

Littleton Preschool Family Handbook



Littleton Elementary School
1252 S. Avondale Blvd.
Avondale, AZ 85323
(623) 478-5700

The Littleton Preschool Program has received a
3 STAR Rating
Through the Quality First/First Things First Assessment Process



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Preschool Information Cover Sheet

Preschool Staff

Ms. Jazmin Pacheco – Preschool Coordinator
Mr. Eric Atuahene – Principal
Ms. Samantha Armstrong – Assistant Principal
Ms. Nohemi Franco – Preschool Psychologist
Ms. Mariah Murphy - SLP
Ms. Aubrie Ganum - SLP
Ms. Keri Ellenberger - SLP
Ms. Kayla Hudak -PT
Ms. Chelsey Walworth-OT

Preschool Teachers

Ms. Karen Garza (AM/PM ECSE teacher)
Ms. Marlea Alward (AM/PM Itinerant teacher)
Ms. Vanessa Asarisi (AM/PM ECSE teacher)
Ms. Celeste Kolinchack (AM/PM ECSE teacher)
Ms. Jasmine Rodriguez (AM/PM ECE teacher)
Ms. Bertha Plaza (AM/PM ECE teacher)
Ms. Anissa Kemp (HQEL All Day teacher)
Ms. Inez Powell (HQEL All Day teacher)
Ms. Miriam Rodriguez (HQEL All Day teacher)

Hours of Operation NO PRESCHOOL ON WEDNESDAY

Monday, Tuesday, Thursday & Friday A.M. Session 7:20 a.m. – 10:20 a.m.

P.M. Session 11:20 a.m. – 2:20 p.m.

HQEL Hours of Operation

Monday, Tuesday, Thursday & Friday 7:30 a.m. to 1:30 p.m.

Wednesday 7:30 a.m. to 11:00 a.m.

LESD Preschool Programs follow the same yearly calendar as the Littleton Elementary School District in terms of holidays and school breaks. Please check the preschool newsletter and bulletin boards for exact dates and times.

Attendance Line: (623) 478-5702

Welcome to the Littleton Elementary School District Preschool

The Littleton School District's preschool programs run in 3 hour sessions (either am or pm). We will try our best to honor your preference for sessions, but we cannot guarantee your choice. It is an **integrated special education preschool** designed to meet the physical, emotional, social, communication and developmental needs of students in order to provide a Free and Appropriate Public Education (FAPE), in the Least Restrictive Environment (LRE) to students who have qualified for special education services, between the ages of 3 and 5 (kindergarten age-eligibility). Students must be at least three years of age and must meet the same criteria of district residence and health documentation as other Littleton students.

We are committed to providing a positive classroom climate that is both nurturing and appropriately challenging. A variety of instructional strategies are used by teachers to promote hands-on learning. A developmentally appropriate curriculum integrating language and literacy development with math, health, science and social studies is delivered by highly qualified teachers. Students experience multiple opportunities to express themselves, reason, think independently and creatively, make decisions, solve problems, work cooperatively and develop responsibility.

Parent Participation

Teaching children begins at home and parents make the difference. Throughout the school year, parents continue to influence children's success in school through the monitoring of school performance, support for homework as children age, and most important, continued personal involvement in their children's lives and educational experience. As parents, you are the first and most important teachers your child will ever have. It is critical that school and parents join forces in educating each child. We welcome you as a partner in the education of your child and look forward to many years of wonderful, rewarding educational experiences for your child. Each teacher will establish a sign-up procedure for volunteering in the preschool classroom, and we ask that you work with the teacher to pick times that are convenient for you. We do ask that parent volunteers allow students to attend preschool independently for the first four weeks of school in order to learn school routines, build independence, and establish relationships with staff. In order to ease the transition to school as the year begins, we ask that you bring your child to the classroom, give them a quick hug and kiss, and be on your way! We promise you that we will take care of your little one, even if there are tears!

Throughout the school year, classroom teachers will be scheduling activities to celebrate student learning and sessions designed to extend learning at home through make and take activities. Parents are encouraged to attend as many sessions as possible to strengthen the home-school connection and foster greater open communications. Please communicate

interest areas, such as literacy, math, communication or behavior related to your family's unique needs.

Integration of Typically Developing "Peer Models"

The Littleton Preschool Programs believe that children learn well from each other, therefore we integrate typically developing students, on a limited basis, into our preschool programs to serve as *Peer Models* for those children receiving special education services within our preschool. Children of all abilities and cultures attend school in the same classroom, and we do not provide a program exclusively for non-disabled preschoolers.

Peer Model preschool students are enrolled on a **trial basis**, as it is imperative that they exhibit role model communication and social emotional skills. If, at the end of the trial period, which is typically the first 4 weeks of enrollment, the classroom teacher finds that your child does not exhibit the qualities of a Peer Model, for either developmental concerns or for disruptive behavior, then the child may be referred to a developmental screening and/or withdrawn from the program. It is important to recognize that the integrated preschool program may not be suited for all typical children and the parent may be asked to find another preschool program better suited to their child's needs.

Typically developing *Peer Model* can apply for the preschool program in two ways:

- Apply for a scholarship offered through Quality First or the Preschool Development Grant for your child to attend preschool free-of-charge by filling out a Peer Model Scholarship Application (financial guidelines apply). Attendance guidelines also apply for scholarship recipients and if a child does not attend at least 85% of the time during the month, their scholarship may be discontinued, and they may be withdrawn from the program.
- Apply for a tuition-paying half-day Peer Role Model spot for your child to attend preschool (tuition can be paid up-front at \$2000.00 for the year, or ten equal monthly payments of \$200). Tuition payments are due by the 15th of the prior month. Payments posted after the 25th of the month are late and a \$25.00 late fee will be charged.

If accepted into the program, the parent will be provided with an enrollment packet and list of required documentation. This packet must be returned into the Welcome Center for enrollment. Parent will be notified of class placement and start date by district office. All *Peer Models* must reapply each year for a spot in the program. Participation this year does not guarantee you a spot for the following year.

Qualifications for the Preschool High Quality Early Learning Grant (HQEL)

1. Family must meet income eligibility (300% below the federal poverty guidelines.)
2. Student must be 3 years of age by August 31.
3. Families must live within the LESD boundary. Scholarships are filled within our boundary first.
4. Students will wear uniforms
5. Hours: M-T-TH-F 7:30am-1:30pm and Wed. 7:30am-11:00pm
6. An adult needs to drop off and pick up students and sign them in and out each day

Policy for Waitlist

The policy of the First Things First scholarship is to provide quality early education experiences to enhance school readiness skills and prepare children for Kindergarten. LESD continues to fill available scholarship slots on a first come, first serve basis throughout the school year.



LESD #65 Preschool Philosophy

The Littleton Preschool believes in the importance of educating young children. Research has shown that high quality early childhood education programs can make a critical difference in a child's life. Ninety percent of a child's brain is developed by the age of 5 years old. Our preschool programs will help children develop a love of learning and prepare them for kindergarten.

The Littleton Preschool knows that families are children's first and best teachers. We provide a quality program that involves the whole family including parent/guardian meetings, and parent/guardian/child activities.

The Littleton Preschool staff respect cultural and other aspects of diversity. We treat people of all abilities, races, religions, family compositions, and cultural backgrounds with equal respect. We invite family members to share music, crafts, food, dress and stories in the classroom.

The Littleton Preschool celebrates children's uniqueness and their contributions to the classroom communities. We believe that all children have differing special needs and abilities. Children must have meaningful opportunities to interact with a diverse group of peers on a daily basis.

The Littleton Preschool teachers are the heart of our program. Our teachers receive on-going training and resources in order to provide a quality early childhood program. Our teachers create caring and nurturing educational environments that encourage each child's abilities.

The Littleton Preschool believes in allowing children to make choices. Our classrooms are set up to encourage children to question, think, investigate, and experiment. The rooms are arranged to offer challenges and choices for differing abilities. Our classrooms offer a variety of educational materials and equipment that is available to children throughout the day.

The Littleton Preschool provides a healthy, safe, and clean environment for the children. The preschool classrooms will adhere to safety standards set forth by the State of Arizona

Department of Health Services, Quality First program guidelines and the Littleton School District to meet the physical needs of the children in their daily activities.

Preschool Goals

1. Provide developmentally appropriate preschool experiences.
2. Provide a caring, enabling and enriching environment to encourage growth through independence.
3. Implement an appropriate individualized education plan based on identified needs, if the child has been found eligible for special education services.
4. Assist and support families through the special education process as needed.
5. Facilitate a smooth and effective kindergarten transition for all children and their families.

Goals for Children

To provide an environment where children can:

- Have fun and enjoy preschool!
- Be relaxed, comfortable, happy, and involved in play or other activities
- Develop positive self-concepts
- Feel safe and secure
- Be free to verbalize their feelings and ideas
- Receive encouragement and have the opportunity to think, reason, question, and experiment
- Learn to take risks, solve problems, and make decisions
- Appreciate differences in ability, gender, cultural heritage, language, beliefs, and ideas
- Develop both independence and a sense of group membership
- Develop large and small motor skills
- Learn through play, hands-on experiences, questioning, dialogue, observation, experimentation, and through the use of their senses: by seeing, hearing, touching, tasting and smelling



Goals for Parents

- To become actively involved in your child's school - You are encouraged to schedule visits and volunteer time in the classroom. We encourage you to help in the classroom, share a snack with your child, help on "special" days, and attend parent nights.

- To feel comfortable and safe communicating with your child's teachers and other preschool staff - Please feel free to share any concerns you may have about your child's preschool experience. Please let us know of any changes that may occur in the family such as death, divorce, illness, a new sibling, etc.
- To feel that the preschool program is a resource and supportive place for you as well as your child
- To have good memories about your child's first school experience - Talk about your child's school day with him or her. Encourage your child to share the experiences about their day with you. Save special projects your child has made. Date the projects - these memories will last a lifetime!
- To let the teacher and the school office know when there has been a change in telephone number and/or address.

Daily Schedule

The curriculum guides the development of a daily schedule that is predictable yet flexible and responsive to the needs of the children. The schedule provides time for transition, includes both indoor and outdoor experiences and allows for quiet and active times. The children participate in a variety of learning/play experiences such as shared reading and writing, singing, playing instruments, drawing and painting, working with puzzles, Legos, blocks and other manipulatives. Creative play is emphasized daily. These activities are done individually as well as small and large groups.



Curriculum

The Creative Curriculum for Preschool uses, child centered, developmentally appropriate practices, that take into account the classroom arrangement, addition of materials, the needs of the individual child and the intentionality of teaching staff to guide the child's learning. The curriculum is aligned with the Arizona State Early Learning Standards.

Littleton preschool programs include the following topic areas as part of the annual curriculum:

- Social-emotional development offering varied opportunities for children to engage throughout the day with teaching staff facilitating social competence and learning through interacting with others. This includes opportunities to develop skills for entering into social groups, developing friendships, learning to help and other pro-social behaviors.
- Physical development opportunities and equipment are provided to engage in large and small motor experiences that enhance sensory-motor skills, and develop controlled movement such as balance, strength and coordination.

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- Language development providing opportunities to develop competence in verbal and nonverbal communication by responding to question, communicating needs, thoughts and experiences and describing things and events. These skills are gained through conversations, experiences, field trips and book exploration. Non-verbal children are provided alternative communication strategies.
- Early literacy through exposure to print. Daily opportunities to experience books, through story-telling, songs, rhymes and games. They also are actively involved in retelling stories through actions, words or props. Children have multiple ways to write using writing materials for scribbling, drawing, making letter-like marks and messages.
- Early math skills through play with toys of different sizes, shapes, patterns and colors. Activities and materials are selected that build an understanding of numbers and their relationship to quantities and symbols.
- Science for the preschooler is best learned when they 'do' science. Science means finding out about the world through preparing and cooking simple foods, water and sand play using toys to fill, empty and measure. Children may also see things freeze and melt, grow and flower, float and sink or collect items for study such as rocks, shells, seeds etc.
- Technology skills are enhanced through access to multimedia that utilize developmentally appropriate software (for limited periods of time).
- Appreciation for the arts including art media, drama and dance in ways that reflect cultural diversity and children's interests.
- Health and Safety Guidelines are taught and children are encouraged to utilize good health practices such as feeding themselves, hand washing, exercising and safety rules.
- Social studies information is provided by learning about themselves and others. Children are made to feel accepted and a sense of belonging to the classroom community by sharing their home culture with the group.

Assessment

Our teachers utilize a continuum of developmentally appropriate assessments to support the development of young children. An initial screening tool is completed by teachers within 45 days of enrollment which helps teachers and families identify potential delays in the areas of cognitive, communication, motor, social/behavioral, and adaptive development. In the event that a potential delay is identified, the family may be referred to Child Find where our multidisciplinary team will complete further screenings and/or request a Comprehensive Developmental Assessment (CDA) in an effort to determine the need for targeted intervention services.



LESD Preschool programs use Teaching Strategies GOLD, a formative assessment tool consistent with the programs curriculum and philosophy. Ongoing assessment is the process of gathering information during class activities to obtain a representative picture of children's abilities and progress. Teachers collect information on what children do and say, samples of children's work, talking with children to learn more about their thinking and exchanging information with families. The data teachers collect enables them to learn about each child, plan for children's individual learning, track children's progress and plan for program improvement. Information gathered about the child's progress through assessment will be shared with parents following fall, winter and spring checkpoints and at regularly scheduled parent conferences in October and March.

Parent involvement through collaboration and communication is essential. High quality early childhood experiences have a tremendous influence on children's development. Therefore, it is important that parents are provided with information about their child that helps them observe and understand how children develop. Individual assessments may be conducted to assist in planning learning opportunities and implement developmentally appropriate activities. Parents are encouraged to participate in parent trainings/workshops and classroom activities. Our teachers will provide families with regular updates regarding their child's growth and development and include fun, inexpensive, interactive ways to support further development at home too.

Discipline

LESD Preschool teachers and staff use positive, proactive techniques such as guidance, redirection, anticipation of, and early intervention in, potential problems. Teachers will encourage appropriate behavior rather than competition, comparison, or criticism. The teachers will help children to develop healthy self-esteem and make positive choices by using the following strategies:

- Clearly setting and communicating limits and expectations
- Arranging the room, activities, and schedule to support children's success in the classroom
- Modeling and encouraging positive behavior
- Assist in solving problems and conflict
- Providing a variety of choices

Suspension and Expulsion

LESD Preschool does not utilize the practice of suspension or expulsion as a form of discipline. Additional support to children, families, and staff is provided through Quality First's SMART support coaches and Inclusion coaches.

Arrival and Dismissal Time

The district does NOT provide before/after school care for preschool children. When picking up your child, please be on time. Preschoolers become anxious if someone is not there to pick them up on time. Teachers are not available to supervise children before school starts or after

dismissal time. Parents must remain with their child until the child has been **signed in** to the classroom at the beginning of their session.

CHILDREN MAY NOT BE DROPPED OFF AT SCHOOL ANY EARLIER THAN TEN MINUTES PRIOR TO THE START OF THEIR SESSION.

Children not picked up on time will be taken to the principal's office and emergency contacts will be notified.

Transportation

Transportation is only provided for LESD #65 preschoolers if it is a **qualifying related service** documented in the child's IEP, otherwise it is the parents' responsibility to transport their child. Transportation services are not available to *Peer Models*. If your child is eligible for transportation, it usually begins 3-5 class days after enrollment. Parents will be contacted by the transportation department with pickup & drop off information. Parents must have children outside and ready when the bus arrives and a parent must be present to place the child on the bus. The bus cannot wait due to scheduling issues. If a parent is not at home to meet the child at the end of the day, the child will be returned to school and placed in the principal's office and emergency procedures will be followed.



Transportation # (623) 478-5614



Sign-In/Sign-Out Procedures

The safety of each preschooler is the most important concern. All parents/guardians or parent-authorized adults are **required** to sign their child in and out every day. Parents/adult must sign their first initial and **entire** last name as well as date and time of drop-off and pick-up. Children will be released only to an authorized person listed on the emergency card. **No exceptions will be made to this policy!** Please be prepared to show identification at all times.

A court order is required to be a part of the child's file if either parent is prohibited from picking up the child.

If you plan to visit the classroom, parent and family members will sign in at the front office and will be given a visitor's pass in order to enter the preschool classrooms. If for any reason visitations become disruptive to the learning environment the principal reserves the right to make other participation arrangements for the parent.

Attendance

Please notify the preschool, school office and transportation (if provided) if your child is going to be absent for any reason. Messages may be left at the number listed for the preschool teacher. If a preschool child is absent for ten consecutive days without prior arrangements, he/she will be withdrawn from the program. If the student returns, he/she must re-enroll.

Attendance criteria is strictly enforced for *Peer Model* preschoolers receiving a scholarship. **Children must be in attendance 85% of the time or they risk losing their spot in the program.**

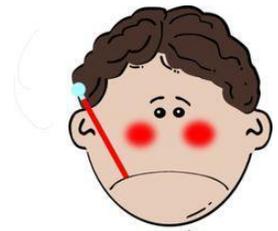
Emergency Notification

As required by the Arizona Department of Health Services, Emergency “Blue cards” must be completed by the parents/legal guardian for every child enrolled in the preschool program during registration and prior to their first day. There must be 2 complete emergency contacts listed. All this information must be complete, including the emergency physician and hospital of choice. This is in addition to the emergency information that the school nurse maintains. Copies of each child’s immunization record must be attached to the card and kept in the classroom. In case of minor injuries, your child will be treated at the school and you will be informed about the injury at pick-up time. In case of a more serious injury, first aid will be administered and you will be notified to pick up your child for further care. If necessary, 911 will be called.

Illness

In order to protect your child and other children from illness, disease and infection, please keep your child out of school if he/she has any of the following symptoms:

1. Fever-Any temperature of 100 degrees or above within the last 24 hours
2. Rashes and any rash that is contagious
3. Chicken pox-Children should be kept out of school until all lesions have scabbed over and the school nurse has examined the lesions
4. Pinkeye-Children should remain at home until he/she is treated by a physician
5. Stomach problems-diarrhea and vomiting
6. Head lice and scabies-children should be treated and stay at home at least 24 hours afterwards.



Your assessment of your child’s recovery is important. When in doubt, please keep your child home and consult with your doctor, health care provider or school nurse. **Please don’t return your child to the classroom until he/she is symptom free for at least 24 hours.** If your child is being treated for an infection such strep throat, bronchitis, etc. please keep them home for at least 36-48 hours after being treated with an antibiotic. We will notify you immediately if your child becomes ill at school: you will need to pick him/her up promptly.

Please keep your blue emergency card information up to date. Always notify us of any address or phone number changes, notify the school office as well. Please keep us informed about any special conditions that might affect our child during school.

Medications at School

There may be circumstances when it is necessary to administer medication to a child during school hours. This may enable the child to attend school, improve or maintain their health status, and improve their potential for learning.

The school nurse, as the health professional on campus, will dispense medications. If the school nurse is not available, the principal's designee will dispense medications.

Medication must be in the original container and must have the pharmacy label with the child's name, medication name, dosage, and doctor's name. The nurse, or principal's designee, will note the number of pills or amount of medication received.

The parent or legal guardian must sign a "Parent Request for Administration of Medication" (form HMES-503) requesting the dispensing of medication during school hours. This form contains the child's name, the medication, dosage, dates to be given, time to be given, route, doctor's name, and parent's signature.

The nurse will initial and note on the medication record the date and time that the medications are given. The full signature of the person dispensing the medication will appear on the sheet at least one time. At the end of the school year, or when the medication prescription is completed, the record form will be placed in the child's health folder.

All medications will be kept in a locked storage in the nurse's office. Before school closes, the parent or legal guardian will be notified by telephone or letter to pick-up the left over medication from the nurse's office.

School Attire

Children should wear comfortable, washable, play clothes which they can completely manage by themselves. They also need to wear comfortable, sturdy **closed-toed** shoes to school for safety reasons. Clothes should be labeled with the child's name. Please provide an extra set of clothing including a pair of pants, shirt, shoes, socks and underwear to keep in their backpack.

Children with IEP's who are not toilet trained, please provide an ongoing supply of diapers/pull-ups and wipes, labeled with your child's full name.

Backpacks

Please provide your child with a tote bag or backpack with his/her name on it to be used to transport communication book, papers, artwork and special items. Put any notes or permission slips that need to be returned to school in the pack. Teachers will check for these items. Parents should also check backpacks daily for information and children's work.



Littleton ESD Preschool EMPOWERS children and families to live healthy lives by:

1. Providing at least 30 minutes (half-day)/60 minutes (full-day) of daily physical activity through adult-led and free-play gross-motor activities and limiting screen-time to less than 1 hour per week
2. Practicing “sun safety” by encouraging families to apply sunscreen on their children and recommend the use of hats to protect from intense sun
3. Providing breastfeeding-friendly environments
4. Participating in Child and Adult Care Food Programs such as Breakfast in the Classroom and Free or Reduced Lunch
5. Limiting servings of 100% fruit juice to twice per week
6. Promoting and serving family-style meals to enhance self-help skills and encourage the development of essential social and language skills
7. Providing oral health education and screenings through First Teeth First
8. Providing annual professional development related to EMPOWER topics
9. Providing Arizona Smokers’ Hotline education materials
10. Maintaining a smoke-free campus

Sun Protection Policy

It is important to protect against the harmful effects of the sun at all ages. Parents should apply sunscreen to their child before coming to school. Children may also bring a hat to wear outside. All classrooms have drinking fountains but, it is also recommended that children bring a sealed water bottle to school to ensure proper hydration throughout the day.



Oral Health Policy

LESD Preschool programs recognize the importance of preventing tooth decay and our role in promoting oral health through education. Families are provided with oral health literature, oral health kits and screenings through our partnership with First Teeth First.

Meals and Snack Policy

All LESD Preschool classrooms practice “family style dining” as an opportunity to develop language, self-help and socialization skills, fine motor skills as well as focus on nutrition and health.

Our programs are committed to supporting the health and nutrition of young children therefore all meals and snacks must meet guidelines established by the USDA that encourage the consumption of diverse foods and limited juice intake. These guidelines include serving low-sugar foods such as fruit, vegetables, whole grain crackers, cheese, milk and limiting 100% fruit juice to twice per week.

LESD participates in Child and Adult Care Food Programs such as Breakfast in the Classroom and Free or Reduced Lunch. Students attending in the morning session will be provided a complete breakfast. Students attending in the afternoon session will be provided milk and a light snack. Classroom breakfast and snack calendars are posted on a weekly or monthly basis.

**Please notify the preschool teacher of any allergies or dietary restrictions your child may have.

Smoke Free Campus

All Littleton Elementary School District campuses are smoke free. LESD Preschool programs are committed to supporting the efforts of the Arizona Smoker's Helpline (ASHLine) to help families and staff quit tobacco. Call Quit Coaching at 1-800-55-66-222 for more information.

Field Trips

Preschool classes may take field trips during the year. Field trips are related to classroom activities. Parent participation is encouraged. A notice of field trips will be sent home and school-issued permission form must be signed by a parent prior to the field trip.

Classroom Parties or Special Treats

State health regulations require that snacks must be brought in store-sealed, unopened containers. This includes all foods, drinks, cups, silverware, napkins, etc. Fruits or vegetables must be served whole, or if cut, must be prepared and sealed at the store. Please consult your child's teacher before bringing anything.



Withdrawal Policy

Although it is the intention of the staff that all students remain in the program for the full school year, students will be dropped from the program when any of the following circumstances occur:

1. Child does not meet the legal requirements for immunizations or other health-related issues
2. Child is enrolled in or meets age requirements for kindergarten

3. Child no longer meets Special Education requirements based on current evaluation results
4. Child moves out of the school district attendance area
5. Child is referred to and placed in a more appropriate preschool program
6. Child has unexcused absences in excess of 10 days
7. *Peer Model* is not suited for the Preschool
8. Failure to pay monthly tuition
9. *Peer Models* receiving scholarships without regular attendance.
10. Chronically late pick-up of (more than 5 times of greater than five minutes)

Occasionally, a parent of a Littleton child decides that he/she no longer wants the child to be in the program. When this happens, the parent should call the preschool classroom and withdraw the child at the office. If the child has an IEP, the parent should write a letter explaining that Littleton's assistance or service is no longer desired, the IEP should be reviewed and the child should be staffed out.

Parent Satisfaction

It is important that you address your thoughts about our programs. You will receive a yearly questionnaire that you can relay your thoughts on. If you have an affirmation or concern you want to address at any time, please address the concern with the person or persons involved. If you feel you have not been heard or your concern has not been addressed, please follow the steps below.



1. Discuss the concern with the lead preschool teacher or person involved;
2. Notify Preschool Coordinator (623) 478-5719 or contact Littleton Elementary School front office (623) 478-5700;
3. If the issue has not been resolved, please contact Exceptional Learners Services at (623) 478-5613.

Pesticide Notification

Parents will be notified within 48 hours of any pesticide spraying scheduled to be completed on the Littleton Elementary campus. A notice will be hung on the preschool CLASSROOM doors stating the dates of the pesticide treatment.

Child Abuse Reporting

Per state law, school employees must report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services and/or local law enforcement agencies.

Inspection Reports

This facility is regulated by the Arizona Department of Health Services. Inspection reports from the Arizona Department of Health Services Child Care Licensure are available for public review in the Preschool Coordinator's office room F08.

Arizona Department of Health Services
150 N 18th Ave, Suite 400 Phoenix, AZ 85007
602-364-2539

Insurance as required by R9-5-308 is carried by the Littleton Elementary School District through Arizona School Risk & Retention Trust, Inc.

The Littleton Elementary School District and the preschool program does not discriminate on the basis of race, color, religion, ethnic origin, gender or handicap.





Agreement of Understanding

I have received a copy of the parent handbook for the Littleton Elementary School Preschool.

I have read the program procedures, understand and agree to abide by such terms.

I understand that it is the responsibility of the parent/guardian to provide the following information before the first day my child attends the Littleton Preschool program:

- Complete/provide all necessary information on registration forms
- Complete/provide all necessary and updated information on the Emergency Information and Immunization Records Card (blue card).
- Ensure that my child’s immunization information is current as required by the district and/or state regulations.

Parent/Guardian Signature

Date Signed

Child’s Name

**NEED TO KNOW INFORMATION
(COMPLETE AND KEEP FOR YOUR RECORDS)**

Preschool Teacher _____ Room Number _____

Occupational Therapist _____

Physical Therapist _____

Speech/Language Pathologist _____

Psychologist _____

School Nurse _____

Principal _____

Littleton Elementary School Attendance Line (623) 478-5700

Littleton Elementary School (623) 478-5700

Littleton Transportation Department (only for eligible students) (623) 478-5614