Home of the Ponies

Early Childhood Education Program

ABC Preschool

School Year
2026 - 2027

Student and Parent

Handbook

Governing Board Approved: July 22, 2026

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Kayenta Unified School District

North Highway 163 – Mustang Blvd.
PO Box 337
Kayenta, Arizona 86033
Phone: (928) 697-2016 Fax: (928) 697-2093

ABC Preschool

North Highway 163 -400 Mesa View Drive
PO Box 337
Kayenta, AZ 86033
Phone: (928) 697-2401 Fax: (928) 697-2095

ABC Preschool Staff

Superintendent – Lemual Adson
ESS Director - Dr. Marcella Clark
Preschool Program Specialist - Vacant
Receptionist - Veltina Greyeyes
Health Technician - Lorraine Crank
Teacher - Kristen Tacheene
Teacher - Irene Dayzie
Teacher - RoseMary Tsosie
Teacher Assistant - Britt Tallis
Teacher Assistant - Bobbie White
Teacher Assistant - Charmayne James

ABC Preschool Schedule

Monday through Friday
Full Day: 7:30 – 3:00
Lunch: 12:00-12:30

It is intended that all Kayenta Unified School District handbooks comply with the policies established by the governing board of the Kayenta Unified School District. In the event that anything in this handbook conflicts with current district policy, district policy will prevail.



ABC PRESCHOOL

MISSION

All children can learn. We deliver high quality academic programs, ABC Preschool program and exciting learning opportunities that give every child a head start as they prepare for school.

VISION

Empowering every child to thrive, we lay the foundation for a lifelong love of learning and a brighter future.

PHILOSOPHY

The philosophy of the ABC Preschool Program is designed to assist in the development of positive self-concept, enhance creativity, and enrich each child's life socially, intellectually, emotionally, and culturally. Providing an atmosphere of acceptance in which the individual needs of each child are considered, and the child can flourish and grow under the guidance of qualified staff. Resources such as equipment, materials, and supplies are provided to meet the individual and developmental needs of the child. Our program is based on the developmental approach to early childhood education that places emphasis on learning skills that are geared to each child's stage of readiness or development. Our approach to learning recognizes the tremendous capacity and desire of the young child to discover and explore the environment of their immediate world, enabling him or her to convert his or her natural curiosity into the learning process. As partners with parents, we understand the parent/guardian is the child's first and most important teacher, and every effort is made to help the family educate and nurture their child. Collaboration and communication are essential to developing a positive relationship with the parent/guardian.

Exceptional Student Services Beliefs

ABC Preschool– Exceptional Student Services (ESS) believes that experiences in the early years of a child's life have a critical effect on development.

- Early Intervention may eliminate the need for or lessen the degree of remediation required later in a child's education.
- A continuing partnership between young children, parents, caregivers, and educators is a crucial component of the education process.
- Communication, social skills, and daily living skills are among the most important skills a young child can learn and are best taught in their natural contexts, such as play.

Program Description

The KUSD ABC Preschool Program is designed to meet the needs of children from 3 to 5 years of age with differing abilities in an inclusive setting. We provide services to both preschool children with special needs and typically developing young children between 3 and 5, not yet of age for kindergarten. Our special needs children may be developmentally delayed in one or more of the following areas: communication, social-emotional, adaptive, motor, or cognitive skills. The children work on increasing age-appropriate interactions within the home and school environments. We value the involvement of the family in the educational process. The preschool staff contact and develop working relationships with community agencies as needed.

The ABC Preschool Program integrates elements from both early childhood and special education. There is a strong emphasis on language acquisition and development. The following program goals have been established for all children who participate in our programs.

- To provide experiences throughout the school day to enhance communication skills.
- To provide opportunities for developing fine and gross motor skills.
- To encourage the development of a positive self-concept.
- To encourage an accepting and caring attitude towards others.
- To provide opportunities for developing appropriate interactive skills between peers.
- To provide guidance and support in the development of self-control and independence.
- To provide opportunities for creative expression.
- To provide a safe and positive preschool experience.
- To provide needed support and assistance to parents.
- To provide opportunities for making choices, develop critical thinking skills and grow intellectually.

The ABC Preschool Program is part of the Kayenta Unified School District calendar. ABC Preschool participates in the First Things First, Quality First Scholarship Program. Quality First Scholarships help Families access a comprehensive quality early care and education system. ABC Preschool receives several scholarships for low-income families. KUSD receives reimbursement for some of the expenses of providing quality early childhood experience for the children and them families. Quality First program recommends 1120 hours, within a school year. During the school day, the children participate in a rich variety of activities, in which they experience many opportunities for learning.

In the area of guidance and discipline, our goal is for each child to develop self-control using appropriate problem-solving strategies. In the classroom setting, we provide social-emotional strategies and support using AL's Pals and Capturing Kids Heart. We listen to the children and help them find ways of resolving social conflicts. We regard mistakes as opportunities to gain experience. As part of this learning process, we always look for ways to redirect children to appropriate activities and help them make alternative choices. Our emphasis is using positive guidance and treating all children with dignity and respect.

ABC Preschool 2026 – 2027
Daily Routines and Schedules

Hours of Operation

The ABC Preschool is in the Kayenta Business Center. The front office is open Monday – Friday, 7:30 A.M. to 5:00 P.M. during normal school days. ABC Preschool is closed for Holidays and during school breaks according to the Governing Board approved school year calendar.

Due to programmatic requirements the Preschool program will not be in session on some Fridays. Teachers will be participating in planning/preparing or in training. Refer to the Preschool calendar regarding days preschool are in session.

Delayed Start Schedule

Delayed Start Schedule will not be observed unless there are extenuating circumstances. Children will be coming in at 10:00 A.M. Notification will be provided.

Early Release Schedule

Early Release Schedule will not be observed unless there are extenuating circumstances. If an Early Release is called, students will board the bus by 12:00 pm and depart for the main campus.

***Reminder, Early Childhood Staff will send out an automated phone call (IN TOUCH Web Portal) to all Preschool student parents and/or guardians to notify them of the schedule change. Please make proper arrangements in advance if the district does an Early Release Schedule. Make sure someone (over the age of 18) is home to get your child off the bus.

REGULAR SCHEDULE (WHOLE DAY)

Location	Activity or Subject	Time
ABC Preschool	Arrival/Drop off/Quiet Activity/Breakfast	7:45 – 8:30 AM
Classroom	Circle Time, Free Choice, Small Group, Story Time, Outdoor-Indoor Play, Art, Music & Movement	8:30 – 11:45 AM
Cafeteria	Lunch	12:00 – 12:30 PM
Classroom	Oral Hygiene/Restroom	12:30 – 12:45 PM
Classroom	Choice Time/Quiet Time: Nap Time	12:45 – 1:15 PM
Classroom	Culture Time/Snack time/Restroom break	1:15 – 2:00 PM
Classroom	Library: Story Time/GYM	2:00 – 2:30 PM
Classroom	iPad/InFocus Boards: Music & Movements/Restroom	2:30 – 2:45 PM
Departure	Departure	2:45 – 3:00 PM

DELAYED SCHEDULE

Location	Activity or Subject	Time
ABC Preschool	Arrival/Drop off/ Quiet Activity/Breakfast	9:45 – 10:30 AM
Classroom	Circle Time, Free Choice, Small Group, Story Time, Outdoor-Indoor Play, Art, Music & Movement	10:30 – 11:30 AM
Cafeteria	Lunch	11:30 – 12:10 PM
Classroom	Oral Hygiene/Restroom	12:10 – 12:30 PM
Classroom	Choice Time/Quiet Time: Nap Time	12:30 – 1:30 PM
Classroom	Restroom break	1:30 – 1:55 PM
Classroom	Culture Time/Snacks/ Restroom break	1:55 – 2: 10 PM
Classroom	Library: Story Time	2:10 – 2:30 PM
Classroom	iPad/InFocus Boards: Music & Movements	2:30 – 2:45 PM
Departure	Departure	2:45 – 3:00 PM

EARLY RELEASE SCHEDULE

Location	Activity or Subject	Time
ABC Preschool	Arrival/Drop off/ Quiet Activity/Breakfast	7:45 – 8:30 AM
Classroom	Circle Time, Free Choice, Small Group, Story Time, Outdoor-Indoor Play, Art, Music & Movement	8:30 – 11:00 AM
Cafeteria	Lunch	11:00 – 11:30 AM
Classroom	Choice Time/Quiet Time: Nap Time/ Culture Time/RR	11:30 – 11:50 AM
Departure	Departure	11:50 – 12:00 PM

Inclement Weather Schedule

The Kayenta Unified School District INCLEMENT WEATHER SCHEDULE is called when weather and road conditions make it the safest course of action for all students. ALL students and staff will be notified of the changes through your phone by the IN-TOUCH system. School may be cancelled or released early depending on the weather condition.

Enrollment Information

- Enrollment in ABC Preschool shall be granted without discrimination on the bases of sex, race, color, creed, or belief.
- Children who do not have a disability must be 3 years of age by the first day of preschool class, August 3, 2026, and 4 years of age by September 1. Children with IEPs have priority, including children with risk factors (ex: foster children; single parent families). Three and Four-year-old students attend an all-day session, from 8:00 a.m. to 3:00 p.m. The team will enroll students based on the need to balance the enrollment with respect to the ratio and capacity to meet the needs of students with disabilities. Class sizes are limited to ensure an appropriate student-to-staff ratio. Children may qualify under the following funding:

    - IDEA Criteria-eligible based upon Child Find criteria (Priority will be given to those who are identified as most in need).
    - Quality First Scholarship-income eligibility criteria.
    - Tuition.

    Waitlist

    Once registration has exceeded capacity. Students with submitted applications that are complete will be placed on a waitlist. Students who are identified as most in need will be placed at the top of the wait list. Each time an opening becomes available at the preschool we will contact the family of the student next on the list. If the parent declines the spot, it will be offered to the parent of the next student on the list. Kayenta Unified - ABC Preschool reserves the right to share our waitlist.

    Priority will be given to those who are identified based on need:

    - Students with Disability
    - Low-income
    - Children with high risk factors (ex: foster children; single parent families).

Payment Information

Tuition Information:

Please review the Important Billing Information carefully before signing the enrollment contract. KUSD-ABC Preschool program relies on tuition families to provide quality services.

- All applicants for ABC Preschool will complete a National School Lunch Program Application to determine the tuition rate based on the family income.
- Families who meet the low-income guidelines will be invited to apply for the Quality First Scholarship. A scholarship application must be filled out along with the following documents: child's age verified with birth certificate, proof of citizenship, family income verification (2 current check stubs), and public assistance letter within the last (6) months listing child's name and monthly gross income and household size is attached (first page of tax document). Please note that this application requires copies of pay stubs, 2025 Tax information for all adults living in the home
- Families who meet the Quality First Scholarship eligibility will not incur out-of-pocket tuition for the school year.
- If you qualify for a scholarship tuition will be fully paid for your child. In return your child must have an attendance rate of 85% or above each month. Attendance will be collected each month and if your child's attendance falls below 85% for any month, your child will lose their scholarship.

- Ineligible families for QF Scholarship will pay nominal monthly tuition. Tuition rates are based on the USDA Child Nutrition Program Income Guidelines – Free and Reduced Lunch Application. Full-$100/month; Reduced-$75/month; Free-$50/month. Several months are pro-rated according to the school calendar.
- Tuition is paid monthly and is not based on attendance. Tuition is due by the 1st of each month (or the first business day if the 1st falls on a weekend) and shall be payable on or before the dates listed by money order and made out to: District ADDRESS.
- Payments will not be accepted by the teachers. A late fee of $5 will be added to your student's account if paid after the 1st or first business day following a weekend or holiday. If tuition is received more than seven (7) days after the due date, then an additional $10 will be added to your student's account. If payment is not made by the 15th of the month, your student will be withdrawn from preschool.

School Year 2026-2027 Tuition Fee Schedule

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Free	50.00	50.00	50.00	25.00	25.00	50.00	50.00	25.00	50.00	50.00
Reduced	75.00	75.00	75.00	50.00	50.00	75.00	75.00	50.00	75.00	75.00
Full	100.00	100.00	100.00	75.00	75.00	100.00	100.00	75.00	100.00	100.00

Emergency Procedures

In the event of an emergency, parents will be contacted as soon as possible. A registered Health Technician is on campus. There are personnel in the Preschool trained in CPR and First Aid. For any accident occurring on school, ground parents will be notified.

Emergency Information, and Immunization

- This form authorizes individuals to pick -up the student when he/she becomes ill. Parents/guardians give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety.
- Immunizations must be up to date before entering the ABC preschool. *A copy of the preschool child's immunization record stamped by the physician's office* including the names of the office or clinic, address and phone number must be provided before your child can attend class. This form may be faxed from your doctor's office to the Preschool receptionist (Fax: 928-697-2095).

Immunizations

Children will not be allowed to attend school without proof of Immunizations. To meet Arizona's Immunization requirements children, 4 years or older, must have received the following vaccines:

- ✓ 5 doses of diphtheria/tetanus/pertussis (DTP)
- ✓ 4 doses of polio
- ✓ 2 doses of measles/mumps/rubella (MMR)
- ✓ 3 doses of hepatitis B (Hep B)
- ✓ 4 doses of Haemophilus influenza type B (Hib)
- ✓ 1 dose Varicella or proof of Chicken Pox. Please see that your child's immunizations are up to date so that he/she does not have to miss any time at school.

3-year-old Immunization requirements: By 12 months of age, must have received the following vaccines:

- ✓ 4 doses of diphtheria/tetanus/pertussis (DTP)
- ✓ 3 doses of polio
- ✓ 1 doses of measles/mumps/rubella (MMR)
- ✓ 3 doses of hepatitis B (Hep B)
- ✓ 3 doses of Haemophilus influenza type B (Hib)
- ✓ 1 dose Varicella or proof of Chicken Pox

Please see that your child's immunizations are up to date so that he/she does not have to miss any time at school.

Medications

Parents or guardians of any child enrolled in Kayenta Unified Preschool must notify the teacher and Health Technician of any medical conditions requiring special attention or consideration, including any known allergies (including food allergies). Children with an infectious disease shall be excluded from the class.

A medication consent form will need to be completed by the child's parent/guardian and kept in the school health office for any child requiring the administration of any medication during the preschool day. Medicine must be in the original container and clearly labeled. Students are not allowed to carry medication or administer to themselves.

Program Enrollment Components

Exceptional Student Services

Parents may refer to their child for a screening of developmental areas. If an evaluation finds developmental delays in speech/language, motor skills, social/adaptive skills, vision, hearing, or cognitive skills, services will be provided. Special Education Services provide an individual education plan (IEP) that may include related services such as physical, occupational, or speech therapy, and/or vision, or hearing services. All Special education referrals and evaluations involve parents in the decision process and the results remain in confidential records.

Continuum of Services

Each child with a disability has a right to a Free and Appropriate Public Education. The Individual Education Program (IEP) team determines what level of service the child needs to meet their goals. There are several levels of service and service models that the IEP team may consider.

Consultative services consist of the service provider collaborating with the parent, teacher, or other related service personnel to develop and monitor a therapeutic, developmentally appropriate individualized education program that is conducted by the regular teacher.

Itinerant services in a regular education setting such as ABC Preschool or Head Start program. The preschool itinerant special education teacher and/or related service personnel provide services to the child within the context of their natural environment. This may be in the form of teacher consultation and direct intervention by the service providers.

Inclusive Preschool Special Education Classroom consists of an Early Childhood Special Education Teacher and related service providers collaborating with the parent and child to develop a therapeutic, developmental and/or pre-academic program that meets the child's needs. Related service personnel work with the child in the context of a preschool classroom or individualized sessions based on the child's needs. More than 50% of the children in the classroom are typically developing children.

Homebound is preschool instruction designed for children unable to attend school or are hospitalized due to illness, disease, accident, or other health conditions. The child's physician submits a medical certification form that the child is unable to attend regular classes due to chronic or acute health problems. The medical certification shall state the general medical condition, such as illness, disease, or chronic health condition; that is the reason that the pupil is unable to attend school.

Home Instruction and Services is determined by the IEP Team.

Preschool Curriculum and Assessment **(Ongoing progress monitoring)**

ABC Preschool utilizes The Creative Curriculum for Preschoolers. This is offered in a play-based format to foster language development, introduce basic concepts, develop motor skills, and provide young children with the skills to succeed in their future education. Students participate in large group lessons, small group guided center and individual exploration activities. Learning will take place within the classroom, the cafeteria, on the playground and within the community during class field trips.

The Creative Curriculum for Preschool is content-rich, developmentally appropriate, it delivers academic rigor alongside social-emotional development and cognitive development. And it brings meaningful interactions and learning to life in your classroom. It is a comprehensive, research-based curriculum that features inquiry, exploration, and discovery as the foundation of all learning.

To provide a framework for the planning of quality learning experiences for all children, we utilize The Arizona Early Learning Standards developed for three to five years of age. Each standard covers a wide range of skill development and provides instructional foundation for children from diverse backgrounds and with diverse abilities. They are intended for use by all those who work with young children in any early care and education setting in urban, rural, and tribal communities.

Assessments

- There are three checkpoints (Fall, Winter, Spring) for ESS students in ABC Preschool. Teaching Strategies Gold- is used to document children's learning over time, inform instruction, and facilitate communication with families and other stakeholders. The results are reported to the Arizona Department of Education as part of the Office of Special Education (OSEP) requirements to report early childhood outcomes. The information used is to help drive instructions that meet the individual needs of each child whether the child has special needs or a typically developing child.
- All children who are newly enrolled in the district will be screened within 45 days in the areas of vision, hearing, communication, social skills, and other developmental areas.
- Creative comprehensive Assessment

Teaching Strategies Gold assess (Ongoing progress monitoring) student development and learning in the areas of:

- Social/Emotional * Literacy * Arts
- Physical * Mathematics
- Language * Science/Technology
- Cognitive * Social Studies

Observations and Portfolios

- Teachers utilize observations and interactions to gain knowledge about each child and their learning. Each observer will use guidelines on how to observe children and record their observations through Teaching Strategies Gold progression of development using color bands (child's age, class, or grade).
- Child Portfolios - tools may include checklists, social inventory, anecdotal records, self-reflections, progress reports, samples of work, drawings, paintings, writings, stories, and photographs, etc. **Parents may request to view their child's portfolio, and the teacher will schedule a time for the review.

Field Trip Authorization

The ABC Preschool Program takes local Field Trips within a 30-mile radius, with further trips subject to approval from the ECE Program Coordinator. A mandatory Travel Permission Form from Arizona Department of Health Services authorizing consent must be completed by parents/guardians. This form is on file for all our general education students .AAC-R9-3408. A.la-e; R9-5-517. A.1.

Policies for Screening and Referrals

KUSD/ABC Preschool is responsible to locate, identify and evaluate children suspected of having a developmental delay/disability within the geographical area of its legal designated boundaries, in accordance with the AZ FIND policy.

Child Find/Az Find

KUSD-ESS Department and ABC Preschool screens children from 3 to 21 years of age for any suspected developmental delay. These screening sessions are conducted once a month throughout the school year. If a child/student has been found to have a developmental delay, based on the screenings, a referral is completed for further assessments. The assessments are conducted by an evaluation team that consists of a special education teacher; school psychologist; speech pathologist; occupational therapist and physical therapist. See Child Find schedule.

45 Day Screening

Children who are newly enrolled and attending the ABC Preschool will be screened in the areas of vision, hearing, communication, physical development, adaptive, cognitive, and social emotional development within the 45 days of their enrollment. Any concerns identified by this screening will be followed by the appropriate person and the parent will be notified within 10 days.

Transitions (Part C to B) AzEIP (GIB/DD)

KUSD-ESS Department and ABC Preschool (LEA) collaborate with the local Navajo Nation Growing in Beauty (GIB) and Arizona Early Intervention Program (AZIEP) – an Infant to Three Program. The transition/referral process begins at age 2.6 from the early intervention program to the school district. The GIB/AZEIP team coordinates with the school district to ensure a smooth transition process takes place. If the child is determined eligible for special education in preschool, an IEP is developed before or the day he/she turns 3 years of age.

Extended School Year Services

Extended school year services (ESY) are special education and related services that are provided to a child with a disability beyond the normal school year (June) and are in accordance with a child's IEP. An IEP team determines eligibility for the extended service based on documentation showing regression and recoupment, or critical learning stage.

Parent and Family Involvement

Parent-Student Orientation

Before school begins, parents/ guardians will be contacted to attend an orientation for new students and parents.

Open house will follow the week after school begins. You and your child will come to the preschool to meet the teachers, see the classroom, and participate in an orientation and become familiar with the daily procedures and schedule. During this time, you will have the opportunity to ask questions about the program with the teachers and ECE Preschool Program Specialist.

Family Involvement

Families and culture are celebrated in the ABC Preschool. The role of parents is vital. Family involvement and connectedness is an integral piece of what makes the program strong. Your participation and involvement can take many forms, and we hope that you find meaningful ways to participate in your child's educational experience. Some ways you may participate are:

- Field Trip Supervision
- Assisting in the classroom occasionally
- Assisting with a special project
- Constructing or collecting materials for school projects
- Attending and participating in parent meetings or workshops
- Sitting with your child when they eat breakfast or lunch, if you plan to eat with your child, please provide advance notice.
- Teachers will share weekly copies of the classroom routine and activities. It is helpful for you to review activities planned for the day with your child. This is a great way to talk with your child about his/her day. Ask your child more direct questions, such as, "Tell me about the picture you painted today?"
- The curriculum is planned, some changes based on spontaneous learning opportunities, children's interests and needs can be expected. We encourage you to provide an e-mail address. This can facilitate timely communication and notification of special classroom events. The teachers may send newsletters home on a weekly basis.

Toileting and Diapering

- The licensed facility encourages children to be toilet trained. If your child wears diapers/pull ups, we ask that you make sure there are extras in his/her bag as we do not provide diapers or pull ups.
- Take the child to the toilet at regular intervals (every half an hour). Even if the child is hesitant, consistent practice is encouraged.

Backpacks

- Please provide your child with a clear bag or backpack big enough to hold a folder. The folder is how we will communicate with home. Teachers will send home Newsletters, notices, or letters from the ECE Preschool Program Specialist to keep you

informed of events at the school. You can send a note or contact your child's teacher if you need to. We ask that you put the bag in a special place as your child takes responsibility for his/her backpack. Write his/her name on the backpack in case it gets left behind, and we find it, we will know who to return it to.

- Please check your child's backpack daily.

Clothing

Dress your child in comfortable clothing so that they can get messy while they play and learn. Each child should have an extra set of clothing in the event of a toileting accident, spill, etc. Please label all your child's personal possessions. We believe in outdoor play for all children so dress your child for the weather.

Parent Bulletin

Parent bulletin is a way to communicate and share information on school events, activities, and learning exploration. Topics to include on parent bulletin: Health and Nutrition; Immunizations; Personal Safety; Literacy activities that parents and children complete together to promote literacy development in the home; Reading to children at home and handwashing.

Parent-Teacher Conferences

Conferences for the Kayenta Unified School District will be held

September 16, 2026,	February 10, 2027
September 17, 2026,	February 11, 2027

Toys from Home

Bringing toys from home is discouraged. A soft plush toy is permitted for rest time, but we would prefer unless otherwise specified for an activity or some other special occasion that all other toys be left at home. Preschool teachers cannot be responsible for toys and other items brought from home. If children bring toys from home, the teacher may ask the parents to take them back to the car with them or for them to be kept in their cubicle for the day. Sharing of the item will be expected in the classroom so if this is difficult for your child, we ask that you help us avoid this by leaving toys at home.

Attendance Policy

ABC Preschool is rooted in meaningful experiences and community engagement, and daily attendance is essential to our approach to teaching and learning. While we understand that absences are sometimes necessary, we encourage students, parents, and guardians to prioritize regular attendance and punctuality. Your child's attendance is crucial, and we appreciate your commitment to ensuring they are present at school. Please note that if your child accumulates 8 consecutive unexcused absences, they will be withdrawn from the program. Each participating family has signed an 85% attendance commitment, as outlined in the Parent/Guardian Declaration Form. Quality First emphasizes that it is essential for children to attend school regularly. If your child must be absent, please notify the ABC Preschool front office at (928)697-2401.

Student Check-out Procedure

If a parent/guardian needs to check out a student, they will call the school to let the receptionist know to decide to have the child wait in the front office for their parent's arrival. Parents/guardians must sign students out at the office and obtain a check out slip signed by a member of the office staff. Only parents, legal guardians, or person(s) authorized to check out the student must be listed on the release form on file in the office. Only adults that are over 18 years of age may be listed on the release form.

Student Withdrawal Procedures

You can withdraw your child from preschool at any time. To do so, please contact the ABC Preschool office at least two weeks in advance at 928-697-2401.

Admission and Release Procedures

Arrival/Dismissal

It is very important that parents/guardians accompany the child to the front office or meeting area when they arrive at school and not leave the child unless a staff member is present to supervise. An assistant teacher, or a teacher will accompany children who are transported by the district to the classroom. Children should be dropped off at school no earlier than five (5) minutes prior to the start of their session and picked up promptly when the session is over. Early arrival and late pick-up of your children leave teachers without adequate preparation and lunchtime. Please consider and time your arrivals and pick-ups properly.

At dismissal, teachers will bring the children to the designated drop off/pick-up area to be released. Children will only be released to parents or authorized adults over the age of 18. Please be prompt, as children tend to become upset, restless and/or afraid if you are late. If an emergency arises, call the school office so that we can reassure your child. We must have either a written note or in-person request to:

- Dismiss your child early.
- Release your child to a babysitter, carpool, family member or friend other than specified at the beginning of school. Children will not be released to siblings under the age of 18.
- You must sign your child in and out at the office for late arrival or early dismissal.

You must sign your child in and out with the preschool staff daily. Authorized adults may be asked to show photo identification prior to releasing a child into their care.

Transportation

Bus transportation is provided to students with disabilities who require specialized transportation. Students without disabilities may ride the regular education bus. Parents have the option responsibility to provide transportation if they prefer to take their child–to and from school. Transportation is a privilege for all general education students. Your child's privilege may be taken away if your child does not follow the bus rules or if you have changed your pickup/drop off location more than once for the entire year.

One map will remain on file for each child with specialized transportation needs for the entire school year. If you should move during the school year or change babysitter, please notify the office as soon as possible. You will be allowed one change to your map for the entire year. Parents must have their child(ren) ready when the bus arrives. Making transportation arrangements with the bus driver without proper notification to the child's teacher or the front office is prohibited.

- Masks are optional based on the most recent Health advisories for school employees and students. A mask wearing for your child is at your discretion. We have masks available for children.

Waiting for the Bus

Parents/Guardians, please wait with your child/ren at the curbside until the bus comes to a complete stop. When your child is being dropped off, please wait at the

curbside for your child to get off the bus. If you are not there to meet your child, your child will not be dropped off and will be taken back to school. If your child is not ready for pick-up, the bus will depart without your child and you the parent/guardian will be responsible for your child's transportation. If your child is late for school and/or misses the bus, please make sure to feed your child at home before coming to school. Meals at school are served within a specified amount of time only.

Dropping off your child in the morning

If you drive your child to school, please walk your child across the street to the front office door. The ABC Preschool entrance in the morning is the east door entrance. Please utilize the crosswalk as we are all models for our young children. Follow directional traffic flow in the morning, after school or anytime you will need to enter the school for any reason. It is illegal for traffic to park in the Bus loading zone so please use the parking lot to park and enter the school.

Bus Changes/ Pick-up Changes

If, a parent/guardian, you decide to pick up your child instead of having them ride the bus home, or if you decide to have your child ride a different bus, any kind of change must be communicated to the Front office at 928-697-2401. **Changes to a student's home plans must be made by 2:00 pm.**
BEFORE 2:00 P.M.

Visitors (limited)

- ALL Visitors must sign in at the front office and wear a visitor pass to be able to be in the building. This is for the safety of the children.
- Nonessential visitors should be limited, including activities involving external groups or organizations.
- Support Staff increase the quality of the program and are encouraged to continue services and support through varied methodologies. When support staff are on-site, they should follow the health and safety protocols of the program they visit (such as mask wearing and hand sanitizing). Support Staff may consider additional safety measures related to the services they provide.
- Only children and staff who are required for daily operations and ratio are allowed inside the building and classrooms. Included as part of the daily operations are:

✓ Professionals who support children with special health care needs, early intervention screening services, and providers for children with individualized Family Services Plans (IFSP).
✓ Including Related Services personnel from outside sources who work with children with Individualized Education Plan (IEPs). Providers are encouraged to collaborate with professionals to safely meet the needs of children in their care.
✓ Special considerations acknowledged.

- Licensing Surveyors, regulatory authorities, law enforcement, Department of Child Safety (DCS), and emergency services personnel.
- Quality First Support Staff

Behavior Regulation

To provide the best educational environment, the behavior must be maintained, and self-discipline must be developed by each student. No student will be allowed to

disrupt the learning process of another student. ABC Preschool teachers and staff are responsible for enforcing the high expectations for learning and behavior. Appropriate behavior is taught, encouraged, and rewarded. Consequences for inappropriate behavior may include student-teacher discussion, re-teaching appropriate behavior, redirecting behavior, and parent contact. Students will not be unenrolled due to behavioral issues.

Medical Condition

Parents or guardians of any child enrolled in the ABC Preschool Program must notify the teacher and school health technician of any medical conditions requiring special attention or consideration, including any known allergies (including food allergies). Children with contagious health concerns will be excluded from school.

Medication Dispensing

Any oral medication may be given by any staff member if needed.
Any injection should be brought to the health office, except for Epinephrine injection. Epi pen may be administered as an emergency basis. Epi pen is not to be locked in the health office and should be available near the student. For children with asthma, inhalers (ex: albuterol) should be readily available near the student and should not be locked in the health office; medication may be given on an emergency basis.

Medication and Treatment

Medication and treatment may be given with written consent by parents and/or guardians. A medication consent form will need to be completed by the child's parent/guardian and kept in the school health office for any child requiring the administration of any medication during the preschool day. The Health Technician will administer medicine. Medicine must be in the original container and clearly labeled. Students are not allowed to carry medication or administer to themselves. Over the counter medication is given for conditions presented. The standing Order is in place District Wide for over-the-counter medication and treatment, staff can follow protocol in absence of Health Staff.

Emergency Procedures

In the event of an emergency, parents will be contacted as soon as possible. A certified Health Technician is on campus. There are personnel in the Preschool trained in CPR and First Aid. For any accident occurring on school grounds, parents will be provided with a completed accident report form.

Crisis Management Drills (Fire Drills and Evacuation)

The Kayenta Unified School District has developed and implemented a manual and a set of procedures when a "crisis" situation occurs within the district. Crisis Drills, such as lock downs and evacuations, are practiced by staff and students throughout the school year. These drills prepare staff and students should there be dangerous situations arriving within the school and /or the school district. This includes conducting drills with staff and students to simulate real life situations. It is required by law that fire drills be conducted no less than once every thirty days. Emergency evacuation plans are posted in each child's classroom and throughout the building.

- Fire Drill means that the students evacuate the building in a timely manner.
- Hard Lock Down means that the students will be in a classroom and the door will be locked so that no one can enter.

- Soft Lock Down means that our daily activities continue with the exterior doors locked in safety reasons.
- Evacuation means students and staff will move outside of the school building to a designated area. The drill will be observed by district administration and the ABC Preschool administration, and evaluated for its timeliness and effectiveness outside agencies, such as the police department and the fire department may also be included in the drills. The following codes are used during a crisis:

CODE 3 - a signal for a crisis (This followed by one of the above lockdowns or evacuation).
CODE 4 – a signal that everything is all clear and okay.

Child Abuse Prevention and Reporting

Federal Law mandates that any unexplained injuries or marks be reported immediately to the local police department and Child Protective Services (CPS) by all school personnel. Please call your child's teacher or the health office to report ANY injuries or marks.

Illness

Child sent Home for Illness

Children sent home due to illness shall not return to school the following day. A child who is feeling ill needs to be in a quiet place where he/she can rest and be given care. If children develop a fever while at school, they will be isolated and cared for in the health office until the parent or emergency contact person can pick them up. Children may return to school 24 hours after the disappearance of all symptoms, including the disappearance of fever, fever-reducing medicine free. Children returning with any of the previous symptoms or illness will be excluded immediately. The decision is at the discretion of the staff. You may be called if staff members have questions concerning your child's condition.

Emergency first aid is given by the School Health Technician. When a student becomes ill at school, a staff member accompanies him to the Health Technician's office (also, the isolation room). Parents will be contacted to pick up and take their child to the clinic. The student will remain in the health office until the parent or guardian arrives.
Please pick up your child promptly. It is important to keep your child's emergency information up to date, which includes the following.

- Current home address and telephone number.
- Place of employment and phone number of both parents/guardians.
- The names of 4 people who are responsible for the child in the event parents cannot be located immediately if an emergency occurs.

Children who are ill *MUST* be kept home from school. *Children with fever, diarrhea or vomiting in the previous 24-hour period must be kept home from school.* If your child is out sick, please call the school office or inform the teacher.
Parents will be notified by letter if there is an outbreak of any communicable disease.

Readmittance after Illness

When your child is ready to return and medication is required, a "Medication Authorization" form must be signed by the parent and placed on file so that if the

School Health Technician is gone for the day; the classroom teacher can administer the medication.

Personal Health and Hygiene Practice

- Staff and children are reminded to cough and sneeze into their elbows, or to cover them with a tissue.
- Used tissues are thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Staff and children are reminded to avoid touching eyes, nose, and mouth. Handwashing is typically taught in a childcare center; this is an important skill during this time. Children will need time to practice acquiring the skill. Children will wash or sanitize their hands before and after snacks or mealtimes, indoor/outdoor play, and classroom activities.

Oral Health

- Group tooth brushing will continue in the new school year 2026 - 2027.
- Encourage families to brush their child's teeth with fluoride toothpaste before attending the childcare program and before bedtime.
- We will continue to provide educational materials to children and families to support positive oral health habits at home.

Head Lice

Head lice are wingless insects that spend their entire lives on the human scalp and feed exclusively on human blood. It can be caused by head-to-head contact or sharing personal items such as comb, hair clips or bands. Symptoms are itching or crawling feeling of scalp.

Protocol: Teacher will send the child to the Health Technician. She inspects the child's hair. Health Technician makes note of whether it is lice or not. She will call the parent/guardian to pick up the child. The parent/guardian will buy the shampoo medication.

- Don't share headgear such as hats and beanies.
- Don't share coats or clothing.
- Don't share headsets, headphones.
- Don't share phones.
- Have parents check students before the child returns to school.

The School Health Technician will check the child upon returning to school.

Pesticide/Herbicide Application

Written records of herbicide/pesticide applications are maintained for preschool in the Operations Department.

Kayenta Unified School District Operations Department will perform herbicide control services. We will be performing these services on all the KUSD grounds. According to the district policy EBAA, the intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to herbicide/pesticide application. In accord with A.R.S. 15-152, the district shall:

- Provide notice of herbicide/pesticide application during a regular school session to students, employees, and parents/guardians, given in a form calculated to provide a warning at least 48 hours prior to such application.
- Post the area scheduled to receive pesticide applications.

Classroom Routines:

Meals and Snacks

Children need healthy meals to learn. Kayenta Unified School District offers healthy meals every school day. Breakfast and Lunch are FREE at all schools. Children in all programs will have a meal. If your child requires a specialized diet, please inform the teacher so arrangements can be made.

- Healthy snacks will be provided based on the Department of Health Service's guidelines. Licensure guidelines require that snacks meet several criteria and packaging requirements. A food allergies form must be completed to notify staff of any allergies your child may have, and these foods will be avoided.
- Snacks are not allowed between breakfast and lunch.
- We are a Peanut Free school; no snacks containing peanuts or tree nuts.

Quiet Time: Nap and rest time

Naps are taken during a full day class session only. Nap time is an important opportunity for growing, active children to rest and re-energize. Children are asked to rest but are not required to sleep. Children are helped to relax by a variety of methods: darkened rooms, soft music, or story tapes, rubbing backs, etc. Non-nappers are asked to rest quietly on their mat for 30-60 minutes. After that time, they may get up and participate in quiet activities. We will try to accommodate parent's requests to individualize children's rest routines. Please discuss specific accommodation with your child's teacher. We ask that each child bring a small blanket and a small pillow. We will send these items home weekly for the parents to launder and return to school on the first day the child attends the following week.

Outdoor/Indoor Gross Motor Activity

The development of large muscle coordination is one of the most major tasks for preschool aged children. Since children need to develop large muscle coordination through active movements, plenty of safe space must be provided that allows this. Both indoor and outdoor spaces are acceptable for gross motor play, but outdoor space usually allows more freedom of movement and provides fresh air that is absent in indoor spaces.

Play Equipment

Shared outdoor equipment such as balls, hula hoops, high touch metal and plastic surfaces will be cleaned and sanitized.

Sunscreen or insect repellant

Write a note that gives the teacher or health technician permission to apply sunscreen or insect repellent to your child.

AZ Department of Health Services Requirement (DHS)

The Department of Health Services, 150 N. 18th Avenue, Phoenix, AZ, 85007, regulates your child's preschool facility. Their phone number is (602) 674-4220. Licensing inspection reports are available upon request from the preschool site.

Department of Health Services Requirement - Kayenta Unified School District ABC Preschool-ECE R9-5-308.A; R9-5-309. A.2; R9-309. A.3; R9-5-601.A; R9-5-501. A.20; R9-5-604.E

The following reports must be submitted to the Arizona Department of Health Services for licensing:

1. **Proof of Liability Insurance** – The district Proof of Liability Insurance coverage is with The Trust – Arizona School Retention Trust, Inc.
2. **Violation Free Fire Inspection** – The district had its Fire Alarm and Fire Extinguishers inspected by Commercial Systems Technology, Inc., and B & W Fire System.
3. **Violations Free Gas Inspection if gas lines are present on the premises** – The Arizona Corporate Commission Pipeline Safety conducted annual inspections; the district conducts its own gas inspection and if necessary, the district has a local gas company inspect gas lines. There were no violations.
4. **Smoke detectors, fire alarms, as required by the local fire department** – The district has an operating fire alarm system in place and gets the fire alarm inspected annually by vendors. We also have smoke detectors in place.
5. **Fire Extinguishers mounted in classrooms or required by local fire department** – Fire extinguishers are not mounted in the classrooms; however, fire extinguishers are mounted in the hallways. The location of fire extinguishers was passed by the State Fire Marshall when they conducted their annual fire inspection.
6. **Toxic and flammable material inaccessible** – There are no flammable or toxic materials in the classrooms. However, custodial supplies are stored in separate rooms and are locked up. There is also a Materials Safety Data Sheet (MSDS booklet on site).
7. **Ensure that asphalt or concrete is not used under swing or climbing equipment unless as a base rubber surfacing** – The district does not use. asphalt nor concrete under its swing sets nor its playground equipment. In fact, the district uses the pour and plays rubber surface

Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Kayenta Unified School District receives a request for access.

Parents or eligible students should submit to the school principal or registrar/attendance clerk a written request that identifies the records they wish to inspect. The school official will decide for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Kayenta Unified School District to amend a record should write to the school principal or registrar/attendance clerk, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

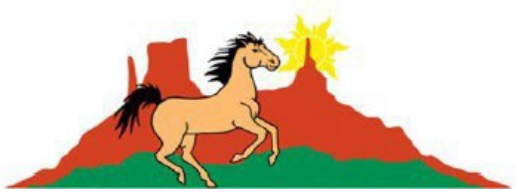
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Kayenta Unified School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202



Kayenta Unified School District #27
ABC Preschool

SY 2026-2027 Parent/Student Handbook Agreement Form

The ABC Preschool Parent/Student handbook serves as a reference guide for school staff members, parents, and students. Its purpose is to familiarize students and their parents/guardians with ABC Preschool philosophical approach, school policies, and procedures.

My signature below verifies that I have received, read, and understood the ABC Preschool Parent/Student Handbook.

Student Name: _____

Classroom Teacher: _____

Parent Signature:_____Date: _____

We believe that Parent Involvement is important because it gives a child a sense of direction in their learning processes. Parent Involvement promotes positive attitudes towards education, resulting in higher achievement.

_____I am interested in volunteering at the school.

Contact information: _____

Please sign, date, and <u>return this page</u> of the handbook to your child's teacher.

Thank you.