

Bouse Elementary School

First Things First Preschool



Family Handbook

Bouse Elementary School

P.O. Box "S"
44936 Joshua Dr.
Bouse, Arizona 85325

Superintendent

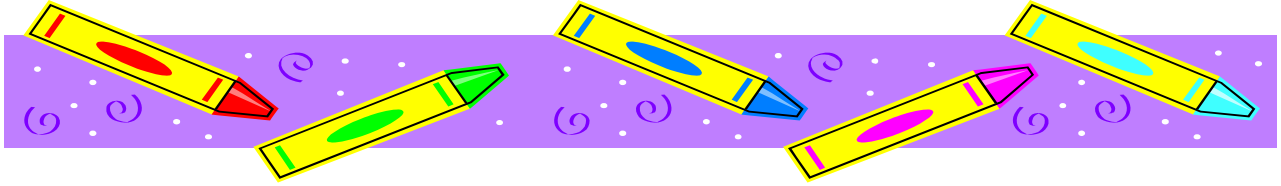
Rebecca McClenning

Special Education Department

Melanie Kimberlin – Director of Special Education

First Things First Preschool

Rebecca McClenning – Principal
Jacque Nelson – Secretary
Melanie Kimberlin – Director / Teacher
Linda Holm – Teacher's Aide



Dear Parents and Guardians,

Greetings and warm welcome to the Bouse Elementary School's First Things First Preschool Program. We are excited to partner with you in providing your child with the most positive early childhood experience possible.

We serve approximately 10 preschool children age 3-5 years old. The school day begins at 8:05am and concludes at 3:35pm. Breakfast is served between 7:30 and 8am and lunch between 11:30 and 12 noon. With the expansion of our services, we will be continuing the preschool program year round with additional summer programs also.

Together, we can accomplish wonderful things for your child, and we look forward to our partnership with you as we strive to provide your child with an outstanding and positive school experience. Again, welcome to the Bouse Elementary School District's First Things First Preschool Program.

Sincerely,

*Rebecca McClenning
Principal / Superintendent
Bouse Elementary School District #26*

Statement of services

Summary:

The Bouse Elementary First Things First Preschool will provide full-time preschool services, free of charge, for those who qualify for children 3 years to 5 years of age.

Mission Statement

For Bouse Elementary Schools

Our first priority is student achievement. To accomplish this we envision:

1. A true partnership including parents, students, staff, the Board of Education, and community resources,
2. A well-equipped, qualified staff that puts students first, exhibits strong leadership, a passion for learning, and a commitment to success for every student,
3. A curriculum based on research and best practices that allows students to demonstrate knowledge through a variety of activities,
4. Exceptional facilities providing safe and developmentally appropriate environments that allow for short and long-term growth

For First Things First Preschool

- We believe that experiences in the early years of a child's life have a critical effect on development.
- Early Intervention may eliminate the need for or lessen the degree of remediation required later in a child's education.
- A continuing partnership between students, parents, caregivers, and educators in a crucial component of the education process.
- Communication, social skills and daily living skills are among the most important skills a young child can learn and are best taught in their natural contexts, such as play.

Program Description

The Bouse Elementary School First Things First Preschool is designed to serve preschool children from 3 years, to 5 years of age. Our children with special needs may be challenged in one or more of the following domains: communication, social, adaptive, motor or cognitive skills. The students also work on increasing age-appropriate interactions within the home and school environments. Family members are involved in the educational process. Contacts and working relationships with community and agencies are facilitated as needed.

The Bouse Elementary School First Things First Preschool program integrates elements from both early childhood and special education. There is a strong emphasis on language acquisition and development. The following program goals have been established for all children who participate in our programs.

- To provide experiences throughout the school day to enhance communication skills.
- To provide opportunities for developing fine and gross motor skills.
- To encourage the development of a positive self-concept.
- To encourage an accepting and caring attitude towards others.
- To provide opportunities for development of a positive self-concept.
- To provide opportunities for development of appropriate interactive skills between peers.
- To provide guidance and support in the development of self-control and independence.
- To provide opportunities for creative expression.
- To provide a safe and positive preschool experience.
- To provide needed support and assistance to parents.
- To provide opportunities for making choices, develop problem-solving skills and growing intellectually.

During the preschool day, children participate in a rich variety of activities in which they experience many opportunities for learning. Each day children participate in circle time, small and large group activities, independent playtime, story time and movement activities.

Registration/Enrollment

All Bouse Elementary School students preparing to attend the First Things First Preschool program must complete a registration packet before entrance to the program. Please take the following information to the school office:

- a) Registration Packet
- b) Birth Certificate
- c) Immunization Record Card (must be original, not a copy)
- d) Proof of Residency (i.e., utility bill, drivers license)

The Bouse Elementary School First Things First Preschool:

- First Come First Served
- Child must be potty trained

Attendance

Regular attendance at our school and being prompt is both appreciated and expected. If it is necessary for a child to be kept at home, please call and report his/her absence to the school attendance office.

The purpose of this policy is to inform parents about the importance of their child's regular attendance. Preschoolers are encouraged to maintain an 85% average daily attendance rate and if ADA consistently falls below 85%, we are required to study the reason and cause for such absenteeism.

There are four allowed major reasons for absenteeism:

1. Illness which would affect an entire center such as the chicken pox or flu.
2. Weather conditions
3. Transportation problems
4. Documental excused absences

It will be our policy to contact the child's family each day that the child misses school. Please call Bouse Elementary School at 851-2213 to report all absences.

Hours of Operation

Monday – Thursday
8:05am-3:35 pm.

Transportation

Bus transportation is provided by the school district for the preschool students. Parents have the option to waive the right to transportation if they prefer to take their child to and from school. Bus transportation is provided only to destinations *within* the Bouse Elementary school boundaries. For any questions regarding where your child may be picked up and dropped off, please call Bouse Elementary School at (928) 851-2213. Parents must have children ready fifteen minutes before the bus arrives at the bus stop. If they are not ready, the bus cannot wait and the parent will be responsible for transportation. Bus services will be limited in the summer months. All preschool students are required to follow the bus rules for safety.

BUS RULES

1. Everyone has an assigned seat. No switching!
2. Do not eat or drink on the bus!
3. Keep all parts of your body inside the bus (including your hands!)
4. Keep your hands and feet to yourself!
5. Do not distract the bus driver!
6. Keep backs and bottoms on the seat at all times!
7. Keep body parts and personal items out of the aisle!
8. NO talking at the railroad crossings!
9. Avoid loud talking or yelling!
10. No gum, toys or electronics allowed!

Discipline

The Bouse Elementary School First Things First Preschool respects the dignity of each child regardless of race, creed, or national origin. The preschool will use positive reinforcements when discipline matters arise. No child will be ridiculed or harassed, nor will they be physically disciplined.

Backpacks

Please provide your child with a bag or backpack big enough to hold a folder with his/her name on it. It will be used to transport papers, artwork and special items. We ask that you put 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 your child takes on responsibility of his/her backpack. Please check your child's backpack daily.

Medical Conditions and Adminstrating Medication

Parents of guardians of any child enrolled in the Bouse Elementary School District #26 must notify the teacher and school nurse of any medical conditions requiring special attention or consideration, including any known allergies. Children with an infections disease shall be excluded from school.

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 day. The school health assistant will administer the medicine. The medication must be handed to a staff member by the parent/guardian. Do not send the medication with the child. In order for medication to be accurately dispensed to children, Medicine must be in the original container and clearly labeled with the following:

1. Child's Name
2. Physician's Name
3. Name of Medication
4. Amount of Medication
5. Dosage frequency (example 1 teaspoon every 4 hours)
6. Duration medication is to be administered (start and end date)

Inspection Reports

Inspection Reports are on file in the classroom and are available upon request.

Liability Insurance

The Liability Insurance binder is through The Trust in partnership with the Alliance and SCIP.

Child Abuse Prevention and Reporting

Federal law mandates that any unexplained injuries or marks be reported immediately to the local police department and Child Protective Services (CPS) by all school personnel. Please call your child's teacher or the health office to report ANY injuries or marks.

Fire Drills

It is required by law that fire drills be conducted no less that once every thirty days. Emergency evacuation plans are posted in each child's classroom.

Emergency Procedures

The Bouse Elementary School District has emergency procedures in place. These procedures are posted in every classroom and in the main office.

Pesticide Application

The Bouse School office will be the contact for providing information regarding pesticide application activities, including but not limited to written notification and maintaining records of pesticide applications.

Snacks

Children in all programs will have a snack. We will provide juice and crackers. If your child requires a specialized snack, we ask that the parents provide the snack items for their child. However, parents may be asked to contribute nutritional snack items for the class. For summer schedule parents will be required to supply meals and snacks for their child.

Clothing

Dress your child in comfortable clothing that they can get messy while they play. Each child should have an extra set of clothing in the event of a toileting accident, spill, etc. Please label all your child's personal possessions. We believe in outdoor play for all children so dress your child for the weather.

Donations

Donations by parents and community members such as glue sticks, construction paper, paint, arts and crafts supplies, paper plates paper cups, books or monetary contributions are always welcome and enhance the learning environment.

Separation Anxiety

It is very common for young children to be anxious when separated from parents. Children need to be assured that separation will result in reunion. Please say good-bye to your child when you drop him/her off at the school and if necessary, reassure him/her of your return. Each child is unique and we will work to ease the separation anxiety issues.

Parental Access to Premises

Parents and other authorized to sign in / sign out preschoolers must report to the classroom and sign the daily log after reporting to the main School office.

Field Trip Policy

The purpose of this policy is to ensure field trips are incorporated into lesson planning and established guidelines are followed:

- All Children wear identification tags with the preschool's name, address, and phone number in plain view.
- The minimum ration of children to adults must be used for age of the youngest student on the trip: 1 adult for 13 children age 3 1 adult for 15 children age 4.
- Staff will take a first Aid Kit, water, cups, attendance roster, and emergency cards. No exceptions to this rule!
- Attendance will be taken upon boarding the vehicle at the beginning of the trip, at least every hour at the trip's destination and upon boarding the vehicle to return to the school.
- Signed Field Trip Permission Forms will be required by all students. No child will be allowed to participate without the signed form, *Parents will be notified a week in advance and will be given the form to sign.
- A Field Trip Plan must be completed by the teacher and posted in a visible location while on the field trip. The plan must include:
 1. Field Trip location and telephone number
 2. Contact Person
 3. Time of Departure and Return
- Parents are encouraged to accompany their child, but will be fully responsible for any other children they bring who are not enrolled at The Bouse Elementary School First Things First Preschool.

FACILITY REGULATED BY:

**DHS Dept.
400n W. Congress, Ste. 100
Tucson, AZ 85701-1352
Phone: 520-628-6540
Fax:520-628-6537**

Preschool License # CDC-16091