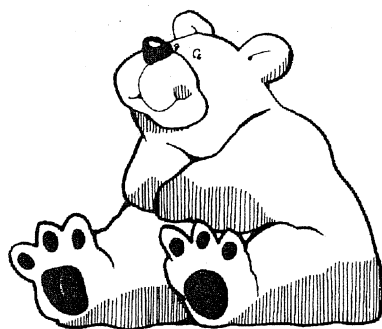


CHS Mini-Bears Preschool



Parent Handbook

**Where we all
learn together!**

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2011-2012 Parent Handbook

CHS Mini Bear's Preschool

Welcome to the CHS Mini Bear's Preschool. We are both a preschool as well as a laboratory for students enrolled in the CHS Early Childhood Education Program. This year will be an exciting time for you and your child, and we will do everything we can to make your child's preschool experience a positive one. This handbook relates important information to you about the Mini Bear's Preschool. Please read it thoroughly and if you have any questions, please call 520-723-2366 to talk to the preschool director.

To receive maximum benefit from Mini-Bear's, each child should be prepared to demonstrate the following:

- Ability to listen
- Show respect to staff and fellow students
- Love of school and desire to be in attendance.

Other ways to assist in making a successful transition from home to school are:

- Allow your child to dress him/herself
- Have your child complete simple chores around your home.

In helping your child accomplish these skills, please remember that some children are not as ready as others to succeed in doing these tasks. If your child is resistant to these activities or not interested, wait for several weeks and try again. Learning should be fun and a time for growth for your child.

We are looking forward to working together with you as a part of our team!

Our state licensed facility serves the needs of children ages 3-5 while providing a supportive environment where high school students can develop and refine their skills in working with young children. We are regulated by the Arizona Department of Health Services, Office of Child Care Licensure, 150 N 18th Ave., Phoenix, AZ 85007-3244: 602-364-2539.

Purpose:

Our program offers your child a nurturing environment that inspires curiosity and encourages physical, social, emotional and intellectual development. Under the direct supervision of professional staff, high school students observe, plan and work with children.

Mission:

Our mission is to provide a variety of activities in each of the learning centers that meets the needs of individual learning styles and offers opportunities for children to make self-directed choices. Our goals are based on common principles of self-motivation, self-pacing, self selection and self-correction through which young children will:

- Discover and learn through direct personal experiences
- Develop a curiosity about the world
- Develop self-expression skills
- Develop positive social skills
- Develop and practice vocabulary and communication skills
- Develop and practice problem solving skills
- Develop and refine large and small muscle coordination
- Develop independence and self-help skills

Location, Mailing Address and Phone Numbers

Coolidge High School
684 W Northern Ave, Room 511
Coolidge, AZ 85128

Director: 520-723-2366
CHS Administration Offices 520-723-2305 or 2308
CHS School Nurse 520-723-2331

Staff:
Hope Gilbert: Early Childhood Education Instructor and Preschool Director
Steve Wyble: CHS Principal and Preschool Director
Margaret Caudell: Paraprofessional
Kandie and Nicole: CTE Intern
Student Aides: Early Childhood Education Students

Hours and Days of Operation

Start Date – August 15, 2011
End Date – May 17, 2012

Hours of operation are:

Morning Class	Afternoon Class
9:10 to 11:10	12:15 – 2:15

Pre-School Days will be *Monday, Tuesday and Thursday* except during school holidays:

September 5 – Labor Day
October 10 – 14 Fall Break
November 24 – Thanksgiving
December 20 – January 3 Winter Break
January 16 – Martin Luther King Day
February 20 – President's Day
March 12 – 16 Spring Break

DAILY SCHEDULE

The Mini-Bear's Preschool is exciting and unique in many ways. It is a positive, child-oriented program with a hands-on, active approach toward learning. This approach includes the extensive use of manipulative, learning by doing, and encourages active involvement in problem solving. The following is an example of a typical Mini-Bear's Preschool day:

1. Whole group welcome and opening activities
2. Whole group music and movement
3. Snack
4. Centers, free-choice, small group with teacher
5. Independent or group activity
6. Closing activity and dismissal

ACADEMICS

The program follows an integrated curriculum that has been designed with week-by-week coordinated lessons covering a variety of objectives prescribed by the Coolidge Unified District #21. Adjustments and improvements are continually made to include innovative methods and practices.

Language and Literacy

Language and literacy are foundational to the curriculum and are strongly supported by the Preschool staff. We emphasize the introduction and mastery of pre-reading skills (letters, phonics, blending). We present one letter every week and surround the child with literature and activities involving its identifications, phonetic sound, and proper formation.

Math Skills

The program uses a variety of manipulatives that complement and enhance a child's natural desire to experience learning through concrete methods. We cover patterning, sorting, counting, more/less, adding/subtracting, and ordinal numbers.

Social and Emotional Development

Along with academics, your child's social and emotional development is fostered through lessons and activities that will help build self-confidence and self-esteem. The opportunity to work quietly, independently, and as part of a group, is interwoven throughout the program. Your child will further develop listening skills, the ability to cooperate and share with others, and verbal and reasoning skills. We encourage the students to ask question and to ask for help when they do not understand the information. We strive to have each student feel good about trying their best and to know that it is okay to make mistakes. We provide a safe, nurturing, and positive environment while encouraging students to demonstrate respect for their peers and for the various teachers, aides, and administrators on our campus.

Homework

In addition to parent's reading nightly to their child, fun family activities will be sent home as a reinforcement and extension of the material covered in the daily lessons, such as:

- Letter, color, & number recognition
- Family projects

MINI BEAR'S PRESCHOOL GOALS

Reading & Language

- Children listen and respond to environmental sounds, directions, and conversation
- Children converse effectively in their home language for a variety of purposes relating to real experiences and different audiences
- Determine similarities and differences in shapes, size, and colors
- Show interest in listening to and reading stories
- Recognize own printed name
- Name letters of the alphabet and corresponding sounds
- Match uppercase and lowercase letters
- Communicate ideas clearly
- Tell/retell stories in sequence
- Organize pictures in sequence
- Follow simple oral instructions
- Recite simple rhymes and poems

Social/Emotional Development

- Sense of Self
 1. shows ability to adjust to new situations
 2. demonstrates appropriate trust in adults
 3. recognizes own feelings and manages them appropriately
 4. stands up for rights
- Responsibility for Self and Others
 1. demonstrates self-direction and independence
 2. takes responsibility for own well-being
 3. respects and cares for classroom environment and materials
 4. follows classroom routines
 5. follows classroom rules
- Prosocial Behavior
 1. plays well with other children
 2. recognizes the feelings of others and respond appropriately
 3. shares and respects the rights of others
 4. uses thinking skills to resolve conflicts

Physical Development

- Gross Motor
 1. demonstrates basic locomotor skills (running, jumping, hopping, galloping)
 2. shows balance while moving
 3. climbs up and down
 4. pedals and steers a tricycle (or other wheeled vehicle)
 5. demonstrates throwing, kicking, and catching skills

Physical Development (cont.)

- Fine Motor
 1. controls small muscles in hands
 2. coordinates eye-hand movement
 3. uses tools for writing and drawing

Cognitive Development

- Learning and Problem Solving
 1. observes objects and events with curiosity
 2. approaches problems flexibly
 3. shows persistence in approaching tasks
 4. explores cause and effect
 5. applies knowledge or experience to a new context
- Logical Thinking
 1. classifies objects
 2. compares/measures
 3. arranges objects in a series
 4. recognizes patterns and can repeat them
 5. shows awareness of time concepts and sequence
 6. shows awareness of position in space
 7. uses one-to-one correspondence
 8. uses numbers and counting
- Representation and Symbolic Thinking
 1. takes on pretend roles and situations
 2. makes believe with objects
 3. makes and interprets representations

Language Development

- Listening and Speaking
 1. hears and discriminates the sounds of language
 2. expresses self using words and expanded sentences
 3. understands and follows oral directions
 4. answers questions
 5. ask questions
 6. actively participates in conversation
- Reading and Writing
 1. enjoys and values reading
 2. demonstrates understanding of print concepts
 3. demonstrates knowledge of the alphabet
 4. uses emerging reading skills to make meaning from print
 5. comprehends and interprets meaning from books and other texts
 6. understands the purpose of writing
 7. writes letters and words

ADDITIONAL INFORMATION

Absences

Each child will be allowed 3 tuition-free days per semester for vacation or illness; all other absences will be charged at the typical rate. If your child is going to be absent from the program please call Hope Gilbert, Preschool Director, 520-723-2366.

Behavior Guidelines

- Parents and teachers are viewed as partners in guiding the child's development and this team approach will be utilized. Parents will be kept abreast of concerns if they should arise.
- If the teacher and directors determines that a child cannot benefit from the program or present a danger to self or other children, parents will be requested to withdraw the child from the program
- The following 5-step plan will be utilized to maintain a positive learning environment for all children.
 - Verbal warning
 - Placed away from the current activity
 - Phone call to parent
 - Conference on site with staff, parent and child
 - Request to withdraw from the program

Food and Nutrition

- Breakfast/Lunch will not be served, therefore; children should eat prior to arrival.
- A nutritious snack will be served during the preschool session.
- Children should not bring food to school and they should never have gum or candy upon arrival.
- Special dietary problems must be discussed with the director and explained on the enrollment forms.

Health and Safety

- Children who show symptoms of inflammation, fever, rash or lice or who are suspected of having a contagious or infectious disease or infestation, will not be accepted into the program until such symptoms are no longer evident.
- If a child develops symptoms of illness or infestation or is seriously injured at school, parents will be notified immediately.
- Permission to give medication must be received in writing from a parent or doctor and must follow Coolidge Unified District guidelines. Please contact the school nurse, Laura Lew 520-723-2331 to obtain proper medical forms
- In case of an emergency, as determined by the Mini-Bear's Preschool staff or school nurse, paramedics will be called and the parent will be notified immediately. Parents will be responsible for all cost incurred in such emergency.
- It is the parent's responsibility to inform the Mini-Bear's of any changes in home phone or address, place of employment, business or cell phone numbers.
- Fire drills are held monthly. The escape plan is posted at each door.

Outdoor Play and Clothing

- Please send an extra set of clothing in a Ziploc bag with your child's name clearly written on the bag.
- All clothing jackets, backpacks, and other personal belongings should be clearly labeled with your child's first and last name.
- Please dress your child for comfort. Your child should wear practical, washable clothes. Sturdy shoes or tennis shoes are recommended. Thongs, some sandals, cowboy boots, and other slick-soled shoes may prevent children from playing freely and should not be worn.
- Outdoor play is an important part of your child's day and total health. Weather permitting; the children will play outdoors. Please make sure that your child is dressed for the existing weather conditions.

Parent Involvement

- The Mini-Bear's Preschool staff welcomes comments and suggestions to improve the quality of care and education for your child. If areas of concern arise, the concern should be brought to the attention of the Director will be available.
- Parents are encouraged to observe in the classroom and volunteer as often as possible
- Parents are encouraged to keep abreast of information about the Mini-Bear's Preschool and its operation by watching for special notices sent home with their children.

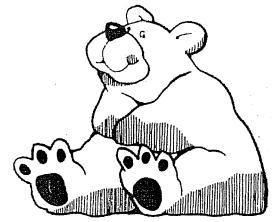
Registration

- Complete and return all registration forms to the Coolidge High School Campus, Admin Building, Guidance Office, 684 W. Northern, Coolidge, AZ 85128 (520) 723-2318.
- All forms must be complete before your child may attend. A copy of your child's up-to-date immunization record is required for enrollment.
- Records concerning your child(ren) are considered confidential information and will only be accessible to appropriate school staff and a person designated by the state-licensing department to review our records.

Transportation

- Parking is provided for drop-off in the bus lane on the west side closest to the tennis courts.
- Students will not be released to persons not listed on the enrollment form without specific written authorization signed and dated by parent
- Please be prepared to show ID
- Non-custodial parents will not be allowed to pick up children unless there is a copy of the court order on file
- Field trips will not be taken as part of this program

PERMISSION FORM



***Please sign, detach, and return the page to:

Hope Gilbert, Preschool Director at CHS Mini-Bear's Preschool.

I have read, understand and agree to the policies and procedures as set forth in the Mini-Bear's Preschool 2011-2012 Parent Handbook.

Child's Name

Child's Name

Parent/Guardian print name

Date

Parent/Guardian Signature

Photo Release Consent Form

Coolidge Unified School District needs parent permission to photograph and video your child for materials produced to promote our Mini-Bear's program. Children's names will not be included in publication of photos or video used in promotional materials.

____ Yes, I give permission for the district to take photograph, audio and video recordings for promotional materials

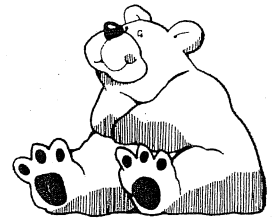
____ No, I do not permission for the district to take photograph, audio or video recordings for promotional materials

Parent/Guardian print name

Date

Parent/Guardian Signature

Mini-Bear's Preschool



LETTER OF INTENT

I would like my child(ren) to attend the Mini-Bear's Preschool. I agree to pay a non-refundable fee of \$25.00 to be placed on the waiting list. I understand that I will be contacted if there is available space in the preschool. Registration is on a first come, first served basis.

Parent/Guardian print name

Date

Parent/Guardian Signature

Child's Name

Child's Name

Birthdate

Birthdate

.....
For Office Use Only

Date received

Time Received

Signature

Please make a copy for the parent/guardian after this form is dated and signed.