

Stepping Stones Preschool Parent Handbook



Welcome to Stepping Stones Preschool

Our mission is to provide a culturally diverse preschool community that incorporates family involvement while providing developmentally appropriate learning that focuses on each child's unique interests and experiences.

We believe each child is a unique and unrepeatable human being. We also believe playing is the essence of the early childhood years and through play children learn, explore and grow academically, socially and emotionally.

Welcome to Stepping Stones Preschool

On behalf of the staff at Stepping Stones Preschool, we would like to welcome you and your child to the new school year. Our competent and caring staff is dedicated to providing your child with the best preschool experience possible. We have made a commitment to the social, emotional, and physical well-being of your child. We also emphasize healthy eating and physical activity. We are proud of our highly trained teachers and their ability to provide your child with a well-rounded preschool experience, but they cannot do it alone. Educational success can be achieved only through a working partnership between home and school.

Everyone here is a valuable member of our school; this includes our students and their families as well as our staff. We invite you to become an active participant of our community. We offer many opportunities for parents to become involved at our school. We welcome you to become a member of our dynamic parent board, a parent volunteer in the classrooms and/or at various school events. In addition to involving parents in their child's education, we also mentor, provide workshops and resources to parents and help parents build friendships with other parents around the school.

Stepping Stones Preschool is a small non-profit school, striving to provide quality early childhood experiences for young children in our community. We are proud to be accredited by the National Association for the Education of Young Children (NAEYC). We are also a 4 Star rated school through Quality First. In joining our school you are joining a community that believes early childhood experiences develop children into successful lifelong learners.

This handbook contains important information about our school. Please keep it handy for easy reference throughout the school year.

Sincerely,

Joanne Black & Julie Ruebsamen
Co-Directors of Stepping Stones Preschool

Stepping Stones Preschool is regulated by the Arizona Department of Health Services, 150 N. 18th Av., Phoenix, AZ 85007, 602-364-2536. Copies of recent inspections are available in the preschool office.

Parents have access to all areas on the facility premises where their enrolled child is receiving services. Visitor stickers are required and are available in the office.

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Stepping Stones is enrolled in the Arizona Empower program and follows Empower Pak standards in our program.

General Information

School Address

Stepping Stones Preschool

3951 W Happy Valley Road

Glendale, AZ 85310

Stepping Stones Preschool Hours

Monday-Friday 8am - 4pm

Morning Class 9am-11:30am

Afternoon Class 12:30pm-3pm

Office hours / telephone numbers

Monday-Friday 8am - 4pm

Office Phone: 623-606-4266

Office Fax: 623-455-8624

Email Address

communications@steppingstonesaz.com

Web Addresses/Facebook

www.steppingstonesaz.com (Stepping Stones Preschool Site)

Facebook: Stepping Stones Preschool AZ (General Information)

Facebook: Stepping Stones New & Events (for currently enrolled families)

Facebook: Stepping Stones Preschool Parent Aide Group (for current year aiding families)

*Visit the Stepping Stones Preschool website to learn more about our staff members.

Non-Profit TAX ID NUMBER:

94-2437102

Our Program

Mission Statement

Our mission is to provide a culturally diverse preschool community that incorporates family involvement while providing developmentally appropriate learning that focuses on each child's unique interests and experiences.

Philosophy

We believe each child is a unique and unrepeatable human being. We also believe playing is the essence of the early childhood years and through play children learn, explore and grow academically, socially and emotionally.

Statement of Purpose

The preschool, upholding the highest possible educational standards, offers an experience-oriented program for young children.

Our goals are:

1. To provide a safe environment, promote positive interaction with the child's peer group, and foster socialization prior to elementary school.
2. To help children understand the meaning of a responsible and self-reliant lifestyle.
3. To enrich the child's world through creative play, arts, music and movement, stories, books, nature, science, thinking, problem solving, and decision making.
4. To insure that the child's insatiable curiosity remains alive, encouraging him to explore, investigate, and think at his own speed while giving sympathetic guidance to each child's behavior patterns.
5. To provide specially designed toys, equipment, and materials to insure that they may enhance large and small muscle development.
6. To provide an environment which strives to develop the fullest social, cognitive, physical, and emotional growth of each child so that he might further understand himself to be a unique and unrepeatable human being.
7. To encourage parent participation in all aspects of the school through an active volunteer program.
8. To provide an opportunity for parents to understand the developmental stages of a preschool child.
9. To provide a community environment where families can feel fully involved in their child's education.

Curriculum Belief

We believe children learn through play. This means the activities in our classrooms are centered around child initiated, child directed, teacher-supported play. The teacher has the knowledge to move children forward in their learning based on his/her understanding of High Scope philosophy and Arizona State Standards. Children learn through senses, muscles, curiosity, language, organizational abilities, repetition, communication and participation.

1. **Kids come first** – Any project that is good for kids and helps children learn should be supported.
2. **Great teachers make great schools** – Teachers have responsibility for guiding children in learning at each child's level. Staff collaboration is the key to our success.

3. **Relationships are vital** – We need staff members connected to staff members. Staff members connected to students. Staff members connected to the families.
4. **We celebrate diversity and promote respect** – We need to connect the dots with everyone in our school community.

Our History

Stepping Stones Preschool began as a non-profit preschool in 1974. The school became a non-profit parent participation preschool in 1985. You, as parents have the opportunity to enter the exciting world of a preschooler! Being actively involved by aiding in our classrooms, nursery, office or kitchen, you become a part of a young child's first experience outside of the home.

Working alongside the Stepping Stones staff, you become a partner in the lifelong learning process. We offer lower tuition rate for parents who agree to aide in the classrooms. You could be a member of the governing board, which is composed of parents, actively involved in the daily operation of our preschool. We need you! We value you! We warmly welcome you!

Along with our directors, teachers plan and carry out daily activities as a team. Our teachers have a teaching degree or extensive experience in an experience-oriented program. Our basic concern in hiring teachers is that they are very open to our preschool philosophy and are willing to put in hours to make it happen. All of our teachers attend a back to school training workshop in August. Staff meetings are held twice monthly and all staff members are encouraged to attend numerous training sessions available on our campus and throughout the valley. Ongoing education and training of our staff is vital and advantageous to our program.

We are very proud that many of our staff members have been at Stepping Stones Preschool for more than 20 years. Our teachers are very professional and dedicated, and focus on giving your children a great preschool experience while also working side by side with the parents in the classroom.

OUR STAFF IS SPECIAL AND LOVED BY US ALL!

NAEYC Accreditation

Stepping Stones Preschool is proud to be accredited by the National Academy of Early Childhood Programs, NAEYC. NAEYC is the nation's largest, non-profit organization of early childhood educators, and is devoted to improving the education of children everywhere. Founded in 1926, NAEYC has become one of the most respected organizations in the field, with well over 100,000 members and a national network of more than 400 affiliate organizations. To learn more about NAEYC please visit their website at www.naeyc.org.

Quality First

Stepping Stones Preschool is a 4 Star Quality First preschool. Quality First is a signature program of First Things First, a state based program that promotes quality early childhood education. Quality First offers parents information about the importance of quality early care and education and what to look for in child care and preschool settings that promote learning. To learn more please visit www.qualityfirstaz.com.

Governing Board

The Stepping Stones Preschool Board is composed of parents of our preschool students. Our Board Members help organize, promote and participate in fundraisers, school field trips, family events, calendar duty, school maintenance and review school policy. Board members have a good time sharing the responsibilities of helping to maintain the level of excellence Stepping Stones Preschool is known for in our community.

School Year Calendar

Our school year calendar will closely follow that of Deer Valley Unified School District. This supports families who have older children, allows parents to know when school is closed due to holidays and teacher professional development days. Preschool classes will begin at the end of August and conclude the middle of May.

Preschool Hours

Preschool classes are offered Monday through Friday from 9:00 to 11:30am or from 12:30-3:00pm. We offer a variety of options for your child to attend school for extended hours (See Kid's Club Program for extended hours). For a complete list of classes and options, days and ages of students, please see our website under Tuition & Classes or a brochure located in the lobby.

In the event you are late for pickup, your child will be sent to Kids's Club and the Kid's Club rate will apply. Please refer to the Kid's Club section of this handbook.

Afternoon Love of Learning Classes

Love of Learning classes are additional enrichment classes offered by qualified teachers that will be offered in sessions throughout the year. Although Love of Learning classes vary, some classes that may be offered are: S.T.E.M., Reading & Writing, Math and Science. Love of Learning class offerings begin once the school year starts. Classes are from 12:30-3pm, and children eat lunch from 11:30-12:30pm, prior to attending class. These classes are offered on a first-come-first-served sign-up basis and have an additional fee. Age requirements and teacher approval apply to classes.

Kid's Club Program

We offer Kid's Club before school from 8–9am and after school from 11:30am - 4pm. Morning Kid's Club begins in the Playroom or in the Backyard where children are given the opportunity to play with friends before class begins. Children are then taken to their respective classes and signed in to start their regular class day.

Afternoon Kid's Club begins on the playground at 11:30am where the children have an opportunity to meet their friends and play. They then eat lunch inside with their friends. **The parents provide lunch.** Our afternoon Kid's Club program is an extension of their day and includes "work time" that allows the child an opportunity to choose an activity from the centers in the classroom and small group activities. The afternoon also includes music, movement and stories. Afternoon snack is provided by the school.

Reservations must be made prior to attending Kid's Club. If you need to cancel your child's Kids club reservation, you need to call the office by 8:30am on the day your child was to attend. There will be a 4 hour charge for children that do not attend and do not cancel.

Kid's Club is offered at an hourly rate, the current rate is listed in our brochure and under tuition on our web site. Families with more than one child receive a 10% discount. A late fee of \$1.00 per minute will be charged after 4p.m. on first offense, \$5 per minute on additional late pickups. This will be paid directly to the teacher at the time of pickup.

Lunch

Full day children bring their own lunch from home. We want to help our students to understand the importance of healthy eating choices and nutrition at an early age. A nutritious, well-

balanced lunch is very important not only to a child's physical growth, but also helps their ability to think and learn in the classroom.

Please do not send food that needs to be cooked, prepared or heated. In order to meet state licensing guidelines, the lunch needs to have 100% juice, milk or water.

All lunch boxes must be labeled with your child's name. When dropping off, place your child's lunch on the cart in the lobby. All lunches will be refrigerated. If your child attends an afternoon class or enrichment, you will be provided with a tag to put on your child's lunch box. This tag keeps their lunches separate from the Kid's Club lunches. If your child is attending Kid's Club in the afternoon, you must sign them in on the clip board in the lobby. Children are supervised by parent aides on the playground and eat lunch with the parents in the Fellowship Hall.

Snack Time

Stepping Stones Preschool will provide a Morning and Afternoon snack for students attending class, enrichment and/or lunch bunch. Snack time will be used to teach good nutrition, appropriate manners, and to offer a variety of foods to the students. We follow the guidelines set by the State Health Department when determining the menu. The snack menu is posted in the classrooms and in the lobby. Two food groups are always offered to children during snack time. We make every effort to work with parents whose children have food allergies. Please let us know if your child has a food allergy.

Physical Activity

We believe that physical activity is important for children of all ages. Physical activity is fun, promotes development of children's large muscles, and provides opportunities to feel successful. Outdoor play develops balance, and is a great way to experience many science concepts.

Holiday Parties and Special Events

Holiday classroom celebrations will include a Fall Festival, a Winter Festival, Valentine's Day and End of the Year Party. These parties and other special events require additional efforts by the parents. Your child's teacher will provide you with information about these special celebrations and extra assistance that might be needed.

Birthdays

Guidelines for birthday celebrations at Stepping Stones Preschool have been established to help make your child's birthday a very special occasion. The teacher will help your child celebrate by making him/her a birthday crown and the class will be singing "Happy Birthday". As a parent you can help make this day special by enjoying snack time with your child and by bringing a **small** snack treat for the children and adults in the class. No filled goodie/party bags.

The County Health Department licensing regulations require all food items be prepared in a state health approved kitchen. Do not prepare something yourself at home. You may prepare something yourself in our Stepping Stones kitchen or bring in something from a grocery store. Food items must be brought in the original, unopened packages from the store.

Please keep in mind the following guidelines concerning birthday celebrations:

1. If you choose to bring food items, please check with the teacher about classroom allergies and special diet considerations. A small treat is acceptable, but please-no suckers or hard candy (for safety reasons).
No treat filled goody bags. Keep it simple.
2. To avoid confusion, please confirm the snack/treat with the teacher prior to the birthday.

3. If your child is having a party outside of school, please DO NOT distribute invitations at Stepping Stones unless everyone in the class is to receive one. This will help to avoid hurt feelings by the children as well as parents.

Empower

Stepping Stones participates in the Empower program through the Arizona Department of Health. The Empower program has 10 standards that support healthy eating, encourage active play, prevent exposure to second- and third-hand smoke, practice sun safety and promote good oral health habits. For more information about this program you can visit www.azdhs.gov.

Curriculum

Stepping Stones Preschool curriculum is centered around the Arizona State Standards* in early education and NAEYC (National Assn. for the Education of Young Children) preschool standards. We assess children in the Arizona State Educational standards of social and emotional learning, approaches to learning, language and literacy, mathematics, science, social studies, health and physical development including gross and fine motor areas and fine arts.

- **Social and Emotional learning** includes assessing and helping children grow in their knowledge of self-awareness, recognizing and expressing feelings, self-regulation, and their understanding of relationship attachment, social interactions and respect. Children further develop their understanding of responsibility, problem solving, creativity, persistence, initiative and curiosity.
- **Approaches to Learning** initiative and curiosity, attentiveness and persistence, confidence, creativity, reasoning and problem solving.
- **Language and literacy** includes oral language development, and pre-reading development of print awareness, vocabulary development, letter knowledge, phonological awareness, and book handling skills
- **Mathematics** awareness and instruction is represented in patterns, data analysis, number sense and operations, logic, measurement, spatial relationships and geometry.
- **Science and Technology** inquiry is encouraged through observations, questions, hypotheses, and analysis: conclusions are valued and assessed. The outside environment, recycling, life cycles of plants and animals, and other topics initiate discussions and classroom activities.
- **Social studies** include discussions on family identity, diversity, government, money, community, environment, and time.
- **Health** includes helping children understand good personal hygiene, nutrition, physical activity, safe play, and taking care of personal needs.
- **Physical and motor development** stresses skills in gross motor development, body awareness, and spatial awareness, balance and controlled movements. Equally important is fine motor development including eye-hand coordination, hand and finger strength, and manipulation of small objects and tools like pencils, markers and scissors. Both areas are stressed equally in our curriculum.
- **Fine arts** includes dramatic play, music, creative movement and creative visual arts using a wide variety of materials, media, tools, techniques and processes to explore and create.

www.azed.gov/ece/preschool/

What you will see in a classroom

Active learning

Through active learning young children construct knowledge that helps them make sense of their world. You will see children choosing materials on their own and deciding how they want to use the materials. They are learning by doing. You will also hear children talking about what they are doing or what they have just done.

Children are involved in direct, hands-on experiences with people, objects, ideas and events. Teachers share control and initiative with children. Counting, sorting, exploring creatively, singing, having fun with language, working on letter recognition are all areas the teachers plan lessons around.

Adult-child interaction

Adult-child interaction is a key part of our curriculum. You will see adults interacting at the child's physical level, talking with them about what they are doing and becoming a partner in the children's play by following their interests and ideas, using the same materials the children are using and following directions given by the children. Adults support this learning by observing, supporting, encouraging, interpreting and planning experiences for children.

To put it another way....Adults do not tell children what to learn-they empower children by giving them the tools to learn with!

Learning environment

The learning environment is inviting, with interest areas, plenty of materials, storage tubs labeled with picture labels and words that children can "read". This allows children to easily find a variety of materials and return them when they are finished using them. Classroom furniture and equipment are arranged to define interest areas and support children and their need to explore, invent and learn about their world.

Daily routine

The daily routine is consistent and predictable. This environment strengthens a child's confidence in approaching new challenges. You will see a schedule of events that is consistent from day to day. Each day follows a similar schedule of events, providing consistency for both children and adults. When the routine is changed, it is explained to the children in terms they understand.

A daily plan-do-review process is a piece of our curriculum, this gives children the opportunity to pursue their own interest, make plans, follow through on them and reflect on their experiences with peers and adults. The main focus is social and emotional development. Social and emotional development is the foundation for children's cognitive development.

Assessment

We take learning very seriously here and want to give your child the best start possible before entering elementary school. Our teachers have been trained through extensive learning experiences –trainings, workshops and classes to assess preschoolers. Many activities you see in the classroom are planned purposefully so teachers can assess children's development levels. Other activities give children a chance to try new things or build upon the interests of the children. For example, children might play hopscotch so teachers can judge each child's ability to hop on one foot, or children are given markers and paper so teachers can assess how small motor skills, writing, letter recognition and drawing levels are progressing.

Assessments are done throughout the school year to be able to give the teachers a clear view of your child’s strengths, accomplishments, and “still working on it” areas. They help teachers identify children’s interests and needs. These assessments benefit children by helping us form sound decisions on teaching and program improvement.

You will see teachers taking notes frequently as they monitor children’s growth in eight distinct areas- **Social and Emotional, Approaches to Learning, Language and Literacy, Mathematics, Science, Social Studies, Physical Development Health and Safety, and Fine Arts.** These areas are the Arizona State Standards of Excellence for Preschoolers.

These notes are used to build a child portfolio/assessment record. They assess children throughout the day as they participate in classroom activities. Notes about your child’s progress are shared with parent in October and again in February.

In addition to these two times, families are urged to talk to the teacher at other times if they have concerns about any developmental areas. Teachers willingly return phone calls, email, text or send home notes as ways to communicate with families. When there is a concern about a child’s development, teachers are a great resource and have other community resource knowledge that they can pass on to parents, for example district phone numbers to call for evaluation help.

All conversations about your child, between parent and teacher, are considered confidential. If you ever have a question about your child’s developmental growth, please contact your child’s teacher. All assessment notes and written conference forms are kept by the teacher in a manner she deems confidential, whether in a locked cupboard or cabinet at school, or at their home.

<p>Prior to school parents fill out the ASQ -3. Teachers score the ASQ and plan activities around children’s needs September – October observations start activities are planned around children needs</p>	<p style="text-align: center;">Fall Conferences</p>	<p>November – February Observations continue activities are planned around children needs</p>	<p style="text-align: center;">February conferences</p>	<p>March – May observation continue activities are planned around children needs</p>
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Example of a Daily Routine

Each day follows a similar schedule of events, proving consistency for both children and adults. The amount of time spent in each area may vary day to day. This allows the teachers to be flexible based on the children's needs and interest on a given day.

GREETING TIME – Greeting time provides a smooth transition from home to school and gives children and adults a chance to share important information for the day.

PLANNING TIME – Children indicate what they choose to do during work time (typically what they will do first). Adults try to understand children's plans and often try to help them develop problem-solving skills.

WORK TIME – Children carry out their initial and subsequent plans. Children can work with any of the materials in any of the interest areas. Adults observe children and look for opportunities to enter into children's activities to encourage their thinking, extend their play, and help them develop problem-solving skills.

CLEAN UP - Children and adults together return materials and equipment to their storage spaces and, when appropriate, put away or find display space for their personal creations. Yes, at preschool, children do clean up!

RECALL TIME – Recall brings closure to the planning-work time-recall sequence. Children reflect on, talk about and/or show what they have done at work times.

SNACK TIME – Children and adults share nutritious food and interesting conversation together in a relaxed manner. Sometimes the entire class eats snack together and other times the children are free to come to a snack area (open snack) during work time.

LARGE GROUP TIME – Children and adults get together to play games, tell and reenact stories, sing songs, do finger plays, dance, play musical instruments, or discuss recent special events. This time is an opportunity for each child to participate in a large group, sharing ideas, and learning from the ideas of others.

SMALL GROUP TIME – Each adult meets with a small group of children to work with materials planned and introduced by the adult. Although the adult chooses and introduces the materials, each child has control over what he or she can do with these materials.

OUTSIDE TIME – Children spend time outside with adults as they explore, climb, dig in the sand and ride bicycles. Children strengthen their large motor skills, explore nature, and develop social skills during outside time.

Registration and Withdrawal

Enrollment Requirements

We provide preschool for children ranging in age from 2 ½ years to 6 years of age. Children must be toilet trained prior to starting school. Children must be within the birthdates for the class they are enrolling in. Stepping Stones Preschool admits children of any race, color, gender, religious belief, national and ethnic origin to all rights, privileges, programs and other activities of the school.

When enrolling any student at Stepping Stones Preschool, the following information is required:

- Registration form
- Original immunization record for the student
- Legal papers relating to custody (if applicable)
- Completed Emergency Blue Card (located in the preschool office)

Children with Special Needs

Children with special needs, such as emotional, physical, or cognitive challenges, will be accepted if it is determined that they will benefit from the program and the staff feels able to meet their needs in addition to the needs of the other children. Professional support/intervention such as an inclusion specialist or “shadow teacher” may be provided and paid for by the parent in order to provide the least restrictive environment possible for all children. Please arrange for individual consultation with the director before enrolling if you have a child with special needs.

Our school does not have behavior specialist teachers or special education teachers on site. The school reserves the right to determine that our program is not the best placement for a child with additional behavior or academic needs. In that case, we will try to suggest an appropriate education setting for that student.

Registration

We begin registration in March of the prior school year. Students and siblings of students who are currently enrolled are given priority registration. We then open up registration for any returning families (families who have had a child previously enrolled, but are not enrolled in the current year). Registration is then open to new families who wish to enroll. A non-refundable registration fee is due at the time of registration. We offer a 10% sibling discount for the registration fee as well as tuition.

Classes are filled at the time of registration. If a class is full children are placed on a waitlist for the specific class they are requesting. If an opening becomes available waitlist priority is given to currently enrolled students. We then fill openings in the order children were waitlisted.

Teacher Requests

We are not always able to accommodate requests for a specific teacher. You will be guaranteed placement in a class only at the time of registration not placement with a specific teacher. All of our teachers are wonderful and work hard to teach the students in their classrooms.

Tuition Scholarships

We hope that the cost of tuition will not prohibit students from joining our school. We do offer income based scholarships through Quality First, we have both full and part-time scholarships available. Please inquire in the office if you would like additional information about our scholarship program.

Immunizations

Arizona law requires that all children entering school be immunized. Verifiable documentation is required of all new entrants to Arizona schools. This documentation must show the child's full name, birth date, date and type of vaccine dose administered or laboratory evidence of immunity and the health care provider or clinic name where immunizations were given. Copies of required immunizations are available in the office.

When it is noted that children need immunizations, we notify parents in writing by email.

If a child has not received immunizations due to medical or religious reasons, a written exemption affidavit must be placed in our files. Medical exemptions are signed by a health care provider and parent. Religious exemptions must include a statement of the religious belief and must be signed by the parent on behalf of the child.

Emergency Cards

All parents must complete an Emergency, Information and Immunization Record Card (Blue Card) for their child prior to starting school. This card must be updated every year prior to starting school. These cards will tell us how to contact you or another responsible adult in the event your child becomes ill or is injured in school. **It is very important that the office is notified of additions, deletions, or changes to the Emergency, Information and Immunization Record Card during the school year.** You can change the information on your child's card in the office. **Students will ONLY be released to those persons listed on the emergency card.** Identification will be required of anyone picking up a student from school.

Custody

If there is a court order that limits the rights of one parent in the matters of custody or visitation, a copy of that order must be on file in the school office. Unless that court order is on file, we must provide equal rights to both parents. In the event that you leave your child in the temporary custody of a friend or relative, the school must have a notarized letter. Hospitals require this notarized information in the event of an emergency. In addition, please be sure the friend or relative is also listed on the student's Emergency Medical Referral Cards at school.

Withdrawal

Parents are requested to notify the school office in writing at least 2 weeks prior to the last day the student is in attendance. An official withdrawal form must be signed by the parent when a student is withdrawn from school. Forms are located in the office.

Parental Responsibilities

As the parent/guardian of a Stepping Stones Preschool student, parents are held accountable for certain parental responsibilities.

Parent responsibilities, include:

1. Making sure their child gets to school on time and attends on a regular basis.
2. Sign your child In/Out each day they attend school
3. Have your child nourished,
4. Bring your child to school in good health (see our illness policy)
5. Dress your child appropriately, dress for play
6. Pay your tuition on-time (please speak to the office if alternate arrangements are needed)

Sign In / Sign Out

Parents must sign their child in/out daily using full name (no initials) and indicate the time of arrival and dismissal. The sign in/out sheets are kept with the teacher. Kid's Club sign in sheets are in the lobby each morning, and are with the teacher during the afternoon. Under no circumstances will a child be released to anyone not known to the preschool staff without authorization from a parent or guardian. If someone other than the parent is picking up your child they will be asked for proper picture identification and must be listed on the child's Blue Card.

Absence Notification

If your child will be absent from school we ask that you call and notify the office or your child's teacher. If you are aware of a planned absence such as a vacation, please notify your child's teacher ahead of time.

Student responsibilities

1. Have Fun!

Tuition, Payments & Refunds

Tuition

Our yearly tuition is broken into nine payments. The nine payments are represented by the months you attend school. Families that have registered prior to the beginning of the school year will receive the first bill in August. That payment is applied towards May's tuition. Beginning in September, tuition is due by the 5th of each month, for the remaining eight payments. A \$25.00 late fee will be charged after the 15th of each month. A monthly invoice is emailed at the beginning of each month.

- Payment 1 – paid in Aug.
- Payment 2 – due Sept. 5
- Payment 3 – due Oct. 5
- Payment 4 – due Nov. 5
- Payment 5 – due Dec. 5
- Payment 6 – due Jan. 5
- Payment 7 – due Feb. 5
- Payment 8 – due Mar. 5
- Payment 9 – due Apr. 5

If your child uses Kids Club hours in April or May or you owe any aide days, these will be billed in May/June.

Payments

We accept cash, check, credit card, online payments and EZ-EFT (automatic withdrawals). Payments can be made in the office or online from the link in the monthly invoice. If setting up automatic withdrawals forms are located in the office. If you have any questions regarding your tuition or need to make payment arrangements, please contact the office.

Helpful tips:

1. If you do not receive a monthly invoice by the 5th of the month please call the office.
2. Invoices will show tuition, discounts (extra aide day credits), Kid's Club charges, payments made, etc.
3. Please double check your statement and let us know of any errors
4. Please put your child's name and class on each check (Brian-MWF-3s)

Current tuition rates are posted in the lobby. A discount of 10% will be granted on the tuition of families with a second child enrolled.

Refunds

If written notice of withdrawal is received two weeks in advance of the child's last day of school, all unused tuition will be refunded. Notification must be in the form of a written withdrawal form available in the preschool office. Refunds are based on the number of class days remaining in the month.

Communication

Parent Teacher Communication

Your child's teacher will be communication with you on an ongoing basis. Bi-monthly letters from the teachers are sent to parents through email. Teachers also set up a class Shutterfly account to share photos from the classrooms and important upcoming events. Parents will be asked to check these letters for updates, important classroom news, and a summary of the recent events in the class. It is also important to check your child's backpack for additional information that may be sent home.

Parent-Teacher Conferences

Parents are conferenced two times per year, fall and spring, to receive an update on how their child is adjusting to school and areas the teachers are focused on with each child. Parent-Teacher conferences are a chance for teachers to share with parents what their child has been doing in school. This is also time for parents and teachers to discuss the individual needs and goals of the students. These conferences are part of our assessment of your child and are based on the Arizona State Standards for Preschoolers.

You will see teachers taking notes frequently as they monitor children's development. Notes about your child's progress are confidential between parents and teachers and are not shared with others. Teachers may be contacted at any time to discuss concerns or successes. The directors are also available to meet with families.

Parents will be asked to evaluate our school program periodically in an effort to better serve our students and families.

School Information Bulletin Boards

A School Bulletin Board is located in the lobby. We post important information about school activities and events. The snack menu and school calendar is also posted.

Friday Communication E-mail

Weekly Friday communications are sent out in the form of an email. These emails include important information about our school, Preschool Board events, school events, upcoming fundraising events and open aid spots for the upcoming week. Please make sure we have your updated e-mail so that we can make sure you are getting up-to-date information on a regular basis.

Website

Our school website www.steppingstonesaz.com contains information about classes offered, staff, tuition and scholarship information. We also communicate information about our school through various Facebook pages. Our public Facebook page is Stepping Stones Preschool AZ. We also have Facebook pages for currently enrolled families where we share current school events and news, these are closed groups and parents will need to request to join. The Facebook pages for currently enrolled Stepping Stones Preschool families are SSP News and Events page, and Stepping Stones Preschool Parent Aide page for parent aides.

Phone Calls

Please try to call teachers before or after school if you have a question or concern. Teachers are not available to take phone calls during school hours, but you can call and leave a message and they will return it when school is over. There is usually someone in the office available to answer the phone beginning at 8am until 3:30pm.

When Communication Fails

Differences and disagreements are a part of life. When a disagreement or misunderstanding occurs between teachers and parents, it is important to resolve the misunderstanding as quickly as possible. Parents should go directly to the teacher first, in an attempt to resolve the problem or seek an answer to their questions. It is important to go to the source, rather than talk to other parents in the classroom when a parent has questions or concerns. If further resolution of the problem is required, parents, teacher and directors should meet for mediation. Following that, if further mediation is needed, the parents, teacher, directors and parent board chairperson will meet to clarify the problem and brainstorm solutions.

Confidentiality of Records

All information about a child and child's family is considered confidential. Written information, screenings and assessments are kept by the teachers in a confidential manner. Information is only shared between teachers and parents of the child or teachers and directors. Information about child and child's family will be shared with the executive committee of the board on a need to know basis only. All information about a staff member and family is considered confidential. The content of each child's health and safety file is confidential but is immediately available upon request to: administrators and teaching staff who have consent from a parent or legal guardian to access the record, the child's parents or legal guardians and regulatory authorities. Disclosure of confidential student or employee information or documents to unauthorized individuals is considered a major violation and will be subject to disciplinary action up to and including potential dismissal from the school.

Parent Participation

Parent Aides

Parents, you have the opportunity to enter the exciting world of a preschooler! By aiding in our classrooms, nursery or kitchen, you have the chance to be a part of a young child's first experience outside of the home. In addition to receiving the parent participation tuition rate, you can also receive additional tuition credit by aiding additional days to the required number of days as per your Parent Participation Agreement. Stepping Stones Preschool invites you to become a very important part of your child's preschool experience.

Parent Aides will report to the teacher and sign in **at 8:40 a.m. and work until 11:40 a.m. or later if needed**. If aiding in the Playroom or Nursery you will need to arrive at 8:30am. Afternoon aides need to arrive **at 12:10 p.m. and work until 3:10 p.m. or later if necessary**. It is important to arrive on time in order to receive any instructions the teacher may have for you. If you have preschool children, bring them with you to the room where you are aiding until their class begins. Children attending the nursery or playroom can be taken there at 8:30 a.m. Please be reliable, your teacher depends on you!

If you are unable to aide in a classroom we do have other aide opportunities, please inquire with the office if you are interested.

All aides must meet the current requirements set by the state. Paperwork concerning aiding (references, CPS background check, TB test results, etc.) must be completed and on file in the office before aiding in the classroom. All parents must be fingerprinted and background checked through DPS before aiding in the classrooms. If aiding in the kitchen you must also obtain a food handlers card complete additional training.

All parents must also complete parent orientation training. Our training will give you a better understanding of your role in the classroom and how to sign-up to aide.

Permanent Aide

We do offer permanent aide spots for aiding parents that would like to aide on the same day and in the same class every week. Permanent aides are required to be certified in CPR & First Aid for Adult-Child-Infant CPR. Stepping Stones offers training in the fall and the cost is the responsibility of the parent aide. Permanent Aide request are reviewed and teachers make the final decision for permanent aide placement.

Aide Substitute Procedure

If you are unable to aide on a day you signed up for and the date is more than 2 weeks out you may remove yourself from the calendar. If the aide date is within 2 weeks it is your responsibility to find a substitute. You must attempt to replace yourself, you can do this by posting on the Stepping Stones Preschool Parent Aide Group on Facebook, emailing parentaide@steppingstonesaz.com, and or asking other parents to take your aide day. If you are unable to aide last minute or a situation occurs after 8:30 a.m. on the day you are supposed to aide please post to the Parent Aide Facebook page and call the office at 623-606-4266.

A \$20 penalty will be charged if you do not notify the school through either Facebook or a call to the office that you are not able to aide on your scheduled aide day.

Aide Credit

Each classroom will have an aide sign-in sheet; parents helping in that classroom that day will need to sign-in. This is the way we know to give you your aide credit. When aiding, please ask the teacher where her aide sign-in sheet is, and sign in at the beginning of the day.

At the end of the year we give you a final billing statement on aiding credit and money due. Your final statement will reflect a \$35 charge for each aide day owed. All billing questions about aide credit must be resolved by June 15.

Nursery/Playroom

A nursery will be provided for an aide's own child/children during the time an aide is working at the preschool. The nursery is for infants 8 weeks old (or after their first immunizations) to age 2 ½. Parents are responsible for providing all necessary supplies and equipment for their own children. This includes infant food, formula, bottles, diapers, and wipes. **Please label everything with your child's name.** An age appropriate snack is provided.

Children 2 ½ years and developmentally ready through kindergarten will be in the playroom during the time an aide is working at the preschool. Children should bring a backpack to include a change of clothes when coming to the playroom. An age appropriate snack will be provided for the children in the playroom. .

The nursery and playroom are each staffed by a Teacher, a permanent aide and parent volunteers. The parent volunteers will receive the same aide credit for volunteering in the Nursery or Playroom as they would if aiding in a classroom. Parents should sign up for the nursery and playroom using the same procedure as signing up to aide in a regular classroom.

Breastfeeding

Stepping Stones Preschool supports breastfeeding mothers. If you are breastfeeding and are an aiding parent we will make accommodations to meet you and your child's needs. Mothers are always welcome to breastfeed in the Nursery or if privacy is needed, another room will be provided.

Parent Professionalism

Aides will conduct themselves in a professional manner towards children, parents and staff members. No discussion of the children or staff will take place outside the classroom. The teacher is the authority figure in the classroom and will be the one to communicate with the parents. Any problems that cannot be resolved between the parent and the teacher will be referred to the Director(s). Any concerns or negativity needs to be brought to the Director(s) so a resolution can be reached.

Discipline and Guidance

At Stepping Stones Preschool we believe discipline means teaching appropriate behavior. We are able to do this by setting appropriate and positive goals for children, being consistent in our expectations, and treating each child with respect. We do set limits of behavior, but also teach children that there are consequences to their actions. Whenever possible, we involve children in solving a problem. They are more motivated to follow through if they are involved in reaching the solution. Our school has 3 main rules: Be Kind, Be Safe, Be Respectful. The teacher is the central figure in the classroom and is responsible for handling discipline problems as they arise. A parent aide should intervene if they see a conflict or unsafe situation occurring, and then seek a teacher if additional help is needed.

We follow consistent steps when a conflict between children arises:

- The teacher or parent aide approaches the situation calmly, observe what is happening and get down at the child's level.
- The teacher or parent aide then begins to recognize and label the children's feelings and gather information, asking each child to tell them what happened. The teacher asks open ended questions, directing questions to one child and then the other, while listening carefully to the children.
- The teacher or parent aide then restates the problem according to what the children say, acknowledging each child's feeling and asking questions to further clarify the situation.
- Then the teacher or parent aide asks each child for ideas for solutions. The teacher or parent aide may also give suggestions to the children as they work together to discover a solution.
- The teacher or parent aide then restates the proposed solutions and asks the children to make a decision about which solution to use.

By working through conflicts and working together to solve disputes, we believe children can successfully learn to respect the needs of others, learn there may be more than one "right" side in a dispute and learn to handle social conflicts on their own.

We do not believe in time outs. Occasionally a child needs to move away from the stimulus of the conflict or the classroom, and they are brought to the office. This gives them a quiet place to collect their thoughts. Always, if a child is brought to the office, this is a time to talk through the issue, reflect on what they could have done differently, and work out a solution with another adult on a one to one basis.

Suspension, expulsion and other exclusionary measures are only considered after all the steps of the intervention procedure are exhausted.

At no time is it permissible for staff or a parent aide to use any form of physical punishment, (shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching), coercion, (rough handling, forcing a child to sit down, or stay down), or psychological abuse (shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats). Appropriate use of restraint for safety reasons is permissible.

The teachers and staff use a loving manner when disciplining, knowing this too is a growing process as children learn to make better choices and decision. Children come from a variety of homes where discipline may differ dramatically. We require them, at this young age, to adjust to preschool and follow rules. This is not a simple task for them, so be patient. Remember, every child at SSP is truly unique, special and unrepeatable.

Early Intervention Procedure and Plan

Stepping Stones Preschool believes strongly in the importance of early intervention because we value children as individuals with unlimited potential. A child that exhibits positive social behaviors has, in turn, later school success and develops effective skills for living in our society. Negative or disruptive interaction styles in young children may set up a pattern of delay in all areas of developmental growth. Research has proven about 90% of critical brain development occurs between the ages of one and five. Early intervention is critical to help children succeed.

It is our policy to notify parents when children exhibit behaviors outside of appropriate developmental standards. Persistent physical abuse of persons or property is never allowed and will be brought immediately to the family's attention. Together, as a team, we discuss strategies and goals to help with the concerns and behaviors. Our goal is to work together to find solutions for challenging behavior, rather than use suspension, expulsion and other exclusionary measures. SSP will comply with all federal and state civil rights laws.

Stepping Stones Preschool advocates cooperation within a timeline established by the team of staff and families. As a school we feel it is essential for all members of the team to support procedures. Appropriate community resources will be provided. When resources are shared, staff will document a course of action, expectations and time frame. Follow up meetings will be scheduled. After all possible interventions have been exhausted, the team may determine this environment does not meet the child's needs. At that time the family will be asked to terminate their enrollment. This allows the family to pursue a program that meets their child's learning needs. Stepping Stones strives to promote and provide a harmonious and safe atmosphere in which all children can grow and thrive.

All families will receive a copy of our intervention procedures in their new student packet at the beginning of the school year.

Health/Safety Policy

The welfare of each child is of the utmost importance to the staff at Stepping Stones Preschool and therefore we request that parents abide by the following guidelines.

Injury Prevention

Watching preschool children closely is the single most significant factor in preventing injuries. Teachers and parent aides supervise children primarily by sight; supervision for short intervals by sound is permissible as long as a teacher or parent aide checks frequently on children who are out of sight. When children are outside, a teacher or parent aide is always outside with them.

Hand Washing

Hand washing is the first step in preventing illness. Parents and children should wash hands frequently. Everyone must wash with soap and running water upon arrival to the class and before snacks or cooking, after outside play, and of course after using the bathroom. We need to teach children to either turn off the faucet with a paper towel, or to let the adults turn off the faucet with a paper towel to meet NAEYC standards.

Adults must wash or sanitize their hands:

- Before and after feeding a child
- Before and after administering medication (this includes sunscreen)
- After handling garbage
- After cleaning

Sun Safety

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. We recommend you put sun screen on your child prior to bringing them to school. If sun screen needs to be reapplied while at school a medication consent form will be required. Please do not send sun screen in your child's back pack.

Illness

We want to protect your child and other students from illness. Please do not send your child if he/she has abnormal health symptoms. Individuals arriving with the following signs and symptoms, or who develop them while at school, cannot remain at school.

- Fever of 100 degrees axillary (under the arm) if other signs and symptoms of illness are present (e.g. diarrhea, rash, earache, sore throat)
- Fever of 101 degrees (under the arm) or greater, even if no other signs and symptoms are present
- Sores that are open, infected, or not easily covered
- Vomiting more than twice in 24 hours
- Diarrhea
- Cough (uncontrolled cough)
- Red eyes with discharge
- Lice or nits
- Red, draining eyes

- Lice or scabies
- Undiagnosed rash
- Not feeling well enough to participate in the day's activities

When a Child Becomes Sick During the Day

If a child develops signs and symptoms of illness during the day, the child will be separated from the other children and be continually cared for in the office. The parent will be contacted by a staff member using the phone numbers listed on the Emergency Information and Immunization Record Card. Parents are expected to pick up sick children within the hour to prevent the spread of infection to other children and staff, and to allow the child time to rest, recover, and be treated for the illness.

Our program follows exclusion and return-to-care guidelines listed on the Arizona Department of Health Service's Communicable Disease Flipchart or as advised by the local health department. However, if staff have concerns about a child's ability to return to class, a note from the child's health care provider may be required.

Returning to School

Children must be fever/symptom free for 24 hours before returning to school.

Please, do not medicate your child for a fever or other illness and then send them to school. They are still contagious and may spread their illness to the other students and staff. Germs travel very fast in a preschool environment. By keeping you ill child at home, he/she is not spreading the infection to others.

Reporting Communicable Diseases

Arizona law requires us to report when children or staff is diagnosed with specific communicable diseases. Additionally, Arizona law requires that we report outbreaks of some other infections. An "outbreak" is usually defined as more than three children in a group or 10% of the facility's population.

At Stepping Stones Preschool, one of the directors is responsible for making these reports to the local health department. Reports are made within 5 working days for most illnesses. A list of reported illnesses can be located in the lobby of the Preschool.

For more information regarding Communicable Diseases visit www.azdhs.gov.

Unimmunized Child Procedures

In the event the state or county health department declares an outbreak of a vaccine-preventable disease for which your child not immunized against, your child may not be allowed to attend school for up to 3 weeks or until the risk period ends as determined by the county health department.

Medication Administration

It is best if children receive medications at home. Many medications can be scheduled so children will not have to receive them while at school. However, the director and designated staff are trained to safely administer medications and/or perform medication delivery treatments to children if needed.

All instructions regarding dosage and administration route (amount, frequency, and how it goes into the body) for giving medications are followed carefully. We cannot administer a medication differently from the instruction on the medication's label without verifiable written instructions from the child's health care provider. This includes prescription and over-the-counter medications. Sunscreen is considered an over-the-counter medication and is subject to medication guidelines.

At Stepping Stones Preschool the Director or any other staff member administers medications or treatments.

Parent/Guardian Written Permission

A written medication consent (permit, authorization) is required for all non-prescription (also called over-the-counter) and prescription medications and/or treatments administered by staff. This written consent form includes, but is not limited to:

- First and last name of the enrolled child
- Name of the medication and medication strength
- Dosage of the medication; how much and how often
- Method of administration, mouth, on the skin, drops in the eye, etc.
- Date the medication was prescribed; not more than two weeks old (Exceptions may be medications used infrequently for specific crisis intervention.)
- A diagnosis for the medication (why the medication is given)
- Prescription number and pharmacy name, if prescription medication
- Instructions, step-by-step, for specific treatments
- Parent/guardian printed name and signature
- Contact phone number for the parent in case of an emergency or for questions

Blank Medication Permission forms are located in the office.

Container Labels

Both prescription and over-the-counter medication must come to our facility in their original containers. To be within legal guidelines, medications must be clearly identified by name and be within designated expiration dates. A medication container label must include:

- Child's first and last name
- Date the medication was prescribed or recommended by the health Care Provider, with expiration dates clearly marked.
- Name of the medication and medication strength
- Method of administration, for example; by mouth, on the skin, in the eye, etc.
- Dosage of the medication, how much and how often
- Name of the health care provider who prescribed or recommended the medication
- Special considerations or information regarding the medication, i.e., give with food, do not crush, avoid direct sunlight, clean the wound first, etc.
- All prescription medication must have the name and phone number of the pharmacy clearly indicated.

Stepping Stones Preschool staff will not administer the first dose of a medication to a child, even if the child has previously taken the medication.

Medication Storage

All medications, non-prescription or prescription are stored in the office unless it's an emergency medication such as an Epinephrine Injection, these are stored in the child's classroom. An exception is made for sunscreen which is also stored in the child's classroom.

Medication Documentation

We document the administration of medications and treatments immediately when given in order to prevent errors. We document administered medications and treatments on the back of the medication consent form.

Allergies

When a doctor diagnoses a child as having a food, medical or environmental allergy, we must have a list of those things in our medical records. If the allergy is severe, an updated Allergy Action Plan signed by the doctor must be in place in our office along with the list of allergies and a recommendation of precautions and treatment procedures. If an Epi-pen and Benedryl are required as an action on the plan, the parent must provide these to the school.

Asthma

Asthma is considered a life-threatening condition, so we must also have a plan in place for students with Asthma. If there is an inhaler on-site it must say in the plan how and when it can be administered. Inhalers are kept in the office.

HIPPA

The Health Insurance Portability and Accountability Act (HIPAA) of 2002 has added increased protection of health records. Our program cannot directly call a child's health care provider to request information about the child's health status or recent visits. If we need information from the health care provider, we will ask parents to obtain the information for us. This includes immunization records, treatment information and medication requests, when needed. The only exception to this is releasing information regarding food allergies.

While our program respects the privacy of a child's health information, we are required by law to disclose medical information for public health activities such as the investigation or reporting of communicable diseases, or reporting suspected child abuse and neglect. We may also be required to disclose information to law enforcement officers, Child Protective Services, Arizona Department of Health Services Office of Child Care Licensure staff or a coroner.

Accidents and Minor Injuries

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries are handled at school by the teachers or parent aides. Our staff will treat minor bumps and scrapes with soap, water, ice and a bandage. If further anesthetic or medication is needed, a parent or authorized representative must apply it to the injured area.

Parents will be called immediately in the event of any serious or questionable injury, including any time a child hits their head. An accident report will be filled out by the teacher who witnessed the incident.

If the parent or guardian cannot be reached and an emergency exists, the school director will seek medical care as needed and as designated by the emergency authorization form (Blue Card).

Medical Emergencies

Upon enrollment, parents sign an Emergency, Information and Immunization Record Card (Blue Card) enabling the school to take steps in the event their child needs emergency medical care. If warranted, these emergency steps include but are not limited to:

- Attempt to contact the parent or authorized representative.
- Administering First Aid if necessary
- Attempt to contact parent or authorized representative through any persons listed on the emergence information form.
- Attempt to contact the child's physician
- In life threatening situations, call 911 for emergency medical care and administering CPR if necessary.

All of our staff is CPR and First aid trained. We also encourage our parent aides to complete CPR and first aid training.

Child Abuse and Neglect

Our staff is trained to recognize the signs and symptoms of abuse and neglect and we comply with all the policies in the State of AZ regarding reporting any suspected child abuse or neglect. As a parent if you suspect abuse or neglect you need to report it to the teacher who will further investigate. For more information regarding Stepping Stones Preschool Policy on reporting child abuse please see our statement of policy located in the office.

Building security and access

All visitors must come to the office first to obtain a visitors pass and sign in before going behind the fenced areas. Staff and aiding parents have name badges and neon name stickers to indicate their roles in the classrooms.

Our staff carries hand held radios for communication.

Emergency Planning

In the event of an emergency or natural disaster, all children will be kept at the school until they are picked up by an authorized person as indicated on the Blue Card. Please DO NOT attempt to take your child during an emergency event. All threats of danger must be over before a child can be released. During a fire drill, children will meet at basketball court located behind the playground.

In case of a full-scale community emergency such as severe weather conditions, it is our policy that the students will move to the church sanctuary and remain there until someone with proper authorization arrives to pick them up. If evacuation of the campus is required, children will be taken to the Beuf Community Center, 3435 W. Pinnacle Peak Rd., Phoenix, Az., 85027.

Our teachers and children will practice fire drills monthly. We also practice lockdown procedures at least once a year with each class we notify parent's after this occurs. We encourage you to discuss the experience with your child when he/she tells you about it.

For additional information regarding our emergency procedures please see the Emergency Procedures binder located in the office.

Proper exit procedures and fire prevention equipment has been installed, inspected and approved.

General Information

Clothing

Children get messy at preschool. We finger-paint, dig in the garden, and play in water. Our policy is to let children experience a variety of sensory experiences and messy art projects. Children should wear play clothes and parents should expect they will get messy at preschool. Stepping Stones Preschool t-shirts for both children and adults are available for sale. Sometimes having a “school shirt” to wear each day to school, keeps stress about mess to a minimum for both parents and adults.

It is expected that all children in school are toilet trained. However, we understand that occasional accidents may happen or that a child may need assistance at times. If accidents are still an issue for your child, you may want to send an extra set of clothing in a large, zip-lock bag labeled with your child’s name to be kept in their backpack. This includes socks and underwear. Although we do have some extra clothing available, children are often more comfortable having their own clothes in their size to wear in the event of an accident.

Parents aiding in the classroom should wear comfortable shoes and appropriate clothing. At Stepping Stones parents frequently dig in the sand with children, get paint splattered on them and spray down tables with bleach water before snack.

Backpack

Each student will need a backpack to bring to and from school on the days they attend. Please include a change of clothes in a zip lock bag labeled with your child’s name. It is a good idea to check your child’s backpack at the end of each school day. Students often bring home important information from the school and artwork they have completed in class.

Toys from Home

We ask that you leave your child’s toys at home or in the car. Children become very upset when their special toy is lost in the sand or becomes mixed into an entire classroom of school toys. Some classrooms have sharing days, check with your child’s teacher for more information. Toy guns, knives or weapons of any kind are not allowed in the classroom.

Lost and Found

Please check the bin located in the Lobby hallway periodically for missing items. Items that are not claimed are donated at the end of the school year.

Field Trips

Stepping Stones Preschool only brings groups on campus for “in-house” field trips. Our field trips change from year to year, however we usually have the Fire Department, Police Officers, Puppet Show/theatre, and Music and Dance. Children are never taken off campus for field trips.

Pet Policy

Pets are allowed on campus only with prior approval of the teacher AND the director. All pets visiting the campus must be up to date on pet immunizations.

Cell phones

Please do not use a cell phone when dropping off or picking up your child. Cell phone use is prohibited when working as a parent aide. We understand that there are emergency circumstances; however we ask that you refrain from using you cell phone when on campus.

Smoke-Free Campus

Stepping Stones Preschool is a smoke free campus during school hours.

Pesticide Application Notification

Parents will be notified at least 48 hours before a pesticide is applied on the facility premises by a notice on the front doors of the lobby. Documentation is available in the office.

Transportation Policy

Parents are responsible to provide transportation to and from school. The school does not provide transportation to the students in any way.

Parking Lot

Please only park in designated parking spaces. This includes not parking in spaces designated for the church and only using handicap parking spaces if you have a permit. Do not park or stop in the designated fire lanes to drop off or pick up children.

Do not leave vehicles idling for extended periods of time unless in extreme heat or cold to maintain the interior temperature of your vehicle.

We recommend you do not leave valuable items in your vehicle when aiding. Each classroom has a place to store purses while you aide.

Do not leave children unattended in vehicles.

Insurance

Stepping Stones Preschool carries its own insurance, which covers each child while attending school. A copy of the policy is available in the office.