

**Morenci Early Learning
Center**

Family Handbook

2014-2015

Morenci Early Learning Center

79 Copper Road
Morenci, AZ 85540

(928)865-7274

Dusty Murphy, Director

Welcome

Dear Families

Welcome to Morenci Unified School District (MUSD) Preschool! We are excited to work with you and your child to develop the foundation for your child's future academic success. The staff and I strive to offer a quality program that recognizes and values each child's individuality and potential. The curriculum that we use is *Creative Curriculum*. This program is research based, child centered and reflects best practices.

We abide by all state, county, and district policies regarding child care licensing, fire, safety, and nutrition. Our objective is to provide a safe, nurturing, and stimulating environment for all children to learn and develop.

This handbook was created to help you become more familiar with our program, policies, and procedures. Please read and refer to this handbook as needed. Feel free to discuss any concerns or questions with our staff.

Sincerely,

Dusty Murphy, Director

Program Philosophy

Morenci Early Learning Center offers a developmentally appropriate early childhood education program that meets the needs of the "whole child" and encourages the power of play. Play is the primary occupation of a child. The curriculum respects both the age and the individual needs of each child. We provide a safe, healthy learning environment that will advance your child's physical and intellectual competence, communication and creativity. Social and emotional development is encouraged to nurture self-esteem, social responsibility and pro-social skills.

Developmentally Profile

At Morenci Early Learning Center our goal is to ensure that all children are making progress in each domain.

- We use *Teaching Strategies Gold* for documentation of Areas of Growth and Learning.
- Children will be assessed on a weekly basis
- Parents input is necessary for this assessment
- The assessment will help guide developmentally appropriate activities for children.
- Formal parent/teacher conferences occur two times a year. Informal conferences may take place any time throughout the course of the year.

Morenci School District Mission Statement

We, the stakeholders, are student centered and hold high expectations for our students and ourselves. We work together to provide a safe, healthy, positive, supportive environment where the intrinsic value, dignity, and integrity of each individual are recognized and developed.

Vision Statement

We are a top tier, technologically advanced school system that instills excellence in our teachers, staff, and students allowing us to compete globally and prepare students for the future, for life

Registration and Fees

- Registration starts in March. It is a first come first serve basis.
- MUSD accepts payment for monthly fees by cash, VISA, MASTERCARD. Tuition is due the first five days of the month. Families are required to pay their monthly fee even if the child is absent or uses the facility for less time.
- **If payment is not received by the last working day of the month, your child or children will not be allowed to continue.**

Tuition Rates:

- August \$100
- September \$100
- October \$75
- November \$100
- December \$50
- January \$100
- February \$100
- March \$75
- April \$100
- May \$100

Enrollment Procedures

To enroll children in preschool, you may call Dusty Murphy at (928)865-7270. Please bring the following in order to enroll your child.

- Birth Certificate
- Current immunization records
- \$25 family registration fee

Children are accepted to program between the ages of 3-5 and must be fully potty-trained.

Services

We offer morning program (8:30-11:30) and afternoon program (12:30-3:30) 5 days a week. We follow the MUSD school calendar except for the first Wednesday of the month. The preschool is not in session for faculty for professional development.

Children who qualify for Special Education can come to school with no charge for three days a week (Tuesday, Thursday, and Friday). If the child has had preschool

experience with Morenci Early Learning Center they can come the additional two day with a \$40 charge after approval by the director and the teacher.

Breaks, Holidays' and Staff Development Days

The following dates reflect the days there will be **NO PRESCHOOL SERVICES**. All days are subject to change, notification will be given.

1-Sep	Memorial day	19-Jan	MLK Holiday
3-Sep	Staff Development	4-Feb	Staff Development
1-Oct	Staff Development	16-Feb	President Day
6-10 Oct	Fall Break	4-Mar	Staff Development
5-Nov	Staff Development	16-20 Mar	Spring Break
11-Nov	Veteran's Day	1-Apr	Staff Development
26-28-Nov	Thanksgiving Break	3-6-Apr	Easter Break
3-Dec	Staff Development	6-May	Staff Development
22-2-Dec/Jan	Winter Break		

Preschool Daily Schedule

The daily schedule varies from classroom to classroom.

Weekly lesson plans are posted on the parent communication board. The lesson plans are designed to encourage children to discover, create, explore, observe, discuss and share.

Centers include:

- Dramatic Play
- Art
- Manipulatives
- Blocks
- Sand and water table
- Science
- Math
- Writing
- Language Arts
- Technology

Learning Experiences and Play

Play is the way children gain information. Just as teachers use teaching techniques for reading. Preschool teachers use techniques for play; spontaneous play, directed play, guided play, or investigative play to teach new skills and concepts. Our preschool program is designed to inspire learning through play, hands on activities, and small and large group time.

Parent involvement and communication

The MUSD Early Childhood Program encourages an “open door” policy that includes visitation and observation. Parent activities, talents and skills are always welcome.

We value and depend upon parent involvement in our school to accomplish many of the special events that make for a memorable year. You may be called upon for your ideas and assistance to help with the following activities. They may include:

Teacher Appreciation
Classroom parties

Thanksgiving Potluck
Graduation

The Parent Communication Board is located in each classroom and above the mailboxes. It contains menus, weekly lesson plans, and calendar of events, parent volunteer sign-up sheets, program information, and the class information. Please check the board on a daily basis.

Weekly newsletters are sent out on the first day of the week.

Sign In/Sign Out

Your child must be signed in and out each day either by using the centers computer system or a written signature. Signature must include full first and last name and include the time of sign in and sign out. Only people who are listed on the blue emergency card are allowed to take the child from the preschool. Anyone who is not on the blue card must have written or verbal consent from a parent. Anyone picking up the child needs to be prepared to show picture identification. This policy is strictly enforced to ensure the safety of your child.

Pick-Up Policy

Prompt arrival and departure of students to and from the program is expected. We know that things happen and parents may run late; if so, please contact the preschool to minimize unnecessary concerns. If the preschool staff has attempted to reach all the contacts on the emergency card and cannot reach anyone then the sheriff's office will be called. Prompt drop-off and pick-up of students are vital to our 3 hour program.

Safety in the Parking Lot

Our parking lot can be a busy place during certain times of the day. Parents can help by providing a safe environment by adhering to the following rules

- Hold your child's hand in the parking lot.
- Make sure your child does not run ahead of or lag behind you upon arrival and pick up.
- Drive slowly in the parking lot.
- Do not leave your younger children in the car.

Absences

The teacher/director must be notified when an absence occurs. The child may be withdrawn from the preschool program after 5 consecutive days of absence if the teacher/director is not notified.

Medications

- Our staff cannot administer medications to any child without a written statement from the physician stating the name, time, and amount to be given.
- Parent must complete the Parent Consent for Administration of Medications and Medication chart that will be kept in the child's file.
- Our staff cannot administer non-prescription medication including aspirin. It will be the parent's responsibility to administer the medication other than those prescribed by a physician. If possible, give medication to the child at home prior to or after the program.
- All medications must be kept in the original container and label noting the child's name, the medication name, recommended dosage, time intervals for administration, expiration date, and prescriber's name and license number
- Medication will be stored according to the instructions on the label, kept beyond the reach of children, and returned to the parent when no longer needed.

Medical Exclusion Policy

Morenci Early Learning Center is a program for healthy children. A child who is not well does not benefit from our program and can adversely affect the health of other children. IF you have any doubts about your child's health, please keep your child at home and contact your family doctor.

No child shall come to school when the following symptoms are present. Any child brought to school with the following symptoms will be sent home:

- Fever
- Diarrhea
- Vomiting
- Body wash with fever
- Sore throat with fever and swollen glands
- Eye discharge or pink eye
- Head lice or nits
- Severe coughing
- Yellow skin or eyes
- Fever in last 24 hours
- A child with discolored discharge from nose or extreme congestion causing difficulty breathing
- Failure to comply with the mandated health examination, immunization and tuberculosis skin testing requirements

CHILDREN MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING

When a sick child is taken home from school, he/she is required to stay home the following day to ensure that he/she has a chance to recover. If a child is out more than 3 days, a medical release from the doctor is required to return to school. If a child is too sick to go outside, the child should remain home from school. The teacher will note the health status of each child every morning.

Minor Injuries and Medical Emergencies

- Minor injuries will be given first aid by a qualified staff member.
- In the event of a medical emergency or accident, you will be contacted per the information on the emergency card. This agreement is also your authorization for MUSD to contact your family doctor and take whatever emergency measures are deemed necessary for the care and protection of your child.

Discipline

MUSD Preschool believes that all children are entitled to a safe environment in which children's behavior that might pose a risk to the safety of others is minimized. The goal of this policy is to work with parents in a partnership to encourage the children to become creative, independent, responsible, and socially appropriate. This involves teaching children to make responsible choices, and accepting the consequences of such choices.

Our staff will use these guidance strategies:

- Active listening
- Positive verbal praise and acknowledgement
- Redirection
- Planned ignoring of the behavior
- Modification of the environment/schedule/transitions
- Clear and consistent direction
- Problem-solving with open-ended questions
- Natural consequences
- Thinking time (intervention technique where staffs may remove child from area, either sitting next to or within teachers view to assist a child in gaining self-control so he/she may safely return to the group.

Aggressive behavior may result in a phone call to parents to pick up their child from the program. Aggressive behavior is defined as deliberate, repeated and uncontrolled attacks on others physically and/or verbally, and uncontrolled behavioral patterns including, but not limited to, defiance, disrespect, biting, hitting, profanity, or throwing of equipment.

If negative behavior becomes chronic, MUSD will convene a student study team. This team will be made up of all those involved with the child, either directly (parent and child care staff) or indirectly (MUSD Director of preschool, and other professionals as appropriate). This team may be asked to review the child's progress and develop behavior intervention plan.

If it appears that the child is not benefiting from the MUSD preschool program the student study team will make the determination of discontinuing services based on the following factors:

- A child's behavior is consistently disruptive to the class and/or
- The child is a danger to her/himself or to others,
- The behavior intervention plan has been followed but has not yielded the desired results.

All attempts will be made to assist the family in finding alternative placement and services.

Termination from the program

Service may be terminated at any time for the following reasons:

- Failure to update child's immunization as required by law.
- Failure to pay for the program by the end of the month of service.

- Continuous disruptive behavior.
- Harm or injury to another child or adult in the program.

Toys from Home/Personal Possessions

A cubby is provided for each child in our program. Label all of your child's belongings. **Items such as toys, candy, gum, and money are prohibited to avoid hurt feelings, breakage, or loss.** IN the event of show and tell, children are not permitted to bring toys associated with violence including guns, knives, and swords. We are not responsible for lost, damaged, or stolen personal items.

Clothing

- Children should wear comfortable, casual clothing. We will be doing many hands-on and messy projects including painting, playing with and in dirt, and cooking. All clothes, especially coats and sweaters, should be marked with your child's name in permanent ink.
- Please have your children wear shoes that have a back on it.

School Parties and Birthdays

- Classrooms may have several parties throughout the year. Please inform the teacher if your child is not able to participate in these events due to religious beliefs.
- Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat, we prefer a treat that is nutritious, healthy and store bought. Please inform the teacher if your child will not be able to participate.

Snacks

Snack menus are posted on the parent information board in each classroom. Parents who will be providing snack will be given the menu the week prior. All snacks are healthy options for the children.

Confidentiality

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. AN exception will be made in the event of suspected child abuse. Preschool staff is mandated to report any such suspicion that will be provided to Child Protective Services for immediate investigation and action.

Copies of a child's attendance record must accompany a court ordered request and will take two weeks to process. IN the case of a separation/divorce, court documents must be provided to inform staff of custodial rights. The documentation must be on file with the school.

Enrolling Children with Special Needs

Enrollment for special needs children is made on an individual basis and based on the child's IEP recommendations. Please contact Rosalie Christensen at 928-865-7247.

Signature Page

By signing this page, I agree, read, and understand the Parent Handbook.

Signature