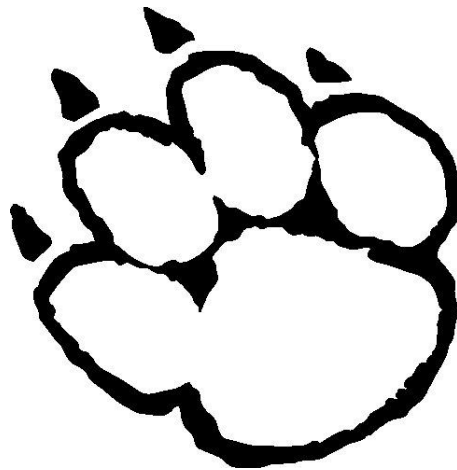


# Noah Webster Schools



## 2018-2019 Pre-Kindergarten Handbook

Dear Parents,

We are pleased that you have chosen to enroll your child in Noah Webster Schools' Pre-Kindergarten program. We look forward to you and your child becoming a part of the Noah Webster Schools family.

Our goal and philosophy is to prepare your child for kindergarten. This will be achieved through our excellent academic program. Our students are also given the tools needed to develop social and emotional skills necessary to become an important part of society. It is our goal to offer this stepping stone for your child to become successful in life through well designed lessons and a caring environment. In addition to social and emotional development, your child will develop skills in math, language, science, reading, social studies, library, and music.

Communication is a large part of success in our daily lives. It is important that parents and teachers keep in close communication throughout the school year. We hope that this parent handbook will be our first step in communicating with you. Please read this parent handbook completely as it will answer most of the frequently asked questions.

### **Important Contact Information**

<b>Mesa Campus:</b>	<b>7301 E. Baseline Road Mesa, Arizona 85209</b>	<b>480-986-2335</b>
Pre-K Director:	Jessica Friedermann jfriedermann@noahwebster.org	ext. 2105 480-797-2020 cell
Asst. Directors:	Tara Bittinger tbittinger@noahwebster.org	ext. 2619 480-828-4384 cell
	Kristy Kandalec kkandalec@noahwebster.org	ext. 2202 480-226-5246 cell
Pre-K Teachers:	Marisa Cathcart – Room 210 mcathcart@noahwebster.org	ext. 2210
Attendance:	attendance@noahwebster.org	ext. 2107
Billing:	billing@noahwebster.org	ext. 3130
<b>Pima Campus:</b>	<b>5399 N. Pima Road Scottsdale, Arizona 85250</b>	<b>480-291-6900</b>
Pre-K Director:	Tami Norton tnorton@noahwebster.org	ext. 3136
Asst. Director:	Tara Bittinger tbittinger@noahwebster.org	ext. 3106 480-828-4384 cell

Pre-K Teacher:	Tami Norton – Room 136 tnorton@noahwebster.org	ext. 3136
Attendance:	attendance@noahwebster.org	ext. 3005
Billing:	billing@noahwebster.org	ext. 3130

### **Hours of Operation**

The facility will be open from 6:00 a.m. until 6:00 p.m. during all regular K-6 mandated school dates. On early dismissal days, the facility will be open from 6:00 a.m. until 6:00 p.m. The facility will not be open during school holidays, breaks or summer vacation. As a Pre-K parent, you have access to the Pre-K area during hours of operation. To ensure the safety of all the students, you must sign in at the front administration office prior to entering the Pre-K area.

Parents are required to sign Pre-K students in and out of the classroom each day. The east visitor parking lot at Noah Webster Schools-Mesa is reserved for Pre-K drop off in the morning. The west end of the parking lot at Noah Webster Schools-Pima is reserved for Pre-K drop off. Please park in a parking space; DO NOT park in the fire lane. Pre-K parents may access the classroom in the morning by signing in with the aide at the designated Pre-K gate until 8:25 a.m. After that time, parents are required to sign in with the front office with a state issued ID.

Pre-K students may be picked up at any time throughout the day. Parents are required to sign in with the front office, with a state issued ID, to receive a visitor's badge prior to entering the campus. After 4:15 p.m. the front office is closed; therefore, parents must pick up their children by way of the designated Pre-K gate.

### **Enrollment of Children**

- A. To be eligible for the Pre-K program, a child must be 4 years old on or before August 31, 2018.
- B. As per R9-5-304 of the Arizona Administrative Code, a child is required to be enrolled by the child's parent or an individual authorized in writing by the parent.
- C. At the time of enrollment, the child's parent will be required to complete an enrollment packet that is signed by a legal guardian containing:
  - a. The child's name, home address, home telephone number, gender and date of birth;
  - b. The date of the child's enrollment;
  - c. The names, home address, and telephone numbers of the child's parents;
  - d. The names, addresses, and telephone numbers of individuals authorized by a parent to collect a child from the facility if the parent cannot be located;
  - e. The names of individuals not permitted by a parent to remove the child from a facility;
  - f. The names and telephone numbers of a child's physician or health care provider and hospital;

- g. The written authorization and parent instructions for emergency medical care of the parent's child when the parent cannot be contacted at the time of the emergency;
  - h. The written instructions of a parent or health care provider for nutritional and dietary needs of a child;
  - i. A written record completed by a parent or health care provider noting a child's susceptibility to illness, physical conditions of which child care personnel should be aware, and any individual requirements for health maintenance;
  - j. A child's immunization record or a notation of exemption affidavit, required by R9-5-305(A);
  - k. A child's state certified birth certificate.
- D. A current Emergency Information card (blue card) for each enrolled child on facility premises in case of an emergency at, or evacuation of, the facility.
- E. The following takes place upon disenrollment of a child:
- a. The date of disenrollment will be entered on the child's Emergency Information card; and
  - b. Record of the disenrollment will be maintained for 12 months from the date of disenrollment.

**Charges, Fees, and Payment Requirements for Pre-K and Before and After School Care:**

**Pre-K**

- A. A non-refundable \$50.00 registration fee is due with submittal of the registration packet. Packets will be sent to all enrolled students.
- B. Tuition is \$170.00 per week regardless of attendance.
- C. There are no pro-rated charges unless it is a school holiday.
- D. Fees must be paid by Friday prior to the week of attendance. If tuition is not received by the above day, the child will not be allowed to attend Pre-K for the following week.
- E. DES is accepted. Please contact DES directly for information regarding qualification.
- F. Attendance Policy
  - a. If the child will not be in school, it is the parents' responsibility to call or email the attendance office on or before the day of each absence in order to advise the school as to the reason for the absence.
  - b. Weekly tuition payments are required regardless of attendance (regardless of the reason).
- G. Withdrawal Policy
  - a. Two weeks notice is required for disenrollment from the program. Students will be disenrolled if absent, without notifying the school, for two consecutive weeks. Parents will be responsible for tuition for the two weeks following the last day of attendance.
  - b. Students will be disenrolled from the program for non-payment if payment is two weeks overdue. Students will be unable to attend class if tuition is not received by Friday of the previous week.

**Before and After School Care**

- A. Before school care is 6:00 a.m. to 7:00 a.m.

- B. After school care is 3:00 p.m. to 6:00 p.m. on regular school days.  
After school care is 1:00 p.m. to 6:00 p.m. on early dismissal days.
- C. Before and after school care costs are included in the pre-k fees. No additional before and after school care charges will be made for paid pre-k students, unless the student is picked up after hours.
- D. Late Parent Pick Up Fees
  - a. A fee of \$5.00 per minute (according to site clock) will be charged after 6:00 p.m. on regular school days. Police will be called at 6:30 p.m. if the student is still on campus.
  - b. A fee of \$5.00 per minute (according to site clock) will be charged after 6:00 p.m. on early dismissal days. Police will be called at 6:30 p.m. if the student is still on campus.

### **Admission and Release of Children; Attendance Records**

- A. Noah Webster School will maintain written, logged and dated attendance forms containing a child's name with the time of each admission and release of the child.
  - a. The attendance form will be *legibly* signed with the first and last name by each child's parent or individual designated in writing by a parent each time the child is admitted or released.
  - b. Before releasing a child to an individual other than a parent, we shall require each individual collecting a child to present picture identification.
  - c. A child will not be released to an individual other than a child's parent or other individual designated in writing by a parent except when the parent is unable to collect the child and authorizes Noah Webster School by telephone to release the child to a designated individual. The school will verify the telephone authorization using a means of verification that has been agreed upon between the school and the parent at the time of enrollment.
  - d. Self-admission or self-release of a child is not permitted.
  - e. Attendance forms will be maintained on the premises for 12 months from the date of attendance.
- B. A staff member will prepare and maintain a roster each day for each child under the staff member's supervision that:
  - a. Is dated;
  - b. Lists the first and last name of each child physically present; and
  - c. Is maintained on facility premises for three months from the date of attendance.

### **Discipline Guidelines and Methods**

When a student is misbehaving we will follow the following procedures:

1. Try to redirect
2. 1<sup>st</sup> Warning
3. Flip card (happy or sad face)
4. Time out given
5. Note or call home to parents
6. Send to the school Principal/Director
7. Possible disenrollment of the student
8. The Noah Webster School discipline policy will be used.

### **Transportation**

There is no transportation offered to pre-k students through Noah Webster School's transportation department. All students must be transported to and from school by their parent.

### **Field Trip Requirements**

There will be no off site field trips offered to pre-k students. On site field trips will be provided.

### **Parent Responsibilities and Participation of Parents in Facility Activities**

Parents who enroll their child in our pre-k are expected to abide by the policies and procedures of the school. These policies can be found in both the Pre-Kindergarten and K-6 Noah Webster School's Parent Handbooks. Parental support of academic homework, health and behavior issues, and student attendance is needed. We encourage you to participate in scheduled parental activities during the school year.

All parents who are visiting campus must sign in and produce a state issued ID at the front desk prior to being allowed on campus. All visits to campus should be scheduled, in advance, with the teacher or the Director. Parents who are admitted to campus must follow the modest dress code listed in the K-6 parent handbook. No child under the age of 18, who is not enrolled in Noah Webster Schools, will be permitted on campus during school hours. Siblings of Pre-K students are not permitted in the classroom, as this may cause a change in student/teacher ratio.

Per safety requirements and the Arizona Administrative Code, Title 9, Chapter 5, this playground is closed to the public. In order to ensure a safe environment, parents are not permitted to remain within the Pre-K play area once the Pre-K student is signed out.

### **Activities and Program**

Noah Webster School's Pre-K program fulfills each student's developmental needs through activities and specific programs for four year olds. The classroom is organized into the following centers:

Social Studies, Math, Reading, Science, Computer, Block Center, and Art Center.

In Social Studies, we allow students to dress up in community costumes and role play different jobs such as a police officer. The child learns about his or her place in a family, neighborhood and community.

The Math Center is a place where students learn about different math concepts such as, the calendar, weather, counting, patterning, graphing, place value and more.

The Science Center is a place where students can explore different hands-on science concepts.

At the Computer Center, students learn very basic skills of using a mouse and keyboard. Academic skills are reinforced throughout the computer lessons.

During Block Center activities, a student learns problem solving skills and improves his or her fine motor skills.

Students can express their creativity at the Art Center. Different art media is used to expose the students to a variety of textures and colors. The Art Masterpiece program is also introduced by practicing different artistic techniques that famous artists use by our Art Masterpiece teacher.

Beginning music skills are introduced by our music teacher. Students will be exposed to different styles of music and rhythms. Students enjoy participating by singing, clapping or dancing to different rhythmic beats.

A love of reading is fostered in our school library. Our school librarian provides fun reading activities and exposes the students to great literature catered to the pre-k students. Library time is provided once a week for thirty minutes.

\* Our curriculum is aligned with Arizona State Standards for pre-kindergarten.

\* Recess and snacks are provided twice per day.

\* Rest or nap time is provided for students.

### **Health Office**

Either the Health Service Director or Health Assistant is on duty during regular school hours. If at any time your child is faced with an unusual health situation that could affect your child's performance in school, please notify the office staff. They will notify the teacher and appropriate personnel.

### **Emergency Cards**

We ask all parents to complete an Emergency Medical Referral card for each of their children each year. Tell us how to contact you or another guardian if your child becomes ill or is injured at school. Please list health problems, including allergies to food, medicine and insect stings. Let us know if your address, home phone, business phone or emergency phone number changes during the school year.

Like you, we want to do what is best for your child. **If we cannot reach you in an emergency, we will call the paramedics who may decide an ambulance should be called.** The cost of this service is the parent's responsibility.

### **Medications**

- Health Office personnel administer over-the-counter and prescription medication in the school setting in accordance with specific regulations from the Arizona State Board of Pharmacy.
- All medications must be brought to the health office by an adult and picked up from the health office by an adult.
- The medication must be in the original prescription container labeled by the pharmacist or in the original factory container with all warnings and directions intact. **(No medications in envelopes, foil or baggies will be accepted.)**
- The school must have written permission from the parent/guardian for the medication to be administered at school.

- Only medications needed to treat an existing ailment are stored in the health office.
- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.
- **NO STUDENT MAY CARRY MEDICATION ON CAMPUS.**

### **Health Screening Programs**

- **Hearing:**  
The guidelines recommended by the Arizona Department of Health Hearing Conservation program are followed. Hearing tests are given to students at specified grade levels.
- **Vision:**  
The guidelines of the Arizona Department of Health Services Vision program are followed. Vision tests are given to students at specified grade levels.
- **Lice checks:**  
Lice are commonly transmitted in children when they share combs, brushes, hats and coats. Lice checks are performed on pupils when the parent or teacher suspects the child has lice or if classmates and/or siblings of any student have lice. If a child is found to have head lice, the parent will be notified immediately by telephone to take their child home. The child will need to be treated and the parent/guardian must remove all of the eggs (nits) from the hair shafts before the student may return to school. The child must check in with the Health Office before re-entering school. If lice are found in a classroom, the parents of every student in the classroom (whether they have lice or not) will be notified by a letter.

### **Other Health Information**

- The Health Office deals with illnesses and accidents/emergencies that occur at school. Parent/guardians are requested to notify the Health Office if a student has a health problem. We cannot keep an ill child in school. Our main interest is to keep a student healthy and in school. For the protection of all students, please do not send your child to school when ill.
- **Any student with a temperature of 100 degrees or more must not attend school.** When a student is sent home from school with a fever, the student must not return to school until he/she is fever free for twenty-four hours without the use of Tylenol or similar medications.
- Parents/guardians are required to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, inflamed eyes or any skin rash unless it has been diagnosed by a physician as noninfectious. If any of these symptoms occur while at school, the parent/guardian will be contacted and the student will be sent home.
- Students who are sent home by the nurse must be picked up within one hour from the initial call.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.



### **Safety Drills**

Noah Webster School has procedures in place to handle emergency or crisis situations. These procedures could include fire drills, lock downs or evacuations, depending on what is appropriate for the situation. The school has a Human Response team to assist staff and students in preparing for, responding to or recovering from a crisis.

### **Liability Insurance**

Noah Webster School maintains insurance coverage over the following minimums:

1. General facility liability insurance of at least \$300,000; and
2. Motor vehicle insurance coverage, required by A.R.S. Title 28, Chapter 9, Article 4, for each motor vehicle provided by a licensee to transport enrolled children.

Documentation of the liability insurance coverage is available for review upon request.

### **Child Abuse Reporting**

A.R.S. 13-3620 states that all school personnel are obligated to report suspected abuse, including teachers, support staff and administrators. This obligation arises when observation or disclosure provides “reasonable grounds to believe” that a minor is a victim of child abuse, non-accidental injuries, physical neglect or sexual abuse. All school personnel must “immediately report or cause a report to be made” of suspected child abuse to the police and/or Child Protective Services (CPS).

### **Pesticide Notifications**

All pesticide notifications will be sent home with the student at least 48 hours prior to the application on the facility’s premises. Notices will also be emailed to parents if they have provided a working email to the school.

# **NOTICE**

**This facility is regulated by the Arizona Department of Health Services, which can be reached at:**

**Arizona Department of Health Services  
Division of Licensing Services  
Office of Child Card Licensing  
150 North 18<sup>th</sup> Avenue, Suite 400  
Phoenix, Arizona 85007  
(602)364-2539  
<http://www.azdhs.gov/als/childcare/index.htm>**

**Facility inspection reports are available upon request.**