

# **MAMMOTH-SAN MANUEL Title 1 Preschools**

## **Statement of Services Handbook**



**Mammoth Elementary STEM School  
111 Dungan Drive  
Mammoth, AZ. 520-487-2242 Rooms 13 & 14**

**First Avenue Elementary STEM Preschool Programs  
914 W. 1<sup>st</sup> Avenue  
San Manuel, AZ. 520-385-4341 Rooms 14 & 15**

**Children must enroll in the preschool program in their home town.**

**First Avenue Elementary/Mammoth Elementary STEM School  
Title I STEM Preschool Programs  
STATEMENT OF SERVICES FOR PARENTS**

**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 teachers are certified by the Arizona State Department of Education and are Highly Qualified Teachers. They have Early Childhood endorsements and Mrs. Maestas is Nationally Certified in Early Childhood/Generalist. The classroom paraprofessionals have met all Arizona State Department of Education requirements to be in the classroom. Several staff also hold current CPR and First Aid Certificates.

**ENROLLMENT**

To enroll, the child must be 3 (at First Avenue only) or 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 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.

### **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 if they are not riding a bus home

please pick them up at the classroom so that they can also be signed out. 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**

Breakfast and lunch are available to the children. Free or reduced prices are available to those families who qualify. The applications are available in the office and are approved from the cafeteria.

### **SNACKS**

Please let us know if your child had special requirements or allergies. 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.

### **Nutritious Snacks**

The Arizona Department of Education is now regulating what we can and cannot serve as snacks. They are requiring that we provide only low fat and low sugar food. There is a list of approved snacks foods that you will be provided.

### **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.
9. A child will be asked to take a "Time Out" if his/her behavior is not self corrected. This allows the child time to think about appropriate behavior or calm down. The separation period shall be for no longer than three consecutive minutes after the child has regained control.

### **PARENT COMMUNICATION**

The preschool teacher will keep parents informed regarding events, policies and general information. 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. If you still have concerns after you return home, please call the preschool room to ask how your child has adjusted.

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. The biggest thing that we need help with is prepping for projects or activities. Many of our projects include a lot of precut items. If you

are interested in helping out by taking things home to be cut out and brought back on your child's next school day, please contact a teacher.

In order to keep you informed on the month's activities, information will be sent home with the student through a classroom monthly newsletter and through written memos. These are very important for you to read and keep for the entire month so that you are always informed!

### **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. We require a 1 to 3 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.

### **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.

### **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.

### **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.

### **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 not required to wear the school uniform, however they must wear closed toe shoes. At preschool we paint and sometimes get messy so it is preferred that the children wear play clothes.

**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.

**TOILETING**

Students must be potty trained to attend the regular education preschool therefore children should 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 close in their backpack is dirty.

**Mammoth Elementary STEM Preschool Program &**

## **First Avenue Elementary 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 Arizona Early Childhood Education Standards are also followed.

The curriculum for our 4 year old program includes the Creative Curriculum for Preschool, Handwriting without Tears, and Read It Once Again. The Mammoth Elementary and First Avenue Elementary preschool programs follow a curriculum guideline that emphasis STEM (science, technology, engineering, mathematics).

The curriculum for the 3 year old program at First Avenue includes the Creative Curriculum for Preschool and Read It Once again. The 3 year old program also emphasizes a STEM approach to learning.

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. Parent-teacher conferences are held at the request of the family or teacher. Please call the office if you need to make an appointment.

### **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.

### **Discovery Center**

We have a Discovery Center in each class that includes interesting items for the children to explore and observe. A few of the items in our discovery center include an ant farm, mini aquarium, shells, etc. This center will help students demonstrate curiosity about objects, living things and other natural events in the environment. Please help us fill our discovery center by bringing in things to add to the variety of our center. Some items could include but are not limited to: snake skins, rattles, bird nests, caterpillars, unusual rocks, etc

## **Mammoth/San Manuel Preschool Calendar**

First day of Preschool..... Monday, August 20, 2012  
 No school for afternoon class.....Monday, August 27, 2012  
 No school .....Monday, September 3, 2012  
 No school-District recess.....Monday, October 15, 2012  
 No school for afternoon class.....Thursday, October 25, 2012  
 No school Veteran's Day.....Monday, November 12, 2012  
 No school Thanksgiving Break....Wed. Nov. 20-Nov. 23, 2012  
 No school Winter Break...Monday Dec 24, 2012-Jan. 4, 2013  
 No school Civil Right Day.....Monday January 21, 2013  
 No school President's Day.....Monday February 18, 2013  
 No school Spring Break...Monday March 11-Friday. Mar 15, 2013  
 No school Easter Break...Friday March 29, 2013-April 1, 2013  
 No school for afternoon class.....Tuesday April 16, 2013  
 Last day for preschool..... To Be Announced

Notice will be sent home in advance on any additional  
 special days pertaining to preschool

## **MAMMOTH ELEMENTARY STEM PRESCHOOL PROGRAM**

## **STAFF**

### **Regular Education Preschool Teacher**

Mrs. Yvonne Maestas, NBCT (National Board Certified Teacher)  
520-487-2242 extension 4113  
maestay@msmusd.org

### **Special Needs Preschool Teacher**

Ms. Joyce McClung  
520-487-2242 extension 4113 (mornings)  
520-385-4341 extension 3114 (afternoons)  
[mcclunj@msmusd.org](mailto:mcclunj@msmusd.org)

## **PRESCHOOL DAYS AND HOURS**

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

Friday morning will be an optional session based on need

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

Students get signed into school in the cafeteria and signed out in the classroom.

### **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 & 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.

### **MEALS**

Preschoolers participate in the school breakfast and lunch program. Students must be escorted by a parent or other adult to the cafeteria and signed in. At Mammoth Elementary students are taken to the cafeteria directly from the bus to participate in the breakfast program if they are enrolled in the morning session and to lunch if they are enrolled in the afternoon session.

### **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.

### **FOLDERS, STAMPS, HOMEWORK**

#### **Daily folder**

Your child will have a folder in his/her backpack. Please check the folder daily. It may contain important notes daily work, or homework. If you have notes or information for the teacher, return them in the folder. Please help your child be responsible with his/her folder and bring it to school each day.

**Daily stamp**

Your child can earn a behavior/responsibility stamp each day. If your child has demonstrated appropriate behavior and remembered to bring their folder to school, he/she will earn a stamp for that day. If your child has demonstrated inappropriate behavior, he/she will not receive a stamp and will have a note sent home or a phone call informing the parent/guardian of the circumstances for the loss of their stamp. When students earn 15 stamps, he/she will be allowed to get into the treasure chest and will begin a new treasure chest log. The treasure chest log is kept in the student's folder and must be brought to school in order to receive the stamp.

**Homework**

There will be a weekly reading log in your child's folder. Please make sure that someone in the household reads to your child each day and fills out and initials the log daily. There may also be homework in your child's folder. Homework is to give your child 1 to 1 help with specific skills. Completing homework is optional and does not need to be returned to school unless specifically indicated by the teacher. Homework that is sent home is always in conjunction with the lesson, theme, or activity being taught during class that week and doing the homework with your child is an excellent way to continually know how your child is progressing.

**TRANSPORTATION**

Students will be picked up at the official bus stop nearest to their home and you will be notified of this location before the 1<sup>st</sup> day of school.

**FIRST AVENUE ELEMNTARY STEM PRESCHOOL**



## **3year old and 4 year old PROGRAMS**

### **STAFF**

#### **Regular Education Preschool Teacher**

Mrs. Shawnie Christian  
520-385-4341 extension 3115  
[christs@msmusd.org](mailto:christs@msmusd.org)

#### **Special Needs Preschool Teacher**

Ms. Joyce McClung  
520-487-2242 extension 4113 (mornings)  
520-385-4341 extension 3114 (afternoons)  
[mcclunj@msmusd.org](mailto:mcclunj@msmusd.org)

### **PRESCHOOL DAYS AND HOURS**

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

Friday morning will be an optional session based on needs  
with Ms. Joyce McClung.

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

Students get signed and out in the preschool classrooms.

### **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 & becomes a student building oral vocabulary, develop reading readiness, and fuel literacy development.

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### **Home-School Connections Pack**

In keeping with the STEM approach to learning; a traditional Homework packet will not be sent home. A family activity pack will be sent home twice a month. This folder will contain:

Our Classroom Newsletter, A Family Activity Project, A Reading Log and A Monthly Family Activity Calendar. There are many ways to use your child's own natural curiosity and questions to fuel learning activities at home. Exploring the backyard together, cooking, reading books and stories infused with STEM concepts like weather, trains, animals, etc. will help lay the foundation for a life-long love of learning.

### **MEALS**

Preschoolers may participate in the school breakfast and lunch program. If you wish for your child to eat lunch at school they must be escorted by a parent or other adult and the lunch order must be called into the office by 9:00 A.M.

### **TRANSPORTATION**

Transportation is provided from Avenue B School, the old community center and two stops at the new trailer park.

At the beginning of the school year students riding a bus will have a washable marker color on their hand to help us and the bus driver make sure students are put on the appropriate bus at the end of each day.

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

I have read and understand the information in the Mammoth-San Manuel Preschool Statement of Services Handbook and the First Avenue Elementary/Mammoth Elementary STEM Preschool Information Packet which includes discipline procedures from Mrs. Maestas & Mrs. Christian.

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

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

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

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

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

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

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

I have a question or comment:

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Mrs. Maestas, Mrs. Christian, or Ms. McClung will call you as soon as possible to answer your question.

Attached: MSMUSD Parent Involvement Policy  
Healthy Choices Menu  
Photo Release Form  
Free/Reduced Meal Application Form