Our Philosophy

We believe that young children learn best through engaging, active, and diverse play that connects their interests, culture and life experiences to enhance learning. Building relationships with children and their families is a priority to establish a trusting and caring environment. It is important to us that preschool is a special place children look forward to each day. We encourage and facilitate cooperation and friendships, helping children learn problem solving skills and communication. We work diligently to build partnerships with each other as early childhood professionals to foster our own professional growth, improving the learning of all children.

Our Support

The Mary Lou Fulton Teachers College Preschool is supported by the ASU Mary Lou Fulton Teachers College.

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

We close for most Public School holidays. Please consult the school calendar for specific dates.
**Hours of Operation:**
The preschool office is open from 7:30 - 5:30 Monday through Friday.
Enrichment programs are offered at a variety of times, days and locations. Check
the website for up to date offerings each semester.

**Fees, Payments, and Refund Policy:**
- Registration fees are non-refundable and specific to each
  enrichment program. See the registration form for details. There
  are discounted registration fees when enrolling a child in more
  than one course, or enrolling multiple children from the same
  family.
- Tuition may be refundable before a certain date.

**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. 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. Unless otherwise noted: some
  of our courses are listed for older children, see the semester offerings for details.
- Be potty trained.
- Function independently within a classroom environment.
- 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 enrichment program serves children ages 3-5 who are not yet old enough to attend kindergarten.
- We use Arizona Early Learning Standards to guide our lesson planning and instruction.
- We maintain a teacher child ratio of approximately 1 adult to 6 children.

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.

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.

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.

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
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 your 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
All children must be signed in using your complete first and last name by the start time of the class. 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 activities for all children and staff. Please be respectful of others and always arrive on time.

Drop off and pick up time is often the most difficult time for teaching staff to get involved in lengthy conversations. Teachers want to make time to exchange information with you, but they may be brief in the time they can spend visiting.

Please do not arrive late to pick up your child. We will charge a late fee of $1.00 per minute.
**Attendance and Absences**
In the event your child is ill, we always appreciate a phone call notifying us of the absence and telling us the symptoms. Please call Karen at the front desk at 480-965-9396.

**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](http://www.asu.edu/aad/manuals/spp/spp801.html).

**Choke-able 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.

**Toileting**
All children must be potty trained. Children enrolled in the enrichment program should be able to manage their own toileting needs, with limited help. Please send a complete change of clothing (including socks and underwear) in your child’s backpack. 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.

**Disenrollment**
We may dis-enroll a child for the following reasons:
- Late 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.
- 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, TENNIS SHOES or other closed toe shoes or other closed toe shoes are preferred. NO 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 an emergency 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
Any behavior that endangers the safety and welfare of your child, other children, or staff members, calls for the assistant directors’ 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, inappropriate language, frequent tantrums, or out of control behavior could be asked to leave the program. It is our policy to contact you immediately and arrange a meeting if we are concerned about your child’s behavior. 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 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 in the MLFTC Preschool programs 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 Karen Gregorski. 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 Karen Gregorski or Bjorg LeSueur.

**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. 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.

**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.

**Sun and Weather Safety**
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, we avoid children playing 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.

**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 their programs.
About Us

The following persons are designated to act on the behalf of the Executive 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.
Executive Director
Office Phone: 480-965-2871
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.
Teachers College Preschool Enrollment Agreement
ENRICHMENT PROGRAMS
2016-2017

I agree to: (please read and initial each item)
1. _____ Have my child to class on time, sign in and out with first/last name
2. _____ Pick my child up on time or pay the late fee of $1.00 per minute
3. _____ Send my child to class only when he/she is healthy
4. _____ Inform the school when my child is ill or will be absent
5. _____ Direct my questions or concerns to my child’s teacher
6. _____ 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:
• Late or nonpayment of tuition
• Behavior that endangers the child, other children, or staff members’ welfare or safety
• 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 Enrichment Program 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