

# MAMMOTH-SAN MANUEL

## Title 1 Preschool Programs



**Mammoth San Manuel STEM Preschool Program**  
**711 McNab Parkway**  
**San Manuel, AZ.**  
**520-385-4341**  
**Room 57**

**Our Facility Director is Principal Melissa Joliat**  
**The individual designated to act in the**  
**Director's absence will be Teacher Carol Verdugo**

### **LICENSING**

Each school site is classified by the Arizona Department of Health Services as part-time school age child care facilities.

The facilities are regulated by the Arizona Department of Health Services and the Mammoth-San Manuel School District Governing Board.

ARIZONA DEPARTMENT OF HEALTH SERVICES  
400 WEST CONGRESS, SUITE 100  
TUCSON, ARIZONA 85701 (520) 628-6540

MAMMOTH-SAN MANUEL SCHOOL DISTRICT GOVERNING BOARD  
P.O. BOX 406, SAN MANUEL, ARIZONA 85631 (520) 385-2337

### **QUALIFICATIONS OF STAFF**

The preschool teacher is certified by the Arizona State Department of Education and is a Highly Qualified Teachers. Mrs. Verdugo is certified in Elementary Education with an Early Childhood Endorsement. Mrs. Watson has earned her Bachelor's in Special Education. Our paraprofessionals have met all Arizona State Department of Education requirements to be in the classroom. All members of our preschool staff also hold current CPR and First Aid Certificates.

### **ENROLLMENT**

To enroll, the child must be 4 years old by September 1<sup>st</sup> of the current school year. A birth certificate and current immunization record are required. You will be notified when a shot update is required. An emergency information card (Blue Form) must be completed with current information. Custody papers or court papers must be on file to be honored by the school. Students must be potty trained to enroll in the regular education preschool programs.

New students will not be enrolled in preschool past the 3<sup>rd</sup> quarter.

### **Special Needs Program**

Preschool services are available to children on their third birthday if developmental assessment indicates that they have special needs. Special needs services include speech/language therapy, occupational therapy, physical therapy and a special needs individual education program plan.

### **STAFF**

#### **Regular Education Teacher**

Ms. Carol Verdugo  
520-385-4341 transfer to HS ext. 2257  
[verdugoc@msmusd.org](mailto:verdugoc@msmusd.org)

#### **Special Needs Teacher**

Mrs. Cindy Watson  
520-385-4341 ext. 3113  
[watsonc@msmusd.org](mailto:watsonc@msmusd.org)

**Mammoth San Manuel STEM PRESCHOOL**  
**4 year old PROGRAM**  
**Room 57**

**PRESCHOOL DAYS AND HOURS**

- AM Session: Monday, Tuesday, Thursday and Friday  
8:25 A.M. to 11:00 A.M.
- PM Session Monday, Tuesday, Thursday and Friday  
12:00 P.M. to 2:30 P.M.

Wednesday morning will be an optional session based on needs  
With Special Needs Teacher Mrs. Cindy Watson.

**Students must be signed in and out of the preschool classrooms.**



**FEES**

The Mammoth-San Manuel preschools are funded through Federal Title 1 and Mammoth-San Manuel School funds. The program is free to Mammoth and San Manuel residents; therefore there is no refund.

**INSPECTIONS**

State inspection reports are available at the school for review. Facility Inspection Reports are on file in either of the preschool classrooms. These reports are available for public inspection.

## **Mammoth-San Manuel STEM Preschool Programs Curriculum and Purpose**

### **PURPOSE**

The purpose of preschool is to provide appropriate experiences that contribute to each child's intellectual, social, emotional, and creative growth. Preschool should provide children with a happy and relaxed atmosphere conducive to gaining self-confidence, creativity and responsibility.

Play is an important aspect of intellectual, social, and motor growth in a preschool child. Preschool children also need to be provided with ample play time to allow them to develop their natural creative abilities. Children will be involved in play activities that are sometimes child-initiated and sometimes teacher directed. Through play, the children will develop the prerequisite skills needed to be successful in kindergarten and throughout their future school years.

### **CURRICULUM**

The curriculum that is followed in preschool is state approved and research based. It includes social/emotional development, physical development, cognitive development and language development (listening/speaking and reading/writing). The curriculum is aligned to the Arizona Early Childhood Education Standards.

The curriculum for our 4 year old program includes the Creative Curriculum for Preschool, Handwriting without Tears, Eureka Math and Read It Once Again. The Mammoth San Manuel Preschool programs follow a curriculum guideline that emphasis STEM (science, technology, engineering, and mathematics) and the Arts integrated into their daily learning activities.

It is the role of the preschool teacher to help each child develop to their social, emotional, and academic potential. The preschool teacher provides a positive and enriching environment for her students. The teacher is available for a short time before and after each class period. Conferences are held twice during the school

year, in October and in May. Yearly Progress Reports are written twice a year and shared with parents at the parent conference. At the request of a parent, teachers will schedule any additional conferences. Our teachers urge you to discuss any special concerns or questions that you may have about the preschool program, curriculum, or your child.

### **S.T.E.M. APPROACH**

As soon as a child begins to speak, the questions begin. Why? What? When? How? Making observations, asking questions, and pursuing investigations are essential to a child's understanding of the world. The questions continue as a child grows and becomes a student building oral vocabulary, develop reading readiness, and fuel literacy development.

Early S.T.E.M. learning happens without worksheets and drills, but it does not happen on its own. Young children need S.T.E.M. concepts presented thoughtfully and systematically, yet in a way that also respects their concrete thinking and their need to learn by exploring hands-on materials.

### **CLASSROOM REQUESTS**

We do several science, technology, engineering, art, and math activities and need a variety of materials that you may already have at home so notes are sent home requesting items. You are never obligated to donate items, it is only if you are financially able to contribute or happen to have these materials around your home. We also utilize many items that can be recycled. Throughout the school year notices will be sent home requesting these items.

### **Home-School Connections Folders**

In keeping with the STEM approach to learning; a traditional Homework packet will not be sent home. **A family folder will be sent home at the beginning of each month and will contain:**

- \*Our Classroom Newsletter
- \* A Monthly Family Activity Calendar
- \* STEM Family Engagement Ideas

### **Hands-On Learning**

Hands-on exploration promotes the development of problem solving skills, recognition of cause and effect, and organizing and classifying. These explorations lay the foundation for learning science, technology, engineering, and math concepts. In early childhood it is essential that learning activities be hands-on, child-driven, authentic, and active. Developmentally, young children learn and understand best from what they can see, touch, feel, and manipulate. Children will be encouraged to explore, have fun, and get their hands dirty!

### **Library**

Students will be going to the library once a week to have a story read to them. Preschool students are not allowed to check out books although parents are allowed to check out up to five books at a time for their child. This can be done before or after school.

### **ATTENDANCE AND WITHDRAWALS**

Please call the office if your child will not be attending school for the day or if there will be a bus change. If you need to withdraw your child from preschool, please contact the office for an official withdrawal form.

If a child has missed 10 consecutive classes without a parent notifying the teacher, that child will be withdrawn from the program and the parent will have to reapply in order for the child to return to preschool.

Attendance is very important. You can help your child realize that school is your child's "job", just like mom and dad have jobs to do. Due to safety concerns please close gates when you enter and leave the school grounds.

### **SIGN-IN, SIGN OUT**

Children must be signed in and out daily. See your site's information for specific regulations. If you or others bring your child late or pick-

up your child early, **YOU MUST SIGN THEM IN OR OUT.** A full signature is required, please no initials.

### **Signing in and out of class:**

Parents are asked to bring their children on time for class but no more than 10 minutes before class starts. Students miss instructions and activities if they arrive to school tardy. Students must be signed in and out of class each day. Please walk your child to the classroom at the beginning of each class and paraprofessionals will be walking children riding a bus. If your child does not ride the bus provided, please pick up your child promptly after class. If you are going to be late, please call the preschool to inform the teacher. If you are more than 10 minutes late your child will be taken to the office and can be picked up there. Students that ride the elementary school bus will be signed in/out by the teacher or paraprofessional.

### **FEES**

The Mammoth-San Manuel preschools are funded through Federal Title 1 and Mammoth-San Manuel School funds. The program is free to Mammoth and San Manuel residents; therefore there is no refund.

### **MEALS**

AM and PM Students will participate in our snack program. Families will receive a monthly snack calendar and a list of approved snacks foods. Please make sure to list any special food/drink requirements or allergies on your child's BLUE form.

### **Birthdays**

Please feel free to bring in a healthy state approved snack to share on your child's birthday or on special days. Please notify the teacher in advance so she can plan for the special event. If the snack is a non-state approved sugary item, please send it individually wrapped so it can be sent home.

The Arizona Department of Education does regulate that only low fat and low sugar foods are served in class. There is a list of approved

snacks foods that you will be provided. Please make sure to list any special food/drink requirements or allergies on BLUE form.

### **DISCIPLINE**

Our goal is to help students develop individual responsibility and self-discipline through abundant praise and positive reinforcement.

The classroom will have consistent, reasonable rules and set limits for the children. If a child's behavior is out of control (hitting, biting, kicking, leaving the classroom, throwing material, etc.) and staff is concerned the child might injure themselves or others, the child may be sent home for the remainder of the day. A meeting may be scheduled with the parent to discuss a behavior plan, if necessary. Time out from activities will be limited to no more than 3 consecutive minutes or after the child has become calm. If you have a concern about an issue in your child's classroom, please consult the preschool teacher directly to see if the problem can be solved.

### **Discipline Procedures**

Preschool classes need to provide a happy and safe environment where all children can develop confidence and learn responsibility. Discipline is designed to help children recognize and choose to participate in appropriate behaviors.

### **Classroom Rules**

- No fighting (hitting, biting, pushing or shoving)
- No use of bad words.
- No running in the classroom.
- Keep hands, feet and objects to yourself.
- Share with everyone.
- Participate in all whole class activities.
- Take care of toys and materials. Always put toys away after use and never throw them at another child. School toys need to be left at school and not taken home.

When a child is choosing to misbehave the teacher will utilize one of the appropriate procedures:



1. Verbally reinforce children who are choosing appropriate behavior.
2. Use positive directions to tell the child what you would like done.
3. Explain to the child why this particular behavior is not allowed. Assist the child in participating in an acceptable activity.
4. Use verbal reminders for time limitations.
5. Makes sure the child is paying attention to the teacher before she speaks to the child.
6. Verbalize the child's choice of behavior if there is more than one choice.
7. Encourage the child to solve his/her own problems. The child may require guidance from the teacher.
8. If a child is in danger of injuring him/herself or another child, appropriate steps will be taken to avoid any injury.

### **ITEMS BROUGHT FROM HOME**

Please do not allow your child to bring any toys or items from home unless it is part of a class activity or show and tell. In this case you will get a note from the teacher informing you of the activity.

### **PARENT COMMUNICATION**

The preschool teacher will keep parents informed regarding events, policies and general information. In order to keep you informed on the month's activities, information will be sent home with the student through a classroom monthly newsletter, through written memos, our classroom communication board located outside and on our classroom Web Page. These are very important for you to read and keep for the entire month so that you are always informed!

If you have any questions concerning your child or classroom activities, please call or come into the preschool at any time.

If your child is having difficulty separating from you when you bring them to class, please discuss this with the teacher. Often children are upset for only a few minutes after a parent leaves.

Parents are encouraged to visit and /or volunteer in class as long as it does not continuously distract their child. Please arrange for child care for other siblings. While volunteering you may be asked to help prepare projects, read to children, supervise play, help with classroom celebrations, lead a group activity, etc. Working with children is very rewarding and we are looking forward to your help.

### **PARTICIPATION**

Parents are encouraged to read to their child daily, review the work brought home each day, go through their child's backpack each day, and encourage their child's participation in school. Adult visitors and volunteers are always welcome. Long-term volunteers are required to be fingerprinted by the health department. You must check in at the office when you arrive at school. Please do not bring younger children when you are volunteering.

### **TRANSPORTATION**

Transportation is provided by the school district on a school bus that meets the requirements of the Department of Transportation for transporting children. The child is to be accompanied to and from the bus stop. The school must be notified of any changes in drop-offs or residence. Children must follow the rules to ride the bus. Stops not on the schedule will not be made. A **written notice** is required for any changes in transportation and a phone call to the office.

When transporting preschoolers home, children are only released to a person that is on the parent's approved list. If there is no approved person at the bus stop to receive the child, the child is transported back to school on the bus.

### **FIELD TRIPS**

You will be notified of any field trips. We must have a signed permission slip for your child to go on the field trip. If your child is registered as a three year old, a parent or guardian will need to

accompany them on trips. We require a 1 to 5 ratio of adult chaperones to preschool students on a field trip. Only children who are registered in the school's preschool will be allowed to ride the bus to a field trip. Older siblings are not allowed to miss school to attend a preschool fieldtrip even if the parent is driving themselves and meeting us there. Student are required to return back to school on the bus. Preschool students may not be checked out while away on fieldtrip without prior consent from principal.

### **RECORDS**

You have the right to review your child's records at any time. You have the right to have a translation in your native language.

### **LIABILITY**

The district has liability insurance as required by Arizona State Rule R9-5-308.

### **PESTICIDE NOTICE**

Notification of pesticide application will be posted in each activity area and in each entrance facility, at least 48 hours before pesticide is applied on the facility's premises containing the date and time of the pesticide application. Pesticide information is available from the licensee upon request.

### **MEDICATIONS**

All medications are to be taken to the school office in the original container and signed-in by the parent. The nurse's office will administer the medicine. Please do not send cough drops or medicine with your child.

### **ACCIDENT, INJURY OR ILLNESS EMERGENCY PROCEDURES**

Parents will be notified immediately if their child has a serious accident, is injured seriously or becomes ill. Please keep your emergency card information updated. If you are unavailable, the person listed on the emergency card will be called. If no one is available, the child will be made comfortable while we continue to

try and contact the parent/guardian. If a serious injury occurs, 911 will be called. If in the event children are to be sent home, you will be notified.

### **INSURANCE**

If you do not have health insurance for your child, please consider participating in the Arizona free or low-cost health insurance for children called Kids Care. The telephone number for Kids Care is 1-877-764-5437.

### **CHILD ABUSE**

The preschool is mandated by law to report suspected emotional or physical child abuse within 24 hours of observing the child or the abuse.

### **LABELING**

Please label any personal items your child brings to school: extra clothes, back-pack, coats, etc. The preschool is not responsible for items that are broken, lost or stolen. All children need a regular sized back-pack to transfer notes and materials to and from school. Please keep a change of clothes in the back-pack in case of a toileting accident.

### **INSPECTIONS**

State inspection reports are available at the school for review. Facility Inspection Reports are on file in either of the preschool classrooms. These reports are available for public inspection. Records of Pesticide application, Fire Drills, and Lockdown Logs are kept and can be reviewed in the school office.

### **AGE-OUT POLICY**

Preschoolers who reach the appropriate chronological age for kindergarten will only be considered for enrollment in preschool by consensus of a team who will determine the impact of such a placement on the student in question. Generally the team will consist of the parent, preschool teacher, kindergarten teacher representative, principal, psychologist, involved services providers, and the Title 1 coordinator. Some factors to consider will include, but

not be limited to, current research on retention, pertinent assessment information, social-economics, and space availability.

### **CLASS SIZE**

To help keep class sizes small there are two sessions of preschool and a full time classroom paraprofessional. Placement in a given session will be based on the child's needs following an initial developmental screening and location of where they live for the Mammoth students.

### **DRESS**

Children enrolled in preschool are required to dress appropriately and that they wear closed toe shoes. Flip flops and sandals are difficult for children to wear in the sand and run on the playground. At preschool we paint and sometimes get messy so it is preferred that the children wear play clothes.

### **TOILETING**

Students must be potty trained to attend the regular education preschool therefore children must wear regular underpants to school not diapers or pull-ups. Toileting is part of the daily routine in a preschool classroom. If an accident occurs we will use the extra set of clothing in the backpack and send a note home to notify you that the clothes in their backpack are unclean.

## School Calendar Dates to Remember



First day of Preschool . . . . .	August 19 <sup>th</sup> , 2019
Labor Day . . . . .	September 2 <sup>nd</sup> , 2019
Fall Break (No School) . . . . .	October 10-11 <sup>th</sup> , 2019
Veteran's Day (No School) . . . . .	November 11 <sup>th</sup> , 2019
Thanksgiving Break . . . . .	November 27 <sup>th</sup> -29 <sup>th</sup> , 2019
Winter Break . . . . .	December 24 <sup>th</sup> -January 4 <sup>th</sup> , 2020
MLK Day . . . . .	January 20 <sup>th</sup> , 2020
President's Day . . . . .	February 17 <sup>th</sup> , 2020
Spring Break . . . . .	March 16 <sup>th</sup> -20 <sup>th</sup> , 2020
Easter Spring Break . . . . .	April 10 <sup>th</sup> & 13 <sup>th</sup> , 2020
Last day of Preschool . . . . .	May 14, 2020
Pre-K Promotion . . . . .	May 15, 2020

If there are any Teacher In-service days that will affect the class sessions, parents will be notified of those days on the monthly classroom calendar. Notices will be sent home in advance on any additional special days pertaining to the preschool programs.



**Please return this portion to your child's teacher**

I have read and understand the information in the Mammoth-San Manuel STEM Preschool Statement of Services Handbook.

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

I have a question or comment:

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Ms. Verdugo will call you as soon as possible to answer your question.

- Attached:
- Bus Schedule
  - Notice of Pesticide Application
  - Healthy Choices Menu
  - Volunteer Sheet
  - Free/Reduced Meal Application Form/EZ Pay
  - Remind
  - Parent Survey
  - Change of Clothing

