

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT

LITTLE FALCONS PRESCHOOL

PROGRAM HANDBOOK 2024-2025

PRESCHOOL OFFICE

14825 N. Fayette Drive
Fountain Hills, AZ 85268
480-664-5100

<https://littlefalcons.fountainhillsschools.org>



Introduction

Welcome to the Little Falcon Preschool Program!

We are excited to partner with you in providing your child with the most positive early childhood experience possible.

Our inclusive preschool program utilizes the framework of the Arizona Early Learning Standards to provide a solid foundation for children three years of age until eligible for kindergarten. Students enjoy a safe and nurturing environment, small class size, and personalized attention from certified teachers and paraprofessionals. Developmentally appropriate activities allow students to enhance their motor and language skills. Creative and imaginative play, within a structured learning environment, provides the foundation for children to build self-esteem and positive social experiences. The standards cover a broad range of skill development and provide a useful instructional foundation for ALL children. The preschool standards are located at <https://www.azed.gov/ece/preschool>.

Little Falcons Preschool:

- Safe & fun learning environment
- Low student-teacher ratio & small class size
- Age-appropriate engaging activities
- Licensed by AZ Dept. of Health Services
- AZ Early Childhood Learning Standards
- Our teachers hold a valid teaching certificate

Thank you for being a part of Little Falcons Preschool. We look forward to working with your child.

Little Falcons Preschool welcomes and educates ALL learners. We offer preschool programs, special education services (as determined within the IEP), and early intervention collaboration with AzEIP (Arizona Early Intervention Program).

Sessions and Pricing

- Morning session: 8:30 a.m. - 11:15 a.m. operates 5 days a week:
Monday thru Friday. **\$375/monthly per child**
- Full Day: 8:30 a.m. - 3:30 p.m. operates 5 days a week:
Monday thru Friday. **\$620/monthly per child**
- Afternoon session: 12:45 - 3:30 p.m. operates 4 days a week:
Monday, Tuesday, Thursday, and Friday. **\$300/monthly per child**

The preschool program follows the FHUSD school year calendar and is closed when FHUSD schools are closed for holidays/breaks. (Please see Break Camps for year-round care.)

Club Falcon is our school-based extended day program that offers children the opportunity to extend their learning and development beyond the school day in a safe environment for an additional fee. Club Falcon will be available to purchase daily, as well as, on a monthly basis. Before school care will be available for morning preschool students, and after school care will be available for afternoon preschool students. Only Full Day preschool students will have the option of attending both morning and afternoon care. Due to licensing requirements from the AZ Department of Health Services, we are required to have specific staff : child ratios.

- Before School Care: 7:00 am - 8:30 am operates 5 days a week (M-F)
Rate: \$10 daily
- After School Care: 3:30 pm - 5:00 pm operates 5 days a week (M-F)
Rate: \$10 daily

There are no refunds of Club Falcon fees for missed days.

Break Camps will be offered during Fall Break, Spring Break, and Summer Break. Information is shared with families and the community as each camp approaches.

Tuition Information

The preschool program has a low monthly tuition for half or full days. Tuition is calculated on a yearly basis and divided into ten equal payments. To help keep the cost of our program low, statements are not mailed or sent out. We strongly recommend that parents use the online payment portal to make monthly tuition payments online at <https://fountainhillsusd.revtrak.net/>. There is a \$2.50 convenience fee charged for the online payment process.

In addition, payments can be made in-person, at no additional charge, at the Little Falcons Preschool Office, 14825 N. Fayette Drive, Fountain Hills, AZ. 85268. If payments are not made by the 15th of each month, the student's enrollment in preschool could be canceled. Tuition is due prior to attending the program. **There are no refunds of the monthly fees regarding days missed for illness, vacation or termination.**

PAYMENT SCHEDULE FOR 2024-2025

| Attendance Dates | Due Date |
|------------------|-------------------|
| August 1 - 30 | July 26, 2024 |
| September 2 - 30 | September 2, 2024 |
| October 1 - 31 | October 1, 2024 |
| November 1 - 29 | November 1, 2024 |
| December 2 - 31 | December 2, 2024 |
| January 1 - 31 | January 7, 2025 |
| February 3 - 28 | February 3, 2025 |
| March 3 - 31 | March 3, 2025 |
| April 1 - 30 | April 1, 2025 |
| May 1 - 22 | May 1, 2025 |

Students who receive **Special Education Services** as identified in an Individualized Education Plan (IEP) are not charged for half day preschool tuition since tuition is subsidized by Arizona State funding with no additional cost (\$0.00) to the parent/guardian.

Security (\$100 Non Refundable Registration Fee) Deposit:

The deposit will be applied to the first scheduled tuition payment.

Employee Discount:

The employee must be the parent or guardian of the child to qualify.

\$20 daily/\$400 monthly

Dismissal from Program:

A child may be removed from the program if their account is delinquent. The financially responsible party will be liable for any cost incurred in the collection of the balance due.

Entrance Requirements

Children entering the Little Falcons Preschool program must be three years old on or before their start date and must use the toilet independently. Children may not start attending the program until they turn 3 years of age per ADHS Licensing.

Enrollment Procedures

Registration must be completed online at <https://www.fountainhillsschools.org>. All registration requirements must be met, including completion of the AZ Department of Health Services (AZDHS) Emergency, Information and Immunization Record Card and proof of immunization requirements. A current copy of your child's immunization record, birth certificate, and proof of residency is required to enroll at Little Falcons Preschool. If your child has an IEP, the Director of Special Education must review and approve prior to registration approval.

Enrollment Limits

Student enrollment limits at Little Falcons Preschool are determined by two factors: availability of space and capacity guidelines. Once the program reaches capacity, your child will remain on a waiting list.

Pick Up, Drop Off & Attendance Procedures

- Morning Session Drop Off at 8:30 a.m.
- Morning Session Pick Up at 11:15 a.m.
- Afternoon Session Drop Off (M, T, TH, F) at 12:45 p.m.
- Afternoon Session Pick Up (M, T, TH, F) at 3:30 p.m.

The preschool staff welcomes and guides students arriving and helps those students who ride the bus (as stated in the child's IEP) to get to their class. For arrival and

dismissal, parents/guardians are requested to follow the traffic patterns to the front or the back of the school, depending on your child's teacher. Staff will greet you and sign your student in/out.

Parents/guardians are requested to contact the school at (480) 664-5100 when your child is absent from school for any reason. If the student is absent and no notification is made, school staff will contact the parent/guardian. Parents/guardians calling the school saves time and ensures that the student is accounted for and safe.

It is very important that parents notify the office to keep contact information current. Students will not be released to anyone not listed as an emergency contact and who do not have valid identification.

If withdrawing a student, the parent/guardian should contact the school registrar a day or two before the student is withdrawn. This will provide the office time to gather the needed documents and facilitate the process. It will be necessary for the parent/guardian to complete the withdrawal form and other checkout procedures. The parent/guardian will not receive a partial month refund for early withdrawal.

In rare instances, after documented conversations between the parent/guardian and the school, the preschool team and administration may determine that the preschool classes are not the best environment to support the family and student's needs and may result in an administrative withdrawal of the child from the preschool. These conversations may focus on following preschool policies and procedures including timely tuition payments as well as behaviors that cannot be mitigated.

Sign-In & Sign-Out

Every child must be signed in and out on a daily basis by an authorized adult. This is for the protection of the child. Sign in/out forms needed to be signed at the time of arrival and departure. The authorized adult will need to sign his/her first and last name (no initials). Picture I.D. will be required when a new authorized adult signs out, or if the staff is new or a sub does not recognize the adult. Children receiving special education services are eligible for bus transportation and will be signed in and out by a qualified staff member.

Authorized Adult

This is a responsible adult (age 18 or older) listed on the emergency card (filled out by parent). This adult has been authorized to pick-up and drop-off the child

Student Records and Confidentiality

All child and family records are kept confidential in locked files and access is limited to parents, and school district staff involved with the child's education. Records are only sent to another agency or person at the written request/permission of the parent.

Child Find/Screening

Fountain Hills Unified School District provides Child Find screenings to locate and identify preschool children ages 2 years and 10 months to 5 years, who may be eligible and need special education services. Screenings are provided to families at no cost. Screenings are held at Little Falcons Preschool. If you have concerns about your child's development, we encourage you to call 480-664-5100.

Walk-In Itinerant Services

Fountain Hills Unified School District provides special education preschool to children who qualify based on eligibility determination by the evaluation team following an appropriate evaluation process that meets state requirements and has resulted in an Individualized Education Plan (IEP).

Walk-In Services are provided to children who qualify for support in a specific area, such as Articulation. This service involves coordination between the parent, student, and related service provider. Parents will bring the child to Little Falcons Preschool for the amount of time determined at the IEP meeting.

Curriculum

The Early Childhood Education Program curriculum is developmentally appropriate, hands-on and planned around everyday experiences which help children learn about self, family, friends, environment, and community. It is based upon the Arizona Early Learning Standards and concepts presented through multi-sensory activities such as games, songs, and movement. Each child's individual needs will be considered in order to assist in developing to the best of their ability. The program focuses on the following developmental areas based on five domains: Speech and Language, Fine and Gross Motor, Cognitive, Adaptive Skills, and Social Development.

Teaching Strategies Gold is used by the state of Arizona and Little Falcons Preschool as our system of monitoring preschool development of all preschool students. Data is used for lesson planning, individualization, sharing information with parents and progress reports.

Supplies

The preschool supply list will be provided by your preschool teacher.

Health Services

Medication

In order to comply with the law, a "Medication Consent Form" provided by the school must be completed by the parent or health care provider before medication can be accepted or administered at school. All medications must be given to the school in the original labeled container with the child's name, date, dosage, name of the medication, and prescribing doctor's name. Parents/guardians must bring the medication to the school so they may obtain written permission to administer it to the student. Any unused medication will be returned to the parent or guardian. All medications will be kept in a locked cabinet in the preschool office and will be administered by a staff member.

Illness

Parents are asked to carefully observe their children each morning to make sure they have no signs of illness. If your child exhibits any signs of illness, your child should remain at home until the symptoms subside and/or medical treatment has begun. All children must be fever-free and free of other significant symptoms for 24 hours without medication, before returning to school.

If a child becomes ill at school, parents will be immediately notified to arrange for the child to be picked up. Parents are asked to keep updated home, work and emergency telephone numbers on file at school in the event parents need to be reached.

A child who exhibits signs of illness or infestation will not be permitted to attend or remain in preschool as stated in the Arizona Department of Health Services Revised Statutes for Child Care Facilities.

In the case of a serious injury, parents/guardians will be contacted immediately. If parents/guardians cannot be reached, emergency services will be contacted.

Communicable Disease

Due to the communicability of the following diseases, parents are asked to report to the school IMMEDIATELY if their child develops: Chicken Pox, Mumps, Strep Throat, Scarlet Fever, Measles, Hepatitis, Meningitis, Acquired Immune Deficiency Syndrome.

Students with suspected cases of head lice are excluded from school until treatment is instituted. Because head lice and scabies can spread rapidly in classroom settings, other children may be screened for head lice or scabies if applicable.

Medical/Accident insurance is available for those families who request it. Ask at the school office for rates and information.

Potty Training Policy

Per ADHS licensing regulations, children must be completely toilet trained in order to attend the regular Preschool and Extended day programs in the Fountain Hills Unified School District.

Children enrolled in the Little Falcons Preschool must be potty-trained before the first day of attendance. Children must be wearing underwear with very few if any accidents. A child having accidents daily would not be considered potty-trained. Please note that wearing pull-ups is not considered being potty-trained.

Why do children have to be potty trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers.
- The classrooms are not equipped for diaper changing.
- When an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct instruction, supervision, and interaction with the rest of the class.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. Preschool will assist when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. Additionally, please be sure your child's name is on the tag of the clothing or in a plastic bag with your child's name. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

Potty trained children can do the following:

1. Communicate to the teachers that they need to go to the restroom.
2. Alert themselves to stop what they are doing to go and use the bathroom.
3. Pull down their clothing and get them back up without assistance.
4. Wipe themselves with toilet paper after using the toilet.
5. Get on/off the toilet by themselves.

6. Wash and dry their hands.
7. Postpone going if they must wait for someone who is in the bathroom or if away from the classroom.
8. Wake up during nap time should they need to use the bathroom.

Children will be asked many times throughout the day if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This practice and procedure protects all parties concerned.

Nap and Quiet Time

Nap time will take place after lunch in the full day classrooms only. Children are provided a mat. Parents must provide a fitted twin sheet and small blanket. Items are sent home on the last day of the week and clean ones are brought back the first day of the week.

Children will be required to wear their shoes during nap time in the event of a sudden emergency. Children are never forced to nap and if unable to sleep, children will be offered a solitary quiet activity while others nap.

Preschool Dress Code

Students must dress appropriately at school. The following guidelines are being put forth to help create a safe, healthy environment for all. In all matters involving the dress code, the judgment of the Director is final.

Please be sure to dress your student in clothing that is suitable for outside play and art/craft time during preschool time. Shoes must be worn at all times. Tennis or athletic shoes are recommended. Slippers, flip flops, "dress-up" high heels and other footwear that make running, jumping, and playing difficult and more prone to accidents are not allowed. Proper foot attire is important for safety.

It's a good idea to provide your student with a hat and long-sleeved shirt for outdoor play time, particularly if the student is sensitive to the sun. Sunscreen may be applied by the parent/guardian, prior to the student's arrival to school.

Remember that in the winter months it can be quite chilly in the morning. Your child may be outside for up to 15 minutes before class begins and we will have outside time everyday. Please send your child in a coat on these cooler mornings.

Behavior Guidelines

Little Falcons Preschool staff works to build the skills of students to help them be successful in our learning environments. Our preschool team will focus on helping children learn appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the well-being of each student, but also teaching self-discipline, judgment, and manners. Positive techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Staff will work with parents and teachers to establish consistency for each child. Parents will be informed of problems should they arise.

Meals: Snack, Breakfast and Snack

A daily nutritious snack is provided to all students, aligned with state and federal health and nutrition standards and guidelines. These snacks provide a time to develop manners, personal/social skills, self-help skills and language skills. The snacks we prepare are almost always healthy ones. We will occasionally have sugary snacks on special occasions. Parents/guardians are requested to notify the student's teacher of any allergies. The FHUSD Food & Nutrition Services follows all Maricopa County Health & Social Services food safety practices and procedures.

We do ask your help in providing snacks. If you could think of us once in a while when you are shopping it will help keep our snack shelves and refrigerator full so we can have a variety of snacks. Bringing in your child's favorite snack is always a sure winner!

Breakfast and Lunch are available for purchase.

Birthdays/Miscellaneous Celebrations

Classroom treats/snacks are at the discretion of each class. Parents/guardians can contact the classroom teacher for guidance. Healthy treats/snacks are encouraged and must be store bought. ***No homemade treats are allowed.***

Visitor/Volunteers/Parents on Campus

Parents are encouraged to visit the schools. Visitors must report to the school office upon arrival to sign in. For those who wish to visit a classroom during the school day, it is required that the teacher be contacted in advance to arrange a day and time for such a visit to avoid any conflicts with the school schedule. When visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

Volunteers on our campus are extremely helpful! Any parents who wish to volunteer in their child's classroom will need to contact the classroom teacher for details regarding availability. If you would like to apply to be a site volunteer, please complete the [online volunteer application](#).

Communication

We feel close communication between school and home is crucial to a child's education. You will receive numerous notes about what is happening in the classroom. Phone calls will be made as needed to report on progress or to relate concerns. Parents also need to let the teacher know what is occurring at home. Write a short note or call the teacher to let them know what progress you are seeing, to relate any concerns or to ask any questions that you might have. Please let the teacher know of any major changes in your child's life as these do affect their education.

Transportation

District transportation is not provided for preschool programs unless it is determined to be a related service and outlined in the child's Individualized Education Plan (IEP). Parents must be present boarding and disembarking the bus. When parents are not available to receive their child, the child will be returned to campus and the parent or a person on the emergency contact card must pick up the child. If your child is not going to attend school, please call the Transportation Department at (480) 664-5300.

Field Trips

Preschool may go on occasional field trips. Prior to any field trip the teacher will provide parents with written information concerning the purpose of the trip, eating arrangements, date and time of the field trip. Parents will be required to sign a field trip permission form. Parents must accompany their child on non-walking field trips.

Safety Concerns

The staff of the Fountain Hills Unified School District Preschool is legally mandated to monitor the health and safety of all students. We may need to contact parents to insure this responsibility is met.

In the case of physical marks, (such as bruises, cuts, etc.), staff frequently will call parents. This is done so that we are sure parents are aware children possess the mark and that it did not happen at school. We recognize young children frequently bruise themselves in ordinary circumstances. You will be notified of any injuries, which occur at school.

Mandatory Reporting

As a public school, A.R.S. 13-3620 requires that school personnel must report child abuse to the Police or Child Protective Services. Child abuse includes physical abuse, sexual abuse, and neglect. A.R.S. 13 - 3620 states that anyone who fails to report suspected child abuse is guilty of a Class I misdemeanor and could lose their certification.

Emergency Procedures

Each preschool classroom will follow the policy of the school campus fire drill, which also includes lockdown practice and procedures. All classrooms will complete a monthly fire drill and a checklist to include the date and time per the Arizona Department of Health Services Licensing requirements. All fire drill procedures are posted in the preschool classroom by the door. If you would like a more detailed description of the procedure, please talk with your child's teacher or the director.

Notification of Pesticides

It is the policy of the governing board that students, parents/guardians, and staff be notified before pesticides are used at district schools in accordance with A.R.S. §15-152 and guidelines issued by the Arizona State Board of Education. The purpose of this policy and following procedures is to facilitate communication between schools, parents/guardians and the community regarding pesticide application.

Certified applicators employed and/or contracted by the Fountain Hills Unified School District will provide the director (or other designated personnel) with a 48 hour advance notice and a written pre-application notification will be placed on the classroom parent information board as well as the main entrance door to the school.

AZDHS Licensing

Little Falcons Preschool is licensed and inspected by the Arizona Department of Health Services (AZDHS). Facility inspection reports are available for public viewing at the Arizona Department of Health Services, 150 N. 18th Ave, Phoenix Arizona 85007. For further information on licensing, call 1-800-615-8555.

*All staff meet the requirements of state licensing and ongoing annual training including CPR.

Liability Insurance

The Fountain Hills Unified School District #98 carries a liability insurance policy that covers the preschool program.

Disclaimer

All information and policies in this handbook have been written with the intent to be a permanent policy. Policies and Procedures may be subject to change at the direction of Fountain Hills Unified Schools, Maricopa Health Department, CDC Guidance, and Department of Health and Human Services Protocol.

Program Handbook Acknowledgement Form

This will acknowledge that I have received, read and understand the policies and procedures outlined in the Little Falcons Preschool Program Handbook for the 2024-2025 school year.

Parent/Guardian's Name:

(Print)

Parent/Guardian:

(Signature)

Date: _____

Student's Name: _____