Our Philosophy

We believe that young children learn best through fun, active, and sometimes messy play. Getting to know your child and establishing a trusting and caring relationship is extremely important.

It is important to us that preschool is a special place that your child will look forward to attending each day. Our goal is for all children to have friends to play with, to be surrounded by nurturing teachers, and to flourish in a safe, stimulating and fun learning environment. We want to partner with you to foster a love of learning in your child.

Preschool is a critical time for building oral language, emergent literacy and other school readiness skills.

As part of our comprehensive program, with your permission, we will screen your child’s hearing, vision, speech, language, and early literacy skills when they enter the program. At the end of each thematic unit we also administer brief curriculum-based measures to help teachers see how well their children learn the skills taught in each unit. During the fall and spring parent\teacher conferences we will share this information with you and we will work together to set goals for your child.

Our Support

The Mary Lou Fulton Teacher’s College Preschool is supported by the ASU Mary Lou Fulton Teachers College and by the Department of Speech and Hearing Science in the College of Health Solutions at Arizona State University.

To best meet your child’s needs we are committed to:

- Providing a safe and healthy environment
- Creating a nurturing, caring and respectful atmosphere
- Planning meaningful and motivating learning activities
- Encouraging independence and autonomy
- Collaborating with and supporting our colleagues
- Welcoming parents, university students, and community visitors
Hours of Operation:

Our preschool is open from 7:30 - 5:30 Monday through Friday. See our registration form for enrollment options.

Fees, Payments, and Refund Policy:

- Our annual registration fee is $150.00 for the 1st child and $75 for each additional child from the same immediate family (non-refundable).
- Parents are responsible for tuition payments when a child is absent for any reason.
- Tuition for the academic year is divided into equal monthly payments beginning August 1st.
- Our 2014-2015 tuition rates are printed on our registration form.
- The tuition payment box is located in the front office.
- Tuition is non-refundable.
- Payment is required during school closure and vacation days.
- Parents receive a monthly invoice.
- There is a $35 late fee when payment is one week late and $100 fee when a payment is more than two weeks late.
- A thirty day written notice is required to withdraw a student and tuition is due for the final four weeks of the student’s enrollment when the 30 day notice is completed.
- The director reserves the right to dis-enroll a child for unpaid tuition.
- If you are awarded a scholarship, be sure you understand your financial responsibility for tuition.

Late pick-up fees:

We charge $1.00 for each minute you are late. The first time you are late we will remind you of our policy and not charge you. If you are late, again please be prepared to pay cash to the person in charge. This fee applies to both part day and full day enrollees. In emergencies, a courtesy call is greatly appreciated, though payment may still be required.

Enrollment Criteria:

All children must:

- Be 3-5 years of age and not yet old enough to attend kindergarten.
- Be potty trained.
- Complete our enrollment screening.
- Function independently within the preschool classroom.
- Have all required enrollment paper work on file, including immunization records.

Mary Lou Fulton Teacher College Preschool does not discriminate based on race, color, religion, sex or national origin. We enroll children who can benefit from our services, curriculum and program model. Due to our class size and funding, we cannot provide a program for everyone, but we will advocate for all children and assist parents in finding services when possible.
Educational Programs

- Our center-based program serves children ages 3-5 who are not yet old enough to attend kindergarten.
- We use Arizona Early Learning Standards and Teaching Early Language and Literacy (TELL) to guide our lesson planning and instruction. The TELL curriculum focuses on listening comprehension, verbal expression, vocabulary development, alphabet knowledge, and print knowledge.
- Teachers post their weekly lesson plan on the classroom bulletin board.
- We maintain a teacher-child ratio of approximately 1 adult to 9 children.
- The classrooms are divided into learning centers that create an environment that motivates and encourages your child such as the Art Center, where children develop creativity, eye hand coordination, fine motor development and spatial and design skills. The Library Center exposes your child to all aspects of language such as speaking, reading, listening and writing. At our Block Center children, learn about spatial relations, design abilities, cooperation, problem solving, and vocabulary development. Materials offered in the Writing Center encourage scribbling, drawing, painting, and copying shapes, design and letters. The Dramatic Play Center changes several times a month and provides your child with opportunities to develop language, social, creative and role playing abilities. The Science Center encourages your child to explore a variety of materials supporting concept and language development. Centers change with themes and projects.
- During outdoor play the children have balls, monkey bars, swings, sand and water toys, balance beams, building blocks, dramatic play and quiet play spaces to foster large muscle skills, strength, flexibility, balance and coordination, social interaction with peers and language development.

Speech and Language Therapy Services

- Our certified speech-language pathologists and graduate students from the Department of Speech and Hearing Science at ASU will be an important part of classroom activities and will plan with teachers to support children’s communication development.
- If you are interested in individual speech or language therapy for your child outside of preschool hours, please speak to your child’s teacher and we will be glad to discuss options with you.

Getting Started

Parents and teachers want to see children get off to a good start! A thoughtful and relaxed approach to the first few days of school is important. A day or two before your child begins, talk in general terms about what to expect, for example, making new friends, listening to stories, singing songs, eating lunch, and resting. On the first day of school plan on spending the necessary amount of time with your child until they feel comfortable remaining at school without you. It could take 15 minutes or parents have stayed and played for over an hour!

Accompany your child to the classroom and remember to sign in. Take a few moments to make sure your child knows where to find their cubby. After finding their cubby, encourage them to help put away their lunch and enjoy exploring the room for a few minutes before you say goodbye. Give an advanced warning of at least 5 minutes before your departure. Never leave without telling your child good-bye. This can be very traumatic to children. Please realize that some children part easily from their parents and others do not. This is normal. Leave taking is most successful for everyone when your good-bye is short and your child focuses on the new environment and activities. It will be more difficult for your child to separate if they sense you are concerned or tearful. The teaching staff will gladly help in this transition, so please take comfort in knowing we are here to help. It is fine for you to call the school later in the morning to check on your child.
Open House
Prior to your child’s 1st day of school we will hold an open house. The purpose of this time is to:

- Meet you and your child and learn about your family.
- Assess how the transition from home to school might go in order to better prepare for the your child’s first days of school
- Inform you about our curriculum, the daily routine, activities, and classroom procedures and policies.
- Address any concerns and answer all your questions
- Interpreters (translators) are available

Sample Daily Schedule
This schedule varies by classroom but gives you an idea of the activities during each part of the day.

7:30 am  **Doors open/Centers**: Parent sign children in on the office sign in/out sheet. Parents help their child wash their hands; find their cubby to put away jackets/back packs and lunches. Children can choose a center to work at while other children arrive.

8:30 am  **Outside time**: Dramatic play, swings, play with balls, climbing equipment, sand, and water play, garden etc.

9:00 am  **Circle time**: Oral language, literacy and pre-academic skills develop as children learn new songs, nursery rhymes, letter sounds and vocabulary.

9:15 am  **Snack time/Small group dialogic reading story time**: Children listen to books read by teachers or eat snack then rotate to the other group.

9:45 am  **Library time**: As students finish up snack they can go get a book and read alone, with a friend or with an adult.

9:55 am  **Centers**: Child directed, free choice, teacher/staff support play, model and scaffold interactions.

11:15 am  **Circle**: Music and movement, morning review.

11:30 am  **Outside time**: Dramatic play, swings, play with balls, climbing equipment, sand, and water play,

11:45 am  **Half day dismissal then Lunch time**: Children wash hands before eating lunch.

12:45 pm  **Rest time**: Children use the restroom and go to their mat. All children rest for 30 minutes. Those who do not sleep then move to quiet activities.

2:30 PM  **Quiet Centers**: as children get up from rest time, they can choose a quite center to work at.

3:00 pm  **Wash Hands/ Snack Time**: Teachers/staff sit with students at snack time participating in conversations

3:30 pm  **Enrichment time (inside or outside)**: Planned painting, artwork, dramatic play, blocks, sand, gardening, water play, music, computer etc.

4:30 pm  **Outside time**: Children swing, play with balls, climb, play in sand and water play, gardening etc.

5:30 pm  **End of the school day**: Students must be picked up by 5:30 pm.

Transitions
Relationships take a long time to develop and therefore any changes in your child’s classroom placement should be gradual and thoughtful. We will always consider your child’s needs when assigning or changing classrooms. As we approach the end of our school year if your child will stay at our preschool you will be invited to visit the classroom where your child will begin the next year. We will also arrange a visit for your child. Although our classrooms all are arranged similarly, there are differences in teaching approaches and expectations as children grow and mature. Our goal is a smooth transition for you and your child.

For children moving to kindergarten we plan transition activities that will help them know what to expect and to make the transition fun and exciting for your family. We encourage you to visit your child’s future school and to participate in a kindergarten transition meeting if your child receives special education services.
Curriculum and Assessment
Our curriculum and teaching activities support all areas of development including oral and written language, motor, social, emotional and cognitive. We believe in creating a learning experience where there is a balance of intentional teaching and child-initiated play. The Arizona Early Learning standards and Teaching Early Language and Literacy Curriculum provide a framework for the planning of quality learning experiences for your child. Please let us know if you would like to see our complete curriculum and assessment procedures. We gather individual portfolios for each child that include documentation of their growth and development, the record of parent teacher conferences, anecdotal notes, and samples of their work.

Developmental Screening
At the beginning of the year we will complete a speech, language, hearing, and vision screening for each child. We will also review records from previous programs, evaluations or agencies. The classroom teachers are responsible for monitoring your child’s development in cognitive, motor, social and emotional areas. Occasionally we discover that a child enrolled in our program may need more services and support than we can provide in our setting. If we have any concerns we will meet with you.

Nutrition
Mary Lou Fulton Teachers College Preschool IS NUT FREE. WE DO NOT ACCEPT FOODS OR SPREADS WITH PEANUT BUTTER, PEANUTS OR OTHER TREE NUTS.

If your child arrives early and has not had the chance to eat breakfast they could bring a compact breakfast with them and eat it at a designated table when they arrive.

Snack
MLFTC Preschool will provide two snacks per day. The snack menus are posted in each classroom, and in the kitchen we will can also email you a copy of our monthly snack menu. We believe that a wholesome, well balanced diet with small servings of fruits, vegetables, whole grains, and dairy products results in healthier and happier children.

Lunch
Parents provide lunch for their child including food and drink. Adults sit at the table and eat with the children. This is a great opportunity to visit, encourage conversation and support healthy eating. We depend on you to be thoughtful about packing nutritional foods. We believe that a wholesome, well balanced diet with small servings of fruits, vegetables, whole grains, and dairy products results in healthier and happier children.

ENCOURAGE HEALTHY EATING HABITS
Getting young children to eat a variety of fresh and nutritious foods can be challenging. Typically, young children enjoy:
- A variety of textures (smooth soups, tender meats, fresh fruits or slightly steamed vegetables)
- Bright and colorful foods (mango and green peas)
- Mild, delicate flavors (bananas, noodles, rice)
- Finger foods (small sandwiches, veggie sticks)

Children who are involved in packing their snacks and lunches are often more excited about eating. The night before school ask your child to choose some items from the refrigerator or to help you prepare their lunch. This way he/she feels some power and control through choice. When food looks pleasant and inviting it encourages eating. Arrange fruits and vegetable slices around a slice of hard-boiled egg to make a face or use a cookie cutter to make a whole-wheat turkey sandwich just for fun! Lunchables and candy are not allowed at school.
Some parents are concerned that their child will not eat at school and might go hungry. This is generally not the case. When snack and lunchtime arrive, most children are eager to sit down and eat with their friends. Children are influenced by what they see and what their friends are eating. This is the perfect age for you to provide healthy foods and begin to shape your child’s eating habits. Please remember that the midmorning snack is not intended to take the place of breakfast. Please give your child breakfast before school or bring it with you if you are pressed for time.

**Suggested lunch items:**

- Bagel or English muffin with melted cheese
- quesadilla
- taquitos
- rice with cooked veggies
- noodles with cooked veggies
- dry cereal
- sliced or cut up fresh fruit
- yogurt
- applesauce
- scrambled eggs with a tortilla
- veggies and dip
- * chicken nuggets
- * whole grain crackers or pretzels
- * ½ a sandwich
- * hard-boiled egg
- * gold fish crackers
- * whole grain bread with butter or cheese
- * pickles
- * muffin
- * ½ a banana
- * cottage cheese and fruit or crackers

**PLEASE WRITE YOUR CHILD’S FIRST AND LAST NAME ON ALL FOOD CONTAINERS AND LOOSE FOOD ITEMS. LABEL YOUR CHILD’S DRINKING CUP WITH FIRST AND LAST NAME.**

Remember that fruit juice and high sugar snacks (even ones that appear healthy, such as some types of yogurt) have empty calories. When shopping read labels. Look for foods with low sugar (below 10g per serving) and high protein. Whole grains provide complex carbohydrates, which are metabolized, more slowly, which means slow and consistent energy for little bodies. Also, look for foods with high fiber.

**WHAT TO DRINK**

Be sure to send a fresh container of water each day and take it home each day to wash and refill. If you are concerned that your child may not be getting enough calcium then please send in a small thermos of 1% or skim milk for your child to drink at lunch. Look for something that will fit easily inside his lunch bag. If you do provide juice, be sure that the label says “100% fruit juice” with no added sugar.

**CHOKABLE FOODS – Please be careful about the food you send to school.** Please use caution when preparing breakfast and lunches for your child (lightly steam veggies until they are tender and cut grapes in half). It is our policy to be able to see and hear the children at all times. Eating lunch together means we will be attentive to children when they are eating.

**FOOD SAFETY**

**Allergies:**

Please notify us if your child has any food allergies by completing the **ALLERGY FORM**. If your child has a severe food allergy your doctor will need to provide us with information that is more detailed.

**Storage:**

Harmful bacteria can grow rapidly in the “Danger Zone” (temperatures between 40-140 degrees F). Never leave food out at room temperature for more than 2 hours. An ice pack can be packed in the lunch box. We refrigerate all food no later than 8:45. If you arrive after this time please take your child’s food to...
the refrigerator in the kitchen. If you send warmed food in a thermos, please ask the teacher to keep it out of the refrigerator.

Other resources for child nutrition:
www.keepkidshealthy.com
http://kidshealth.org

Health Policies

Sick Child Policy:
We believe that a healthy environment creates positive experiences. Please safeguard your child and others by keeping him/her home if signs of illness are present. When children are not feeling well they are irritable and often do not want to be at school. Sick children pass their illness on to other children and adults.

If your child has any of the following symptoms, you should not bring him/her to school:
- Has a fever of 100 degrees or above (orally) or has had a fever during the previous 24 hour period.
- Has a cold that includes one or more of these symptoms: less than 2 days old, has a heavy nasal discharge, has a congested cough or complains of ear or throat pain with or without a fever.
- Has diarrhea or vomiting or has had in the previous 24 hours.
- Sores that are open, infected, or not easily covered.
- Earache
- Lice or scabies
- Undiagnosed rash
- Red, draining eyes
- Has a skin or mouth sore discharging fluid or pus.
- Is unusually drowsy or tired.
- Exhibits symptoms of a communicable disease
  - Red and/or runny eyes
  - Rash
  - Sore throat
  - Lice/mites

If your child develops any of these symptoms while at school we will call you to come and take him/her home. We will keep your child in a quiet area away from other children until you arrive. In the event we are unable to reach you, we will call the emergency contact numbers. Please pick up your sick child in less than 1 hour to prevent the spread of infection and to allow him/her to rest, recover and be treated for the illness.

When can your child return to school after being ill?
When your child is free of vomiting, diarrhea, fever, deep cough, heavy nasal discharge, or chest congestion for 24 hours without taking any medications he/she may return to school. Children may also attend school after taking an antibiotic for 24 hours. Our program follows exclusion and return-to-care guidelines listed on the Arizona Department of Health Services Communicable Disease Flipchart or as advised by the local health department. However, if staff have concerns about your child’s ability to remain in school or to return to school after an illness, a note from your health care provider may be required.
At the time of enrollment please share all information related to your child’s health and safety needs. Our program welcomes children with special health care needs. These may include a food allergy, an asthmatic condition, or a child needing assistance to move from place-to-place. Development of a specific health care plan is an important step in serving your child. This plan could take several weeks to complete and it may include written instructions from specialists and medical personnel who know your child.
Policies & Procedures

Accidents, Injuries, and First Aid
When children are in our care at least one staff member with current training in age-appropriate CPR and First Aid is always on site. All staff is required to be CPR and First Aid certified and will treat an accident or injury quickly and carefully. For minor scrapes and bruises, an Ouch Report will be sent home so you are aware of what happened. We have quick access to First Aid and Safety Information guidelines if needed.

In the event your child has an injury that does not require immediate attention, but could require a trip to your doctor, the teacher will contact you within 30 minutes of the incident. Under these circumstances we ask that you come to school and make the decision about seeking medical treatment. If an injury is serious, staff will follow emergency medical procedures.

Arrival and Departure
School begins at 8:30 a.m. All children must be signed in using your complete first and last name by that time. After signing your child in please go to the bathroom and assist your child in washing their hands. All children must wash their hands when arriving to school in the morning. We recommend everyone wash their hands when leaving school at the end of the day.

Late arrivals disrupt the flow and consistency of the morning activities for all children and staff. Please be respectful of others and have your child to school on time.

Half day pick up time (at 11:45) is the most difficult time for teaching staff to get involved in lengthy conversations, especially when other children are eating or transitioning to quiet time. Teachers want to make time to exchange information with you at the end of your child’s day, but they may be brief in the time they can spend visiting. They will also communicate through daily notes and leave messages in the parent log on top of the cubbies. You are invited to do the same. If necessary the teacher can call you later in the afternoon. You can also arrive earlier in the morning or ask to meet with the teacher or therapist at any time.

Please do not arrive late to pick up your child. We will charge a late fee of $1.00 per minute.

Attendance and Absences
Please bring your child to school every day unless he or she is sick. In the event your child is ill, we expect a phone call notifying us of the absence and telling us the symptoms. It is especially important to notify us of any pre-planned absences. You are responsible for tuition payments even when your child is absent.

Child Abuse
All staff are trained to recognize the signs and symptoms of abuse and neglect and the reporting procedure which must be followed. The law requires us to report any suspicion of abuse or neglect.

If a parent or staff person expresses a concern about abuse, inappropriate behavior, or mistreatment of a child by an employee or a volunteer, the director will follow required steps which may include filing a report with CPS, as specified by the Employee Conduct and Work Rules (801) or the Academic Code of Conduct for Arizona State University students and volunteers. You can review a copy of these policies at http://www.asu.edu/aad/manuals/spp/spp801.html.

Chokable Items
Some children put things in their mouth. Consequently our teachers are very careful and thoughtful about the items accessible to the children in the classroom. Children are always within our sight and we will closely supervise them when they are exploring the environment and handling objects.
Clothing
You must provide an extra set of clothes, including underwear and socks, to keep at school. Please put these items in a zip lock bag marked with your child’s name. Water-play, messy art activities and accidents are frequent causes of changing clothes. We leave all soiled clothing inside a bag in a closed container in the children’s bathroom. Your child’s name will be marked on the bag.

Complaint Procedure
We want to hear from you if you have concerns or questions. Please express concerns to preschool lead staff member or the assistant director. If ever you feel your concern has not been addressed appropriately, the assistant director will investigate further or you may speak with the director of the Mary Lou Fulton Teachers College Preschool. If the problem is not resolved the managing director will refer you to the Mary Lou Fulton Deans Office to speak with the Executive Director.

Compliment Procedure
When you feel that a staff member has done an excellent job with your child, please let them know and pass it on to their supervisor. We all enjoy knowing that other people appreciate our efforts!

Disenrollment
Once enrolled we hope your child will remain at our preschool for the entire year. We may dis-enroll a child for the following reasons:

- Later or nonpayment of tuition
- Behavior that endangers the child, other children, or staff members’ welfare or safety
- Repetitive inappropriate behavior which has not improved with intervention
- Frequent or extended absences not associated with illness
- Excessive tardiness - children who consistently arrive after class has started
- Failure to sign your child in and out each day

Dress code
Please send your child to preschool in comfortable clothing (e.g. shorts, pants, T-shirt, tennis shoes). Remember, young children play hard and get dirty. When dressing your child, select clothing appropriate for the weather. It is also important to send your child in clothes that are easy to unfasten/fasten when using the bathroom, and are OK to get dirty (or even painted on). For safety reasons, please send your child in TENNIS SHOES or other closed toe shoes. NO SANDALS, FLIP FLOPS, OR COWBOY BOOTS. These types of shoes are not safe when playing outside on equipment.

Emergency Evacuation Procedures
We practice evacuation drills to a safe place outside the building once a month. This includes sounding the fire alarm. Our emergency evacuation plan is posted in all classrooms near the entry door.

Shelter in Place
We are prepared for both natural and man-caused emergencies. Thunderstorms, flooding, or other dangerous situations may require us to remain in the building. Shelter in place means we stay in the building until authorities advise us it is safe to leave or evacuate. You may review our emergency preparedness plan upon request.

Field Trips
Parents must provide written permission for their child to attend field trips. Preschool staff will adhere to all guidelines regarding transportation as stated in the ADHS rules for childcare centers. This includes having secure and approved child safety seats available, water, a first aid kit, and two towels or blankets. A written plan will be prepared for all field trips and teachers follow all other guidelines as stated in Child Care
Licensing Rules and our Operating Procedures Manual. If parents attend the field trip they may be asked to help supervise children, but will not be left alone with children.

Parents are only allowed to drive their own child to and from a field trip.

**Food from Home**
Always check with your child’s teacher before bringing in a treat for the class. Arizona Childcare licensing rules prohibit us from serving food that has been prepared at home. For example, cupcakes or cookies baked at home cannot be served at school because of DHS rules and regulations. Only prepackaged store bought items are allowed.

**Guidance and Discipline**
The first few weeks of school are an important time for us to teach rules and reinforce kind and thoughtful acts toward others. We believe that when children are taught what is expected and how to get along at school and when they are engaged in meaningful and fun learning then misbehaving is minimized.

Any behavior that endangers the safety and welfare of your child, other children, or staff members, calls for the coordinators’ immediate attention and full support from parents. Children who engage in repeated inappropriate behavior such as bullying, physically hurting self or others, verbal put downs, or other inappropriate language, frequent tantrums, or out of control behavior could be asked to leave the school. It is our policy to contact you immediately and arrange a meeting if we are concerned about your child’s behavior at school. The purpose of this meeting would be to agree on a specific plan of action and identify responsibilities of both the home and school. In unusual circumstances we may call you to pick up your child and keep him out of school until our concern is addressed. You may request a copy of our behavior management policy.

Our staff is experienced and knowledgeable in managing young children’s behavior. They are trained to create a supportive environment and to use techniques that are effective and respectful when it comes to helping your child experience success in a group situation. They take extra care to:
- Create a nurturing and welcoming environment
- Establish rapport and trust
- Meet individual needs
- Plan for small group learning
- Plan for transitions
- Teach the routine
- Teach rules and model specific skills for getting along with others
- Offer children opportunities to make decisions and choices
- Give meaningful consequences when needed
- Be consistent and treat all children equitably

**Head Lice**
As with all contagious situations, if we discover head lice on a child enrolled at MLFTC Preschool you will be notified in writing. If your child has head lice we will call you immediately and instruct you in the procedures you must follow to treat head lice. We have very detailed written procedures that we will follow to prevent the spread of head lice. We will gladly give you a copy of our procedures.

**Hold Harmless**
It is our policy that parents sign a hold harmless consent form if they ask a staff member to provide babysitting or childcare in their home. The director will gladly discuss this policy with you.
**Holiday Celebrations**
It is our intention to recognize and include a variety of special holidays and celebrations throughout the school year. We would like to learn more about celebrations that are important in your family. We believe that it is not our job to teach our personal beliefs or practices, but to acknowledge what is important to the families we serve. We will make every effort to minimize the anxiety and stress that children often experience during some traditional holiday celebrations. We purposely avoid parties in honor of holidays. Instead, we have tasting experiences, read stories from different cultures, and create special arts and crafts projects. We hope you will share something special about your traditions and celebrations with us during the year.

**Immunizations**
We are required to have an up-to-date shot record on file before your child can start school. If you need information about immunization clinics and locations please talk with a coordinator. If you choose not to vaccinate your child then please request an exemption form. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend preschool until the risk period ends.

**Inclusion**
The Mary Lou Fulton Teachers College Preschool is committed to providing a quality program to all children ages 3-5 to the extent possible. When necessary, we will refer parents to programs that may better serve their child.

**Licensing Inspection**
The Mary Lou Fulton Teachers College Preschool is inspected by the Arizona Department of Health Services annually. Annual inspection reports are available to parents upon request.

**Medication**
We will administer medications according to Mary Lou Fulton Teachers College Preschool written procedures and ADHS requirements. Parents must complete a medication authorization form before we administer any prescription or over the counter medication. Children with asthma or other chronic health issues must have a medical action plan on file. **We will not administer the first dose of any medication.**

**Parking**
Please park only in designated parking spaces. **Remember, it is against the law to leave a child unattended in your vehicle.**

**Personal Items**
Please label all sweaters, jackets, backpacks, water bottles and lunch containers with your child’s first and last name.

**Pesticides**
At least 48 hours before a pesticide is applied on our premises a notice will be posted on the entrance of our property and in each activity area stating the date and time of application. Written information concerning the pesticide is available from the coordinator.

**Picking Your Child Up from Preschool**
State regulations require parents to sign children in and out daily using first initial and last name. Only persons age 18 or older may sign a child out of our facility unless special arrangements are made with the director. Only the adults listed on the Pickup Information Form are allowed to take your child from the facility. Please inform anyone you send to school to be prepared to show picture identification when picking
up your child. Under special circumstances, an unauthorized person could pick up your child, but we must have prior notification and permission from you.

When picking up your child we ask that you be thoughtful and considerate of children who may be engaged with activities, or perhaps even resting, and help your child to quietly gather his or her personal items. If you would like to speak with the teacher and she/he is involved with the children it is best to write a note and to communicate by phone or email, or agree to meet at a later time.

Please discuss the time you plan to pick up your child with your child’s teacher. A consistent drop-off and pickup schedule helps your child know when to expect you and helps us plan appropriately.

**Quiet Time**
All children attending MLFTC Preschool full time have quiet time between 12:45 and 2:15 each day. It is our policy that all children rest quietly without disturbing others for 30 minutes. Some children fall asleep and others are offered quiet activities after 30 minutes.

We provide nap mats and it is your responsibility to provide a clean sheet, blanket, and pillow at the beginning of each week. You will take these home to launder them at the end of each week. You may discuss with the teacher what other items are acceptable to bring for rest time.

**Safety**
Keeping every child safe is our number one priority. This means your child is well supervised at all times. Children are never left unattended. Staff are well aware of the surroundings when on the playground. Every child must be in sight of an adult at all times. We conduct monthly playground and equipment checks. The center is cleaned daily and equipment and materials are well maintained. Staff is well trained in how to respond to emergencies.

The State of Arizona passed a child safety seat law effective August 2, 2012. The law requires that children ages five through seven (younger than 8) and 4’9” or shorter must ride in a vehicle in a booster seat. If you need help finding an appropriate seat please let us know.

**Special Placement Requests**
In certain circumstances a kindergarten age child may enroll at MLFTC Preschool. We will give priority to children who attended preschool at MLFTC. Parents may request that a kindergarten-eligible child continue at MLFTC Preschool for an additional year. The director, coordinators, teaching staff, and if appropriate the speech–Language pathologist will review the request and make a determination. Classroom assignments are based on the best balance of age, gender, and developmental needs. Placement decisions reflect our commitment to offering the best possible program for every child. We do not accept teacher requests from parents.

**Sun and Weather Safety**
Children have outdoor play every day when weather and air quality conditions permit. When outdoor temperatures seem uncomfortable, or are above 90 degrees, scheduled outdoor play activities and times may be altered or children may play in the shade and have limited time outdoors. Children with asthma and other respiratory health conditions play inside on days when local health authorities determine the air quality to be unhealthy or under extreme wind conditions.

**Sunscreen and Protective clothing**
We are concerned about sun safety all year around, but particularly late spring through the early fall season, when the sun’s rays are the strongest. Because the sun is most intense between 10 a.m. and 4
p.m., during the months of May through October, children will not play in the sun during these hours.

Our sun safety policy states that during the hottest months (May through October), sunscreen is applied in the morning and again in the afternoon. Parents need to apply sunscreen to exposed areas of their child before bringing the child to our program during those days. Additionally, parents sign permission allowing staff to re-apply sunscreen 20 to 30 minutes before they go out in the afternoon. We suggest light-colored, loose-fitting lightweight, cotton clothing, wide brimmed hats will help protect faces, necks and ears. Closed toed shoes worn with socks are also helpful.

**Talk It Out**
This innovative program was developed to help young children use their words to solve problems. The goal is for children to recognize problems as they occur, learn helpful words and phrases that offer a verbal solution, and develop problem-solving strategies that lead to a “win-win” negotiated settlement! Teachers help the children as they learn to do this, but teachers do not solve problems, the children do! You will receive detailed information about this unique program to reinforce this positive approach to solving problems while at home.

**Toileting**
All children must be potty trained. We are not licensed to change diapers. Children enrolled in the preschool program should be able to manage their own toileting needs, with some help. Please send a complete change of clothing (including socks and underwear) to keep at preschool. If your child has an accident we will place soiled clothing in a closed container in the children’s bathroom for you to take home.

**Toys**
Except for the first few days of school when a toy or personal item may help ease your child’s transition to school, **we ask that you leave all toys at home or in the car. It has been our experience that items from home are distracting to your child and often get lost or broken.** This includes action figures, lip-gloss, dolls, balls, and trinkets. Please support our efforts by checking that your child leaves all toys in the car when you arrive at school. If you forget, the teacher will take the item and put it away until the end of the day.

**Transportation**
MLFTC Preschool does not provide transportation to and from school. We do transport children for field trips and we follow Arizona Department of Health Services state regulations and NAEYC standards. Parents may not drive children, other than their own child, on field trips.

**Parent Involvement**

**Building a Team**
We consider our partnership with you to be one of the best ways to help your child learn and grow. We invite you to become an active and informed parent. We rely on parental support to help keep our facility safe and attractive, to raise money to replace toys and materials, and to maintain a quality program.

**Volunteer Requirements:**
We love to have parent volunteers during the year. Some ways you can do this are:

- Participate in special projects
- Assist in maintaining the lending library
- Help with a fundraising event
- Join the parent advisory board
- Come to the fall or spring workday
Tuition Trade & Volunteer Opportunities
Parents wishing to work in the classroom as a teacher substitute for tuition trade must:

- Apply for a fingerprint clearance card
- Be screened for criminal history background
- Participate in a program orientation
- Take a TB skin test

We have an open door policy. You are invited to come to school anytime. If you plan to stay please let us know ahead of time.

We will keep you informed by:

Lesson Plans: We will provide you with copies of lesson plans electronically or by posted hard copy.

Phone calls: We promise to return your phone call within 24 hours. If it is important to speak with someone immediately, please call the school office and tell them your call is urgent. Typically, we are able to return phone calls at lunchtime and at the end of the day.

Email: This is a great way to have your questions answered and to keep us current on events that might be affecting your child. We will send you classroom news, school wide newsletters, community happenings/resources, and other information via email.

Attending Conferences: Parent and Teacher conferences are scheduled twice per year, once in the fall and once in the spring. However, staff is available to conference any time during the year at your request.

Reading and writing in the Parent Log: Each classroom has a parent log for you to write comments and questions. Teachers will also write messages and reminders in the log so make a habit of reading it every day.

Please complete the annual parent questionnaire so we can continue to improve and grow.

About Us
The following persons are designated to act on the behalf of the Director:

- Bjorg LeSueur, Assistant Director
- Stephanie Williams, Professional Development Coordinator

Accreditation
The Mary Lou Fulton Teachers College Preschool is accredited by the National Association of Education for Young Children [http://www.naeyc.org/](http://www.naeyc.org/).

Licensing Information
Our facility is inspected annually by the Arizona Department of Arizona Health Services (ADHS). The inspection reports are located in the central office area and are available to parents upon request, or through ADHS at:

150 N. 18th Avenue, 4th Floor
Phoenix, AZ 85007 Phone: 602-364-2539
For questions, comments or concerns regarding information contained in this handbook please contact:

Bjorg LeSueur, M.Ed.                        Stephanie William M.S., CCC-SLP
Assistant Director                         Professional Development Coordinator
(480) 727-4018                             (480) 727-4009
Bjorg.lesueur@asu.edu                      Stephanie.S.Williams@asu.edu

Allison Mullady, Ph. D.
Director
Office Phone: 480-965-9396
Email: Allison.Mullady@asu.edu

Our address:
Mary Lou Fulton Teachers College Preschool
200 E. Curry Rd. Suite 146
P.O. Box 871908
Tempe, AZ 85287-1908
Office: (480) 965-9396
Fax: (480) 965-0965
http://education.asu.edu/about/tc-preschool

WHEW! That was a lot of reading – but important!

Please sign the enrollment agreement (found at the end of this handbook) to indicate that you are familiar with the policies and procedures of our preschool.
Mary Lou Fulton Teachers College Preschool Enrollment Agreement
2014-2015

I agree to: (please read and initial each item)
1. _____Have my child to school on time, no later than 8:30
2. _____Pick my child up on time or pay the late fee of $1.00 per minute
3. _____Attend parent/teacher conferences
4. _____Send my child to school only when he/she is healthy
5. _____Inform the school when my child is ill or will be absent
6. _____Direct my questions or concerns to my child’s teacher or to the assistant director
7. _____Read and follow the program policies and procedures detailed in the Parent Handbook

I understand that the following actions could cause my child to be dis-enrolled:
- Nonpayment of tuition
- Behavior that endangers the child, other children, or staff members’ welfare or safety
- Frequent or extended absences not associated with illness
- A pattern of tardiness
- Failure to sign your child in and out
- Failure to follow school policies

My signature below indicates that I have received a copy of the Parent Handbook and that I agree to comply with the policies and procedures explained in the handbook.

__________________________________________
Child’s Name

__________________________________________
Parent/Guardian Signature

__________________________________________
Parent/Guardian Signature

__________________________________________
Date