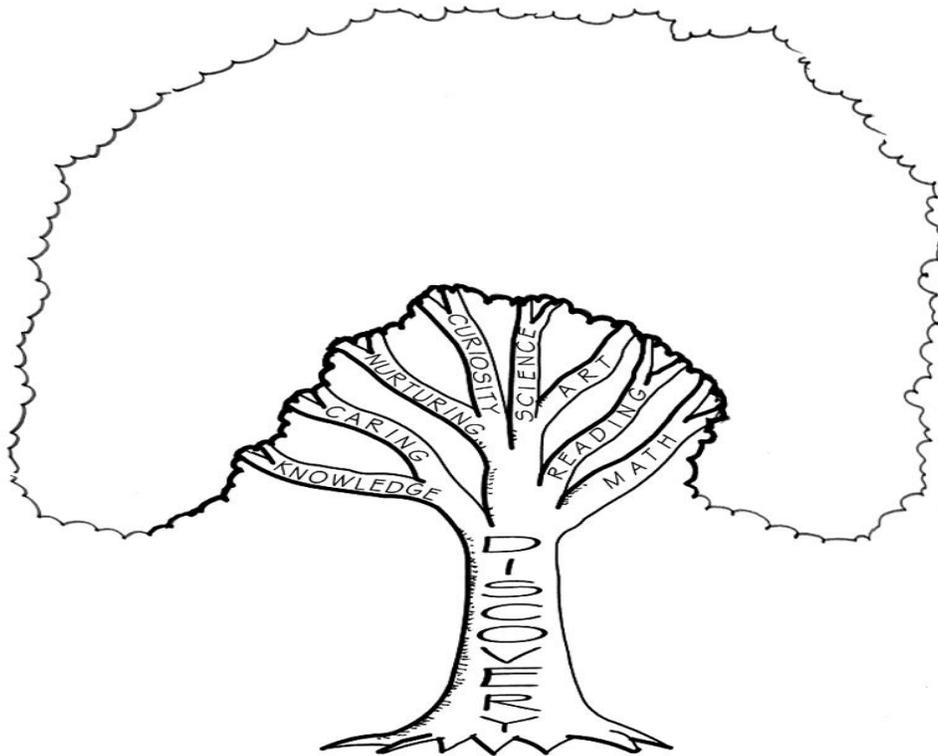


# Parent Handbook



**A Guide to Discovery Tree/Creative Bridges Cooperative Preschool**  
**7321 North 10<sup>th</sup> Street, Phoenix, Arizona 85020**  
**(602) 944-9886**  
**(Updated 7/8/17)**

**STATEMENT OF PHILOSOPHY**

DTLC/CBCP is a Preschool program with hours from 8:00 a.m. to 2:30 p.m. (full day per DHS guidelines). Regular Preschool hours are from 9:00 a.m. to 1:00 p.m. with an AM Care option from 8:00 a.m.-9:00 a.m. and Enrichment and Extended Care options from 1:00 p.m.-2:30 p.m. We serve children ages 1 through 7 (toddler through 1<sup>st</sup> Grade).

DTLC/CBCP provides a program for young children, which recognizes that children learn best when they can be active participants in experiences. We believe that the foundation of learning in young children is their action and involvement in play. Play provides opportunities for the exploration, experimentation, and manipulation necessary for constructing knowledge. Our program provides for interactions between children, adults, and learning materials. We recognize the need for children to make choices from a variety of enriching, interesting materials and experiences.

DTLC/CBCP also recognizes the unique stages of each child's emotional, social, intellectual, and physical development. We respect children's individual accomplishments, needs, issues, and readiness in each of these areas. Our program is designed to be developmentally and age appropriate in accordance with children's needs and we welcome both typical children and children with special needs and feel that we all benefit from being together.

The curriculum at DTLC/CBCP is based on the interests of the children and their families, as well as their teachers. We strive to foster children's creativity, encourage their natural curiosity, and focus on the process not the product in all areas. We also employ the Arizona standards as a guideline for our curriculum.

We incorporate positive guidance techniques to enhance children's self-esteem and allow them to develop to their fullest potential. Another goal of our program is to help the children become constructive members of a group. We work cooperatively to foster interpersonal and group learning skills, as well as planning and problem-solving strategies. We emphasize respect for ourselves, others, and our environment.

Our staff recognizes parents as the primary teachers of the children at home and values parents' involvement, participation, comments, and concerns.

**PARENTS, CHILDREN AND STAFF WORKING TOGETHER**

A cooperative preschool is unique in the opportunity it affords staff and parents to work together in the classroom. It is a symbiotic relationship from which we believe everyone—staff, parents, and children—benefits.

The professional staff—the teachers and employees in the Office—have ultimate responsibility for what goes on in the classrooms at DTLC/CBCP, but the parents are encouraged to participate in a supportive manner. As a result, each child has more help, guidance, and love in the classroom. The Director provides numerous opportunities for communication with each family via the open door policy. She is warm, friendly, and ready to help in any way she can. She is aware of the lessons in and structure of each classroom and strives to know each child's strengths, areas of concern, and personality traits.

At DTLC/CBCP, we have found that our parents consider the cooperative experience as beneficial to them as to their child. Observing the child's behavior and interaction with other children and adults in a different environment gives parents a new perspective on their child's development.

**CLASSES AT DTLC/CBCP**

For 1 to 3 ½ year olds, classes at DTLC/CBCP meet from 9:00 a.m. to 1:00 p.m. AM Care is available on a reservation basis from 8:00 a.m.-9:00 a.m. Extended Care is available on a reservation basis from 1:00 p.m.-2:30 p.m. In Extended Care, children participate in a program that includes both rest and playtime. Pre-K classes for those four years and older are held between the hours of 8:45 a.m. and 1:00 p.m. Enrichment is required at least two days per week for all Pre-K children and is from 1:00 p.m.-2:30 p.m. Kindergarten and 1<sup>st</sup> Grade hours are from 8:45 a.m. to 2:30 p.m.

DTLC/CBCP is a growing institution that adapts continually to meet the needs of the children who attend. There may be more or fewer classes at a particular age level as demand changes. With this in mind, we offer a brief explanation of the classes.

### **Toddler Program**

A nurturing environment is provided in our toddler program, which allows the children to feel comfortable and safe moving from their world at home to a place where people other than their parents or relatives love and care for them. We encourage the children to gain independence, learn self-help skills and use their words with each other. It's a place where children can feel successful at their first attempts to be social. A variety of free choice activities are available and children can move independently from one activity to the next. Above all else, the child's self-esteem is reinforced constantly through positive comments and experiences.

### **Preschool Classes**

Each child is given the opportunity to grow socially, emotionally, and intellectually in a carefully planned environment while interacting with their peers. In our 3, 4, and 5 year old rooms, we encourage children to learn through active involvement with their environment. Playing in the dress-up corner, building with unit blocks, creating art projects, etc. are all fun and creative ways to learn about their world and the words and numbers that describe it. Each child is given the opportunity to learn through a variety of activities, which reinforce problem-solving, decision-making, self-help, and social skills.

Individual and group times provide opportunities for the children to question, acknowledge, and interact. By encouraging cooperation and independence, our program helps children gain confidence in themselves and their abilities and allows them to become risk-takers and divergent thinkers.

A safe and nurturing environment combined with an excellent staff creates a truly exciting program that we at DTLC/CBCP are dedicated to providing.

Opportunities for learning include verbal communication, self expression, creative arts, math through working with blocks and shapes, measuring, letter recognition and sounds.

Classes concentrate on stimulating curiosity and learning concepts necessary for reading readiness and independent activity. Each year, learning builds on the experiences of previous classes.

### **Kindergarten and 1<sup>st</sup> Grade**

Our Kindergarten/1<sup>st</sup> Grade class provides children with a solid foundation, which allows them to transition easily to charter, parochial, public, or private schools. Our low student to teacher ratio and specialized teacher training allows students to flourish socially/emotionally and mature cognitively in a supportive and nurturing environment. We facilitate students' academic and social development while building their self-esteem.

We use a whole language and phonetic-based approach to reading and writing and a hands-on approach to learning mathematical concepts. These approaches encourage children to learn through exploration and experimentation.

### **HOW CHILDREN LEARN AT DTLC/CBCP**

The materials, toys, and playgrounds at DTLC/CBCP provide children with many opportunities to learn. This environment may not always be obvious at first glance. The most interesting materials are simple things that a child can use any way he or she wants. For example, no materials present greater opportunities for creative use than clay, blocks, and paint. Learning can come from exploring forms and colors to see how they look and feel. Or it can be fostered by building something that represents an experience. The list of materials that can become part of a creative activity is bound only by our imaginations.

As the year progresses, we think you will see why it is important, too, not to use creative materials to make things for the children, but rather to experience and explore them with the children. You can sit down with children and share a world of pleasurable experiences without making recognizable objects or pictures.

### **READING AND WRITING**

DTLC/CBCP teaches pre-reading and pre-writing readiness and skills through a combination of phonics, whole language, and sight words. This combination of techniques acknowledges that reading has the most meaning to young children when words and sentences are expressed in their own language and based upon their personal experiences.

It is important that children be read to and that they experience other language opportunities. At DTLC/CBCP, we play language games with rhyming, encourage children to write and read their own names and explore the sounds of letters—always following the initiative of the children so that we do not overwhelm them with so much enthusiasm that it feels like pressure.

## **DISCIPLINE IS A CLIMATE, NOT JUST A TECHNIQUE OR SET OF RULES**

A program that is suitable for the ages and needs of children contributes to discipline. This includes room arrangement, choice of equipment, and appropriate scheduling of activities.

Adult care-givers must be trustworthy and let the children know they are in charge. They must be caring, combining discipline with fairness and humor. Having concrete expectations of a child's behavior are the key to an effective discipline program.

Discipline is always handled in a positive manner through consistency, setting boundaries, redirection and if necessary, time-outs (the professional staff will handle these situations). Participating parents contribute a great deal to the general atmosphere of discipline by the way they talk to the children. Some examples of the way certain situations may be handled are:

“Keep the sand down low, this way, Jimmy. Dig down with the shovel.”

“People don't like it when you grab things. Ask them first. Did she say no? OK, let's see what else you can find.”

“How many more minutes do you need the truck before Billy can have a turn?”

“It's hard for Judy to wait so long for a turn. How many more minutes before she can have a turn? I'll time it on my watch and let you know.”

Our school is noted for its positive discipline techniques and self-esteem building. This is because the philosophy of the school supports an atmosphere in which children are encouraged to learn to control themselves and their feelings. While it is inevitable that some problems arise between children, our professional staff is trained to handle these situations in a positive way. The staff passes these techniques along to parents while they participate. In turn, parents then increase their own disciplinary skills with their children at home.

## **A UNIQUE CHANCE TO WATCH YOUR CHILD GROW**

As a parent at DTLC/CBCP, you have chosen to take part in your child's preschool education in a direct way that is unavailable at most schools.

You, your child's teacher, and your child will learn together through experiences both in and out of the classroom. We believe you will enjoy being part of a program that is rich with opportunities for the whole family. We are proud that, while DTLC/CBCP has grown and evolved over the years, it has also maintained a consistent atmosphere that is child-oriented and affords maximum opportunity for individual development.

Your child will have the chance to share in your attention for an entire morning and to enjoy the school experience with you. Your participation will be a source of both security and pride for your child.

If your child finds it difficult at first to share you with other children, that will pass. Remember, your child is adjusting to sharing you in a classroom full of friends and that is a very big adjustment.

## **MECHANICS OF PARTICIPATION**

You may sign up for your participation days on parent Orientation Night. During the classroom meeting that night, your child's teacher will discuss some of the details of your responsibilities as a participator. Parents with one enrolled child are responsible for participating 9 days per school year. Families that have two children enrolled may arrange to participate alternately between the two classes so that the participator is at school approximately 15 times per year. Families with three enrolled children are responsible for 18 participation days per school year. As a general rule, participation is once a month. Although most participants at DTLC/CBCP are mothers and fathers, relatives or other care takers are also welcome to assume that role.

Your commitment to participate is a serious one and is essential for maintaining the atmosphere of a cooperative preschool. As parents and educators, we are concerned with meeting the needs of the whole child—the physical, emotional, social, intellectual, and spiritual child. Participators facilitate all of these needs being met. The teacher counts on your assistance. It is equally important to your child to have you in her/his classroom.

If circumstances, including your child being sick, make it necessary for you to be absent, you are expected to arrange with other parents in the class for a substitute. Substitute lists will be made available by your child's teacher.

Mothers of new babies are excused from participating for six weeks following delivery. However, we encourage the father or someone else close to the child to fill in if possible, since the child usually needs extra attention when a new baby arrives.

### GUIDELINES FOR PARTICIPATION

- Wear comfortable shoes and clothes that you are not afraid of staining. Some of your participation day will be spent on the floor. Please sit on the floor with the children at circle time.
- Please plan to arrive at **8:40 a.m.** for your participation days to familiarize yourself with the day's planned activities as well as set up for the morning snack.
- Participators sign in and out on the sign-in sheet on the cart outside your child's classroom door. Please also list the snack you will provide for the class on the sign-in sheet.
- Plan to stay until at least **1:20 p.m.** or until all of the jobs on the participator cards are finished. We depend on you to help us keep the facility clean and functioning.
- Greet each child with a warm welcome, learn their names, tell them your name, and involve late-comers in ongoing activities with as little disruption as possible. Remind the children of your name throughout the morning.
- Refrain from engaging in long conversations with other adults; this is your opportunity to be with your child and his or her friends. **No cell phone usage please!**
- Don't feel you must be doing something with the children every minute, but join in their activities if you feel comfortable doing so. We encourage expression in music, dance, acting, dressing up, etc.
- Always use a positive approach to discipline, which includes praising and allowing children to verbalize their anger or frustrations. Be specific and consistent. Use a gentle voice (not to be confused with cutesy). Walk over to children and bend down to their eye level when speaking with them.
- We prefer to use request statements with the children, as in "I need you to pick up 6 trucks." A command statement is used only when necessary.
- Encourage the children's independence by guiding them to use self-help skills rather than doing everything for them. Allow them the time and space to make mistakes, learn from their mistakes, and do things for themselves. Don't be too quick to do things for the children. A little bit of struggling often leads to a proud, "I did it!"
- Situations that require your immediate attention include a child being hurt, one child hurting another, or a child damaging or destroying property. Otherwise, it is a good rule to let the children work out their own plans and problems. Help them negotiate a solution.
- Supervise hand washing with soap before snack.
- Relax and enjoy the experience of participating. It's a happy, friendly, growing experience, one that you'll remember fondly as your youngster moves on to other schools.
- To ensure confidentiality, please refrain from discussing children outside the classroom.
- Participators are responsible for bringing snacks for the entire class, including teachers and other parents, on the day they participate.
- The snack calendar will be posted in the snack preparation area. **Check information regarding food allergies.** On the calendar, please write down items served for snack and any food items substituted for those with food allergies.
- Remain calm (even when a child is in need of immediate assistance).
- Stay alert. Recognize possible dangers and intervene **for every child on campus**, not just your own, even when dropping off and picking up.
- Watch that doors, once opened by an incoming or outgoing parent, are closed promptly. **Only** an adult opens the door.
- Comfort a child who is feeling sad but recognize that occasionally children need alone time to work through their sadness.
- Encourage children to use their words and talk about their feelings. Encourage children to use their inside voices.
- Join in at circle time **by sitting on the floor with** the children. Hold a wiggling child on your lap, so as not to disrupt the rest of the class.
- Feel comfortable joining in at the child's level (crayon lines–dots or squiggles, pound the play dough–squeeze it and push shapes into it, stack blocks, etc.). Be a kid again! Dirty is OK!!
- Show and Share–Let your child bring something **educational** from home to share with the class.

- Help the teacher by filling in the observation form with funny events of the day.
  - Know the centers and the location of classroom supplies.
  - Easel painters keep paint and brush at the easel.
  - Play dough stays at the table while being used.
  - Close up paints and rinse brushes. Clean the sink after rinsing.
  - Put each child's name on papers and artwork (upper and lower case letters please). Say each letter out loud as you write it to reinforce the alphabet for the child.
  - Avoid giving names to the children's structures or creations or asking, "What is it?" The value is in the experience not the product. Many times young children have no purpose in mind other than to line up items, enjoy the colors they're using, or to make a squiggle with each crayon color.
  - All art work is wonderful and deserves praise.
  - We do not make models for the children in any creative process. We want their imaginations to be active.
  - Encourage children to use their inside voices.
  - Smoking is not permitted on school grounds.
  - A toy may not be taken from another child. Help the children negotiate ("How many minutes until Joey can use the truck?").
  - Please use the Office sink to wash food, art supplies, etc.
- Schedule for using the Office sink after school: South side classrooms from 1:00-1:15; North side classrooms begin at 1:15.** Please do not use bathroom sinks to wash food, art supplies, etc.
- Take out the trash and vacuum daily.
  - Assist and encourage children when it is clean-up time before circle.
  - **Per DHS regulations, the Teacher or Assistant will do the children's diapering and bathroom breaks. You may take only your own child to the bathroom.**
  - During departure time, sit and participate with the children at circle. Please do not wash any dishes or art supplies or begin cleaning until all of the children have been dismissed.
  - Give each child a special goodbye so that he or she leaves feeling positive.
  - Be prepared for fire drills. They occur once a month.

#### RECAP:

Feel comfortable in the room.

Show the children affection.

Assist where you see a need.

Join in the activities.

Become an active participant in the classroom!

#### SNACK

Each participator is responsible for bringing two gallons of water and snack for the entire class, including teachers and other parents, to his or her child's class when participating.

Please remember that children enjoy making their own snacks. To them, cooking can be anything from spreading jelly on a cracker to making a Thanksgiving feast. Every step that is taken by a child in making snack is a learning experience. Grating, peeling, slicing, dicing, and spreading can give a child a feeling of importance and creativity. Keep in mind the age of the class for which you are bringing snack. If you are unsure if something is age-appropriate, just ask the teacher.

Do not worry about the recipe turning out perfectly. A muffin that turns out a little too dry or a little too moist is still going to taste delicious to a child who knows he/she helped make it. Did you learn to cook by measuring level cups or making sure you used a spouted cup for liquids but not dry ingredients? How many of us can say honestly that we never spill when cooking? (Come on, be truthful). If a child spills, s/he can get a paper towel and clean up the spill. No problem! Unless you're cooking for a VIP, it really doesn't matter. Let the children learn through preparing and cooking snack.

Cooking can be done around the themes the teachers are using. Nothing tastes better than dinosaur cookies made from scratch or Mexican, Chinese, Italian food prepared for Culture Week. Be creative. We nurture it in our children, so why not model it as parents?

Why do we encourage cooking experiences? Children learn so many concepts and skills from cooking. Math ("How many cups have we put in so far?"), language by encouraging the children to talk ("What does this mixture look

like to you?”), social (“Could you please ask Jennifer to give you a turn stirring?”), fine motor (using utensils), gross motor (jumping up and down to make a container of whipped cream), and eye-hand coordination (pouring their own water). Children learn about taste, smell, consistency, colors, hard, soft, big, small, texture, etc. They also have fun! Have you ever watched a child eating finger jello? I don’t know which is the most fun; making it, eating it, or watching it being eaten.

Remember that a good snack is low in sugar and salt, can be cooked or not, is fun to make, good to eat and easy on the pocketbook. Be creative, resourceful, and enjoy!

Snack is served family style. Children wash their hands before sitting at the table. Children may assist in setting out chairs. Using paper towels, they may wipe the table after it has been sprayed. We usually do a finger play or sing while waiting for all the children to arrive at the table and snack to be served. Snack is distributed after the children are seated. Once served, we do not share food. Children remain in their chairs during snack. Once a child gets up from the table, assume s/he is finished. Children are encouraged to throw away their cups, snack remnants, etc. and restack the chairs. The participating parent sprays the tables with bleach water and wipes the table, distributes the snack, assists children with additional snack servings, cleans the table, sweeps the floor, and puts away the remaining snack materials.

#### A. General Guidelines:

1. **BECAUSE OF CHILDREN’S ALLERGIES, NO NUT PRODUCTS OF ANY KIND ARE TO BE SERVED.**
2. If your child has food allergies, you’re responsible for sending a personal snack from home daily. Notify the teacher about any allergies your child has.
3. Before serving snack, check with the teacher regarding other children’s allergies. The snack calendar will be posted. Please list any substitute food items on the calendar.
4. Per DHS regulations, all snacks must be pre-packaged or made at school. If you plan to make homemade snacks on your participation day, please notify the teacher at least 24 hours in advance and bring unopened ingredients to mix or prepare at school. Please bring your own utensils from home. We have a microwave, electric skillet, griddle, and an oven, but that’s about it.
5. Read labels—try to avoid foods that contain artificial coloring, flavoring, and additives. We especially want our snacks to contain low amounts of salts (all forms of sodium) and sugar.
6. Foods need to be age appropriate. Whole grapes, carrots sticks, hot dogs, and popcorn are discouraged for one and two year olds. Please bring things the children will enjoy. Snack must include two of the four food groups plus a protein.
7. Water is really the best snack drink. It is readily available and affordable. It doesn’t make a sticky mess when it’s spilled. Please bring two gallons of water with snack.
8. Be certain that you have enough of everything so that each child has the same thing. Differences create problems.
9. Snack time is not intended to serve as a complete meal. Please keep portions reasonably small.
10. Let the kids help. Remember the children love to measure and add to the dough. Spreading, grating, peeling, and measuring are all cooking experiences. Bring a ¼ cup measurer, so four children can put in a cup of each ingredient. Being around children really increases your resourcefulness!
11. Encourage the children to learn self-help skills. They can get the towels and wipe up spills. Let them serve themselves. Give them a number to take—3 crackers, 2 pieces of cheese, etc.
12. Parents, be creative—making applesauce is fun for Apple Week. Spread blue cream cheese on rice crackers with goldfish on top for Beach Week.
13. Refrigerators are located in various rooms. Please ask a staff member for the nearest one.
14. Socialization is an important part of snack. Encourage manners—knees down, please, thank you, bottom on the chair, etc. You can also engage the children in a discussion about colors, textures, tastes, smells, big, little, etc.

#### B. Snack Suggestions:

1. Fruit
  - a. Fresh: apples, oranges, melons, berries, grapes, bananas, plums, pineapple, pears, peaches. Fresh fruit salad is a wonderful child-prepared snack.

- b. Frozen: unsweetened melon balls, berries, mixed fruit, peaches (good when served still frosty)
  - c. Dried: raisins, apricots, apples, dates, figs
  - d. Baked apples
  - e. Pies—apple, peach, pudding
2. Vegetables
- a. Fresh: celery (stuffed with cottage cheese or cream cheese with raisins on top), carrots, cucumbers, and turnips for dipping (ranch dip)
  - b. Vegetable kabobs
3. Breads and crackers
- a. Quartered sandwiches
  - b. Quick breads or muffins: pumpkin, banana, blueberry, cranberry, corn
  - c. Frozen bread dough (great for shaping into individual rolls, pizza crusts and pretzels)
  - d. Pita bread stuffed with grated cheese or other fillings and warmed
  - e. Crackers for cheese spreads
  - f. Pancakes—children can mix the batter and squeeze it from a squeeze container
  - g. Biscuits
  - h. Bagels and cream cheese
  - i. English muffins and butter
  - j. Zucchini bread—children can grate the zucchini and mix the batter
  - k. English muffin pizzas
  - l. Indian fry bread
  - m. Toasted cheese sandwiches
  - n. Cheese crisps—children can grate the cheese
  - o. Gingerbread or gingerbread people
4. Protein foods
- a. Salami, bologna, turkey, ham
  - b. Refried beans and tortillas
  - c. Cheese: cubed, spreads melted on crackers, dips, cottage cheese for celery
  - d. Soups—vegetables and pasta, chicken noodle, chicken and rice
  - e. Pigs in a blanket
  - f. Meatballs
  - g. Tacos—children can build their own
  - h. Nachos
5. Miscellaneous
- a. Popcorn—A good source of fiber, sugarless and low in calories. Try topping it with Parmesan cheese instead of salt. Popcorn is consistently a popular snack and a fun sensory experience! (For ages 3 and up.)
  - b. Nutritious blender drinks or milkshakes—fruit nogs with milk or yogurt and fruit smoothies
  - c. Ethnic foods
  - d. Finger jello
  - e. Flavored or Spanish rice
  - f. Spaghetti
  - g. Chex cereal mix
  - h. Homemade pudding
  - i. Oatmeal cookies
  - j. Sorbet
  - k. Popsicles—the children can mix the juice and freeze it
  - l. Macaroni and cheese

## PLAYGROUND AND GENERAL SAFETY RULES

The playground is a very important part of our curriculum. This is where our children learn gross motor skills, experience a lot of socialization and imaginative play. Participators and teachers probably experience the most challenges on the playground. Your eyes and ears need to be aware constantly of what's going on. Please step in immediately in a dangerous situation. When safety is an issue, don't worry about always having the right words.

- **Tennis shoes or water shoes are required.** Shoes need to stay on feet.
- Count heads frequently—know how many children are present at all times.
- Tell the teacher if you leave the playground or take **your** child to the bathroom.
- Close all gates and keep them closed.
- Maximum of 6 children to 1 adult on the bicycle court cement. **Children must stay on the cement and may not walk onto the dirt or chase balls into the bushes! If children need assistance getting a ball that has strayed off the cement, they may ask an adult for help.**
- Children must always be accompanied by an adult.
- **Always make sure one adult is at the climber if children are on it.**
- Always keep an eye on the swings. Children need to walk straight out from the swing to avoid being hit by other children on the swings.

## PARENTS' GENERAL INFORMATION

- Parent must sign children in and out with their **full signature** every day (even when you are the participator). The space for the person picking up each child must contain a full name, i.e. "John Doe" not "Dad."
- Each room needs a Room Coordinator to organize room meetings, phone calling, etc. Please let your teacher know if you can volunteer.
- Classroom doors **will not** open until 9:00 a.m. and children are to be picked up by 1:00 p.m.
- Themes for the week's activities will be posted on the classroom door.
- Please notify the Office if your child is going to be absent and whether or not they are ill. If possible, notify the Office with the name of your child's illness, symptoms, and period of contagion.
- Please call teachers only for specific information about your child, the classroom, etc. Please direct any general concerns or questions about the school to Pam.
- Please do not post any pictures of our children on any social media site.
- Always notify the teacher or Office if your child is to be picked up by someone other than yourself or carpool.
- Notify the Office of any change in address or phone numbers, including cell phone numbers. Parent Orientation night will take place for parents of new children entering Preschool and returning children transitioning into another classroom. This takes place the first week of school in August.
- Classroom visits—Every year the children have the opportunity to visit their new classroom before the start of the school year. The parents set up a time to visit with their child's new teachers. This is also a way for children to observe their new classroom before school begins the following week.
- Each teacher keeps a lesson plan posted on their bulletin board of the activities they have planned for the week. A curriculum guide is given to each family at the time of enrollment.
- Children who will be transitioning into Kindergarten the following year are welcome discuss their opportunities with the Director. During spring conferences, the teacher and Director will discuss with the child's parents the plans for transitioning to our Kindergarten/1<sup>st</sup> Grade class or another school. In the spring, Pre-K teachers will also facilitate classroom discussions and include lessons and books about transitioning to Kindergarten.
- If a teacher has a question about a child's progress or ability to meet developmental milestones, the Director will observe the child in the classroom. She will then document her findings and contact the parents and if necessary, refer them to the appropriate agency, therapist, psychologist, physician, etc.
- Notification of pesticide use—Parents will be notified of pesticide application by notes sent home and signs posted at least 48 hours in advance. Signs will be posted in each classroom and on the school bulletin board.
- During the year, you will have two parent-teacher conference opportunities—one in the fall and one in the spring. This is your special time to discuss with your child's teacher your questions and thoughts about your child's development or the DTLC/CBCP program. Of course, you are welcome to arrange discussion times at any other time during the year.

- Among other DTLC/CBCP activities, there will be occasional class meetings, workshops, and Work Days. You will be notified which are optional and which are a part of your obligation as a co-op parent.
- Regular information about classroom and school activities will be sent home via a newsletter. Please contribute any ideas for the newsletter to your child's teacher or Pam.
- On a regular basis, notes informing you of upcoming events are sent home with your child. Please check your child's cubby daily.
- At the beginning of the school year, you will be given a calendar listing most of the special events for the year. Please look it over carefully and keep it handy for easy reference. The scheduled events include the Halloween parade, Thanksgiving Stone Soup feast, and our annual Rodeo Day with a picnic on school grounds in the spring.

### FIELD TRIPS

Particularly later in the year, field trips become a routine part of the DTLC/CBCP program for the older classes. They may include trips to a restaurant, a retirement center, or another school. The more the children experience, the more they learn. We also strive to bring as many outside experiences as possible to the children. These might include puppet theaters, reptiles, vehicles, etc.

### YOUR FINANCIAL COMMITMENT

**In addition to your participation days, you have pledged to pay tuition, which is due on the 1<sup>st</sup> of each month and is delinquent by the 5<sup>th</sup> day of the month.** Tuition is based on a 9 month school year and is the same each month. There is a \$10/day and each day thereafter late fee charged for tuition received after the 5<sup>th</sup> unless prior arrangements have been made with Pam. No charge sheet will be issued for tuition unless your child has attended AM or Extended Care. Bills for AM and Extended Care are sent home at the end of each month and are due upon receipt.

DTLC/CBCP is greatly dependent upon you keeping your financial commitment in a timely manner. If you have difficulty keeping your commitment, it is your obligation to contact the Office and make arrangements to pay any sums due.

In lieu of a Fundraising Auction, each family donates \$100 per school year, due by September 15<sup>th</sup>.

### TUITION PRICES ARE PER MONTH

Hours: 9:00 a.m.-1:00 p.m.

2 days = \$ 290.00

3 days = \$ 360.00

4 days = \$ 420.00

5 days = \$ 470.00

Pre-K/K Enrichment Class Schedule

Morning = 8:45 a.m. to 1:00 p.m.

Enrichment = 1:00 p.m. to 2:30 p.m.

4 mornings plus 2 enrichments = \$ 455.00

4 mornings plus 3 enrichments = \$ 465.00

4 mornings plus 4 enrichments = \$ 495.00

5 mornings plus 2 enrichments = \$ 495.00

5 mornings plus 3 enrichments = \$ 500.00

5 mornings plus 4 enrichments = \$ 510.00

5 mornings plus 5 enrichments = \$ 525.00

Kindergarten/1<sup>st</sup> Grade

All day 8:45 a.m.-2:30 p.m. = \$ 525.00

AM Care = \$ 5.00 per day; Hours 8:00 a.m.-9:00 a.m.

Extended Care = \$ 8.00 per day; Hours 1:00 p.m.-2:30 p.m.

## POLICIES AND PROCEDURES

Discovery Tree/Creative Bridges Cooperative Preschool is an educational center that facilitates a child's learning through hands-on experiences and exploration. We welcome families who are interested in a cooperative preschool and understand the importance of such an experience.

Parents are welcome to visit the Preschool at any time and to participate in the activities. Parent participation once a month is required. Some of the benefits of being involved with a cooperative preschool include building a community by getting to know other parents who share your commitment to early childhood education; experiencing a day in your child's classroom and taking the opportunity to learn alongside your child; seeing how your child interacts with peers and teachers and familiarizing yourself with your child's friends; seeing your child's growth and development in the classroom over time; receiving modeling from your child's teachers as to how to communicate with your child and address behavioral issues; and fostering a sense in your child that you are involved in and care about her/his daily activities at school. Parents will be informed of their child's progress not only through their own observation while participating but also through formal and informal conferences with the teachers. We appreciate parental input.

The Preschool will offer a variety of age-appropriate activities and experiences to the children including but not limited to art, sensory activities, music, self-expression/self-esteem, fine and gross motor skills, and whole language combined with phonics and math. These activities and experiences will be accomplished in a variety of ways including but not limited to a block center, an art center, housekeeping, dramatic play, water play, reading, music, outside play, etc. We follow the Arizona state standards as a guide for our curriculum. Any activity or experience can be adapted for children with special needs. We welcome children with special needs to our program.

While we at DTLC/CBCP encourage children to learn self-discipline, we are aware that adult intervention is sometimes necessary to achieve this goal. We will use positive guidance techniques such as "I" messages, restatement of rules, redirection of attention/behavior, and if necessary, removal from the situation. When dealing with aggressive or inappropriate behavior, the teacher's primary focus is on the preservation of self-esteem while helping the child learn appropriate behavior.

Occasionally, field trips will be planned for the children. A field trip permission slip will be available for parent signatures prior to each field trip. This form must be filled out and signed before a child will be allowed to go on a field trip. Madison or Washington School District buses will provide transportation for field trips.

Parents are required to participate in their child's classroom once a month. If a parent is unable to participate on her/his participation day, **the parent must procure a substitute and trade days with that parent.** If unable to find a substitute to participate, the parent must make up the participation day at the teacher's convenience as mutually agreed upon. **\*\*If the participation day is not made up within 30 days, a \$100 charge will be billed to the parent.\*\*** The participator will provide snacks (2 of the 4 food groups, plus a protein) for their child's classroom a minimum of once a month on her/his participation day. Due to Department of Health Services' rules, the snacks must be brought in **pre-packaged, unopened containers. NO NUT PRODUCTS OF ANY KIND ARE TO BE SERVED AT PRESCHOOL.** *If your child has food allergies and requires special snacks, these snacks need to be brought from home on a daily basis.* **Parents are required to attend Orientation Night and to participate in one Work Day per year.** If a Work Day has not been completed by November 1<sup>st</sup>, a **charge of \$100 will be assessed.** This fee will go directly to maintenance fees for the Preschool equipment.

A new policy for our Fundraising for the Preschool was decided upon by a parent poll and adopted beginning in the 2002-2003 Preschool year. **A fundraising fee of \$100 is required of each family enrolled at Discovery Tree/Creative Bridges** and will be collected on September 15<sup>th</sup> or at the time of enrollment.

We strive at all times to maintain a safe environment for the children and because of this, we ask that each child wear either water shoes or tennis shoes to Preschool (**no sandals, boots, Mary Janes, Crocs, etc.**). Any child attending school will need written authorization in order to be allowed to leave with anyone other than her/his parents. In an emergency, the Director or teachers as previously arranged will accept phone authorization by the parent.

Please note that any child who will be three years old by August 1<sup>st</sup> and in Room 2 or above must be fully potty-trained. Per DHS regulations, only Rooms 1 and 0 can take children in diapers. Children who have special needs are exempt.

All children who will be enrolled in a Pre-K classroom must be four years old by September 1<sup>st</sup>.

Admission to Preschool can be arranged by filling out the necessary forms and showing current immunization records. **If the DHS immunization form, any of your child's immunization records or any registration forms are incomplete or missing, you will be notified by someone from the Preschool. If you do not complete the requested forms within ten business days of being contacted, a \$100 fee will be assessed.** Hours and hours have been spent correcting recording errors and requesting forms. We want to make sure that the record is correct and turned in at registration.

**Due to the recent outbreaks of pertussis and measles, we require that all students who attend must have had their MMR and DTAP vaccinations. Both measles and pertussis are airborne and highly contagious and many of our families have infants (siblings) who are too young to be vaccinated against these diseases. I understand that some people have very strong feelings about not vaccinating their children, but I feel that it is my responsibility to do everything I can to protect these infants and immune-compromised individuals as much as possible from these potentially debilitating and, in rare instances, fatal diseases. If your child has a medical exemption from a particular vaccination, please bring a copy to the Office.**

The registration and tuition fees are set at the beginning of each year. Tuition is based on a nine-month school year and remains the same each month—*no refunds are given*. **The registration fee of \$125 for the first child and \$50 for the second child is due upon registration and is NON-REFUNDABLE and NON-TRANSFERABLE. At registration, August/September tuition is also due. If you are not planning to attend school for the 2017-2018 school year, you need to cancel by emailing Pam at [Pammiejane@q.com](mailto:Pammiejane@q.com). Tuition is 50% refundable when a written request is received by May 31<sup>st</sup>. It is 25% refundable when a written request is received by June 30<sup>th</sup>. No refunds will be given after June 30<sup>th</sup>. We will not hold a child's spot for enrollment later in the year unless tuition is paid for months not attended. Your registration will not be processed if your participation days and tuition are not current.**

Monthly tuition is due the first day of each month. **If tuition is not received by the fifth of each month, a late fee of \$10/day and each day thereafter will be charged. Please contact the Office if you are unable to pay tuition by the first of the month.** A fee of \$25 will be collected for any checks returned for insufficient funds. If tuition becomes in arrears and is not paid by the due date, the classroom space will be given to the next child on the waiting list. If for any reason parents choose to withdraw their child for a period of time **DURING** the August-May school year (i.e., vacation), they must pay for that month's tuition even if the child is not attending or they will forfeit their space in the Preschool. **Also, if a parent withdraws a child during the school year, the parent must provide written notice to the Director at least 30 days prior to the withdrawal. Families are liable for tuition for the 30 day period from the date the written notice is given.** Parents are encouraged to approach Pam if alternative due dates for payment of tuition need to be arranged.

**We reserve the right to ask any family to leave the Preschool immediately if we feel it is not in the best interest of the child, other children in the classroom, or the Preschool. This decision is at the discretion of the Director of Discovery Tree/Creative Bridges.**

The Preschool hours are 9:00 a.m.-1:00 p.m., Monday through Friday. Pre-K classrooms with Enrichment and K/1 hours are 8:45 a.m.-2:30 pm. Children must be picked up promptly at 1:00 p.m. or 2:30 p.m. Extended care will be provided on an as-needed basis. Lunches will be brought with ice packs from home. We ask that parents include nutritious foods from the four food groups. No desserts please! Extended Care hours will be from 1:00 p.m.-2:30 p.m. A late fee of \$10 per 10 minutes will be charged to parents arriving after 1:05 p.m. for Preschool or early release Pre-K dismissal and after 2:35 p.m. for Extended Care, Enrichment, or K/1 dismissal.

Special notices are posted on the Bulletin Board as required by DHS. Liability insurance is carried by DTLC/CBCP pursuant to A.A.C R9-5-302 of the Arizona Department of Health Services Governing Licensed Centers. Any minor

injuries will be noted on the accident form posted in the classroom and the parents will be informed verbally or in writing when their child is picked up. In an emergency situation, if warranted, “911” will be called and the child will be transported via ambulance to the designated hospital. The mother will be called first, then the father, then the first person listed under emergency numbers. Either the child’s teacher or the Director will stay with the child until the parents or authorized person arrives. Medication will not be administered at Preschool.

Due to changes in our insurance policy, we now need to post that no weapons are allowed on campus. Neither smoking nor weapons are allowed on campus at any time.

During the course of the school year, many wonderful photos are taken both in the classroom and at school-related events. These photographs are used to enhance instruction, improve students’ motivation, provide positive images for students and the school, give recognition in the school newsletter or other school-related materials, and share photographs of children’s daily activities with parents. DTLC/CBCP requires that parental permission be given before student photographs are taken.

### **CBCP Policies for DHS Empower Program**

#### **Physical Activity**

We encourage all children to participate in a variety of physical activities that are fun, offer variety, and are appropriate for their age.

In keeping with this philosophy, our facility will follow the guidelines below:

- All children are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- Staff will encourage moderate and vigorous levels of physical activity.
- Weather permitting, every child will have the opportunity to participate in outdoor physical activity.
- We do not have any screen time during school.
- Physical activity is never used or withheld as punishment.

#### **Sun Safety**

- During extreme heat conditions, all children will do physical activities inside classrooms. The Director will notify staff when heat advisories are in effect and they should remain indoors.
- All staff has been trained to recognize signs and symptoms of medical and cognitive complications due to heat exposure.
- All staff has been trained that there is a supply of food and water in Page Hall that can be used during an emergency situation. For lockdown conditions, food and water supplies are available in each classroom.
- Staff will follow age-specific recommendations when planning outdoor activities.
- Staff is encouraged to protect the children’s and their own skin by: using sunscreen, lip balm, hats, sunglasses, light clothing and shade; limiting exposure during peak UV times; regularly checking the UV index to monitor the intensity of the sun’s rays and plan for outdoor activities accordingly.
- All staff has been trained to call Maricopa County Disease and Emergency Management Ctr. (602) 747-7111 along with the school’s Chain of Command.
- All rooms have a thermometer in each refrigerator.
- Staff qualified to monitor for excessive heat exposure in others:
  - Pam Watts
  - Brianna Smith
  - Jeni DeBenedetti
  - Sheryl Schmidt

#### **Breastfeeding-Friendly Environment**

We provide a breastfeeding-friendly environment for nursing mothers.

### **Fruit Juice**

Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. To support our children in establishing lifelong healthy eating and drinking habits, our facility will:

- Offer water as the first choice for thirst throughout the day.
- Limit children to 100% fruit juice with no added sugar not more than two times per week for all children.
- Only four to six ounces shall be offered at one time.
- Fruit juice shall only be offered with meals and snacks and not continuously throughout the day.

### **Family Style Snacks**

- We serve all of our snacks at school family style.
- Serving a meal family style allows children to identify and be exposed and introduced to new foods and tastes while sharing in group eating and developing good eating habits.
- Food is served from bowls or plates on the table.
- Adults sit at the table with the children and provide supervision and guidance.
- Children are encouraged to help themselves, taking reasonable portions.
- If a child refuses to take a particular food at the beginning of the meal, an adult should offer the food again during the meal.

### **Oral Health**

Tooth decay is an infectious disease and a serious health problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families and staff about tooth decay prevention. We will provide oral health education once per month and guide our staff on steps they can take to prevent tooth decay.

### **Staff Training for Empower**

We regularly train our staff on the Empower Program and Empower topic areas, including: physical activity, sun safety, nutrition, being a breastfeeding-friendly environment, serving snacks family style, promoting oral health and maintaining a smoke-free environment. All training is documented and records are readily available.

### **ASHLine**

Arizona Smokers' Helpline (ASHLine) is available to help staff and parents quit tobacco. To protect the health of our children, their families and our staff, our facility will post smoking cessation help phone numbers in a visible spot.

### **Smoke Free Campus**

We are committed to providing a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. Appropriate signage will be posted.

*Discovery Tree/Creative Bridges will strive to maintain high standards of excellence at all times. School personnel will work with parents to provide an outstanding Preschool experience for all children enrolled!*