

Family Handbook

Alhambra Preschool Academy



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Welcome

Welcome to the Alhambra Preschool Academy and thank you for choosing us!

Dear Parents and Guardians,

As we embark on a new school year at Alhambra Preschool Academy, we are filled with gratitude for the opportunity to nurture and support your child's early learning journey. Over the years, we have deepened our understanding of childhood development, recognizing the pivotal growth that occurs from birth to five years old. It is during this time that children develop at an astonishing rate, laying the foundation for future academic and social success.

Our mission remains steadfast: to provide exceptional early-learning opportunities within a safe, caring, and nurturing environment. Our dedicated teachers collaborate tirelessly to ensure that every child receives the best possible preparation for their educational journey ahead.

We firmly believe in the importance of partnership with parents. You are your child's first and most influential teacher, and we value the unique strengths and insights you bring to our learning community. Together, we create a supportive environment where each child can flourish.

At Alhambra Preschool Academy, we are committed to offering high-quality programs that not only prepare children for school but also equip them with essential skills for lifelong success. We encourage and support parental involvement, knowing that engaged families contribute significantly to a child's educational progress.

This handbook serves as a guide to our academic and social expectations, ensuring a positive and enriching experience for all our students. It contains essential information, including contact details and resources, which we encourage you to review with your child.

We are honored that you have chosen Alhambra Preschool Academy for your child's early education. Our dedicated staff is here to ensure that each child receives the very best start in their educational journey. Thank you for entrusting us with this privilege and responsibility.

Should you have any questions or require further assistance, please do not hesitate to contact our Preschool Office at (602) 246-5155. We look forward to a wonderful year ahead, filled with growth, learning, and shared achievements.

Sincerely,

Rosa Linda Durón

Director, Alhambra Preschool Programs

Contact Information

Alhambra Preschool Academy - Main Campus

4730 W Campbell Ave
Phoenix, AZ 85031
Phone: (602) 246-5155
Fax: (623) 849-1944

Rosa Linda Duron
Preschool Director

Ms. Kristie Scharer
Assistant Principal

Ericka Martinez
Academic Coach

Office Staff:

Sarah Velasco, Administrative Assistant
Tanya Madrigales, Data Clerk
Roger Goljac, Data Clerk
Blanca Zavalza, Transition Specialist
Elsa Amador, Health Lead
Elda Zatarain, Health Assistant

District Office Address:

4510 N. 37th Ave
Phoenix, AZ 85019

Dr. Cecilia Maes
Superintendent, Alhambra Elementary School District

Ms. Melissa Gonzales
Executive Director of Administrative Services

Ms. Mandi Bilyou
Executive Director of Operations

Ms. Julianne Brehm
Director of Exceptional Student Services

Alhambra Preschool Academy

Hours of Operation | (602) 246-5155

Alhambra Preschool Academy 4730 West Campbell Ave. Phoenix, AZ 85031 602-246-5155	Alhambra Traditional School 5725 N. 27th Ave. Phoenix, AZ 85017 602-484-8816	Cordova Elementary School 5631 N. 35th Ave. Phoenix, AZ 85017 602-841-0704	Global Academy of Phoenix 6615 N. 39th Ave. Phoenix, AZ 85019 602-336-2202	Granada West Elementary School 3232 West Campbell Ave. Phoenix, AZ 85017 602-841-1403	Sevilla East Elementary School 3801 W. Missouri Ave. Phoenix, AZ 85019 602-242-0281	Westwood Elementary School 4711 N. 23 rd . Ave. Phoenix, AZ 85015 602-841-0704
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	Alhambra Preschool Academy		Alhambra Traditional School	Cordova	Global Academy of Phoenix	Granada West	Sevilla East	Westwood
Student Hours	Developmental Preschool Half Day: 7:35-10:35 11:50-2:50	Full Day: 7:50-2:50	8:10-3:10	7:30-2:30	7:15-2:15	7:30-2:30	8:00-3:00	8:00-3:00

School Calendar

July 22 - August 3.....	Home Visits
July 31.....	Meet the Teacher
August 4.....	First Day of Classes
<u>September 7</u>	<u>Labor Day - Holiday</u>
*October 5-9.....	Fall Recess
*October 21-23	Parent/Teachers Conferences
<u>November 11</u>	<u>Veterans Day – Holiday, Observed</u>
<u>November 25-27</u>	<u>Thanksgiving - Holiday</u>
*December 21-January 1.....	Winter Recess
January 4.....	Classes Resume
*January 13-15.....	2nd Home Visits
<u>January 18</u>	<u>Martin Luther King, Jr. Holiday</u>
<u>February 15</u>	<u>President's Day Holiday</u>
*March 8-12	Spring Break
*March 26	Spring Recess
April 26-May 7.....	2nd Parent/Teachers Conferences
May 18.	Last Day of School

Note: A **BOLDED** and underlined date indicates a federal holiday, and there will be no school.

Dates with an asterisk (*) are Alhambra Elementary School District breaks. Head Start classes will not be held.

Please note that Classroom Parent meetings and Policy Committee meetings are held once a month. Classroom Parent meetings will be held monthly. Your child's teacher will provide you with the dates and times.

Mission, Vision, and Philosophy

Mission Statement

Alhambra Preschool Academy provides *exceptional early-learning opportunities* for students and their families in a *safe, caring, loving, and nurturing* environment. Our teachers collaborate to ensure *our instructional practices effectively prepare our students* for success at the next level of learning.

Vision Statement

Alhambra Preschool Academy is a collaborative community where students and adults thrive. They receive the targeted support they need to excel in their roles. Our programs and resources create the foundation for success of our students and their families today and in the future.

Preschool Philosophy

It is the mission of the Alhambra Preschool Academy to provide a fully integrated preschool program to foster your child's social and emotional growth as well as his/her physical and mental development.

The goal of the preschool is to guide each child in the growth of their total personality. Areas related to physical, mental, emotional and social development are all given equal attention when preparing a curriculum to fit the needs of each child. A child's self-expression, creativity and analytical thinking are developing through play and direct intentional teaching. The teachers strive to aid each child in developing a positive image of themselves.

Further, it is our belief that a parent is a child's first and best teacher. We know that every successful student has a healthy, loving and involved family. We encourage parents to get—and stay—involved in their child's education and to strive to become a strong family unit.

We offer opportunities throughout the school year that encourage parents to do this in many ways. Here at Alhambra, parents are the heartbeat of our preschool and our community—welcome!

Eligibility Requirements

Requirement	Developmental Preschool	Head Start	PDG
Child must be 3 or 4 years old by August 31, 2024	**AzEIP transition students must turn three within the school year to be able to attend the program Child must have a certified disability with an IEP	YES Head Start serves children who are 3 or 4 years old by August 31	Yes
Must live within the Alhambra School District boundaries	Yes	Yes	Yes
Must meet the program Income Eligibility requirement	No	Yes	Yes
Charges a fee for its services	No	No	No

Required Documents for Enrollment

Requirement	DPS	Head Start	PDG
Birth Certificate	Yes	Yes	Yes
Up-to-date Immunization Records	Yes	Yes	Yes
Income verification	No	Yes	Yes
Address verification	Yes	Yes	Yes

Emergency Notification System

The district has an automated alert and notification service to help keep parents informed. This new service is part of the Parent Square and it enables the district to personally communicate with parents about emergency situations, school events, and important issues impacting your child. The system allows us to send personalized voice messages to your family's home, work or cell phones, email communications, and even text messages. Now, the district can reach all parents throughout the district within minutes.

When a call comes from the automated notification system, the caller ID will display a district phone number (602-336-2920) if it is an emergency notification and the school's phone number if it is an event or notification call.

Assessment

A Developmental Screening is performed on each enrolled child during the first 45 days of school. The results of the Developmental Screening will be shared with families during the first Parent/Teacher Conference in October.

A Social/Emotional screening is also performed during the first 45 days of school and will be shared during Parent/Teacher Conferences in October.

Teaching Strategies Gold® is an authentic assessment program based upon teacher observations of children's developmental progress. It is used to provide ongoing formative and summative assessments for each child. The assessment data is used to drive instruction and plan for individual children. Child progress notes will be shared with parents twice a year during Parent/Teacher conferences. In addition to the formal Parent/Teacher conferences, parents are welcome to schedule a conference with teachers at any time to discuss their child's progress. During Parent/Teacher conferences, parents will be asked to provide input into their child's developmental progress as observed in the home. Parents will also engage in collaborative goal setting for their child.

Family Engagement

Research tells us that the earlier in a child's education family engagement begins, the more powerful the effects. The Alhambra Preschool Academy provides parents with various opportunities to be involved in their child's education, from attending parent training classes and sharing in decision-making for the program, to working directly with their children on learning activities at home.

The classroom welcomes parents as visitors to work alongside their child and experience first-hand what their child does at school each day. Classroom visits can be scheduled with individual teachers. The teachers also send At-Home Activities home on a weekly basis to give parents the opportunity to support their child's learning at home.

Parents are included in the ongoing assessment of their child's development. Initially, parents will be asked to share information to assist the teacher with getting to know each child. Two times during the year, the teacher will schedule a parent/teacher conference to share assessment data with parents.

Attendance

In order for your child to receive the maximum benefit from the program, his or her regular attendance is very important. Unless your child is ill, he or she should be at school. Children who miss school often have difficulty learning the routines and miss out on valuable learning activities that have been planned to address their goals and to further their development.

If your child will be absent, you are required to notify the Preschool Office by calling the Attendance line at: (602) 246- 5155. When you call, you will give your child's name, his or her teacher's name and the reason for the absence. If your child has a pattern of recurring absences, you will be contacted by a member of the Preschool office staff or City of Phoenix Caseworker staff, to determine the cause and develop a plan for improved attendance.

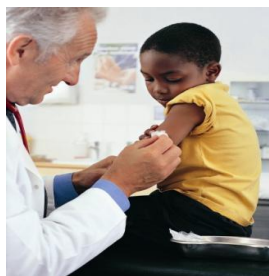
Children who accumulate 10 days of absence may be dis-enrolled from the program and you will be contacted by your caseworker. After 8 days of accumulated absences you will receive a notification letter from the Preschool Director informing you that the program is considering dis-enrolling your child.

We understand that sometimes children have chronic health problems that cause the child to be absent. If your child will have an extended absence due to illness, it is important that you communicate the information to the Preschool office and your child's teacher.

Infectious Disease

To make sure we are putting the health of all students first, we ask that parents notify the health office of any infectious diseases (conjunctivitis, strep, etc). If a student does have an infectious disease, upon returning to school they must be on medication and have a doctor's note stating they are no longer contagious.

Child Immunization Requirements



A child may not attend classes until the program receives an immunization record with documentation that the child has received all required immunizations or the required documentation for exemption from immunization. Parents will receive written notification if a child's immunizations are in danger of becoming delinquent. Families will have 10 school days to ensure vaccines are up to date. Per Child Care Licensing Rules and Regulations, children will not be allowed to

continue in the program if their vaccines become delinquent.

Medication



Parents are encouraged to work with their physicians to schedule medication administration before or after school hours. When this is not possible, in accordance with school district policies, medication prescribed by your physician must be stored and administered in the school health office.

Medication must be in the original container with the child's name on the label, as well as the prescription number, name of the medication, dosage and expiration dates. Please add the child's room number. A *Permission to Administer Medication form* can be obtained in the preschool office and it must accompany the medication. This form will be applicable for no more than 10 days. If your child has a chronic health problem that will require an extended use of medication, a *Medical Information Request Form (MIR)* or an *Asthma Information Request Form (AIR)* will need to be completed and signed by your physician prior to your child's entry into the program. These forms are made available during the Orientation Meeting that takes place prior to your child's entry into school or can be obtained from the Preschool Academy Office throughout the school year or from your City of Phoenix caseworker.

Medical Information Report (MIR)

For children with chronic and serious medical conditions, a Medical Information Report form (MIR) will be provided by your caseworker during the Intake appointment. The form will be sent to your child's physician or health care provider requesting information about the specific nature of the health concern. The physician will be asked to provide information regarding the symptoms should your child become ill while at school. If special accommodations or medication is needed while your child is at school, the physician or health care provider will provide detailed information from which a Health Care Plan can be developed. This plan will be shared with your child's teacher and the school nurse/health lead.

The completed MIR with both the physician's and the parent(s) signatures must be returned to the school before the child can be enrolled in school.

Asthma Information Report (AIR)

For children with chronic and reoccurring asthma, an Asthma Information Report (AIR) will be provided by the caseworker during the intake appointment. The form will be sent to your child's physician or health care provider requesting information about the specific nature of the health concern. The physician will be asked to provide information regarding the symptoms should your child become ill while at school. If special accommodations or medication is needed while your child is at school, the physician or health care provider will provide detailed information from which a Health Care Plan can be developed. This plan will be shared with your child's teacher and the school nurse/health lead.

The completed AIR with both the physician's and the parent(s) signatures must be returned to the school before the child can be enrolled in school.

Nutrition

Each day children in a full day classroom will have breakfast, hot lunch and a snack. Because meals are a special time for the children and adults, classroom meals are served family style. The children are allowed to help with activities such as setting the table, serving the food to others or themselves, and/or clean up. Parents are not permitted to bring food from home for their children or for other children in the classrooms.

Food is never used as a punishment or reward.
The children are encouraged but never forced to taste any food.



Special meal substitutions will only be provided for children with documented food allergies. Special requests because of cultural or religious beliefs cannot be honored.

A Special Meal Modification Request Form (SMMRF) will be provided by the Preschool Office at registration and must be completed and signed by the physician before a child can be enrolled.

Emergency Procedures

- If an emergency occurs, 911 will be called immediately. The health office will administer aid to the child until help arrives. The child will be transported to the nearest hospital and the parent will be notified immediately.
- Small cuts, bumps and bruises will be washed and bandaged if needed. A note will be sent to the parent and a record will be kept on file in the classroom.
- If your child has had an accident or injury at home, please notify the Preschool office so we can be aware of this injury.
- A fire drill will be conducted monthly and lockdown drills will be conducted two times a year. Bus evacuation practices will be held two times a year.



Illness

Colds, flu, molluscum, and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Eyes that are pink, burning or itching or producing discharge
- Diarrhea or vomiting
- Unexplained rash
- Fever

If these symptoms of possibly contagious conditions are observed in your child during the school day, you will be called to pick up your child immediately. When your child has a fever, please keep him/her at home an additional 24 hours after the temperature returns to normal. This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities.

Head Lice



This is a very common occurrence in young children and has nothing to do with cleanliness. Lice are very easily transmitted by leaning back in an upholstered chair where someone had previously sat who had head lice, sharing caps or helmets, hair accessories, brushes, combs, even sitting close and touching heads. Random lice checks will be conducted by health office personnel. If head lice is found on a child, the following steps are taken:

- Parents are notified

- The child's head must be treated with a product formulated to remove head lice.
- Nits must be removed with a special nit comb included in the product.
- The child will be allowed back to school once they are treated and no sign of live lice.
- Upon returning to school, state health laws require examination of hair and scalp by health office personnel before returning to school.
- A handout of additional information regarding lice is given to parents at time of pick-up.

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears.

Please be assured that we will do everything possible to prevent infestation in our center. With your support, we will stop the lice from spreading.

Sun Screen

Arizona has the highest rate of skin cancer in the United States. Regardless of skin color, research has shown that prevention needs to start early, and for all children.

The Center for Disease Control and the Office of Child Care Licensing (R95-501 B7) mandates that all programs have a "SunScreen Policy." Alhambra Preschool Programs has a policy of providing the best services we can for our children and families, therefore our policy is:



1. All parents are encouraged to administer sunscreen at home prior to the child's arrival at school.
2. Teachers will include sun protection tips in their lesson plans.

Sign In and Out



Every child must be signed in and signed out each day and you may be asked to provide a photo I.D. There are no exceptions to this rule; It is a State requirement. **You must sign your first initial and full last name, time of arrival and time of departure.** You will be asked to provide the names of other individuals who may pick up your child. Unless an individual is listed on the Emergency Card that you complete upon registration into the program, the individual will not be allowed to sign your child in or out of the program. Parents are required to keep the information on the Emergency Card current and to update the card

when changes occur.

When someone, other than yourself picks up your child, he or she will be asked to provide a photo I.D. Please be sure to inform him or her of this requirement.

If an individual other than the parent will be signing the child in or out of care, the parent must notify the program prior to the individual's arrival. To ensure security for your child, a password will be established during the registration process. You will be asked to furnish this password whenever you call to make alternate arrangements for drop off or pick up. You may, if you choose, notify the program of changes in the person who will be dropping off or picking up your child, in writing. If you choose to make the notification in writing you are required to include the password at the bottom of the written request.

Parking

Please use caution when driving through our parking lot. We have parking spaces for your convenience and ask that you enter and exit using appropriate driveways. For safety purposes, the walkways are expected to be used when walking through the parking lot. Families who fail to follow traffic rules on the campus may be dis-enrolled from the program. Refrain from using your cell phone during arrival and dismissal, instead we encourage families to have conversations with their child as they are walking from the parking lot to the classroom. Please do not leave small children unattended in your car. Hold your child's hand while walking through the parking lot. Do not leave purses in parked cars. We are not responsible for any loss or damage while in our parking lot.

Entry-Exit/ Badges

Ensuring safety for all children in the school environment is of primary importance. All parents are expected to park in the designated parking spaces provided at the front of the school. The main gate will be open by staff and parents/designated drop off/pick up family members will show their Alhambra Preschool Parent Badge upon entry. Then once students are walked back to the classroom, you will be asked to show your identification and sign him/her in at the beginning of the day and out at the end of the day when picking them up. Parents who arrive late will need to sign-in at the school office to gain entry to the classrooms to deliver their child to his or her classroom. Parents are required to wear the Alhambra Parent I.D. badge that will be furnished upon sign-in the School Office. A visitor badge will also be provided for those occasions when a member of your emergency contact list will be picking up your child. You will be asked to sign out in the School Office upon leaving campus.

Holidays and Vacations

A calendar has been included in this handbook to assist you in planning for school holidays and No School Days. Please refer to the specific calendar for your program.

The Alhambra Preschool Academy is committed to providing activities that are **positive experiences for ALL of our children**. Celebrations and activities will meet all health, safety and nutritional requirements. Please refrain from bringing in any food or treats from home. Respect will be shown for cultural, religious and individual differences.

Birthdays

Birthdays are special and important occasions. Out of respect for the cultural and religious beliefs of the families enrolled in our classrooms and to avoid potential food allergy situations, we do not have parties to celebrate birthdays. We ask that you do not send cake or other food or drink items on your child's birthday. Families can send in pictures and memorabilia of your child's life that can be shared on his or her special day.

Field Trips

Due to budgetary considerations and liability, the program is unable to support off site field trips.

Bringing Toys to School



Children are discouraged from bringing toys to school. However, teachers may have a specific day for sharing. At that time, it would be appropriate to bring something from home. Please do not allow your child to bring anything to school that would break your heart, or your child's heart, if it got lost or broken. Please help your child by not allowing him/her to bring toys from home to the classroom.

Toy guns, play weapons, and action figures are absolutely NOT allowed at school.

Dress Code

It is important that your child wear comfortable playwear while attending Alhambra Preschool Academy. Shoes should have ties or straps or be closed style; no "flip-flops". Please make sure the shoes are comfortable for the child.

Note: Please provide a complete outfit that will remain at school (shirts, pants, underwear, socks, etc.) in case of an accident. Mark all items with your child's name and place them in a plastic bag with your child's name on it. It will be required the first day of school and will be returned the last day of school.

If the extra outfit is used, please send/bring a replacement outfit the following school day.

Uniform

While the school that your student attends may have a Uniform Policy, Alhambra Preschool Academy does not require students to wear uniforms. However, should you as a family wish for your student to wear the uniform of his/her school, you are free to make that choice. Uniform information can be obtained at the main office of the school site.



Physical Aggression

Although it is rare, occasionally children go through behavioral issues. Any behavior issue regarding a child is confidential and the name of a child who has been physically aggressive is also confidential. This ensures the privacy of the child and family and prevents bias from others enrolled in the program. We will keep you informed as to what steps are being taken to remediate the situation and if incidents are from the same or a different child. The family is also provided additional informative handouts regarding aggressive behaviors.

In situations of physical aggression the following actions will be taken:

- Discussing a better solution with all children involved
- Separation of involved children
- Ensuring the environment provides enough challenging activities
- Carefully observing the involved child to identify precipitating events and prevent recurrences
- Maintaining a log to track when the behavior occurs
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, and search for outside resources if necessary

Children who have three or more incidents of physical aggression will be discussed in the Teacher Assistance Team (TAT) process for interventions and will involve communication and a partnership plan with the family.

Discipline Procedure

Preventive Measures To Produce Acceptable Behavior

In order to maintain a happy, healthy, disciplined environment, our students are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

Constructive Measures to Stop Unacceptable Behavior

When a child exhibits unacceptable behavior or attitudes, he/she is instructed as to what is wrong and then directed to a positive alternative approach/behavior. Along with these new attitudes and behaviors, the child is guided in the direction of self-discipline by encouraging him/her to make as many good decisions as possible.

Responsibilities to Protect Children: Department of Child Safety (DCS) Policy

Alhambra Preschool staff and volunteers are required by Arizona Law (HB2293) to report any suspected cases of child abuse or neglect to the Department of Child Safety Agency at 1-888-SOS-CHILD (1-888-767-2445). As a part of each daily health check and throughout the day children will be routinely observed.

Confidentiality of Records

The Alhambra School District policy clearly states that the confidentiality of children/family records be maintained at all times. No one other than Alhambra Preschool, and Department of Child Safety (DCS) or district personnel should have access to the children's files. A parent may see their individual child's file. No others are authorized to access the file drawer where children's files are kept or see the children's files unless the Director provides approval.

Breastfeeding Friendly Facility

Alhambra Preschool is a breastfeeding friendly facility. Our Alhambra Preschool Academy lactation offers a private lactation room for mothers to use. Please let a staff member know how to accommodate you.

Smoking-Free Facility

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.



Under the provisions of A.R.S. [36-798.03](#), a person who violates the prohibition is guilty of committing a petty offense.

Notice of Pesticide Application

Alhambra Elementary School District performs routinely scheduled application of pesticides.

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."

Pesticide labels and material safety data sheets are on file in the front office and each classroom.

CHILD CARE LICENSING

THIS AGENCY IS REGULATED BY CHILD CARE LICENSING.
INSPECTION REPORTS ARE AVAILABLE FOR VIEWING AT
THE OFFICE OF CHILD CARE LICENSURE AT:

150 NORTH 18TH AVE.
SUITE #400
PHOENIX, AZ 85007
(602) 364-2539

Copies of Child Care Licensure reports are
available on-site upon request.

CURRENT LIABILITY COVERAGE

The Alhambra School District provides liability insurance for all approved programs operating at District facilities. Liability insurance is utilized in those cases where students' accidents of injuries are a result of faulty equipment or improper supervision.

Additional accident coverage is provided by the Head Start Grant.

Eligibility for Head Start

Subject: Age of children and family income eligibility.

Performance Objective: Program eligibility is partially based on age of children and family income

1. To be eligible for Head Start services, a child must be three or four years old on or before August 31 of the year of enrollment (2024) and reside within the boundaries of the Alhambra School District.
2. Children whose families are homeless or who are in foster care are categorically eligible for Head Start services.
3. At least 90 percent of the children who are enrolled in the Alhambra Head Start program must come from low-income families based on the federal income guidelines shown below. Up to 10 percent of the children who are enrolled may be children from families that exceed these income guidelines but who meet the criteria the program has established for selecting such children and who would benefit most from Head Start services.
4. The family income is verified by the program before determining that a child is eligible to participate in the program.

- Verification includes examination of any of the following: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance.
- A signed statement by an employee of the Head Start Program, identifying which of these documents was examined and stating that the child is eligible to participate in the program, is maintained to indicate that income verification has been made.

Alhambra Preschool Academy

2022-2023

Income Guidelines

# of People in Household	Head Start	Quality First/High Quality Early Learning
1	\$13,590	\$40,770
2	\$18,310	\$54,930
3	\$23,030	\$69,090
4	\$27,750	\$83,250
5	\$32,470	\$97,410
6	\$37,190	\$111,570
7	\$41,910	\$125,730
8	\$46,630	\$139,890

Enrollment Procedures for Head Start

1. Each year in March, the Alhambra Preschool Policy Committee approves a Recruitment Plan for the following program year and establishes the criteria by which children will be selected for enrollment in the program.
2. Pre-registrations are accepted by telephone (602) 246-5155 and in person at the Alhambra Preschool Office located at 4730 W. Campbell Ave, Phoenix, Arizona 85031.
3. The Pre-registration process answers the following questions:
 - a. Will the child be three or four years of age on or before August 31st?
 - b. Does the family live within the boundaries of the Alhambra School District?
 - c. How can the family be contacted?
 - d. Household income either monthly or annually

4. Pre-registration forms are forwarded to the City of Phoenix Caseworkers who will contact the family to schedule an appointment. Families are required to bring the following documents to the appointment:
 - a. Address verification in the form of a lease agreement, utility, or cable bill sent to the family at their documented address.
 - b. Verification of Income: paystubs for the last three pay periods, W-2 forms, or tax forms are accepted. In some cases a notarized letter from an employer can be substituted for pay stubs.
 - c. The child's Birth Certificate and Immunization Records

NOTE: Families who arrive at the scheduled appointment without the required documentation will not be able to proceed with the application process. In these instances, a follow-up appointment must be scheduled.

5. At the appointment it is determined whether the family meets the income eligibility criteria. If the family is considered income eligible, a registration is completed.
6. Completed registration packets are forwarded to the Preschool Office. At times determined by the Recruitment and Enrollment Plan, children are selected for enrollment and assigned to classrooms.
7. In the event that the program has filled its enrollment, children will be placed on a Waiting List for the site and will be enrolled as openings occur according to selection criteria points.

Parent Guidelines

In order to provide a safe and happy learning environment for your child, we must follow the guidelines listed below:

1. All adults must wear a school issued badge to be on campus. Badges will be given to families during our Open House event or at registration.
2. A parent or authorized person (no less than age 18) must **sign the child in and out of the classroom each day**. If you bring your child to school, **you must arrive at the classroom and sign the child in and out. Please remember that you must remain with your child until he/she has been signed in.**
3. In order to release a child from the classroom and the bus **we must have a signed emergency authorization card on file**. If you want to add or remove someone from the list, please come to school to do so. Any new person picking up your child must be on the emergency card. We will not release your child to anyone who is not on the emergency card. **Everyone must show proper photo identification (driver's license is best) before we will release your child.** For the safety of the children no exceptions will be made on this rule.

4. Please notify the classroom teacher of any change of telephone number, emergency contacts or addresses for your child, as soon as possible.
5. If your child will not be attending school, please contact the Preschool office or classroom before the class is scheduled to begin. 602-246-5155
6. Parent and visitors are required to sign in at the school office before participating in the class. In-kind credit is given to the program for all volunteer hours. **PLEASE PARK ONLY WHERE PARKING IS PERMITTED FOR VISITORS!**
6. Safety is a major concern for all of us. Please ensure that your children are in a properly installed car seat or seat belt that is age appropriate. Always hold your child's hand when arriving or departing from school.
7. You will be asked to give your permission for your child to participate in activities. We will also request your permission to release your name and telephone number so that we may contact you for related activities. You will be asked to sign a form giving Alhambra Head Start staff and volunteers permission to photograph your child and to use the photographs in district publications.

Family Engagement/Responsibilities

Parents! We need your help to meet Preschool goals for Family Engagement. **Active help from parents is a must for the program to succeed.** Research has proven that the more active parents are in their children's school and education, the more successful children are in school. A very high percentage of children who receive a high quality Preschool education go on to graduate from college. One of the main factors for the high success rate is that parents were actively involved with their child's preschool experience and continued their involvement throughout their children's educational career. Below are ways in which you can fulfill your responsibilities.

Involvement includes:

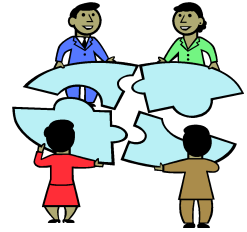
- * Taking your child to the doctor and dentist for exams and all necessary follow up treatment and keeping your child's immunization up-to-date and current.
- * Sharing information about your child, special family occasions, music, art, food and stories.
- * Doing activities at home with your child that supports curriculum objectives.
- * Keeping up-to-date on your child's progress by attending parent/teacher conferences.
- * Participating in classroom monthly meetings, educational workshops and family events.
- * Being elected to a classroom office and/or chosen to serve on the Policy Committee.
- * Reading notes or newsletters sent home with your child which describes curriculum objectives for the coming week.
- * Helping your teacher by completing classroom preparatory tasks at home.

All visitors must wear a Visitor Badge while on campus. The Badge will be provided during Open House or during the registration process. Visitors must sign in and out of the main office as they leave.

Parent Volunteers

Parents are welcome to volunteer in the classroom. If you are interested, you must provide the following documentation to the Preschool Office before you volunteer:

1. Driver's License
2. Fingerprint Clearance Card
3. Mantoux T.B. skin test



Policy Committee



Policy Committee reviews and makes decision about:

- Recruitment of children
- Policies and procedures
- Personnel Recommendations
- Budget Recommendations
- Grant Proposal Requests

If you are interested in leadership, the Policy Committee is for you. You will be elected by the parents/family members of your classroom. You will be trained in your role and will receive support to enable you to participate. Childcare will be provided for monthly Policy Committee meetings for ages 3-10.

The main responsibilities of a Policy Committee representative are to:

- Attend the monthly Policy Committee meetings
- Respect and support the majority decision of the Policy Committee.
- Stay informed on issues that come to the Policy Committee.
- Attend monthly Classroom Committee meetings and share with classroom parents what is discussed at the Policy Committee meeting.
- Help other parents become involved and stay informed.
- Represent Alhambra School District Preschool Program
- Listen carefully and respect the opinion of others.
- Advocate for the continued success of the Alhambra Preschool Program.

Curriculum

Alhambra Preschool Program offers a culturally sensitive anti-bias educational program designed to meet each child's individual needs. Every child will participate in a variety of learning experiences to promote intellectual, social, emotional, and physical growth, as well as cultural pride. We provide developmentally appropriate, hands-on activities that encourage children to problem solve, to be successful, and to develop a love for learning. Studies have shown that children learn best by actively being involved with materials. Children will actively explore and work with materials. They will learn to plan, to make choices and to follow through on their decisions. Active learning increases thinking, reasoning, and memory skills. Non-English speaking children will be supported by bilingual staff or community volunteers. The program uses Creative Curriculum, which serves as a framework for planning activities that meet Arizona Early Learning Standards and help children progress in meeting the Head Start School Readiness Goals.

Sample Schedule of Activities

Morning/Afternoon Session

7:35/12:00	Arrival
7:50/12:15	Breakfast* or Lunch**
8:20/12:45	Greetings, Reading, and Writing
8:50/1:15	Bathroom Break
9:05/1:30	Gathering Circle
9:20/1:45	N2Y
9:35/2:00	Plan & Play Scenarios
10:20/2:45	Math Moments
10:40/3:05	Outdoor Play
11:05/3:30	Dismissal

* served for morning classes only.

** served for afternoon classes only

Full Day Session

7:50 Arrival/Greetings/Breakfast
8:20 Circle time 1: Morning Welcome
9:00 Bathroom Break
9:15 Outside Play
9:45 Circle time 2:
Intentional Teaching; Read-aloud;
10:15 Interest / Play areas
11:30 Lunch
12:00 Outside Play
12:30 Rest Time
1:30 Interest areas
2:30 Circle time 3: Read Aloud
Closing
2:50 Dismissal

Staff Qualifications

Staff members meet the following requirements:

- *Fingerprinted and licensed with the state.
- *Have First Aid and CPR Certification.
- *Teachers are Certified in Early Childhood Education through the Arizona Department of Education.
- * Teacher Assistants are working towards obtaining a CDA or AAS Degree in Early Childhood Education.

The teachers of Alhambra Preschool Program are highly qualified early childhood professionals who participate in ongoing continual educational opportunities to improve their skills and qualifications.

Transportation

Transportation is only available for students who qualify. Students on an IEP only in limited situations where a need based on their disability is present. Transportation is only available to APA.

If your child is eligible for transportation, the following guidelines must be followed:

1. Each child must be seated in appropriate car seats on the bus at all times.
2. All children must wear child restraint harnesses.
3. All children are expected to use quiet voices when talking.
4. Hurting others is not allowed.
5. Each child must be at the assigned pick up point on time, the bus cannot wait. If your child misses the bus, you are responsible for bringing your child to school.
6. All students must walk down the bus steps one at a time.
7. The person authorized to pick up your child from the bus drop off location must be there on time. The bus cannot wait.
8. **If your child is brought back to school from the bus route three times, he/she can be dropped from the bus service,** and you will be responsible for providing your own transportation for the remaining school year.



9. Please notify the Head Start office if you want your child to be picked up at a different site. Changes can only be made for permanent arrangements with the approval of the Transportation Department.
10. A parent or authorized person (age 18) **must sign the child off the bus after showing proper (picture) identification.**