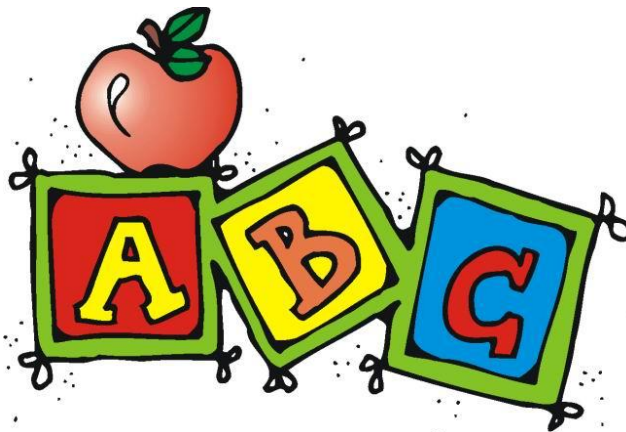




# ***Wilson Primary Family Handbook: Preschool 2021-2022***

***At Wilson We Make A Difference - One Student At A Time.***



***Wilson Primary School  
415 N. 30th Street  
Phoenix, AZ 85008  
Phone number: 602-683-2500  
Fax number: 602-231-0567***

***Preschool Hours: 8:00-2:30  
Office hours: 7:30 a.m. to 4:00 p.m.***

<b>IMPORTANT NAMES AND NUMBERS .....</b>	<b>4</b>
<b>IMPORTANT DATES AND TIMES .....</b>	<b>4</b>
<b>ABOUT WILSON PRIMARY PRESCHOOL .....</b>	<b>5</b>
<b>PRESCHOOL REQUIREMENTS/ENROLLMENT .....</b>	<b>7</b>
WAIT LIST .....	7
EDUCATION PROGRAM .....	7
SERVICES FOR CHILDREN WITH SPECIAL NEEDS.....	8
<b>ATTENDANCE .....</b>	<b>8</b>
EXCESSIVE ABSENCES.....	8
EXTENDED ABSENCES .....	8
<b>SIGN-IN AND SIGN-OUT PROCEDURES.....</b>	<b>8</b>
<b>WITHDRAWAL PROCEDURES.....</b>	<b>9</b>
<b>CUSTODY ISSUES.....</b>	<b>9</b>
<b>EMERGENCY INFORMATION .....</b>	<b>9</b>
<b>BEHAVIOR.....</b>	<b>10</b>
<i>HOW WILL CHILDREN BE GUIDED AND DISCIPLINED?.....</i>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>SUSPENSION/EXPULSION POLICY: .....</b>	<b>10</b>
CHALLENGING BEHAVIORS EXHIBITED BY PRESCHOOL CHILDREN WILL BE ADDRESSED IN THE CONTEXT OF A COMPREHENSIVE APPROACH TO BEHAVIOR SUPPORT THAT IS DESIGNED TO TEACH, NURTURE AND ENCOURAGE POSITIVE SOCIAL BEHAVIORS. THE PROGRAM WILL SEEK TO INVOLVE FAMILIES, ADMINISTRATORS, TEACHERS AND OTHER AUXILIARY STAFF TO PROVIDE SUPPORT TO CHILDREN AND PREPARE THEM FOR SUCCESSFUL PRESCHOOL EXPERIENCES.....	10
<b>PRESCHOOL ATTIRE.....</b>	<b>11</b>
<b>FOOD SERVICE .....</b>	<b>12</b>
<b>GENERAL PROCEDURES.....</b>	<b>13</b>
EARLY DISMISSAL DAYS.....	13
FIRE DRILLS .....	13
LOCKDOWN DRILLS.....	13
PESTICIDE USAGE.....	13
LOST AND FOUND .....	13
PHYSICAL EDUCATION ACTIVITIES .....	13
SUN SAFETY .....	13
STUDENT PICK UP .....	14
PARENTS/GUARDIANS REQUESTING TO PICK UP STUDENTS FROM SCHOOL EARLY WILL BE REQUIRED TO PROVIDE A PICTURE ID. NO STUDENTS WILL BE RELEASED TO ANY PERSON UNDER THE AGE OF 18 AND/OR NOT AUTHORIZED BY THE PARENT/GUARDIAN. PLEASE REFRAIN FROM PICKING UP STUDENTS EARLY FROM SCHOOL. ....	14
TRANSPORTATION, INCLUDING TRANSPORTATION PROVIDED THROUGH THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT, WILL NOT BE PROVIDED FOR OUT-OF-DISTRICT OR IN DISTRICT RESIDENTS WHO APPLY TO THE WILSON PRIMARY SCHOOL PRE-SCHOOL PROGRAM. ....	14

TRANSPORTATION OF WALKERS OR CAR RIDERS ..... 14  
 TOY POLICY ..... 14

**FIELD TRIPS ..... ERROR! BOOKMARK NOT DEFINED.**

**HEALTH SERVICES .....15**

HEAD LICE ..... 15  
 CHRONIC ILLNESSES ..... 15  
 FOOD ALLERGIES AND SPECIAL DIETS..... 15  
 IMMUNIZATIONS ..... 15  
 MEDICATIONS..... 16  
 HOW WILL MY CHILD’S HEALTH BE PROTECTED? ..... 16  
 WHAT IF THERE IS AN INJURY AT SCHOOL? ..... 16

**PARENT INVOLVEMENT .....16**

PARENT-TEACHER CONFERENCES ..... 17  
 PHONE CALLS TO TEACHERS ..... 17  
 REPORTING CHILD ABUSE ..... 17  
 STUDENT RECORDS..... 17  
 CHILD FIND..... 17  
 WHAT RESPONSIBILITIES DO PARENTS HAVE IN WILSON PRIMARY PRESCHOOL? ..... 17

**VOLUNTEER AND VISITOR INFORMATION... ERROR! BOOKMARK NOT DEFINED.**

**WILSON PRIMARY PRESCHOOL LICENSING/REGULATING .....18**

DEPARTMENT OF HEALTH SERVICES ..... 18

**CONFIDENTIALITY OF RECORDS .....19**

IN APPLYING TO THE WILSON PRIMARY SCHOOL PRE-SCHOOL PROGRAM AS AN OUT-OF-DISTRICT OR IN DISTRICT RESIDENT, I UNDERSTAND THAT TRANSPORTATION, INCLUDING TRANSPORTATION PROVIDED THROUGH THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT, WILL NOT BE PROVIDED. .... 23

## IMPORTANT NAMES AND NUMBERS

**Wilson Primary School**  
 415 N. 30<sup>th</sup> Street  
 Phoenix, AZ 85008  
 Phone: (602) 683-2500  
 Fax: (602) 231-0567

Principal: Maki Wojcicki  
[maki.wojcicki@wsd.k12.az.us](mailto:maki.wojcicki@wsd.k12.az.us)  
 Assistant Principal: Cynthia Cantu  
[cynthia.cantu@wsd.k12.az.us](mailto:cynthia.cantu@wsd.k12.az.us)  
 Secretary: Monique Soto  
[monique.soto@wsd.k12.az.us](mailto:monique.soto@wsd.k12.az.us)  
 Attendance Clerk: Gloria Leos  
[gloria.leos@wsd.k12.az.us](mailto:gloria.leos@wsd.k12.az.us)  
 Health Office: TBA  
[TBA.TBA@wsd.k12.az.us](mailto:TBA.TBA@wsd.k12.az.us)  
 Cafeteria: TBA  
[crisobal.castro@wsd.k12.az.us](mailto:crisobal.castro@wsd.k12.az.us)  
 Library: Santa Martin  
[santa.martin@wsd.k12.az.us](mailto:santa.martin@wsd.k12.az.us)  
 Community Center: Luz Munoz  
[luz.munoz@wsd.k12.az.us](mailto:luz.munoz@wsd.k12.az.us)

## IMPORTANT DATES AND TIMES

\*Subject to change

<p><b>Office Hours: 7:30 AM – 4:00 PM</b></p> <p><b>Full-Day School Hours:</b>        8:15 Student Arrival        8:30 Instruction begins        3:00 Dismissal</p> <p><b>Half-Day School Hours:</b>        8:15 Student Arrival        8:30 School begins        12:00 Dismissal</p> <p><b>Early Release School Hours:</b>        7:30 Student Arrival        7:45 Breakfast is served in class        8:00 School begins        1:30 Dismissal</p> <p><b>First Day of School: August 2, 2021</b>  <b>Last Day of School: May 18, 2022</b></p>	<p><b><u>NO SCHOOL</u></b></p> <table style="width: 100%; border: none;"> <tr><td>Labor Day</td><td>September 6, 2021</td></tr> <tr><td>In-Service Day</td><td>September 7, 2021</td></tr> <tr><td>Fall Break</td><td>October 4-8, 2021</td></tr> <tr><td>Veteran’s Day</td><td>November 11, 2021</td></tr> <tr><td>Thanksgiving Recess</td><td>Nov. 24-26, 2021</td></tr> <tr><td>Winter Break</td><td>Dec. 20-Dec.31.2021</td></tr> <tr><td>In-Service Day</td><td>January 3, 2022</td></tr> <tr><td>Martin Luther King Day</td><td>January 17, 2022</td></tr> <tr><td>President’s Day</td><td>February 21, 2022</td></tr> <tr><td>Spring Break</td><td>March 7-11, 2022</td></tr> <tr><td>School Recess</td><td>April 15, 2022</td></tr> </table> <p><b><u>1:00 PM Early Release</u></b></p> <table style="width: 100%; border: none;"> <tr><td>August 11,18,25</td><td></td></tr> <tr><td>September 1,15,22,29</td><td></td></tr> <tr><td>October 20,27</td><td></td></tr> <tr><td>November 3,17</td><td></td></tr> <tr><td>December 1,8</td><td></td></tr> <tr><td>January 5,26</td><td></td></tr> <tr><td>February 2,9,16</td><td></td></tr> <tr><td>March 2,16,23,30</td><td></td></tr> <tr><td>April 20,27</td><td></td></tr> <tr><td>May 4,11</td><td></td></tr> </table> <p><b><u>11:30 PM Half Day</u></b></p> <table style="width: 100%; border: none;"> <tr><td>October 13, 14, 15</td><td></td></tr> <tr><td>December 17</td><td></td></tr> <tr><td>January 12, 13, 14</td><td></td></tr> <tr><td>May 20</td><td></td></tr> </table>	Labor Day	September 6, 2021	In-Service Day	September 7, 2021	Fall Break	October 4-8, 2021	Veteran’s Day	November 11, 2021	Thanksgiving Recess	Nov. 24-26, 2021	Winter Break	Dec. 20-Dec.31.2021	In-Service Day	January 3, 2022	Martin Luther King Day	January 17, 2022	President’s Day	February 21, 2022	Spring Break	March 7-11, 2022	School Recess	April 15, 2022	August 11,18,25		September 1,15,22,29		October 20,27		November 3,17		December 1,8		January 5,26		February 2,9,16		March 2,16,23,30		April 20,27		May 4,11		October 13, 14, 15		December 17		January 12, 13, 14		May 20	
Labor Day	September 6, 2021																																																		
In-Service Day	September 7, 2021																																																		
Fall Break	October 4-8, 2021																																																		
Veteran’s Day	November 11, 2021																																																		
Thanksgiving Recess	Nov. 24-26, 2021																																																		
Winter Break	Dec. 20-Dec.31.2021																																																		
In-Service Day	January 3, 2022																																																		
Martin Luther King Day	January 17, 2022																																																		
President’s Day	February 21, 2022																																																		
Spring Break	March 7-11, 2022																																																		
School Recess	April 15, 2022																																																		
August 11,18,25																																																			
September 1,15,22,29																																																			
October 20,27																																																			
November 3,17																																																			
December 1,8																																																			
January 5,26																																																			
February 2,9,16																																																			
March 2,16,23,30																																																			
April 20,27																																																			
May 4,11																																																			
October 13, 14, 15																																																			
December 17																																																			
January 12, 13, 14																																																			
May 20																																																			

Welcome to Wilson Primary Preschool! We are excited to work with your family! The Wilson Primary Preschool is dedicated to the learning process of your child as an individual and as a contributing member of tomorrow's society.

*Mission: Provide a high quality early care and education setting that promotes the social, emotional, cognitive and physical development. In order to allow students to develop their maximum potential, while preparing them for college and career readiness, in a global society.*

*Philosophy: We will work alongside parents and the community, as we strive to develop students' intellectual, physical, moral, emotional, aesthetic, creative, and social growth so that every student may become a useful and responsible member of home, community, and society while leading a personally rewarding life.*

In this booklet, you will find valuable information regarding your child's learning, school policies and regulations. Please take the time to read it and discuss it with your child. Contact your child's teacher if you have any questions or concerns.

## **ABOUT WILSON PRIMARY PRESCHOOL**

**Mrs. Maki Wojcicki – Principal**

**Ms. Cynthia Cantu – Assitant Principal**

**Ms. Monique Soto- Secretary**

- Assistant to the Principal
- Pictures, certificates and awards
- Parent contacts

**Ms. Gloria Leos- Attendance Clerk**

- Attendance
- Records
- Withdraws and transfers

**TBA – Health Services**

- Vaccinations
- Wellness
- Assistance for medical, dental and other health services

### **School hours:**

8:15 School begins

3:00 Dismissal

**Wilson Primary Preschool is provided free of charge for qualified families. We will not discriminate based on race, nationality, or beliefs.**





**Maki Wojcicki**

**Wilson Primary School Principal**

**“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”**

**– Maya Angelou**

### **Welcome Wilson Primary School!**

Welcome to Wilson Primary School. I am honored and privileged to be the principal of Wilson Primary School! I have called Wilson my second home for over twenty years.

I believe in leading an environment where children learn and grow to their fullest potential academically, emotionally, and socially. Children must feel safe and secure to have an optimal educational experience. I see my role as an advocate for students and faculty to support the demanding challenges of today and the future. My goal is supporting the Whole Child.

At Wilson Primary, we strive to provide innovative educational opportunities for our students by embracing a school-wide culture of community and collaboration. The staff and I are thrilled to work alongside with the Wilson families and community to support our children. By reinforcing positive behavior and growth mindset, we are creating a community of individuals who are determined, motivated, and successful. We are so glad to have you here at Wilson, and we are looking forward to a wonderful year!

Sincerely,

A handwritten signature in black ink, appearing to read 'Maki Wojcicki', with a stylized flourish at the end.

Mrs. Wojcicki, Principal

**We are Wilson!**

**Empowered and Connected!**

## **PRESCHOOL REQUIREMENTS/ENROLLMENT**

- Children must be 4 years of age before September 1<sup>st</sup> of the current school year.
- Provide proof of the child's legal residency.
- Family must meet financial enrollment requirements.
- Students must have required immunizations.

Children must have mastered independent toileting skills or be very close to doing so, unless there are special conditions that prevent the child from mastering such skills. It is the parent's responsibility to work with their child to develop this skill both physically and developmentally.

To enroll, please complete a pre-registration application. A staff member will call you with a registration appointment. **All registration materials will be completed with the assistance of a staff member.**

All registration forms will be reviewed and the children with the greatest need will be selected for classes (based on a point system). A waiting list will be created when class sizes reach maximum enrollment. New students will be enrolled when space becomes available.

### **WAIT LIST**

Enrollment is capped at twenty students per class. Children not selected for a class due to lack of space will be placed on a waiting list. Wilson Primary School will collaborate within the community and with community partners to assist families on a wait list for placement in another program that has openings.

## **EDUCATION PROGRAM**

### ***WHAT SERVICES DOES THE PROGRAM OFFER?***

Wilson's Educational program is designed to meet each child's individual needs. Every child will have a variety of experiences to foster their growth intellectually, socially, emotionally, physically, and creatively.

At the time of your orientation, you will receive a brief introduction to the Creative Curriculum that is used in the classroom. Wilson Primary School Preschool makes use of Creative Curriculum, a research-based developmentally appropriate curriculum to foster social, emotional, cognitive and physical development. In addition, Wilson Primary Preschool provides an environment that allows children to learn through interaction, exploration, manipulation and self-discovery. The Curriculum lesson plans for your child will be posted in each classroom daily and will follow the AZ Early Learning Standards.

Our assessment is the Teaching Strategies Gold (TSG) which will show how your child is doing. During orientation, the teacher will explain to you how your child will be assessed in the program. Assessments will include yearlong observations of your child and will be recorded by the teacher. These observations will be used to report your child's progress to you 3 times during the school year.

You are asked to give input into the curriculum at monthly classroom parent meetings. Your input is very important to the success of your child's education.

Wilson Primary Preschool affirms the value of supporting and respecting the home language and culture in ways that support each child's wellbeing.



**Children will learn about healthy living at school. This includes careful hand washing, tooth brushing, home and street safety, grooming, discussions about drugs and alcohol, exercise, and learning about nutrition.**

### **SERVICES FOR CHILDREN WITH SPECIAL NEEDS**

Wilson Primary Preschool serves special needs preschool children and their families. These special needs may include speech, physical and developmental delays. The Wilson School District staff and other service providers in the Wilson Primary Preschool Classrooms provide therapy. If your child is found eligible for special needs services, he or she will be placed on an Individualized Education Plan (IEP). You will be included in a collaborative team approach in which to develop goals and action steps to meet your child's special needs. You are encouraged to speak to your child's therapist or teacher about his or her progress as often as needed. Screenings are scheduled for the third Tuesday of each month.

### **ATTENDANCE**

Regular attendance and being on time are critical in the learning process as both help the students to develop a good attitude toward school. Absences and tardiness are upsetting for students as these disrupt their schedules, require readjustment to the class routine, and slow down learning. It is the parent/guardian's responsibility to notify the school of a child's absence. When reporting an absence, please call 602-683-2500 and specify the reason for the absence such as colds, flu, etc. If the school is not notified early in the morning, a call will be made to determine the reason for the child's absence. It is the parent's responsibility to keep contact information up to date. Parents/Guardians are strongly urged to schedule medical, dental, and other appointments for students at times outside of the school day. This will reinforce the importance of school and will prevent the student from getting behind in his/her school work. Excused absences are given for illness, doctor, dental appointments or funeral attendance only. Students with excessive absences or tardies may be dropped from the program.

### **EXCESSIVE ABSENCES**

Students with excessive absences may be required to present a doctor's note in order to qualify for an "excused" absence. School administration will contact parents/guardians to work collaboratively to find a solution to the excessive absences. In addition, after 10 absences, a doctor's note is required for the absence to be excused.

### **EXTENDED ABSENCES**

Parents/Guardians are responsible for contacting the school if a child will be absent for an extended period.

A Child may be dropped from the program for the following attendance reasons:

1. A child is absent 5 days in a row without an excused call or note.
2. A child is out of town for more than 10 days in a row.
3. A child misses frequently without a valid excuse and/or has accumulated 10 unexcused absences.
4. A child is continuously brought to school late or picked up late without a valid reason.

### **SIGN-IN AND SIGN-OUT PROCEDURES**

Children must be signed in and out of school each day by the parent or an emergency contact designated by the parent in the emergency contact forms. Children should be dropped off at the classroom at the required starting time of 8:15. They must be picked up at the classroom at the required pick up time of 3:00. When signing your child in, we ask that you do so quickly (No more than 3-5

minutes). This helps your child with their transition and allows the teachers to get the children's day started. Also when signing children in or out the responsible **person must sign their complete last name and may use their first initial.** It is best to use the complete first and last name. This is a state licensing requirement.

Anyone who signs a child in or out must be authorized. DO NOT send a new person to pick up your child unless you first complete the necessary paperwork. Stop by the office to add a new person or to remove a person from the list. Any new person must present ID the first time they come for your child and must be at least 18 years of age.

### **WITHDRAWAL PROCEDURES**

If it becomes necessary to have a child withdrawn from school, the school attendance clerk needs to be notified of the student's last day of attendance. The child will be checked out at the school office on the last attendance day. Parents/Guardians are required to sign a withdrawal form before or on the day of withdrawal.

### **CUSTODY ISSUES**

If there is a potential problem regarding child custody, please inform the Principal. Children will be released only to the parent/guardian on record per birth certificate. Copies of custody paperwork must be given to the attendance clerk when first enrolling a child.

### **EMERGENCY INFORMATION**

Parents are required to complete the emergency portion of the enrollment form for each child every year. List all health problems including allergies to foods, medicine, insect stings, etc. **It is very important to notify the school office of any address, phone numbers, business phone numbers, or emergency phone numbers that may change during the school year. Parents/Guardians are required to keep this information updated.**

## **BEHAVIOR**

### ***HOW WILL CHILDREN'S BE GUIDED AND DISCIPLINED?***

If a child misbehaves, the teacher will:

1. Talk with the child privately and explain why the behavior cannot continue and what is expected.
2. Remove the child from the area where the problem is happening and direct his or her attention to a different activity.
3. Remove the child from the group for a short quiet time so that he or she can have time to gain control over the behavior.

If the problem is between two children, the teacher will guide the children through the following steps:

1. Approach calmly, stopping any hurtful actions
2. Acknowledge children's feelings
3. Gather information
4. Restate the problem
5. Ask for ideas of solutions from the children and choose one together
6. Be prepared to give follow-up support

Persistent dangerous misbehavior may result in the child being removed from the classroom for a longer than quiet time. The child will be returned to class when it is felt that he or she can again play in a safe acceptable manner. If persistent and dangerous misbehavior continues, parents will be called and a conference will be scheduled to discuss the behavior and possible causes of this behavior.

Wilson Primary Preschool strives to serve all children, however the safety of all children and staff must come first. Therefore, necessary changes may be made to your child's schedule. It is expected that parents attend requested behavior conferences and work along with the program toward improved behavior for the child.

### **SUSPENSION/EXPULSION POLICY:**

Challenging behaviors exhibited by preschool children will be addressed in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. The program will seek to involve families, administrators, teachers and other auxiliary staff to provide support to children and prepare them for successful preschool experiences.

The goal of Wilson Primary School is to ensure that all children are successful in school. When met with challenging behaviors, Wilson Primary School will take proactive steps to help avoid expulsion. Wilson Primary School works with families and specialists to promote positive behavior including: Attempting to redirect the child's behavior, reassessing classroom environments, use of positive methods and language when addressing behavior, consistency with routines and behavior management, and documenting behaviors. Wilson Primary School also works with families and specialists in order to provide children and families connections to services to allow successful participation.

The purpose of Expulsion Policy is to prevent or reduce child expulsion from Wilson Pre-School Program by creating better awareness for parents/guardians of issues that may lead to the expulsion of children.

The Expulsion Policy:

- A. Recommends that parents/guardians provide information about their children to help providers create a positive experience in the school setting;
- B. Encourages parent/guardian and provider cooperation to identify and address any social, emotional, behavioral, or health issues that may arise in the child care setting;
- C. Makes sure that parents/guardians know what the reasons for expulsion are;
- D. Helps parents/guardians and providers get access to the resources they need to prevent expulsion; and to meet their child’s needs when expulsion cannot be avoided.

A child may be removed from the preschool program for the following reasons:

1. As per the District attendance policy, a child who is absent 10 days in a row without a valid excuse will be considered a parental withdrawal from the program.
2. A child who misses frequently without a valid excuse may be removed from the program when he or she has accumulated 10 unexcused absences. PARENTS WILL BE NOTIFIED WHEN 8 UNEXCUSED ABSENCES ARE ACCUMULATED AND COUNCILED ABOUT THE ISSUE.
3. A child who is continuously brought to school late or picked up late without a valid reason may be dropped from the program. PARENTS WILL BE NOTIFIED WHEN TARDIES ARE ACCUMULATED AND COUNCILED ABOUT THE ISSUE.
4. A child may be removed from the program if attendance in the program shall be deemed as a danger to the child or others.
5. If a particular family member shall be deemed as a danger to the children, staff, or other families, that person or the family may be removed from the program. Disrespectful behavior including the use of inappropriate language may be cause for a family to be asked to dis-enroll their child from the program.

**PRESCHOOL ATTIRE**

Children should be dressed in comfortable clothes and tennis shoes. It is required that you send one extra set of clothes for your child to keep in his or her cubby. This should include shorts or, pants, skirts, tops or T-shirts, underwear and socks. Please send appropriate clothing that is suitable for current weather conditions. All children are expected to be toilet trained. We will change the child into the extra clothes if he or she has a bathroom accident or becomes wet during water play. Dirty clothes will be sent home in a plastic bag and you should wash and return the extra set for the cubby.

It is a good idea to label all extra clothes, sweaters, and jackets with the child's first and last name.

YES	NO
Post-type earrings, natural modifications of hair color/cut.	Tattoos, piercings of other body parts, dangling earrings, unnatural modifications (unnatural hair color, shaved eyebrows, shaving patterns into hair)
<i>No bandannas, perfumes, colognes, or body sprays.</i>	

## **FOOD SERVICE**

The food available in the Cafeteria is provided by the National School Lunch Program (NSLP). Students are required to be served a lunch daily. The government has established strict guidelines we must follow to ensure the proper distribution of meals in a cost effective manner.

Children will be able to eat breakfast and lunch. Meals are prepared in the Wilson School cafeteria.

**PLEASE DO NOT SEND ANY FOODS FROM HOME FOR ANY REASON.** This includes birthdays and other parties. Childcare regulations prohibit the distribution of “home cooked” foods from unlicensed kitchens to children at Wilson Primary School.

## **GENERAL PROCEDURES**

### **EARLY DISMISSAL DAYS**

Please check the calendar for early release dates. Reminder notices will be sent home. On Early Release Days, preschool students will be released at 1:30. A reminder notice will be sent home.

### **FIRE DRILLS**

Practice drills for fire or other emergencies will be held monthly.

### **LOCKDOWN DRILLS**

Wilson Primary Preschool will follow District procedures in case there is a dangerous person or hazardous condition on campus. Children will be brought inside and all doors locked until the problem has been assessed and resolved. During this time, parents will not be permitted to enter or leave campus.

### **PESTICIDE USAGE**

Wilson School District contracts with a fully licensed Pest Control Company for control of insects in the classrooms. Service is scheduled quarterly, during times when no students are present. This usually occurs during breaks in the school year like fall, winter and spring break. Posting of the scheduled time of service, pesticide used, dilution, and contact information will be posted in the School office 72 hours in advance of treatment. A Wilson School District employee, who has been trained, licensed and certified by the Office of Pest Management does weed spraying. Posting of public notification of treatment is done 72 hours in advance of treatment in accordance with laws governing pesticide application.

### **LOST AND FOUND**

Please put your child's name on clothing and personal belongings that are brought to school. Students may claim lost items from the ***lost and found*** in the front office.

### **PHYSICAL EDUCATION ACTIVITIES**

State regulations require that each child have either supervised play or physical education class depending on the grade level. To be excused from P.E., a child must have a written note stating why and for how long he/she cannot participate. For up to one week, a parent/guardian may sign the excuse; but if the excuse is to be used for longer than one week, a doctor must sign the note. The Health Services Team can give emergency excuses.

### **SUN SAFETY**

If weather permits, children in Preschool will play outside for at least 30 minutes each day. Shade and drinking water are available at all times. If an administrator and/or teacher determines that daily outside temperatures are not advisable for outside play, the children will remain in the classroom to do large motor activities (**dancing**, exercise, etc.) during their playground time. If you would like to send sunscreen, sunglasses, and a hat to protect your child, please mark them with the child's first and last name.

## **STUDENT PICK UP**

PARENTS/GUARDIANS REQUESTING TO PICK UP STUDENTS FROM SCHOOL EARLY WILL BE REQUIRED TO PROVIDE A PICTURE ID. **NO STUDENTS WILL BE RELEASED TO ANY PERSON UNDER THE AGE OF 18 AND/OR NOT AUTHORIZED BY THE PARENT/GUARDIAN. PLEASE REFRAIN FROM PICKING UP STUDENTS EARLY FROM SCHOOL.**

**Failure to pick up students in a timely manner will result in notification to DCS or Phoenix Police Department.** Children who are left unattended will be considered abandoned. Students are not permitted to wait in the front office, outside of our school or at the Elementary School.

Transportation, including transportation provided through the McKinney-Vento Homeless Education Assistance Act, will not be provided for out-of-district or in district residents who apply to the Wilson Primary School Pre-school Program.

### ***TRANSPORTATION OF WALKERS OR CAR RIDERS***

- a. The Wilson Primary Preschool gates will open for the a.m. class at 8:15 so that parents may sign their children in.
- b. Each child must be signed in and out by an authorized person.
- c. Please park and lock cars as you are dropping off your children. Remember to never leave small children unattended in parked cars. Please **DO NOT PARK OR DROP OFF IN BUS LOADING ZONES** during school hours. Your car may be ticketed.
- d. Hold your child's hand at all times while crossing the street to the school. Do not let them run ahead. There is a lot of traffic during drop off and pick-up times and we want your child to be safe.
- e. Be sure to use car safety seats with a full harness in your car for all children under 40 pounds. For all other children over 40 pounds, but shorter than 4' 9" tall, they should be seated in a belt-positioning booster seat.
- f. Children will not be allowed on the playgrounds unsupervised at any time. As you are dropping off your children in the Wilson Primary Preschool classroom, do not leave younger siblings outside or on the playground. The District will not be responsible if your child is hurt on the playground.
- g. Please be on time to drop off your child at 8:15 and to pick up your child at 3:00.

### **TOY POLICY**

Students are **NOT** to bring toys, games, trading cards, radios, CD players, other electronic devices, pets, gum, make-up, cologne, perfume, etc. to school. If brought to school, they will be confiscated and, in some cases, may not be returned. The school is NOT responsible for damaged, lost or stolen items.

## HEALTH SERVICES

When deciding whether to keep your child home from school, consider the following:

<b>ASTHMA</b>	If a breathing treatment was needed prior to coming to school, please send your child to school and inform the health office of the time the treatment was given and any other necessary information so that treatment can be continued, if needed, during lunchtime hours.
<b>COLD SYMPTOMS</b>	A child with mild cold symptoms without fever, and is otherwise feeling good may go to school.
<b>DIARRHEA</b>	A child with diarrhea should be kept home for 24 hours after the last loose stool. Call your doctor if prompt improvement does not occur.
<b>EARACHE</b>	Consult your doctor without delay.
<b>FEVER</b>	Keep your child home if his/her fever is 100° or higher. Do not allow a child to return to school until he/she has been free of fever for 24 hours without medication for the fever.
<b>HEAD LICE</b>	Students found to have lice are required to go home and may not return to class until they have been treated and rechecked by the nurse or the nurse's assistant. All nits and eggs need to be removed prior to returning to school.
<b>HEADACHE</b>	A child whose only complaint is a headache can be sent to school.
<b>SORE THROAT</b>	A child whose only complaint is a sore throat and has no other symptoms should be sent to school. If the sore throat is accompanied by a headache, stomachache, or fever, keep your child home and call your doctor.
<b>STOMACHACHE</b>	Consult your doctor if your child has a severe stomachache which is enough to limit his/her activity.
<b>TOOTHACHE</b>	Contact your dentist.
<b>VOMITING</b>	Keep your child home for 24 hours after the last time he/she vomited and/or until the child can keep food down. . Call your doctor if prompt improvement does not occur.
<b>IMPORTANT NOTE</b>	<b>**PLEASE REVIEW THE DISTRICT'S MITIGATION PLAN ON OUR WEBSITE FOR FURTHER INFORMATION**</b>

### **CHRONIC ILLNESSES**

Yearly health questionnaires are sent home at the beginning of each school year. Please indicate any chronic or serious health concerns you may have regarding your student. If your child will require any special care or health procedures make sure to contact the health office directly and we will work with you to ensure any health care needs occurring during the school day are met.

### **FOOD ALLERGIES AND SPECIAL DIETS**

If your child has a food allergy, it is extremely important to notify the health office, teacher and cafeteria staff. A doctor's statement is required each new school year indicating what your child's allergy is and any special dietary needs your child may have. It is the parents' responsibility to provide this information to the health office. If assistance is needed, please speak to someone in the health office.

### **IMMUNIZATIONS**

By law, parents must provide proof of all required immunizations prior to any child attending school in the state of Arizona. (Arizona law does provide exemptions for medical reasons, lab evidence of immunity, and personal beliefs). The only exception will be students who are considered to be homeless.



A five (5) day grace period will be given. If assistance is needed in obtaining your child's immunization records, please contact the community center liaison or the health office.

## **MEDICATIONS**

All medications must be brought into the health office by a parent or guardian. Please note that inhalers for asthma are considered a medication. All medications must be brought in the original prescription bottle or box, with the pharmacy label attached. A consent form will also be required to be signed by a parent or guardian giving Wilson staff permission to administer any medication. **Students may not bring any medication, prescription or otherwise onto campus.**

## ***HOW WILL MY CHILD'S HEALTH BE PROTECTED?***

Each morning, the teachers will do a quick health check when your child enters. They will be looking for fever, sore throats, infections, rashes, head lice, and other contagious infestations. Children will not be allowed in the classroom with any of these symptoms. **Please stay with your child in the classroom until the health check is done. If you are concerned that your child might be sick, keep them home!** Please call and let us know each time why they are out. We will send flyers home describing the symptoms of any contagious disease or infestations that your child may have been exposed to while in school.

At health check time, teachers will also take note of any bruises, scratches, burns, or other signs of possible child abuse. If your child discloses a concern or if we detect a concern, these concerns will be reported to DCS, we are not accusing you of anything, we are just following the law and reporting what we see. We are "mandated reporters" and the law requires us to do this. DCS will investigate and offer your family support services if needed. Please allow your child to continue to come to school if this should happen.

We expect families to take care of any medical treatments or dental treatments that are needed. Also, we expect you to take your child for all required immunizations when it is time for their dosage. Children will not be allowed to attend school if you have failed to take them for shots when you have been notified that they are due. You have 15 days after notification to do this.

## ***WHAT IF THERE IS AN INJURY AT SCHOOL?***

Most small cuts, bumps, and bruises can be washed and Band-Aids applied here. You will receive an "OUCH" report to tell you what happened. You will be called immediately if your child is ill, injured or doctor treatment is needed. Your emergency numbers will be called if we cannot reach you. So remember to keep your contacts current.

In a serious emergency, we may call in the Wilson School nurse or "911" paramedics. Trained staff will administer first aid until help arrives. Emergency numbers and first aid procedures are posted in each classroom.

## **PARENT INVOLVEMENT**

Wilson Primary encourages parents/guardians to take an active role in their child's school. Numerous opportunities are available to become an educational partner.

Parents/guardians are encouraged to visit the school. We do ask that as a courtesy, you notify the teacher before visiting. In addition, State law requires that you **check in and out** at the school office. You must wear a visitor badge while on campus. For safety of our children, the office must be aware of

the identity and location of anyone on the school grounds when classes are in session. We DO NOT allow children from other schools to visit during school hours.

If you are interested in participating on an advisory board or site council, please contact the School Secretary.

### **PARENT-TEACHER CONFERENCES**

Formal conferences are scheduled twice a year. Please check the calendar for specific dates. Conferences provide an opportunity to review the student's progress in all areas of their school experience. Other conferences can be arranged by calling the school office or sending a note to your child's teacher.

### **PHONE CALLS TO TEACHERS**

Parents and guardians, who would like to talk to their child's teacher, should call the school office either before school begins at 8:15 or after school dismissal at 3:00. However, if calls are made during class hours, the office will take a message. Please do not interrupt the learning in the classroom by stopping by without an appointment.

### **REPORTING CHILD ABUSE**

Child abuse is a very serious crime. Non-accidental injury, sexual molestation, abuse and neglect are required by law to be reported to Department of Child Safety and/or Phoenix Police Department.

### **STUDENT RECORDS**

Student records are the property of the district. Examination of the records will be allowed only with proper school officials in attendance. School records shall not be removed from the school premises without the permission of the school principal. Copies of all records may be made by the school office for those authorized to receive them. The school maintains the following records which includes information about the child and the child's programs. Permanent cumulative records, health records, and Special Education records are not released without parent/guardian consent. By law, the district will maintain the permanent cumulative records indefinitely.

### **CHILD FIND**

Search to serve – Do you know of or have a child in the Wilson School District Attendance Area who is: younger than 5 years old or school age and who has trouble walking, talking, hearing, seeing, visual problems, understanding, or learning? If you know of a child of any age who has any of these problems, he/she may be eligible to receive special services. Please contact the Special Education Secretary at (602)-683-2400, ext. 4205

### ***WHAT RESPONSIBILITIES DO PARENTS HAVE IN WILSON PRIMARY PRESCHOOL?***

1. Take your child to medical appointments:
  - ✓ Initial Screenings (physical and dental)
  - ✓ Immunizations
  - ✓ Completion of all treatment
2. Help to make decisions for the program:
  - ✓ Serve on the Classroom Parent Committee or Policy Committee
  - ✓ Be a Classroom Parent Committee officer
3. Improve yourself

- ✓ Attend parent classes, workshops, and meetings
  - ✓ Attend ESL, GED, or other adult education programs that may be offered
  - ✓ Prepare for a career in early childhood development if desired
  - ✓ Become a paid substitute, if you meet the qualifications
4. Assist with planning:
- ✓ Attend all conferences and home visits to share information about your child and set goals
  - ✓ Make suggestions for activities to teachers
  - ✓ Share your ideas at parent meetings
5. Assist with program Self-Assessment:
- ✓ Observe a classroom to assess quality and answer questionnaire to help us know you feel about the program
6. Volunteer or Visitor:
- ✓ Prepare materials for school at home
  - ✓ Work in the classroom alongside your child
  - ✓ Share some of your cultural activities
  - ✓ Help in the office
  - ✓ Participate in field trips with your child
  - ✓ Observe your child

## **WILSON PRIMARY PRESCHOOL LICENSING/REGULATING**

### **DEPARTMENT OF HEALTH SERVICES**

This program is licensed and regulated by the Department of Health Services of the State of Arizona. Copies of inspections reports can be obtained from the department. If you wish to file a complaint regarding the facilities or the safety/health of your child in the program, the contact is:

Department of Health Services  
Office of Child Care Licensure  
150 N. 18<sup>th</sup> Avenue, Suite 400  
Phoenix, Arizona 85007-3224  
Telephone: (602) 364-2539

## **CONFIDENTIALITY OF RECORDS**

### **ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION**

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, “education records” means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student’s and parent’s names, address and telephone number; the student’s date and place of birth, date of enrollment in the school, records from previous schools attended, attendance records, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meeting, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions and mediation agreements.

The information is gathered from a number of sources including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student’s parents and the maintenance of accurate records of the student’s progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education (FAPE) in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The Federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent’s rights under FERPA. In accordance with IDEA, the rights of parents regarding education records are transferred to the student at age 18.

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible believes are inaccurate or misleading. Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the secession and advise them of their right to a hearing regarding the request or amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law unit enforcement personnel); a person serving on a school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school official may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll if the school stated in its annual notification of FERPA rights that it forwards records on request. (Wilson school district does forward records on request).
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 600 Independence Ave, SW
  - Washington D.C.

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency of instruction attended by the student.

Notice of these rights is available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3311.

## Additional Information:

- Wilson Primary Preschool partners with the Wilson Head Start Program in providing similar programs and services, and connecting families to comprehensive services and support options.
- Wilson Primary Preschool uses a variety of methods and resources for recruitment of eligible families to ensure that those families “most in need” of services are enrolled.
- Wilson Primary School Preschool Works in collaboration with Wilson Head Start to assist preschool students in transitioning to Kindergarten.
- Wilson Primary School Preschool has adopted the 10 standards of the AZDHS Empower Program. Professional development is provided to staff members.
  - **Standard 1:** Provide at least 60 minutes of daily physical activity (teacher-led and free-play) and do not allow more than 60 minutes of sedentary activity at a time, or more than three hours of screen time per week.
  - **Standard 2:** Practice “sun safety.”
  - **Standard 3:** Provide a breastfeeding-friendly environment.
  - **Standard 4:** Determine whether the site is eligible for the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and participate if eligible.
  - **Standard 5:** Limit serving fruit juice to no more than two times per week.
  - **Standard 6:** Serve meals family-style and do not use food as a reward.
  - **Standard 7:** Provide monthly oral healthcare education or implement a tooth brushing program.
  - **Standard 8:** Ensure that staff members receive three hours of training annually on Empower topics.
  - **Standard 9:** Make Arizona Smokers’ Helpline (ASHLine) education materials available at all times.
  - **Standard 10:** Maintain a smoke-free campus.

## Ways Families Can Promote Learning at Home

- Read to your child at least 20 minutes per day. Most libraries have books appropriate for young children. When reading a story, ask your child, “What happens next?” and wait for the answer.
- Have printed material around your house — the newspaper, magazines, etc. — and let your child see you reading often.
- Take your child with you and talk to your child everywhere — at home, in the car, at the store, in the bank. Make up stories or songs about your outings.
- Ask your child simple questions about the colors and shapes of objects. Count out number of objects. Point out letters and repeat what they are. Ask your child how he/she thinks objects are used.
- Encourage your child to draw on plain paper with crayons. Their scribbles are the beginnings of writing.
- Teach children how to use the toilet by themselves, to wash their hands after going to the bathroom and before eating, to blow their own nose and to sneeze into their elbow.
- Talk with your child and set an example for your child whenever possible about the importance of sharing.
- Ask your child to help you clean up at home, so he or she will learn to put things back where they belong when asked.
- Help your child get used to routines at school by encouraging him/her to eat at regular times at the table using silverware.

## PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL

I have read and understand the Wilson Primary Family Handbook (can be found at <https://www.wsd.k12.az.us/WPS> ) including Child Find, Family Rights and Privacy Acts, Student Dress Code and Behavior Guidelines and School Bullying Policy. I am aware that school begins at 8:15 and that I must contact the school office in the event my child is absent and that my child must be picked up from school on time. I also understand that it is my responsibility to keep my phone number and address updated at the school office. I understand that my child will be picked up at 3:00 when students are dismissed. I will support the Wilson Primary School rules and procedures.

In applying to the Wilson Primary School Pre-school Program as an out-of-district or in district resident, I understand that transportation, including transportation provided through the McKinney-Vento Homeless Education Assistance Act, will not be provided.

By signing below, I acknowledge that I am fully aware that transportation will not be provided.

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

\_\_\_\_\_  
Date