

## **PRE-K Handbook 2019-2020**

The Mission of Ganado Unified School District is to Ensure All Students a Quality Education and Strengthen Dine Cultural Values of Life Long Learning. The Vision of Ganado Unified School District is to be a Professional Learning Community that Focuses on Students Exceeding Educational Expectations.

### **Ganado Unified School District**

Highway 264 and 191 Main Street

Ganado, AZ 86505

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# **GANADO PRIMARY SCHOOL**

## **VISION**

The vision of Ganado Primary School and the Ganado Pre-K Academy program is to prepare all students to be creative problems solvers through good learning habits so they can build a solid educational foundation and become productive citizens.

## **MISSION**

Our mission is to provide a quality education within a safe, nurturing, challenging and respectful learning environment to enhance all student' cultural values and leadership abilities.

# **Ganado Unified School District**

## **GANADO PRE-K ACADEMY PROGRAM**

### **VALUES**

We, the stakeholders of the Ganado Pre-K Academy Program, value developmentally appropriate

Outcome Based Practice

Child Centered Focus

Collaboration

Family Inclusive Approach

Equal Learning Opportunity

Respect

### **DISTRICT PRE-K ACADEMY DESCRIPTION**

Due to the increasing number of preschool age children enrolling over the past five years, we anticipate the need to expand, create and reach out to our communities to develop a program generation of successful learners. Our Pre-K classrooms are officially licensed through the Arizona Department of Health Services (AZDHS) and overseen by the Arizona Department of Education (ADE) Early Childhood Department.

Our Ganado Pre-K Academy program is designed uniquely with child development as an emphasis on how our Pre-K students are able to perform complex tasks as he/she gets older. Our children will develop skills in the following five main areas:

- Physical Development
- Social Emotional Development
- Intellectual/Cognitive Development
- Speech and Language Development
- Sensory Development

Our classroom teachers and instructional assistants are trained to help our children develop and build on skills through developmentally appropriate activities that will promote cognitive (thinking), language, pre-literacy, gross/fine motor skills and social skills.

We want to help our children develop a love for learning so that they can excel in any academic environment they become a part of throughout the years. We encourage parents to read to their children every day, to recite nursery rhymes and sing children's songs at home or in the

car. Hearing the rhythm of language helps children to develop pre-requisite skills for learning to read in elementary school. Reading, talking and listening to children also provides a physical closeness that helps bond families.

We firmly believe parents are an integral part of our team and they are their child's first teacher. Having a young child/children is an exciting time in life, but can also be stressful and exhausting. If a child has special needs, we are also here as a resource to parents and to provide services that will meet the individual needs of their child. GUSD contracts with related service staff to provide program support for students who have an Individualized Education Plan (IEP). The Occupational Therapists, Speech-Language Pathologist, Physical Therapist, Hearing and Vision Specialist will work with our children to help facilitate development of skills to further assist in their learning.

The Ganado Pre-K Academy follows the GUSD district calendar year. Classes meet five days a week Monday-Friday, for six hours per day (8:00 am – 2:00 pm). During the preschool day, the children participate in a rich variety of activities, during which they experience many opportunities for learning. Each day your child will participate in circle time, small group activities, independent work time, snack time and movement activities. The children are given opportunities to make choices about activities and given a chance to talk about their activity choices. Throughout the year, many concepts are presented through play, songs, literature, finger play and other sensory related activities. Each Pre-K class will be given the opportunity to be a part of the Ganado Primary School Enrichment classes such as Library, Fine Arts, SPARKS, Computer Classes and Dine Studies.

In the area of guidance and discipline, our ultimate goal is that each child develops self-control and appropriate ways of solving difficulties. We establish clear, consistent classroom routines and procedures. We help guide children so they understand the classroom rules and expectations. We listen to the children and help them find ways of resolving their conflicts. We regard mistakes as an opportunity to learn. As a part of this learning process we always look for ways to redirect children to appropriate activities and help them make alternative choices. In some instances, a child may be removed from a situation for a short period of time in order for them to regain their self-control. The child is then given the opportunity to rejoin the group and appropriate behavior is modeled and encouraged. At all times, our emphasis is on using positive guidance and treating all children with dignity and respect.

## **GANADO PRE-K ACADEMY CURRICULUM**

The preschool curriculum is designed to meet the development needs of children. Play is the primary means of encouraging skills development for three, four and five year olds. The children are given the opportunity to actively manipulate materials and the physical environment and thus gain new skills by playing with each other and interacting with adults. Each child develops or learns at his or her own rate and new skills are acquired when the child is developmentally ready. Developmentally appropriate practice as set out by the National

Association of Education of Young Children is to provide your child with a balance of child directed and teacher directed activities.

The program combines music, movement, art, drama, large muscle and small muscle games and activities, language arts and concept development. Opportunities for social interaction provide experiences in which children learn to share and respect the rights of others, to understand themselves and how they positively affect their environment and to build on their basic skills.

We have a wonderful staff of teachers and para educators that are caring and nurturing professionals with the knowledge and skills to facilitate your child's learning and development. We ask that you make phone calls or conference with your child's teacher by appointment, as they need time before and after class to prepare for the children.

If your child has an Individual Education Plan (IEP), Therapeutic intervention is provided for children found eligible for related services personnel. If your child is found eligible for services by the Multidisciplinary Evaluation Team (MET), which includes you, the parent, as part of the team, then services by a Speech-Language Pathologist, Occupational Therapist, Physical Therapist, Audiologist, and/or a vision specialist would be provided. Most services occur within the context of the classroom environment, however, there are times when more individualized therapy may assist your child in meeting goals and generalizing skills to the classroom. There may also be times when during re-evaluation, your child would be individually evaluated. If your child receives more individualized serves such as these, we require your permission, and your child would be served in and out of the classroom.

Our Pre-K teams meet for trainings and planning on a regular basis set aside by the district calendar. They also meet in professional learning communities to discuss curriculum, student achievement and conduct program planning is often based on a theme that centers around the week's activities and in accordance to then Arizona Early Learning Standards/Common Core. More exciting ideas come from these planning sessions that make your child's experience fun and stimulating.

## **ONGOING PROGRESS MONITORING ASSESSMENTS**

The Ganado Pre-K Academy uses the Creative Curriculum and Teaching Strategies Gold as part of their ongoing progress monitoring assessment for all children in all areas of development. Results are reported to the Arizona Department of Education as part of the Office of Special Education Program (OSEP) requirements to report early childhood outcomes. The information is used to help drive instruction that meets the individual needs of each child whether it's a child with special needs or a typically developing child.

Monthly Child Find Screenings are conducted by the Ganado Unified School District ESS Program to help identify students who may have special needs. Information will be provided to

parents as these dates and times are scheduled. These Child Find Screenings are open to the community and any child is welcome to participate.

Every Child that enters the Pre-K Academy will have a 45-Day Screening Form completed by the classroom teacher to assist in the identification of potential intervention services.

## **CAMPUS REGISTRATION REQUIREMENTS**

All parents must complete school registration at the front office off your child's school before beginning school. Please do so **PRIOR** to your child's first day to ensure that all paperwork with the school's registrar is in place. Both the preschool teacher and office require information found within the enrollment forms be available prior to attending school. Please notify the classroom teacher two weeks in advance if your child will be exiting the program.

## **REGISTRATION/ENROLLMENT**

All preschoolers preparing to attend the Ganado Pre-K Academy must be 3.6 years of age by September 1, unless the child has qualified for ESS services and therefore must be in by the age of 3. Parents/Guardians must complete a registration packet before entrance to the program. It is necessary to take the time to fill out or provide the following information to the school office:

Fill out:

1. GUSD Registration Packet
2. AZ Department of Health Services: Emergency Information and Immunization Report

Bring In:

1. Birth Certificate
2. Certificate of Indian Blood (CIB)
3. Documented Immunization Record
4. Social Security Card
5. Proof of Residency

Child Must:

1. Be potty trained unless they have a diagnosed disability with a condition that inhibits their ability to learn how to toilet. In which case students will be accepted with medical documentation and/or an IEP.

## **IMMUNIZATION**

Before entering the Ganado Pre-K Academy *all preschoolers* must be up-to-date with their immunizations. *A copy of their immunization record* stamped by the physician's office and includes the name of the office or clinic, address and phone number must be provided before your child can attend class. Nurse will give a clearance slip indicating immunization is up to

date. Parents requesting a Medical or Religious Beliefs Exemption must provide an Arizona Department of Health Services form, completed and signed by parents and/or the student's physician or nurse practitioner.

Vaccination may be obtained free of charge through Indian Health Services. Call (928) 729-8000 for the location and times nearest your home. If you have any questions concerning immunizations, you may call your child's school nurse at (928) 755-1200 ask for the school health assistant. Your school health assistant also has further information on where free immunizations are available.

## ATTENDANCE

Our Pre-K Program is in high demand and there is a waiting list. Regular attendance for Pre-K Academy is expected. Being prompt for class is appreciated. Your child could be dropped from the program if there is a maximum of 10 consecutive day's absence. Excused Absences that are considered are for illness of student, illness in the family, death in the family, avoidance of exposure to severe weather, certain religious observances, and days of significant cultural importance. You are required to call and report your child's absence to the front office or contact the Pre-K teacher to discuss other questions or concerns of attendance or if a situation regarding attendance arises. Upon return to the school after an absence, a note explaining the reason for the absence must be provided to the front office, the front office will issue an admit slip that the student will give to the teacher.

We ask that parents of our students please give a two-week notice to the child's teacher if they will be leaving the program. This will enable us to allow another child to attend as soon as an opening occurs.

**Our First day of school will be July 31, 2019 and the last day of school will be on May 21, 2020**

## TRANSPORTATION

Parents/Guardians are responsible for transporting their children to and from school every day. Bus transportation is **NOT** provided during the school year.

Bus transportation by the school district is provided **only to students receiving special education services** as required by law. Parents of a student with an IEP have the option to waive the right to specialized transportation if they prefer to take their child to and from school on their own. The district only provides car seats to those who are under four years old or less than forty (40) pounds. If you know your child will not be taking the bus on a certain day or will be out sick, please call the Transportation Department at (928) 755-1130 and the Ganado Primary School at (928) 755-1200 so they can directly provide us the information.

## ARRIVAL/DISSMISSAL POLICY

**It is very important that parents/guardians/caregivers accompany the child** to the designated pick up and drop off area when they arrive at school. Parents/guardians are expected to sign in at the front office and remain with their child until a staff member is present to receive the child. The instructional assistant and/or certified teacher will accompany children who are transported by the district to the building/classroom. Children should be dropped off at school between 7:30 am – 7:50 am and picked up by 2:00 pm. If your child comes after 8:00 am will be considered tardy. When your child arrives to school after 8:00 am, you must go the front office and pick up a tardy slip. Early arrival and late pick-up of your children leave teachers without adequate preparation time and lunchtime. Please be considerate and time your arrivals and pick-ups accordingly.

At the end of the day, teachers will stay with students until a child is picked up by the authorized parent/guardian or adult. Please be prompt to the designated pick up and drop off area, as children tend to become upset, restless and/or afraid if you are late. If an emergency arises, call the school office so we may reassure your child. We cannot release our Pre-K students to anyone under the age of 18. Children will only be release to authorized parents or adults who are:

- Listed on the School Master System checkout list.
- Have a written note to release your child to a babysitter, carpool, family member or friend other than specified on your child's enrollment application. **Children will not be released to elementary age siblings.**

You must sign your child in and out with your child's teaching staff for late arrivals or early dismissal.

In-person you can inform Instructional Assistant and Certified Teacher when:

- Your child is getting picked up early.
- Who is going to pick up your child.

You **must** sign your child in and out with the preschool staff on a daily basis. Authorized adults may be asked to show photo identification prior to releasing a child into their care.

## REGULATION

The Department of Health Services, 150 N. 18<sup>th</sup> Avenue, Phoenix, AZ 85007, regulates your child's preschool facility. Their phone number is (928) 607-0726. Licensing inspection reports

are available upon request from the preschool site Director and/or Building Principal. Parents can also view the liability insurance upon request.

## SNACKS

Snacks may be provided by parents based on Department of Health Services Guidelines. Licensure guidelines require that snacks meet several criteria and packaging requirements. We encourage that students eat healthy snacks. A Food Allergies form must be completed to notify staff of any allergies your child has and these foods will be avoided. If unsure, please fill out the form just to be cautious.

## BACKPACKS

Please provide your child with mesh/clear backpack big enough to hold a folder with his/her name on it. It will be used as a “School to Home” communication to transport papers, artwork, special items, permission slips, notes, etc. We ask that you keep it in a special place so it will be available to your child when he/she prepares to come to school. A great deal of learning can take place as he/she takes on responsibility for his/her own backpack. Please check your child’s backpack daily.

Encourage your child to keep personal items at home. We are not responsible for personal items brought to school, we kindly ask that you check your child’s backpack to ensure they do not bring unnecessary items to school. The school provides materials for your child to use daily.

For the protection of students and staff, **ALL bags in G.U.S.D. schools are required to be completely mesh or clear.** If a solid bag is found to be the possession of a student, the bag will be confiscated. If there is reasonable suspicion that a search of the backpack would reveal evidence of a violation of a school rule or law, the bag will be subject to search. Parent pick-up will be required for all confiscated bags. Additionally, the district will not be liable for any loss, damage, or theft of any confiscated bags or items in the bag.

## TEACHER CONFERENCES AND EARLY DISMISSAL

Parent-Teacher Conferences for the Ganado Unified School District are held every quarter. Dates and times will be sent home, available via the weekly bulletin and/or posted on the school message board. We encourage you to attend, your involvement is crucial. Parents are welcome to contact the preschool teacher and schedule a conference with the staff at any time. Some conferences may be scheduled in conjunction with Annual Reviews for special need students and may therefore occur at the other times than during conference weeks.

The Pre-K Academy follows the same late start or 2-hour delay schedule as the K-2 grades within our building. There are typically early dismissal days during conference weeks and during

in-services. Please make sure to have arrangements made in advance for the late start of early dismissal schedule. Please refer to the Ganado District Calendar for these dates and times.

## **MEDICAL CONDITIONS AND ADMINISTERING MEDICATION**

Parents of guardians of any child reenrolled in Ganado Pre-K Academy must notify the teacher and school nurse/health assistant of any medical conditions requiring special attention or consideration, including any known allergies (including food allergies).

A Medication Consent form will need to be completed by the child's parent/guardian and kept in the school health office for any child requiring the administration of any medication during the preschool day. The school nurse/health assistant will administer medicine. Medicine must be in the original container and clearly labeled. Students are not allowed to carry medication or administer to themselves.

## **EMERGENCY FIRST-AID AND ILLNESS**

Emergency first aid is provided by the building health assistant for each classroom. When a student becomes ill at school, a staff member accompanies him/her to the nurse's/health assistant's office until the parent or guardian arrives. ***Please cooperate by picking up your child promptly.*** We will not call unless your child needs to be sent home due to illness. A check-out form will need to be completed.

For this reason, it is of **vital importance** to keep your child's emergency card up to date, which includes the following:

- Current home address and telephone number.
- Place of employment and phone/cellular number of both parents/guardians.
- Name of 4 authorized people who are responsible for the child event parents cannot be located immediately if an emergency occurs.

Children who are ill **MUST** be kept home from school. **Children with fever, diarrhea or vomiting in the previous 24-hour period must be kept home from school.** If your child will be out sick, please call the school office to inform the teacher and at-home work or activities will be provided.

Parents will be notified by letter if there is an outbreak of any communicable diseases.

Parents will be notified at least 48 hours before a pesticide is applied on the facilities premises. Signs will be posted once pesticide has been sprayed to notify parents that the spraying has been completed.

## **FIRE DRILLS**

Unannounced evacuation/fire drills must be conducted at least once every 30 days as required by law. Emergency evacuation plans are posted in each classroom. Your child will be taught how to follow the appropriate evacuation procedure and will be accompanied by the certified teacher and the instructional assistant.

## **DISCIPLINE GUIDELINES/POLICY**

Effective discipline begins with prevention. The preschool program's prevention strategies include the following:

- Demonstrate appropriate coping skills
- Prepare a safe and age appropriate environment
- Schedule events with the children's needs in mind and
- Provide consistent and fair rules.

## **NOTICE TO PARENTS**

Arizona law requires that bullying and hazing policies be printed in student handbooks each year. Below is a portion of the District's bullying and hazing policy applicable to the Pre-K Academy. We encourage all parents and guardians to discuss respectful and safe behavior with your preschooler, and explain the teasing, unkind words, hitting, kicking, pinching, biting, and similar hurtful behavior is not allowed at preschool.

Harassment, intimidation, or bullying by one student or student group by another will not be tolerated. Bullying includes repeated acts over time that involve a real or perceived imbalance of power with the more powerful person or group attacking those who are less powerful. Bullying can be physical in form, such as pushing, hitting, kicking, spitting, stealing; verbal, such as making threats, taunting, teasing, or name-calling; or psychological, such as social exclusion, spreading rumors, or manipulating social relationships. Additionally, bullying can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms.

Disciplinary action may result for bullying that occurs outside of the school and the school day when such bullying results in substantial physical, mental, or emotionally negative effect on the victim while at school, or where such acts interfere with the authority of the school system to maintain order.

Additionally, there shall be no hazing, no solicitation to engage in hazing, or any student enrolled in the District's schools. Aiding and abetting another person who is engaged in hazing is prohibited. Hazing is defined as any intentional, knowing, or reckless act committed by a

student, whether individually or with other persons, against another student, and in which both the following apply: (a) the act was committed in connection with an initiation into, and affiliation with, or the maintenance of membership in any organization that is affiliated with an educational purpose, and (b) the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm, or personal degradation. It is not a defense to the violation of the hazing policy if the hazing victim consented or acquiesced in the hazing activity.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority prevent violations of the hazing policy. Staff and teachers may refer possible hazing violations to the principal, who will investigate reports of hazing policy violations by interviewing possible victims, witnesses, and violators. Should an investigation reveal that a violation of the hazing policy did occur, the students will be subject to appropriate disciplinary actions.