

Read this Parent Handbook carefully. You are responsible for all information contained herein. If you have any questions, contact PVSchools Community Education. Parent/Guardian will be henceforth referred to as parent.

Title I is a federally funded program that provides instruction for students demonstrating educational needs. This program is provided at no cost to those students who qualify.

PVSchools Community Education Department provides exceptional preschool programs. Through these programs, students are encouraged to learn and play in a safe, caring environment. Trained and caring staff supervise students as they participate in a variety of activities specifically designed to meet their needs for social interaction, cognitive development, and emotional growth.

Arizona Department of Health Services regulates PVSchools Community Education preschool programs. Information on licensing and inspection reports is available at the Arizona Department of Health Services' offices at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. The phone number is (602) 364-2539. Inspection reports are also available upon request at PVSchools Community Education, 15032 N. 32nd St., Phoenix, AZ 85032, and on site at the facility where the student is enrolled. Our phone number is (602) 449-2200.

PARENT RESPONSIBILITIES

For the safety of your student, it is the parent's responsibility to keep enrollment records current. Please notify the Title I Parent Liaison of any changes in home address, phone, business phone, and authorized emergency contacts.

IN CASES OF ABSENCE FROM THE PROGRAM, PLEASE NOTIFY THE SCHOOL'S ATTENDANCE LINE OR THE TEACHER. *Phone numbers are listed within this guide.*

ADMISSION AND ENROLLMENT

To be eligible for the program, your student must be four years old before September 1 of the current school year, reside within the boundaries of a Title I elementary school in the PVSchools District, and demonstrate educational need determined from the results of the screening process. To help determine eligibility, the following documents must be submitted:

- Original birth certificate
- Current immunization card/records
- Proof of residence

PVSchools Title I Preschool registration is available in person at the PVSchools Community Resource Center (CRC) at 15032 N. 32nd St., Phoenix, AZ 85032. For dates when information forms will be available, please check with Title I Parent Liaison at (602) 449-2226.

SIGN IN / SIGN OUT PROCEDURES

Arizona Department of Health Services' regulations state that only parents and previously authorized parties can sign a student in or out of the program each day on the designated sign in/sign out sheet. Photo identification will be required at all times in order to sign a student out of the program. The signature must include initial of first name and whole last name. The time entered is the actual time the student is dropped off or picked up, not the regular class hours.

Emergency cards must be updated regularly to ensure they remain current. Adding or deleting contacts on the Emergency Information Card requires written notification, signed and dated by the parent.

BEHAVIOR GUIDELINES

Social growth is crucial during the early years of every student's life. Developmentally appropriate guidelines are in place in PVSchools Community Education programs to maintain the physical and emotional well being of each student, and to teach self-discipline, judgment, and courtesy. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding each student's development. Effective partners support each other for the benefit of the student. Parents are kept informed of problems as they arise. In the event of possible suspension or consideration of removal, due process procedures will be followed. If program staff determines that a student is not benefiting from the program or is presenting a danger to him or herself or other students, the program will withdraw the student immediately.

Parents are expected to support staff decisions about their student's behavioral consequences. It is essential that students understand that parents and staff agree on standards of behavior. In cases where there is disagreement, discussion and communication will take place away from the student. When parents have a concern about the program, the expectation is that it will be discussed with staff and administration.

INCLUSIVE PROGRAMMING

PVSchools Community Education Preschool Programs focus on the student. Students with disabilities who meet Title I requirement and are able to function in a group setting are included in programs at their school of attendance. Parents and staff collaborate to provide each student the special benefits of the program – fun and friendship.

TRANSPORTATION

Transportation to and from each program is the responsibility of the parent. The school district policy does not allow preschool students to ride the school bus alone or with siblings.

CALENDAR / EARLY DISMISSAL DAYS

Title I Preschool program follows the district academic calendar.

ATTENDANCE / LATE PICK-UP

Daily attendance is strongly encouraged. Skills need to be reinforced every day if students are to become competent in any area, and a routine needs to be established for learning to be meaningful. Daily attendance shows the student the importance of school and forms the foundation for later attitudes about the value of education. After 10 consecutive absences, a student will be withdrawn from the program except in the cases of illness or family emergency. For the safety of every student, notify the teacher daily in the case of absence. If you need to drop your student from the program, please notify the teacher.

TARDINESS

Promptness at arrival and dismissal is a critical life skill, vital to the well being of a student. A student often feels like an outsider when he/she arrives after class has started which may set the tone for the entire day. It is just as important that a student know he/she will be picked up promptly at the end of the school day. If there is an unavoidable emergency, parents are asked to call the teacher if they will be late. The following procedures will be enforced in our program for chronic tardiness:

1st Tardy: Verbal reminder **2nd Tardy:** Written warning **3rd Tardy:** Meeting with the teacher **4th Tardy:** Possibility of being withdrawn from the program

FOOD AND SNACKS

A morning and afternoon snack, based on USDA standards, will be provided. Parents are welcome to provide their student's snack based on individual preferences. Students may purchase lunch through the school cafeteria or bring their lunch from home.

ILLNESS AND EMERGENCIES

1. Students who are ill (i.e. runny nose, continuous cough, red throat, fever, unexplained rash, swollen glands, head or stomach aches), will not be accepted into the program for the day.
2. When a student becomes ill or seriously injured at the program, the parent will be notified promptly and will be expected to pick up their child from the program immediately.
3. In the case of an emergency, as determined by childcare staff, paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only physician-prescribed medication, in the original prescription container, will be administered at the program. The container must be labeled by the pharmacist, to include the name of the child, date, dosage, name of medication, method of administration, and number of doses contained. Non-prescription medication must meet the same guidelines.
5. EpiPens. The full prescription, two pens, must be supplied to the program and follow the guidelines above. Partial prescriptions, such as a single EpiPen, cannot be accepted. It is not allowed to have one pen in the program and one in the nurse's office. This constitutes a partial prescription which cannot be accepted.
6. A consent form for the administration of medication must be completed by the parent and be on file at the site.
7. It is the parent's responsibility to transport medication to and from the program.

APPROPRIATE DRESS

Appropriate dress for a preschool setting is clothing that is loose and comfortable and allows for active play such as running, jumping, and climbing. These clothes should be of such quality that the child is not afraid to try activities in school for fear of soiling them. Dress your child for the weather. If it is chilly, send a sweater or jacket. Students go on the playground every day for at least twenty minutes. Students at Palomino Primary are required to wear the school uniform. For safety and protection, we strongly recommend the use of tennis shoes, closed toe shoes, or flat shoes that can be easily put on and fastened with no long laces that can cause tripping and stumbling.

KEEPING YOU INFORMED/PERSONAL PROPERTY

Since our program provides a variety of toys and games for students, we discourage bringing these items from home. Please refrain from bringing such items from home unless requested, as staff cannot be responsible for their safe return.

Please clearly label all items brought from home including clothing, backpacks, and food containers. This will assist staff in returning items to their proper owners. Parents are encouraged to keep informed about the program and its operations by regularly checking the "Parent Board" area near the entrance to each site. Parents will be notified at least 48 hours prior to any pesticide application. A pesticide application written notice will be posted on the main doors of the school and the Parent Board in the program area. Watch for special notices and newsletters sent home with your student. Parents are welcome in the areas of the facility where their students are receiving services.

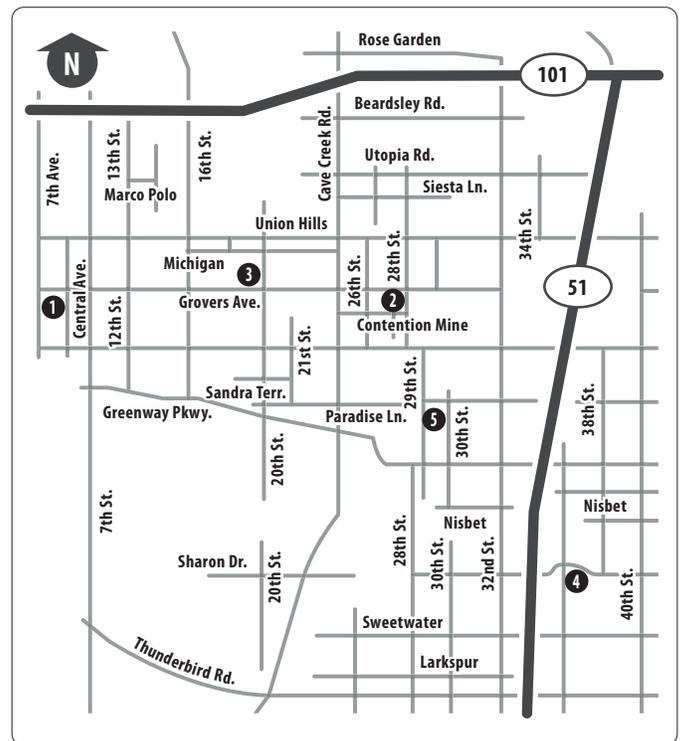
LIABILITY

PVSchools has liability insurance pursuant to A.C.C. R9-5-308. Documentation of liability insurance coverage is available for review on site premises.

HOURS AND LOCATIONS

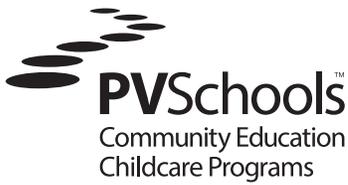
The PVSchools Title I Preschool Program is a full-day Monday through Friday program and follows the district's academic calendar. This program is available at five elementary schools. Locations and hours are listed below.

- 1 **CACTUS VIEW ELEMENTARY SCHOOL** (602) 449-2500
17602 N Central Ave, Phoenix, AZ 85022 • Hours: 9:00 a.m. – 3:00 p.m.
- 2 **CAMPO BELLO ELEMENTARY SCHOOL.** (602) 449-5200
2625 E Grovers Ave, Phoenix, AZ 85032 • Hours: 9:00 a.m. – 3:00 p.m.
- 3 **ECHO MOUNTAIN PRIMARY SCHOOL.** (602) 449-5500
1750 E Grovers Ave, Phoenix, AZ 85022 • Hours: 9:00 a.m. – 3:00 p.m.
- 4 **INDIAN BEND ELEMENTARY SCHOOL** (602) 449-3200
3633 E Thunderbird Rd, Phoenix, AZ 85032 • Hours: 9:00 a.m. – 3:00 p.m.
- 5 **PALOMINO PRIMARY SCHOOL** (602) 449-2800
15833 N 29th St, Phoenix, AZ 85032 • Hours: 8:30 a.m. – 2:30 p.m.



Community Education reserves the right to cancel any program due to low enrollment.

For more information about childcare programs, call Community Education at (602) 449-2200 or visit pvschools.net/childcare or pvschools.net/prek.



CHILDCARE PROGRAMS 2021-22 TITLE I PRESCHOOL REGISTRATION

PV Schools Community Education Department • pvschools.net/titlepreschool • (602) 449-2226

Child's name(s) _____ Age _____ Grade (Fall 2021) _____

Address _____ City _____ Zip _____ Email _____

Mother/Guardian Name _____ Phone (H) (____) _____ Phone (W) (____) _____

Father/Guardian Name _____ Phone (H) (____) _____ Phone (W) (____) _____

Child resides with: Mother Father Other _____ Alt. Phone (____) _____

Are there any custody agreements in force? No Yes (If "Yes," you **MUST** attach a copy)

Check all that apply: My child has permission to view movies rated G PG.

GUIDANCE UNDERSTANDING

I understand that while my child participates in the Title I Preschool, the program staff is in charge. Any rules and/or instructions that are made by a staff member are to be followed. The staff will do everything possible to be understanding and forgiving, however, in the unlikely event that there is a disciplinary problem that cannot be resolved, I will be notified and expected to pick up my child within a specified time limit. It is likely that the child would be asked not to return. I have discussed this policy with my child.

Parent/Guardian Signature _____ Date _____

PERMISSION FOR USE OF PHOTOGRAPHS

I grant permission to photograph and/or film my child(ren) for use by the district, individual school websites, or by news media for the purpose of informing the public of programs provided by our schools. Childcare programs may use photographs for projects.

Parent/Guardian Signature _____ Date _____

PARENT/GUARDIAN RELEASE OF LIABILITY, AGREEMENT TO INDEMNIFY AND HOLD HARMLESS, AND MEDICAL AUTHORIZATION TO TREAT A MINOR

_____ has my permission to participate in PVSchools Title I Program. I understand that participation in (Child's name) these activities may also involve traveling to and from certain sites/locations.

I am aware that participating in these activities can be hazardous, and I am aware of the dangers involved which may place the participant at risk for possible injury, death or damage to personal property. I also understand that my child(ren)'s/ward's(wards') participation in this activity is entirely voluntary.

PVSchools has liability insurance pursuant to A.A.C.R9-5-308. Proof of coverage is at each site and available for review.

Medical Authorization: I hereby consent to allow my child(ren) to receive medical treatment which is deemed advisable in the event of any injury, accident or illness during my child(ren)'s/ward's(wards') participation in this activity.

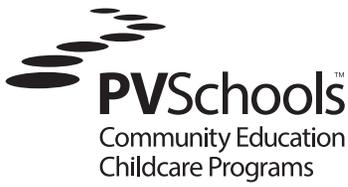
I have carefully read this agreement, I fully understand its contents, and I sign it of my own free will. _____ (Initial)

Mother/Guardian Signature _____ Date _____

Father/Guardian Signature _____ Date _____

Please complete and bring this form to: Community Education • 15032 N. 32nd Street, Phoenix, AZ 85032

For office use only: Date received _____ Time received _____ by (initials) _____ Date entered _____



CHILDCARE PROGRAMS 2021-22

TITLE I PRESCHOOL APPLICATION

15032 North 32nd Street Phoenix, AZ 85032 • pvschools.net/titlepreschool • (602) 449-2226

Child's Name _____ Gender M F

Age _____ Date of Birth _____ School _____

Brother's/Sister's Name 1. _____

Age _____ Grade (Fall 2021) _____ School _____

Brother's/Sister's Name 2. _____

Age _____ Grade (Fall 2021) _____ School _____

Brother's/Sister's Name 3. _____

Age _____ Grade (Fall 2021) _____ School _____

Mother's/Guardian's Name _____

Address _____ City _____ Zip _____

Phone (H) (____) _____ Phone (W) (____) _____ Phone (C) (____) _____

Parent Email _____

Father's/Guardian's Name _____

Address _____ City _____ Zip _____

Phone (H) (____) _____ Phone (W) (____) _____ Phone (C) (____) _____

Child(ren) reside with: Mother Father Other _____ Alt. Phone (____) _____

Has your child been, or is your child currently being, screened by SUN Kids? Yes No Qualified for _____

Does your child currently qualify for any services? Yes No If so, please list _____

I have carefully read this application, I fully understand its contents, and I sign it of my own free will.

Signature (mother/guardian) _____ Date _____

Signature (father/guardian) _____ Date _____

Please complete and bring this form to: Community Education • 15032 N. 32nd Street, Phoenix, AZ 85032

Child's Name: _____ **Birthdate** _____

Home School: _____

1. What is the primary language in the home regardless of the language spoken by the student? _____
2. Has your child attended childcare? _____ Church school? _____ Preschool? _____
Where? _____ How long? _____
3. Does your child have problems seeing? _____ Hearing? _____
4. What are the specific problems with seeing or hearing? _____

5. Can other adults understand what your child says to them? _____
6. Is your child reliably toilet-trained? _____
7. Is your child able to follow a one-step direction, such as "stop"? _____
8. A two-step direction, such as "put on your pajamas and brush your teeth"? _____
9. A complex direction, such as "clear your dinner plate from the table, push in your chair, and go sit on the couch"? _____
10. Does your child have any delays in speech, language or other areas? _____
11. What would be the most important thing for us to know about your child? _____

12. Is your child highly active? _____ Very quiet? _____
13. Can your child draw with crayons or pencils? _____ Can your child use scissors? _____
14. What upsets your child? _____

15. What calms them down? _____

16. How does your child react to new situations? _____

