child Care or Preschool



Requirements by age at entry and on a continuing review status<sup>1</sup>. Vaccines must follow minimum intervals and ages to be valid. A 4-day grace period applies to these ages and intervals in most situations.

Age	Number of doses required of each immunization					
Younger than 2 months	1 Hep B					
2 – 3 months	1 Hep B	1 DTaP	1 Hib	1 Polio		
4 – 5 months	2 Hep B	2 DTaP	2 Hib	2 Polio		
6 – 11 months	2 Hep B	3 DTaP	3 Hib <sup>2</sup>	2 Polio		
12 – 14 months	3 Hep B <sup>3</sup>	3 DTaP	3 Hib <sup>2</sup>	3 Polio	1 MMR <sup>4</sup>	1 Varicella <sup>4</sup>
15 – 17 months	3 Hep B <sup>3</sup>	4 DTaP	4 Hib <sup>2</sup>	3 Polio	1 MMR <sup>4</sup>	1 Varicella <sup>4</sup>
18 months +	3 Hep B <sup>3</sup>	4 DTaP	4 Hib <sup>2</sup>	3 Polio	1 MMR <sup>4</sup>	1 Varicella <sup>4</sup>

\* Champion Schools has inspection reports that are available onsite and is regulated by the Arizona Department of Health Services

Address: 150 N 18th Ave # 400, Phoenix, AZ 85007

Phone Number: (602) 364-2539

\*\*Liability insurance coverage is available for review on the facility premises

\*Parents have full access to school grounds that have been licensed (Both Preschool Classrooms, Library, Gym, Gym bathrooms).

- This stands as a notice that pesticides are sprayed on the premise's interior and exterior once a month. For additional information please contact the front office.

Thank you for taking the time to read the Little Champions Preschool Parent Handbook. If you have any questions or comments about this Handbook, please contact the school office. Please sign and return this Signature Page to the front office. We have read, understand, and agree to abide by the guidelines and procedures outlined in the Little Champions Preschool Parent Handbook.

Students Name (PRINTED):

\_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_