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# PVUMC PRESCHOOL STRATEGIC PLAN FOR CHILDREN, TEACHERS AND PARENTS

## Vision and Mission Statement

### WE BELIEVE

A good preschool program recognizes that:

1. preschool children learn through play.
2. learning necessitates pupil involvement.
3. creativity in all areas (language, arts, music, cognitive, fine and gross motor etc.) needs to be encouraged while helping the child respect the rights of others.

Every day we shall provide:

1. time and equipment necessary to stimulate and enrich the child's play.
2. hands-on experiences which require the use of all five senses.
3. experiences which encourage creative thinking processes, cognitive processes, fine and gross motor experiences and facilitate expressing those thoughts in song, dance, language or through the media of art.

**PVUMC PRESCHOOL IS COMMITTED** to enhancing the self-esteem of each child and is concerned about the individual child's growth in the areas of physical, creative, emotional, social, intellectual and faith development. The Preschool seeks to provide a nurturing environment, which supports parental involvement and enhances the value of each child's family experience.

The program progresses from the informal structure necessary for the very young child toward increasingly verbally directed experiences, alternating with periods of creative freedom as the child grows older and the attention span lengthens.

All children will participate in a variety of developmentally appropriate activities planned by the teachers to reflect the school's philosophy using the developmentally appropriate goals set forth in the Creative Curriculum as a guide. Each class has two staff members. A Lead Teacher and an Assistant Teacher or Aide. Some classes may have a Lead and Assistant Teacher as well as an Aide. The Lead and Assistant Teachers will be degreed or certified in Early Childhood Education.

Teachers work with the director to handle discipline in a positive and preventative manner. At the heart of our approach is a belief in the child's self-worth. We support positive reinforcement, active listening, parent involvement and redirection of inappropriate behavior which might prove harmful to the child or to his/her peers. Parents are encouraged to work in their child's classroom.

Parents are invited to parent education classes with professional speakers that are

brought in by our Preschool Board.

Fees are set annually by the Preschool Board. The Preschool Board assures our preschool has funding for future needs by raising tuition for teacher salaries, school supplies, equipment, janitorial and occupancy. The Preschool Board is in charge of all fund raising for school improvements.

## THE PRESCHOOL

**PVUMC PRESCHOOL** provides a developmentally appropriate educational program for preschool children two through five years old, through experiences which meet each child's individual needs.

**We are committed** to enhancing the self-esteem of each child.

**We are concerned** about the individual child's growth in the areas of physical, creative, emotional, social, language, cognitive, and faith development. We seek to provide a nurturing environment which supports parental involvement and augments the values of each child's family experience.

### ACCREDITATION

PVUMC Preschool has been accredited by the National Association for the Education of Young Children (NAEYC) since 1986. The NAEYC Academy, the only national accreditation program for preschools existing today, sets the standards of excellence in early childhood education. Our preschool is the longest running accredited preschool in the state of Arizona.

### OFFICE HOURS

The Preschool office hours are 8:30 am to 3:00 pm, Monday through Friday.

### TYPES OF PROGRAMS

**Parent/Toddler** 9:30am-11:00 am

**Mini Two's Co-op** 9:00am-11:00am

#### 2 and 3-Year-Olds

Mon-Fri 9:00am-12:00pm

Mon/Wed/Fri 9:00am-12:00pm

Tues/Thurs 9:00am-12:00pm

#### 3 and 4-Year-Olds

Mon-Fri 9:00am-12:00pm

Mon-Thurs 9:00am-12:00pm

Mon/Wed/Fri 9:00am-12:00pm

Tues/Thurs 9:00am-12:00pm

Friday Friends 9:00am-12:00pm

#### 4 and 5-Year- Olds

Mon-Fri 9:00am-12:00pm

#### 4 and 5-Year-Olds T/Th Expanded

Mon-Fri 12:00pm-1:00pm

(until 1:00pm on Tues/Thurs)

#### 5-Year-Olds Junior Kindergarten

(5 by Dec. 31)

Mon-Fri 9:00am-1:00pm

**Early Care** 8:00am-9:00am

#### Mom's Morning Out

(Rainbow Room) 9:00am-1:00pm

**Lunch/Play Bunch** 12:00-2:30pm

PVUMC Preschool keeps toddlers and twos, as well as preschool age children, together in the same class with the same teachers that they have been assigned to for the entire preschool year which runs from mid-August to mid-May.

### **Parent Toddler Interaction Program**

This program is an interactive class for children ages 18-24 months and their parents. The class is held once a week from 9:30 am to 11:00 am and is taught by the Preschool Director. This class is offered through Paradise Valley United Methodist Church as a community outreach program.

### **Mini Two's Co-op**

This class is for children who turn two by December 31 of the school year and who have attended the Fall Parent Toddler class. The class is held once a week from 9:00 am to 11:00 am in the spring only. The Preschool Director teaches this class with assistance from the participating children's parents. This class is offered through Paradise Valley United Methodist Church as a community outreach program.

### **Friday Friends**

This class is for children enrolling in either a T/TH class or a M-TH class whose parents would like to increase the number of days the child is attending preschool.

### **T/Th Expanded Day**

The T/Th expanded class is for 4 and 5-year-olds. The class hours are 9:00 am to 12:00 pm on Monday/Wednesday/Friday and 9:00 am to 1:00 pm on Tuesday and Thursday. The children bring their lunch on Tuesdays and Thursdays.

### **Junior Kindergarten**

Our Junior Kindergarten meets Monday through Friday from 9:00 am to 1:00 pm. The Junior Kindergarten class is limited to children who turn five by December 31. The children bring their lunch every day.

### **Early Morning Drop Off**

Early morning drop off is available for children who attend the Preschool. The hours are 8:00 am to 9:00 am with a flat fee of \$12.00 per morning. Reservations must be made at least 48 hours in advance so we can provide adequate staff. We do accept standing reservations; please call the Preschool Office if you are interested in making a standing reservation for your child.

### **Mom's Morning Out (Rainbow Room)**

This program provides a Mom's Morning Out for children who are 12 to 30 months old and walking. It is available to Preschool parents who have an application on file, and outside families with an application on file. The hours are 9:00 am to 1:00 pm with a fee of \$27 until 12:00 pm, \$32 until 12:30 pm and \$36 until 1:00 pm per

child. A lunch from home is needed for care after 12:00 pm. Reservations must be made at least 48 hours in advance so we can provide adequate staff. We do accept standing reservations; please call the Preschool Office if you are interested in making a standing reservation for your child.

### **LITTLEST ANGEL'S CHAPEL**

PVUMC Preschool believes that spiritual development at a young age helps children grow into well-rounded individuals. All preschool-age children attend Littlest Angel's Chapel once a week where the emphasis is on God's love for each precious child, how each child is special and unique, and how God wants us to care for each other and our world. Chapel is 10 to 15 minutes long and consists of a simple Bible verse, Bible story, age-appropriate music and a prayer.

### **LUNCH/PLAY BUNCH**

After school care is available to all Preschool students. Children who are under three years and/or not toilet trained may stay from 12:00 pm until 1:00 pm. Children who are over three years old and toilet trained may stay from 12:00 pm until 2:30 pm. Be sure to place a cold pack in the lunch, and place the lunch with the child's name on it in the classroom.

### **AFTER SCHOOL PROGRAMS**

After School Programs, such as Artworks, Baker's Cents, Gymnastics, Jump Bunch, Phonics Fun, Thinking Caps, Soccer and Martial Arts are offered this year.

### **TUITION**

Tuition rates are established by the PVUMC Preschool Board. These rates allow the Preschool to continue to operate at its current level of excellence. They provide for a lead teacher and assistant teacher/aide per classroom, a music teacher, a motor perception program, a nutritional snack program, new equipment and abundant supplies. The tuition rates allow us to meet the growing demands on our school and to upgrade facilities as needed.

Tuition may be paid annually, by the semester or monthly. Annual tuition is due on September 10. Semester tuition is due on September 10 and again on January 10. Monthly tuition payments and other fees owed (including Lunch/Play Bunch and Mom's Morning Out) are due by the 10th day of each month. Tuition is not prorated for illness, vacation, accidents, etc. A late fee will be charged if payment is not received by the 10th day of the month. If the 10th day of the month falls on a weekend or holiday, the payment will be due on the next business day following the 10th day of the month.

Registration fees are non-refundable and due at registration. The classroom teachers receive funds from the registration fees to purchase additional classroom

materials at their discretion. The remainder of the registration fee is used to purchase supplies and operate the school.

Please see the Preschool's Financial Policies document for further information on the payment of tuition and other fees.

### **Charges, Tuition Fees & Late Payments**

Processing Fee to get on Wait List: \$40 per family (non-refundable)

Registration: \$200 (non-refundable)

Parent/Toddler or Mini Two's Co-op Registration: \$75 (non-refundable)

August and May tuition paid prior to the start of preschool (non-refundable)

Tuition for 2021-2022 (per month)

Parent/Toddler (per session) \$335

Mini Two's Co-op (spring session only) \$440

2 days per week \$250

3 days per week \$325

3 days per week diaper changing room \$340

4 days per week \$460

5 days per week \$560

5 days per week diaper changing room \$590

Expanded Day Pre-K (T/Th till 1:00 pm) \$610

Junior Kindergarten (daily till 1:00 pm) \$640

### **Tuition Discounts**

Sibling discounts: the second and each additional child in a family receives a \$15.00 per month tuition discount.

There are no refunds or partial tuition for absences due to illness or vacation.

### **Tuition & Lunch/Play Bunch Late Fees**

A \$25 late fee will be charged if tuition, Lunch/Play Bunch, or other fees are not paid by the 10th day of the month. If the 10th day of the month falls on a weekend or holiday, the \$25 late fee will be charged if tuition or other fees owed are not paid by the next business day following the 10th day of the month. *There is a one time only grace granted per family per year regarding late fees for the preschool year.*

### **Tuition Delinquency**

If a family is unable to meet its payment obligations, it is the responsibility of the family to contact the Preschool Director to work out an acceptable payment arrangement. If, after two months, tuition, Lunch/Play Bunch, and/or other fees, including any late fees, are still owed and a satisfactory arrangement cannot be mutually reached, the Preschool Director may require that the child(ren) withdraw from the Preschool until the payments are made.

## **Returned Checks**

Checks returned to PVUMC Preschool due to insufficient funds, closed accounts or for any other reason will be assessed a \$25 service charge.

## **ENROLLING CHILDREN AT PVUMC PRESCHOOL**

PVUMC Preschool works collaboratively with parents to promote the health of children. When a child enrolls in our preschool, we ask for information regarding the child's health including documentation of a health care provider's physical examination of the child within the last year.

Prior to the start of preschool, the Emergency Information and Immunization Record (EIIRC) card is completed, dated and signed by the parent. This card is often referred to as the "blue emergency card."

The Emergency Information and Immunization Record Card includes basic information regarding the child's legal name, address, telephone numbers, birth date and parental custody status, as well as current information regarding the child's general health, emergency contact names and phone numbers, names of health care providers, a copy of the child's immunization record and health insurance information.

PVUMC Preschool's Emergency Information and Immunization Cards are filed in a small file which is portable. The Emergency Information and Immunization Record Cards are to be evacuated with the staff and children during emergencies or emergency practices.

We ask parents to review and update the Emergency Information and Immunization Record Cards quarterly in order to capture changes in phone numbers, family information and updated immunization. The PVUMC Preschool Office Manager is responsible for this process.

Files containing information about daily activities, parental notifications, illness, injuries, or observations about a child are kept onsite, and are accessible to PVUMC Preschool administrators or teaching staff who have consent from a parent or legal guardian, the child's parents or legal guardians, and regulatory authorities, on request. Confidential records are maintained in a locked, restricted filing system accessible to only the parties indicated above.

## **EMERGENCY PROCEDURES**

In the event a child becomes ill at school, the following procedure will be followed. First, the parents will be contacted, and if they cannot be reached, the designated emergency person will be called. If there is a serious emergency, the paramedics will be contacted immediately.

## **MEDICATION**

PVUMC Preschool administrative staff (Director and Administrative Assistant) are the only staff members trained and designated to provide EpiPen injections/allergy medication or to help a child use his/her asthma inhaler. In the event administrative staff is not available, the child's Lead Teacher may provide EpiPen injections/allergy medication or help a child use his/her asthma inhaler. All medications are labeled and administered only with permission of the parent or legal guardian and as prescribed in writing from the licensed health care provider. No other medication will be administered to any child.

## **MEDICAL AND DENTAL EMERGENCIES FOR CHILDREN**

All PVUMC Preschool staff are trained and certified in Pediatric First Aid and CPR. When a medical or dental emergency occurs PVUMC Preschool staff will:

1. Call 911.
2. Follow procedures learned in the First Aid and CPR Training.
3. Pull blue emergency card which contains phone numbers, allergies, medication, designated hospital and insurance information.
4. Call parents or legal guardians.
5. Continue following First Aid and/or CPR procedures until emergency medical help arrives and takes over.

## **EMERGENCY RESPONSE PLAN**

Should an emergency or disaster situation arise in our area while school is in session, PVUMC preschool has made preparations to respond effectively. Your child(ren) will be cared for at school. Please **DO NOT COME TO THE SCHOOL** unless directed to do so. PVUMC Preschool has a detailed Emergency Response Plan. Copies are available in the office. It is imperative that a current cell phone number and email address are on file with the office. In the case of an emergency or lockdown situation, parents or other pre-designated persons will be contacted through our Procure software system via text and email.

## **DAILY REQUIREMENTS**

PVUMC Preschool Staff monitor and document the appropriate supervision of children through the preschool day by following these procedures:

1. Every child must be signed in daily with a full signature and drop off time on the sign-in sheet posted on each classroom window. (The Arizona Health Department requires **legible first and last names** to be used by the person signing in and out.
2. Staff record attendance on the classroom attendance sheet as children are greeted upon arrival.
3. At 9:15 am the class sign-in sheet is taken into the classroom and a head count of children is completed and recorded on the sign-in sheet.



4. The sign-in sheet travels with the class to the playground and specials such as music, motor perception or special activities taking place.
5. When children are walking to chapel, motor perception, music, the playground or a special activity there will be a head count of the class before leaving the classroom and recorded on the sign-in sheet, along with the arrival at the destination, to make sure all of the attendance numbers for the day match.
6. During class transition times a staff member will lead the group (walking backwards) so that he/she can see all of the children; a staff member will walk in the middle of the line with the children and a third staff member will be at the end of the line.
7. Upon arrival at chapel, motor perception, music and the playground another head count will take place and be recorded on the sign-in sheet. This same procedure will take place throughout the morning as children transition as a group.
8. During center/open choice time the children move their name tag from the indoor environment to the outdoor environment depending upon where the child is playing. At the end of center/open choice time a head count is taken again and recorded so that all of the children are accounted for when back in the classroom.
9. If a child is picked up at 12:00 pm (1:00 pm for Junior Kindergarten or T/Th Expanded Class) the child will be signed out on the sign-in/out sheet posted on the classroom window.
10. If the child stays for Lunch/Play Bunch or any special After School Program, the child must be signed out in the Preschool Office and get a release slip to give to the Lunch/Play Bunch teacher or After School Program instructor.

If anyone other than a parent comes to pick up a child, that person must have written permission on the child's blue emergency card or a written note from the parent (give this to the classroom teacher or Preschool Office) in order for the child to be released. **NO EXCEPTIONS WILL BE MADE.**

### **PRESCHOOL BUILDING SECURITY AND CLASSROOM ACCESS**

PVUMC Preschool is located on the PVUM Church campus. The areas designated and licensed for PVUMC Preschool use are fenced with gates for entering and exiting the preschool campus. All of the classrooms used by PVUMC Preschool open to patio areas which are used for classroom outdoor environment play which is supervised by staff.

All visitors to PVUMC Preschool are required to check in at the Preschool Office and are required to provide a Driver's License for photo and signature verification. The visitor/volunteer will sign-in (full name and time) and be given a visitor/volunteer badge to wear during his/her time on the preschool campus. Visitors/volunteers are asked to sign out (full name and time) when they leave the campus and turn in their visitor/volunteer badge. The Preschool Office will intercom the classroom to let the class know that they have a visitor coming.

## **TRANSPORTATION OF PVUMC PRESCHOOL CHILDREN**

Transportation for children to and from PVUMC Preschool is the responsibility of the parents or legal guardians. Only persons listed on the Emergency Information and Immunization Card may have children released to them for transportation home. Children are to be supervised by their parents and signed in at their classroom, where the PVUMC Preschool teaching staff will greet them at the door and responsibility for the children will transfer from the parents to PVUMC Preschool. At the end of the preschool morning parents will sign their children out at the classroom and responsibility for the children will transfer back to the parents. Children who participate in Lunch/Play Bunch will be signed out by their parents in the Preschool Office, where the parents will be given a slip to pick up their children at the classroom, After School Program location or playground.

## **ABSENTEEISM**

If a child has two consecutive absences from school, either the child's teacher or the Preschool Director will contact the family. If a child is going to miss school for reasons other than illness, it is helpful to notify the teacher prior to the absence.

## **WELLNESS POLICY**

The Preschool Board recognizes that sound nutrition and optimal physical fitness are directly related to learning readiness, physical and emotional well-being and decreased discipline problems in young children.

Lifelong healthy habits include early introduction to and daily consumption of nutritious foods and regular outdoor play/physical activity. Parents are important partners and have the most significant influence on their child's nutritional and lifestyle choices. Opportunities for both parents and Preschool staff to continue their learning process in the areas of childhood nutrition and physical activity are an important part of our school's environment.

To ensure a strong start to the health and well-being of all students, the Preschool Board shall support and promote preschool student wellness in a manner that the Preschool Board (in consultation with appropriate nutrition and wellness professionals) determines is appropriate in the following areas:

### **Nutrition Guidelines:**

1. All foods available in school will support the promotion of student health and the reduction of obesity and follow USDA and Maricopa County Health Department childhood nutrition guidelines.

Preschool snacks will include whole grains, fresh fruits and vegetables and lean sources of protein (like cheese, sunflower butter, etc.). Snacks will not contain trans fats, excessive sugar or sodium. Water will be served. No fruit juice will be

provided at snack time unless it is produced in the classroom as a learning opportunity (e.g. squeezing oranges to make orange juice).

2. Parents are free to pack their child's lunch as they wish while following their child's classroom allergy/age-appropriate requirements.

The Board of Health requires 100% juice or milk to be placed in your child's lunch. If your child will be drinking water please write a note to be kept on file in the office. If permission is not on file, you will receive a note in your child's lunchbox stating that they need 100% juice or milk.

3. Student birthdays will be celebrated in each child's classroom with parents encouraged to contribute a new, or gently used book to the child's classroom instead of a treat. **Regular snacks provided by the Preschool will be served.** (This protects other parents and students from unknown or excessive sugary-treat consumption.)

Physical Activity goals include:

1. Providing opportunities for every student to explore a range of age-appropriate physical skills, games and play.

2. Offering activities in which children develop age-appropriate coordination, balance and muscle tone.

3. Showing children how fun and enjoyable physical activity and fitness can be.

4. Gently reminding staff, not just physical education teachers, to play an important role in promoting and modeling physical activity and healthy habits.

The Preschool Director and the Preschool Board are directed to develop administrative rules to implement this policy including such provisions as may be necessary to address all food and beverages served to children at school (i.e. after-school activities, school parties and celebrations and fund-raising).

## **SPECIAL FOOD NEEDS**

Families with children having food allergies will meet with the teacher to see the food stocked by the preschool in order to identify foods available to the child. Parents may provide snack foods for their child that are safe for them that can be kept at the preschool.

Parents with a child with special feeding needs (such as feeding tube, etc.) will need to provide an aide to be with the child. They will document the type and quantity of food the child consumes and provide that information to the parents.

## **FIELD TRIPS**

Field trips are scheduled in the Junior Kindergarten class. Each child must have a parent-signed permission slip in order to participate. Parents will be asked to drive on these trips.

State law specifies that children under five years of age must be secured in a safety seat and children five to seven years of age or under four feet ten inches tall must be restrained in a booster seat.

## **ON-CAMPUS WALKING FIELD TRIPS**

Occasionally there are times during the PVUMC Preschool class morning that your child's class may take a walking field trip on the Paradise Valley United Methodist Church campus to see the desert plants, collect rocks, or visit the Biblical Garden, Fellowship Center or Sanctuary. Because these walking field trips are beyond the preschool gates, we are in need of your permission for your child to walk with their classroom teachers and classmates on these short trips.

## **PARENT LENDING LIBRARY**

The Parent Library is located in the Preschool Office. Parents are welcome to borrow books on a variety of subjects of particular interest to parents of young children. The library can always use parenting books, even duplicate copies. Please leave your donations in the Preschool office.

## **CHILD LENDING LIBRARY**

The Child Lending Library is available for PVUMC Preschool children to check out a Book Bag which contains an age appropriate preschool story and "stuffed animal friend." The child takes the book bag home to enjoy the story and "stuffed animal friend" with their family for a few days then returns the bag and contents to the Preschool Office. Please check with the Preschool Office for book bags available and check out procedures.

## **ROOM PARENTS**

Each classroom will ask for two parents to volunteer to be room parents. These parents assist the teachers by coordinating classroom parties. They also act as liaisons to the Preschool Board and coordinate the class projects to be used for the school's fundraising efforts.

## **PARENT EDUCATION**

Parent education opportunities are available during the school year. Our parent education program is announced in detail in the monthly Preschool newsletter and on the Preschool website. Suggestions for topics and speakers are always welcome.

## **CLASS PARTIES**

Classroom Parties are planned by Room Parents under the Lead Teacher's direction. Generally three to four parents help with the party and supply the classroom decorations and paper goods, art/craft project, games and snack. At Classroom Parties, children may have a special treat for snack, such as cookies, cupcakes, ice cream, etc.

## **LIABILITY INSURANCE**

Paradise Valley United Methodist Church (PVUMC) carries a liability insurance policy which covers the Preschool. A copy of the insurance policy is on site and may be viewed in the PVUMC Office.

## **SUPPLIES**

In addition to the supplies on hand and those purchased every year, we are always happy to receive toys, household items and equipment you no longer have use for at home. A tax deductible receipt can be obtained at the Preschool office.

## **YOUR CHILD AT SCHOOL**

### **SCHOOL CLOTHING**

PVUMC Preschool values hands-on experiences. Frequently, these experiences are messy, so we encourage parents to send children to school in play clothes. The Preschool suggests that all outer clothing be marked with your child's name. The lost and found is in the Preschool office. Parents of children in diapers or newly toilet trained should plan to bring a complete change of clothing for their child. Place this change of clothes in a ziplock bag marked with your child's name and leave it in the classroom.

### **TOYS AT SCHOOL**

Please check with your child's classroom teachers concerning their policy on toys. The Preschool does not encourage "aggressive" toys. Parents are responsible for all items brought to school.

### **EMERGENCY CARDS**

The Emergency Information and Immunization Record Card must be completed before your child enters school. Each year parents need to complete a new card. This card provides vital information if an emergency occurs at school.

### **ILLNESS AND COMMUNICABLE DISEASE**

For the well-being of all our children, a child who is ill may not come to school. If a child becomes ill at school or if a child's condition is suspected to be contagious, a member of the child's teaching team will bring the child to the Preschool Office where the staff member or office staff will contact the parents or other persons authorized by the parents to pick the child up from school. The child will be made comfortable in the Director's office, where he/she will be supervised by familiar

office staff, located where new individuals will not be exposed until an authorized party can pick the ill child up. **A child will be sent home from preschool if he/she has a temperature of 100 degrees or above or if the child has additional symptoms such as vomiting, diarrhea, coughing, headache, stomach ache, undiagnosed rashes or the child is lethargic or not his/her normal self, even without a fever.** A child must be free from fever, diarrhea and vomiting **without the use of medication** for 24 hours prior to the return to school. A child with a nose running yellow or green is also considered ill and contagious. Families with children who have allergies that cause clear running noses may be asked to provide documentation from a health care provider.

### **UNDER IMMUNIZED CHILDREN**

PVUMC Preschool follows the Arizona Board of Health regulation for under immunized children in our program when an outbreak of a disease occurs which is covered by an immunization. Those children will be excluded from attending the preschool until the outbreak is over.

### **HEALTHFUL ENVIRONMENT–BODY FLUIDS**

Surfaces that come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized. Staff are required to wear disposable vinyl gloves that minimize contact of mucous membranes or openings in skin when dealing with potentially infectious body fluids

When spills of body fluids occur, staff wipes or covers the area and immediately communicates with the office for custodian clean-up, which includes cleaning and sanitizing described in the Cleaning and Sanitation Frequency Table. If body fluids come in contact with rugs and carpeting, staff blot contaminated area and contact the office for a custodian clean-up, which includes detergent-disinfectant, and shampooing or steam cleaning. Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container or tied garbage bag.

### **HEALTHFUL ENVIRONMENT–ALLERGIES AND POLLUTION**

When a staff member or child has allergies or any other special environmental health needs that require special written recommendations from a health professional, PVUMC Preschool will strive to maintain areas according to the written health professionals' recommendations.

### **ENVIRONMENTAL HEALTH**

Because children are susceptible to environmental hazards known to be detrimental to human health, we act to protect them in these ways:

## **Idling Vehicles**

PVUMC Preschool discourages idling vehicles including family automobiles in the parking areas (except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures).

## **Lead and Asbestos**

Lead is a highly toxic metal found in the environment, especially in paint and lead-tainted soil. Lead does not break down over time. Parts of the Preschool were built before 1978, but PVUMC Preschool has been remodeled and repainted numerous times since the original building. All materials and paint used in the remodeling are lead and asbestos free.

We also do these things to reduce the risk of lead exposure in our facility:

- Our vinyl mini-blinds are lead-free.
- We keep the preschool clean. We dust regularly with a damp cloth and have a doormat outside each exterior door to reduce dust being tracked indoors. We vacuum floors daily and change the vacuum bag when it is two-thirds full.
- Children wash their hands before eating.
- Mouthed toys are washed daily and between use by individual children.
- We store food and liquids only in containers made of glass, plastic, or stainless steel, not in leaded crystal glassware or imported or old pottery as these are likely to contain lead.
- We check all arts and crafts materials for lead content. Arts and crafts materials made after 1990 state “conforms to ASTM-4236” and have no health warning.

## **Air Pollution**

Pollution, including tobacco smoke, mold, carbon monoxide, ozone, particles from burning materials, chemical vapors, smoke, soot and dust particles in the air may be harmful to children who breathe them. Pollution can cause burning eyes, a stuffy nose, and trouble breathing, including asthma episodes, in children and adults. PVUMC Preschool does these things:

- Open windows and doors to provide fresh air from outside.
- Properly maintain our air filtering system.
- Have exhaust fans in bathrooms and the kitchen.
- Promptly repair roof or pipe leaks.
- Maintain a tobacco smoke-free environment.
- Make sure art materials meet ASTM standards.
- Check local media alerts for days when children should play indoors, such as days when there are ozone alerts.

## **Pesticides**

We limit the use of pesticides and herbicides in our program. We use non-chemical means of controlling pests and weeds. If it is necessary to use pesticides or herbicides they are applied by a licensed professional when children are not present. Material Safety Data Sheets (MSDS) for all chemicals used in pest control are kept on file in the Paradise Valley United Methodist Church office. Information on spraying is posted 48 hours prior to spraying and takes place late on Friday afternoons after the Preschool is closed.

## **PARENT PARTICIPATION**

PVUMC Preschool encourages parents to participate in their child's classroom. Teachers appreciate your help and support. The amount of parent helper time per month is determined by the number of days per week a child attends school. For example, the parent of a child attending school two days per week, may be a parent helper twice per month. Sign-up sheets are posted in each classroom.

The classroom teachers will provide specific guidelines or suggestions for being a helper in their classroom. Classrooms may vary their helper schedule during the year. In some of the classes, teachers may not utilize helpers during the early weeks of school or after vacation periods.

Volunteering in your child's class provides an opportunity for you and your child to share a special day. Keep in mind that some children are unaffected by their parent's presence in the classroom, while other children may behave differently when their parent is in the classroom. Therefore, this is not an appropriate situation for you to evaluate your child's classroom behavior. Please speak to your child's teachers about any concerns you may have.

PVUMC Preschool allows only teaching staff (lead teachers, assistant teachers and teacher aides) to work directly with the children to implement curriculum, program routines, and activities. Volunteers may not work alone with the children and need to be supervised by regular teaching staff at all times.

On the day a family member is participating in the classroom please:

- Sign in at the Preschool office and pick up a volunteer name tag prior to going to the classroom.
- Wash hands before beginning the day in the classroom by following the PVUMC Preschool hand washing policy.
- At the end of the morning, sign out in the Preschool office and return the volunteer nametag.

Mom's Morning Out/Rainbow Room may be available to parents on parent participation days **if there is availability** and if the child is 12 to 30 months of age and walking. There is no fee for the first child and a \$10.00 charge for each



additional child. However, parents MUST check with the preschool office to check if there is room in the Rainbow Room before bringing the child. The Rainbow Room is licensed to provide care for children who are 12-30 months of age and walking. Younger and older children may not be cared for during parent participation or classroom parties, nor be in the classroom with the parent.

## **ASSESSMENT PROCEDURES**

PVUMC Preschool assesses children enrolled at the Preschool on an ongoing basis throughout the preschool year—August thru May. Observations and assessment are conducted by the child's current teachers in the child's current classroom during the preschool morning. Assessments may be conducted in groups or individually with a child depending upon what is being assessed.

At the start of each preschool year, children are assessed by their teachers using a Developmental Checklist (adapted by First Look and The Early Childhood Direction Center) that is age appropriate for the children in the class. The Developmental Checklist covers: Movement (gross motor), Hand and Finger Skills (fine motor), Language, Cognitive, Social and Emotional Development. Children are also observed for Multiple Intelligence strengths which can be used as another avenue to make sure that each child is being taught to in his/her strongest learning style.

Prior to the start of a new preschool year, Lead and Assistant Teachers attend a training meeting with the Preschool Director that is focused on observations.

Assessment results are used for arranging further developmental screening and referral for diagnostic assessment when indicated, identifying children's interest and needs, describing the developmental progress and learning of children improving curriculum and adapting teaching practices and the environment, planning program improvement, and communicating with families.

Ongoing written observations and informal hand-on evaluations are done on a continuous basis for all students enrolled at PVUMC Preschool throughout the year. Teaching staff conference with families formally twice a year (November and February) and informally during the year as need be. Families will receive written child assessments three times during the year (November, February and May) with families providing input for partnering with the classroom teachers in ways that will enhance the child's learning and growth. Families are always welcome to ask questions or express concerns with the Preschool Director or classroom teachers about how the assessment methods will meet their child's needs. All observations, assessments and conference forms are confidential.

All Lead and Assistant Teachers attend a training meeting provided by the Preschool Director at the beginning of each preschool year to go over how to

implement the Developmental Checklist, determine Multiple Intelligences, and write classroom observations. Classroom Observation Notebooks are provided for each classroom at this meeting.

## **CONFERENCES**

PVUMC Preschool values the knowledge and experience of every parent, particularly concerning his/her child. Please share with your child's teachers any pertinent information which may affect your child's day at school. The teachers need to be in the classroom from 9:00 am to 12:00 pm, but will be glad to meet with you or talk to you on the phone/email/text message before or after school. Informal conferences are welcomed by the teachers.

Twice yearly Parent/Teacher conferences will be scheduled in November and February. All information shared in parent/teacher/director conference is strictly confidential. A year end assessment will be sent home in May.

## **THE SCHOOL YEAR**

Throughout the year we have several special events planned of which you should be aware. We encourage your participation. Please look for the dates of this year's activities in the school newsletter and on the Preschool's website.

### **BEGINNING OF SCHOOL**

Parent Orientation is an opportunity for you to meet your child's teachers and familiarize yourself with your child's classroom, some of his/her activities at school and the Preschool in general.

After Parent Orientation, the first week of school is orientation for children. Each class has its own schedule for introducing children to their new classroom, classmates and teachers.

### **VISION AND HEARING TESTING – SEPTEMBER**

The Preschool Board pays for all of the children enrolled in PVUMC Preschool to receive vision and hearing screening.

### **WELCOME BACK EVENT – SEPTEMBER**

This is a school party that is held for the whole family to welcome everyone back to school. It is an opportunity for families to get further acquainted with other Preschool families and teachers.

### **FATHER'S SATURDAY – END OF SEPTEMBER**

Preschool will be in session for dads and children. Teachers plan a fun morning enabling dads to share in their child's regular school day.

### **PUMPKIN PATCH – END OF OCTOBER**

The children go with their class to the Pumpkin Patch set up at school and pick

their own pumpkins to take home for Halloween!

### **HALLOWEEN PARADE – END OF OCTOBER**

Children wear their costumes (no masks or weapons please) to school for a Halloween Parade. Parents are invited to come and watch each class parade around the courtyard. A great picture-taking time!

### **PARENT/TEACHER CONFERENCES – NOVEMBER**

Parent/Teacher Conferences provide an opportunity to discuss your child's preschool adjustment with his/her teacher.

### **THANKSGIVING FEAST – NOVEMBER**

Each classroom has their own special "feast" to celebrate the holiday.

### **SOCK AND UNDERWEAR TREE – DECEMBER**

Throughout the month of December a Christmas tree is on display in the Preschool office. To help celebrate the Christmas season we ask the children to bring a pair of brand new socks or underwear to school and pin them on the tree.

### **CHRISTMAS MUSIC PROGRAM – DECEMBER**

The music teacher, assisted by the classroom teachers, plans a special program for your child to share the sights and sounds of the season.

### **BOOK FAIR – FEBRUARY**

This is a book sale offering parents the best in children's literature for preschool-aged children through third grade.

### **PARENT/TEACHER CONFERENCES AND REGISTRATION – FEBRUARY**

Parent/Teacher Conferences provides an opportunity to discuss your child's progress with his/her teachers. At this conference time you may register your child for next year's program.

### **VALENTINE'S DAY – FEBRUARY**

Each class organizes its own Valentine's Day party where children exchange valentines.

### **EASTER/SPRING CELEBRATION – APRIL**

Each class organizes its own Easter/Spring Celebration where children hunt Easter Eggs.

### **ICE CREAM SOCIAL AND ART DISPLAY – APRIL**

A school Fundraiser, an Art Display and Ice Cream Social for all to come and enjoy! This is an opportunity for the children to share their school with parents, grandparents, brothers and sisters.

## **MOTHER'S/SPECIAL PERSON DAY – MAY**

Children in each classroom plan a program for their moms or a special person!

## **END OF YEAR EVALUATION – MAY**

Parents sign and pick up their child's evaluation.

## **END OF YEAR PARTIES – MAY**

### **PVUMC PRESCHOOL BOARD**

The Preschool Board is made up of Preschool parents and staff. It meets monthly during the preschool year to help establish, approve and implement administrative policies and to aid the Preschool in fundraising. If you are interested in a detailed description of the Preschool Board's make-up and its function, please ask for a copy of the Preschool Operating Statement in the Preschool Office. When vacancies occur, they are filled by the Preschool Board Nominating Committee. Child care for parent Board members attending Preschool Board meetings is free.

As specified in the PVUMC Preschool Operating Statement, the Preschool Board is in place to assist the Preschool Director with the following responsibilities: evaluate the Preschool program, determine and review administrative policies, address grievances of the staff, address grievances of the Preschool families, and approve the annual budget. In addition, the Preschool Board members are in charge of fundraising activities which directly benefit the Preschool's classrooms and facilities (including the playgrounds) as well as the scholarship fund.

The 2021-2022 Preschool Board members include:

Veronica Bannister	Lauren Lonchor
Ashley Calihan	Shauna Marvin
Whitney Carroll	Stephanie Petsche
Christine Cox	Gina Saunders
Jessica Hilcove	Stephanie Steimel
Sarah Holbert	Katrina Stuart
Brittany Laffer	Danielle Swancey
	Polly Whitman Van Rensburg

Also included are:

Mindy Sobraske, PVUMC Preschool Director

Shelbi Olin, PVUMC Preschool Staff Liaison

Kristin Mikel, PVUMC Children's Ministry

Reverend Dr. Dottie Escobedo-Frank, PVUMC Senior Minister

Mickey Price, PVUMC Administrator

PVUMC Trustees Representative

## **PVUMC PRESCHOOL BOARD SPONSORED EVENTS**

**After School Programs** – The Preschool Board will be responsible for selecting the After School Programs for the upcoming year based on proposals received and evaluations of the current programs. This chairperson will also communicate appropriate information with the program providers according to the defined After School Program Policies.

**Book Sale** – A book sale is held during the preschool year. The books offered to parents include the best in children’s literature for preschool-aged children through third grade.

**Ice Cream Social and Art Show** – This yearly event takes place in April. Artwork by all students is displayed. Dinner, entertainment, and, of course, ice cream are all available during this very special evening of sharing and fun with our Preschool families. In addition, wonderful silent auction items are available.

### **Scholarship Applications**

Eligibility to Apply: Anyone enrolled in the Preschool.

Application Process: Obtain scholarship application from the Preschool office (in file folder by sign-in/sign-out sheets) or the Preschool Director.

Committee Process:

1. The Director assigns a code number to the scholarship application and keeps the first page of the application with the personal information. Board Executive Committee members receive only the second page to determine financial need.
2. The scholarship committee will attempt to meet within one week of receiving the application.
3. The Director will notify the applicant of the committee’s action as soon as possible.

Application Regulations:

1. A family can apply for up to the entire tuition for all their children attending the Preschool.
2. The scholarship does not apply towards processing, registration or hold fees.
3. Application can be made any time during the school year.
4. Re-application must be made for each school year.
5. In order to apply for a scholarship, you must be registered and accepted into the Preschool.

**Parent Education** – The Preschool Board plans educational seminars for Preschool parents to be held throughout the school year.

**Spirit Days** – Spirit Days are held on the first Thursday and Friday every other month. The Preschool Board is responsible for organizing special visitors or events for these days.

**Staff Luncheon** – The Preschool Board welcomes the Preschool staff back to work in August by providing lunch during their first staff meeting.

## **PVUMC PRESCHOOL POLICIES**

### **PROBLEM RESOLUTION**

Should a problem arise with interactions between families and program staff the following procedures should be followed:

1. The family or program staff who has the problem should come speak with the Preschool Director.
2. Depending on what the problem is the Director will ask the family and program staff to address the problem directly with each other.
3. If either party is uncomfortable speaking directly with the other party or the issue is difficult, the Preschool Director will meet with all parties concerned.
4. If a resolution cannot be agreed upon, the issue will be brought in writing to the PVUMC Preschool Board for a final decision.

All PVUMC Preschool employees are bound by the ethical procedures set forth by the National Association for the Education of Young Children.

### **ASSESSMENT OF SPECIAL NEEDS**

Based upon teacher and director observations a special conference will be called with parents to share observations and assessments, as well as gather additional information from parents. At this time, the teacher and director will make recommendations for further formal evaluations and/or suggest strategies in order to best meet the child's needs. At this time an initial Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) will be written for the child and revised after formal evaluations are completed. **ALL IFSPs OR IEPs WILL BE WRITTEN WITH THE INVOLVEMENT OF PARENTS, TEACHERS AND THE PRESCHOOL DIRECTOR.**

### **DISCIPLINE**

All teachers work with the Director to handle discipline in a positive and preventable manner. The heart of our approach is a belief in each child's self-worth. We support positive reinforcement, active listening, parent involvement, and redirection of inappropriate behavior that might prove harmful to the child, his peers, or any adult in the classroom. The PVUMC Preschool staff may never use physical punishment when disciplining a child. Physical punishment could include: shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears: or requiring a child to remain

inactive for long periods of time. The PVUMC Preschool staff may never use psychological abuse when disciplining a child. Psychological abuse could include: shaming, name calling, ridiculing, humiliation, sarcasm, cussing at, making threats, or frightening a child, ostracism or withholding affection. The PVUMC Preschool staff may never use coercion when disciplining a child. Coercion could include: rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up). Appropriate use of restraint for safety reasons for the child, another child or adult are permissible.

If a child has excessive difficulty adjusting to the class room situation or should a behavior problem arise any time during the school year, the teachers working with the Director, will request a special conference with the parent to better understand the child's special needs. A three-week time period from the date of the special conference will be given to implement the recommendations that arise from the conference. At the end of three weeks another conference will be scheduled to reevaluate the situation. If the problem still exists at the time of the second conference, the Director and teacher(s) along with the parent will determine the appropriate course of action and the next steps to be taken which could include recommendations for further formal evaluations and or suggesting strategies in order to best meet the child's needs. At this time an initial Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) will be written for the child and revised after formal evaluations are completed. **ALL IFSPs OR IEPs WILL BE WRITTEN WITH THE INVOLVEMENT OF PARENTS, TEACHER AND THE PRESCHOOL DIRECTOR.**

## **STEPS FOR HANDLING EXCESSIVELY CHALLENGING BEHAVIOR**

The goal of PVUMC Preschool's guidance and discipline policy is not to use suspension, expulsion or other exclusionary measures, but to help the child learn social, communication and emotional regulation skills that are developmentally appropriate.

### **Excessively Challenging Behavior**

If teachers observe a child having excessive difficulty adjusting to the classroom situation or should an egregious behavior problem arise anytime during the school year:

1. The teachers will immediately notify the Preschool Director in writing and document the behavior problem in detail and context in the Classroom Observation Notebook. Documentation will include dates, events, activities,

interactions, and other influences that may have contributed to the challenging behavior.

2. The teachers and Preschool Director will request a special conference with parents to better understand the child's particular behavior needs.
3. As a team, the teachers, Preschool Director and parents will develop and implement an Individualized Plan that supports the child's inclusion and success. Outside professional evaluations may be requested by the preschool staff. Fees for outside professional evaluations are the responsibility of the parents and evaluations must be completed in an agreed upon timely fashion.
4. The Individualized Plan will include:
  - The Objective—behavior to be worked on
  - Plan—what will take place in the preschool setting and what will take place in the home setting
  - Reinforcement—behavior modification, reward system
  - Materials—any special materials needed to implement plan
  - Determination of progress
5. Upon completing a written Individualized Plan, teachers will not focus solely on reducing the challenging behavior, but will focus on teaching the child social, communication and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behavior.
6. A four-week time period from the date of the special conference will be given to implement the recommendations that arise from the conference and are included in the child's Individualized Plan.
7. At the end of four weeks, another conference will be scheduled to reevaluate the situation. If the problem still exists at the time of the second conference, the Director, teacher(s) and parents will determine the appropriate course of action or Individualized Plan changes that need to be made and implemented.

### **Exclusionary Measures**

At PVUMC Preschool exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement between the Director, teacher(s), and parent that exclusion is in the best interest of the child.

Reasons for exclusion may include but are not limited to:

- Keeping the child safe.
- Keeping the child's classmates and teachers safe.



- Not having appropriate resources (staff or equipment) within PVUMC Preschool to meet the child's needs.
- Ongoing biting issues.

If a child is excluded from PVUMC Preschool, the Director will offer assistance to the family in accessing services and an alternative placement that may better meet the child's needs.

This policy complies with Federal and State Civil Rights Laws that state: No person/child will be excluded on the basis of race, gender, sexual orientation, national origin, color, age, political affiliation, religion or disability.

## **BITING**

If a biting incident occurs, the teacher/staff member will bring both the biter and the child bitten to the Preschool Office. Both the parents of the biter and the child bitten will be called by the teacher/staff member even if the skin has not been broken or no bite marks are apparent.

Names of both of the children are to be kept confidential. Incident and Behavior Incident report forms need to be completed. The child who did the biting will be shadowed by classroom staff to prevent follow-up incidents. The Preschool Director, parents, teachers/ staff will conference to determine reasons for the biting and additional actions we can take to prevent biting. If the biting behavior occurs more than once during a single morning parents will be called and the child will be sent home. In the event biting occurs two to three days in a row and all efforts fail to correct the biting behavior, it may be necessary to suggest a break be taken from attending preschool to provide the child with additional time to grow, mature and develop more language.

## **CHILD ABUSE GUIDELINES**

**(Adapted from AZ Dept. of Health Services Procedures)**

**Arizona Child Abuse Hotline 1-888-767-2445**

*Child abuse occurs in families from all socioeconomic, ethnic, and educational backgrounds. An adult's own childhood experiences, relationship with a spouse, and parenting beliefs, as well as current daily stress all contribute to the potential to become an abuser. Additionally, these individuals may have few friends, and relatives are generally unavailable, uncaring or detached. This list of signs and symptoms is offered only as a guideline. When in doubt, report!*

## **Staff Training**

Our staff is trained to recognize the signs and symptoms of abuse and neglect and how to make reports to Child Protective Services or to local law enforcement agencies.

- All staff receive this training as a part of their orientation process within 10 days of beginning work. The Preschool Director is responsible for providing this orientation.

### **Recognizing Abuse and Neglect**

Staff receive training on the signs and symptoms of abuse and neglect listed on the following pages. However, staff are reminded that while these signs and symptoms can be indicators of abuse, they would usually be accompanied by changes in the behavior of the child and/or the person abusing the child.

### **Emotional Abuse**

Generally involves verbal abuse, or extended periods of silence or indifference. Lasting effects can include poor self-image and lowered self-esteem.

Assess signs and symptoms which may include:

- Fear of adult contact
- Poor friendship skills
- Aggressive or acting out behavior
- Speech disorders (stuttering, etc.)
- Severe withdrawal
- Making negative comments about self
- Being overly anxious to please

### **Neglect**

When a child can be harmed by what the parent or guardian does not do. Generally involves malnutrition, inappropriate clothing for age or weather, chronically-soiled clothing and/or a lack of adult supervision.

Assess for signs and symptoms which may include:

- Constant hunger
- Tiredness, no energy
- Needing a bath or other personal care often
- In need of medical or dental attention
- Frequent absences from school
- Wearing clothes which are dirty or wrong for the weather
- Falling asleep in class
- Constantly stealing or hoarding objects or food

### **Physical Abuse**

Injury due to harsh or out-of-control punishment. Frequently results from a violent explosive situation. Added stress or substance abuse (including alcohol) is likely to be present in the home. Observe for: bruises, particularly in soft fleshy areas or bruises which have distinctive shapes or patterns (belt marks, looped electrical

ords, hand shape, etc.), burns or other injuries resulting from cigarettes, violent shaking, dislocated joints, rope burns, etc., particularly when the explanation is unclear or does not fit the injury.

Assess for signs and symptoms which may include:

- Unexplained bruises, cuts, or burns
- Bruises, cuts or burns that regularly appear after weekends, absences, or holidays
- Burns in unusual places such as soles of the feet, back, or buttocks
- Deep burns and those with a clear shape. (A child's natural tendency to pull away will keep most accidental burns from being deep or clearly shaped.)
- Variety of bruises, cuts or burns in different stages of healing
- Bruises on soft tissue such as the upper ear or ear lobes, neck, upper arms, inner thighs, cheeks, mouth and lips, etc.
- Human bite marks
- Hair loss from violent pulling
- Any marks that take the shape of an object commonly used to punish

## **Sexual Abuse**

Any contact between a child and adult where the child is used for a sexual purpose such as fondling, indecent exposure, child pornography, intercourse, or exploitation. Usually associated with threats of harm insuring secrecy.

Assess for signs and symptoms which may include:

- Pain or itching of the genitals
  - Bruises or bleeding of the genitals
  - Strange or unpleasant odors from the genitals, even after bathing
  - Difficulty in walking or sitting
  - An unusual or chronic fear of going home
  - Advanced knowledge of sexual acts, words or slang terminology ("sexy" language, precocious sex play, excessive curiosity about sexual matters)
  - Sudden changes in behavior
  - Fear of closed doors, showers, or bathrooms
  - When a child reveals he or she has been sexually abused
- Document all bruises, cuts or burns, etc. a child has when he arrives at the group setting. (See "Documentation" below.) This helps to provide protection from false accusations for the teacher or caregiver, as well as tracking the number and kind of injuries a child receives.

- ▶ Many injuries have a logical explanation. Discuss injuries with the parent to further assess the situation.
- ▶ Never quiz a parent or child to “get at the truth.” It may interfere with any investigation by proper authorities.
- ▶ If you suspect abuse, contact child protection authorities or police for instructions before providing routine first aid. Treatment of injuries may inadvertently destroy important evidence of abuse.
- ▶ If you believe a child is in danger and child protection authorities have been slow to respond, call the police. If there appears to be an immediate threat to the child or staff, call 911 or local authorities.
- ▶ Arizona law requires you to report all suspected abuse to the Department of Economic Security, Child Protective Services or the police. Your reasonable belief, based on your experience, that abuse or neglect has occurred is all that is necessary to cause you to make a report. Reporting your suspicion to your principal, director, or colleagues does not fulfill your legal duty. You can be charged with a crime if you fail to make a report. Reporting information is kept confidential. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious.
- ▶ **Accusations of Abuse Made Against Program Staff**  
If a staff member is accused of child abuse, a report will be made immediately to local law enforcement and the child’s parent will be notified by the Preschool Director. During the ensuing investigation, our program will follow the advice of law enforcement and our attorney regarding suspension or reassignment of the accused staff member to tasks unrelated to the care of children. All information is confidential.

Our program prevents accusation of child abuse by:

- Conducting the arrival health check each day and documenting any injuries or physical marks the child may have.
- Always having at least 2 staff on-site.
- Making sure all rooms are easily observed through windows, doors or by other means.
- Providing staff rest breaks every four hours for time periods of 15 minutes.
- Being sensitive to “touch” issues for both children and adult.
- Having clear discipline and child guidance policies.
- Providing staff training on child development and behavior management.

- Hiring staff and screening volunteers only after completing personal and professional reference checks and fingerprint clearances.
- Making periodic staff observations and supervision with recommendations for job improvement.

### **SUPERVISION OF TODDLERS AND TWOS**

PVUMC Preschool's written supervision policy for toddlers and twos states that teachers must be able to see and hear all of the children at all times.

### **SUPERVISION OF 3-5 YEAR OLDS**

Teaching staff supervise 3-5 year old children primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check frequently on children who are out of sight (e.g. those who can use the toilet independently, who are in the library area or home living center).

### **SPECIAL NEEDS CHILDREN**

PVUMC Preschool is pleased to enroll special needs children provided our facilities and staff are able to adequately meet those children's needs. These children will be accepted on an individual basis after consultation with the Director, parent and teacher(s) involved (if possible). While the majority of our staff members do not have specific training for special needs children, we are able to provide them with social interactions. Any other services which are needed such as physical, occupational, speech or hearing therapy and emotional counseling, must be provided by outside sources and paid for by the parents. Should outside services be necessary, we require that the child's teachers be in communication with those service providers so that the teachers are able to better understand the needs of the child.

If the Director and the teachers determine that the special needs child require individual attention by an aide and that an aide would not normally be needed for the class, the parent must pay for the salary for the aide. This situation will first be discussed with the teacher, Director and parents of the special needs child.

### **CLASS SIZE**

The following limits have been set on class sizes. These limits will remain in effect until the PVUMC Preschool Board deems changes necessary.

E8 Two-Year-Olds	12 children to 1 lead teacher, 1 assistant teacher, & 1 aide
E7 Older Two-Year-Olds / Young Threes	12 children to 1 lead teacher, 1 assistant teacher, & 1 aide
E6 Three-Year-Olds	18 children to 1 lead teacher, 1 assistant teacher, & 1 aide
E5 Older Three-Year-Olds	20 children to 1 lead teacher, 1 assistant teacher, & 1 aide
E3 Four-Year-Olds	20 children to 1 lead teacher, 1 assistant teacher, & 1 aide

D1	20 children to 1 lead teacher, 1 assistant teacher & 1 aide
D2, D3	20 children to 1 lead teacher, 1 assistant teacher, & 1 aide
E4	20 plus children to 1 lead teacher, 1 assistant teacher & 1 aide

## **JUNIOR KINDERGARTEN**

Children must have turned five years old by December 31.

## **AGES OF CHILDREN IN TWO-YEAR-OLD CLASSES**

Children must be two before September 1 of the year in which they wish to start preschool. (Potty training is not a requirement to attend the preschool if the child is in the 2-year-old or young 3-year-old class.)

## **CHILD CARE AMOUNTS**

When the Mom's Morning Out/Rainbow Room is used on a parent participation day, there will be no charge for the first child and an \$10.00 charge for each additional child. Parents **MUST** make a reservation with the Rainbow Room at least 72 hours in advance of the parent participation day to ensure proper coverage. Any child in the Rainbow Room must be at least one and walking.

The Preschool shall continue to extend usage of the Mom's Morning Out/Rainbow Room to people on the waiting list but that usage does not guarantee a spot in the Preschool the following year. Priority on Mom's Morning Out/Rainbow Room usage: (1) teachers' children (2) standing reservations (3) parent helper siblings (4) others.

## **LUNCH/PLAY BUNCH**

The fee for each child attending Lunch/Play Bunch is \$9.00/hour. Charges are as follows per child:

1 Hour	\$9.00
1 ½ Hours	\$13.50
2 Hours	\$18.00
2 ½ Hours	\$22.50

No child under the age of three and/or in diapers or pull-ups shall be left after 1:00 pm.

If a child is left for Lunch/Play Bunch on days when Lunch/Play Bunch is not available or the child is not picked up by 2:30 pm, the parent will be assessed \$9.00 for every 10-minute period that the child remains on campus.

## **AFTER SCHOOL CLASSES**

A child must be three years old and toilet trained to attend an After School Class and may attend only one After School Class per day. After School Programs are subject to change from year to year. The programs interested in offering their

services will need to submit a proposal to the Preschool Board for the following school year. All After School Programs may be subject to evaluations filled out by staff and parents.

## **PRIORITY FOR ENROLLMENT**

### **PVUMC Members Given Priority**

Parents with children of preschool age must be members of Paradise Valley United Methodist Church for six months prior to Preschool registration (usually the end of February) before those children will be offered priority on the wait list.

Parents who are PVUMC members for six months prior to registration and who register their child/children on or before the registration deadline, will be guaranteed a place in the Preschool for the following year. If the parents who are church members register after the deadline, they will be placed on the waiting list. This priority will apply only to parents and/or legal guardians. This priority will not apply to grandparents, aunts, uncles, or any other relatives who are church members. Should a church member refuse a spot offered, that child shall remain in the same place on the wait list and shall be given priority for the next Preschool year.

### **Parents Who Have Attended PVUMC Preschool as a Child**

No special status will be given to the child(ren) of a parent who was enrolled in PVUMC Preschool as a child.

### **Priority for Admittance into the Preschool**

***Priority is determined by the date the application for preschool is received and processed by the Preschool Director for that individual child.***

Preschool placement priorities for children who wish to attend the Preschool are as follows:

1. Children and/or legal dependents of PVUMC Preschool contracted employees.
2. Children and/or legal dependents of PVUM Church full-time contracted employees.
3. Returning students (children who currently attend the Preschool).
4. PVUMC members (as defined by PVUMC). Parents must be members for six months or more to have this priority.
5. Siblings of returning students.
6. Siblings of former students.
7. All others on the wait list.

### **Priority for Class Placement**

***Priority is determined by the date the application for preschool is received and processed by the Preschool Director for that individual child.***

The following priority system will be used to place students on class lists (these students have already been admitted to the Preschool):

1. Children and/or legal dependents of PVUMC Preschool contracted employees.
2. Children and/or legal dependents of PVUM Church full-time contracted employees.
3. Returning students (children who currently attend the Preschool).
4. PVUMC members (as defined by PVUMC). Parents must be members for six months or more to have this priority.
5. Siblings of returning students.
6. Siblings of former students.
7. All others on the wait list.

At the time of registration, if a child is not placed in the parents' first choice of a class, parents will be notified in writing by March 15.

### **REGISTRATION UPDATE**

It will be necessary to be sure that families register for classes which are age-appropriate for their children (i.e. if a child is Pre-K aged, he must go to a Pre-K class).

### **PRESCHOOL REGISTRATION AND HOLD FEE**

A registration fee will be due at the time of registration and the August/May tuition for the up coming school year will be due by the end of March in order to hold a spot for the next Preschool year. Both fees are non-refundable.

### **APPLICATIONS FOR PRIVATE SCHOOLS**

Applications (evaluations) for private schools that are given to your child's classroom teachers to be filled out become the property of PVUMC Preschool and will be kept confidential. A copy will be made for our records and these will stay in the Director's office and not in your child's cumulative folder. Any requests to view these applications (evaluations) after our teachers have filled them out must be made to the private school to which they were sent.

Applications for private schools are very time consuming for teachers to fill out (they can take up to ½ hour per application and some teachers are asked to fill out as many as 10 per year). To help compensate teachers for their time, a \$20 per application fee will be charged. All applications for private schools must be turned in to the Preschool Director along with the \$20 fee. Applications will then be given to the applicant's teacher to be filled out and sent in to the private school. The application fee paid compensates the teachers for the additional paperwork.

### **REQUESTS FOR ADVERTISEMENTS/FLYERS TO GO INTO ALL CUBBIES**

All requests for advertisements and or flyers to be placed in Preschool cubbies must be taken to the Preschool Board Executive Committee for approval



(exceptions to this are flyers from PVUMC advertising upcoming programming benefiting children and/or families). These requests may be given to a Preschool Board member or the Preschool Director. Requests will be looked at to see if they are:

- A. From a non-profit group
- B. The function or event they advertise benefits children and/or families
- C. The function does not conflict with any activity or program offered at PVUMC Preschool.

The Preschool Director will notify the proposed advertiser of acceptance or rejection.

### **NEW STAFF TRAINING**

New Teaching staff hired by PVUMC Preschool are required to attend a New Staff Orientation prior to the start of the preschool year in August. If new teaching staff is hired after the start of the preschool year a one-on-one orientation is provided by the Director before the new staff member is able to start working in a classroom.

### **NEW STAFF CHILDREN**

If a new staff member is hired who has a child(ren) to attend the Preschool, it is OK to increase the class limits so that child has a spot in the Preschool as long as AZ Health Department and NAEYC Accreditation standards of teacher-student ratios are maintained.

### **SUN SAFETY POLICY**

PVUMC Preschool recognizes the importance of sun safe behavior in our students as a means of limiting the immediate and long-term negative health effects of sun exposure. By adopting this Sun Safe Policy and raising awareness through ongoing education and communication efforts with students, parents, caregivers, teachers and staff, PVUMC Preschool is committed to creating a healthy, sun safe school environment:

- Encourage parents to ensure their children have appropriate cover-up clothing, hats, sunglasses and sunscreen on before going to school. Sunscreen will not be applied by teachers and staff.
- Remind students to wear hats when playing outside in non-shaded areas. Hats should be provided by parents and will be kept in their cubbies at the start of the school year. Encourage use of broad-rimmed hats to cover ears and back of neck.
- Encourage teachers and staff to set a good example to the students by wearing hats, sunglasses and protective clothing while outdoors.
- Limit time outdoors during peak sun hours whenever possible.