



Preschool Parent/Student Handbook

...because so much is riding on your choice!



DESERT HEIGHTS PRESCHOOL

Welcome to Desert Heights Preschool (DHP)!

Our staff is excited that you are taking time to show an interest in our preschool program. DHP is a child centered program specifically for age two to pre-k. We know how important the early stages of your child's development are to you because this is the time when a child's mind is maturing at a rapid rate. They are learning language, social, and fine motor skills that will stay with them throughout their education. Our staff is dedicated to working with parents and preparing our students for their next educational milestones.

Desert Heights Preschool has been in existence for over ten years. Due to our excellent reputation we continue to expand enrollment each year.

We currently have two preschool locations:

West DHP
5821 W Beverly Ln Bldg 600
Glendale, Arizona 85306
(602) 896-1600

East Campus
16635 N. 51st Ave.
Glendale, AZ 85306
(602)896-1600

Email:

Ciara Loadholt- Principal: cloadholt@desertheightsschools.org

Frances Delgado- Assistant Principal

FDelgado@desertheightsschools.org

This packet includes specific information about our philosophy, curriculum, teaching styles, safety & security, and parent/teacher communication tools. Cost is subject to change throughout the year, registration locks in cost price at that time



DESERT HEIGHTS PRESCHOOL

MISSION STATEMENT

In collaboration with our community and all other stakeholders, Desert Heights Schools and Preschools will provide a rigorous standards based academic environment through a balance of intensive, compassionate teaching. We are dedicated to the development of vibrant, socially-responsible individuals who possess the essential life skills necessary for success.

VISION

The vision of Desert Heights Schools and Preschools is to promote academic excellence, integrity of character, and social awareness in each individual student.

DHP COMMITMENT

We will always make ourselves available to students, parents/guardians for any concerns they might have.

We will provide a high quality curriculum and support for teachers in resources necessary to teach developmentally appropriate practices.

Our preschool teachers are committed to:

- Conducting their relationship with students and families in a professional manner.
- Treating all with dignity and respect.
- Being on time and prepared daily.
- Communicating clearly and frequently with parents/guardians in regards to the preschoolers accomplishments and challenges.
- Protecting the safety, interests, and rights of all individuals in the classroom.
- Planning and implementing developmentally appropriate curriculum that is child centered.
- Providing children with fun, interesting activities in their daily educational environment.



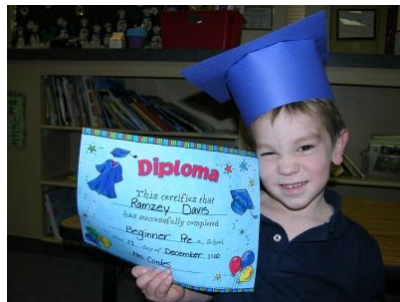


DESERT HEIGHTS PRESCHOOL

PARENTS/GUARDIANS COMMITMENT

DHP wants parents to know our staff prioritizes assisting parents in the development of their child. We understand that parents have high expectations, as do the teachers and staff of Desert Heights Preschool. In return we ask all of our parents/guardians are committed to the following.

- Arrive on time, in uniform to prevent disruption of the quality learning time of others. Refrain from removing them early to ensure they receive the full education planned for the day, except in cases of medical or family emergency. Assure that your child attends school 95% of the time or more.
- Take the necessary steps to keep yourself informed about DHP information (i.e. Email, one on one talks with the staff, Tuesday folders, or frequently checking the website for updates).
- Be involved in your child's daily learning and assist them with all learning needs, such as reading and homework projects (4 and 5 year-olds).
- Assure your child adheres to the dress code policy
- Attend at least one parent/teacher conference for each child.
- Understand that your child must follow the Desert Heights Schools rules as to protect the safety, interests, and rights of all individuals in the classroom.





DESERT HEIGHTS PRESCHOOL

DRESS CODE

Desert Heights Preschool does have a dress code for our preschool children and teachers are asked to enforce it daily. In a dress code environment children are less likely to feel the pressure of trendy clothes. There is a sense of belonging and being part of something big created in the classroom. Additionally, preschoolers think it is cool to match their friends.

Dress Code Policy:

All Desert Height Preschool students are to be in uniform daily unless notified by the staff prior. All ages are expected to adhere to the dress code policy.

The policy is as follows:

Shirts: Solid colors of maroon, white, or navy blue. Desert Heights Preschool logo shirts may be purchased at the front office. No stripes, embellishments, or logos.

Shorts: Solid Colors of Navy Blue, Tan/Beige, Denim

Skorts: Solid Colors of Navy Blue, Tan/Beige, Denim

Pants: Solid Colors of Navy Blue, Tan/Beige, Denim (no embellishments)

Dresses/Skirts: Solid Colors of Navy Blue, Tan/Beige, Denim. Both require shorts/bloomers to be worn underneath

Socks/tights: Any color

Foot wear: Closed toe and closed heel, any color or pattern. If laces are worn, please double knot. (Having to tie 30 shoes a day is a distraction for both the teacher and the students)

Clothing & shoes: Must fit appropriately (not overly tight or baggy), be neat, and in good repair.





DESERT HEIGHTS PRESCHOOL

CURRICULUM

Desert Heights Preschool staff is a group of professionals who understand the importance of your child's early development. We know that children are naturally curious and therefore are natural learners. That desire for learning is enhanced by our preschool program through daily activities both inside and outside. Our curriculum focuses on the following stages; beginning, early development, intermediate, and early advanced. It is made to insure all children learn at their pace while being encouraged to improve daily. It emphasizes language and literacy, cognitive development, social-emotional skills, physical activity, and creativity. The children are introduced to math, technology, science, as well as language.

SRA Imagine it™, formally known as *SRA Open Court* is the curriculum used for our PreK-4th Grade level (Desert Heights Preschool/Charter School). *Imagine It!* is a comprehensive, core reading program that addresses the five key elements of literacy: phonemic awareness, explicit and systematic phonics instruction, fluency, vocabulary, and comprehension. *Imagine It!* includes instruction in reading, language arts, spelling, grammar and writing, and penmanship. *With SRA Imagine It!*, students not only "acquire the skills, knowledge, and strategies they need to become skilled readers and writers ...they understand the meaning and purpose of what they are learning" ("What is Imagine It!: Benefits", 2007). For additional information, or for the "At Home" link, please visit www.imagineitreading.com.

Teachers have centers set up throughout each classroom. The math center for example has items (pattern blocks, linking cubes, puzzles, and more) in it that are used to develop:

- Rational counting skills
- Understanding of numbers & number relationships
- Mathematical vocabulary
- Fine motor skills
- Positional understanding such as over, under, & beside
- Concepts concerning time and money
- Classification skills
- Serration skills



From toddler through pre-kindergarten, our children progress along our continuum learning program. When the children reach kindergarten, they have been introduced to a second language, computer instruction, art and literature, and exploration of concepts in math and science. It is a smooth transition to kindergarten. They grow academically and socially, creating a readiness for Desert Heights Charter School curriculum and expectations.



DESERT HEIGHTS PRESCHOOL

COMMUNICATION

We at Desert Heights Preschool partner with parents to help your child get off to a great start. We believe that when it comes to your child, open and constant communication is necessary. While you are not expected to be in the classroom daily, we can make certain that you are aware of your child's accomplishments. Desert Heights Preschool teachers communicate frequently through newsletters, daily reports, emails, and conferences. Communication boards are accessible in each preschool room and are updated weekly. We love it when parents want to share with us and open communication on our Facebook page <http://www.facebook.com/#!/pages/Glendale-AZ/Desert-Heights-Preschool>.

Additionally, administration provides the Preschool Coyote Newsletter and Tuesday Folders. Parent/Teacher conferences are scheduled at the end of the first and third quarters. This is the time when parents and teachers discuss student's progress in school and the special needs of each child. While DHP promotes an open door policy for parents to address any ideas, suggestions or concerns with administration, we encourage parents to make the teacher the first step in communicating specific concerns about behavior or learning. Because we respect the confidentiality of all individuals in our Desert Heights Family, we request that all student specific conversations be managed privately.

VACATION

Our enrollment for preschool is for the complete year. We understand there will be times when the child will leave for days/weeks at a time for personal reasons (holiday's, vacations, etc.) DHP offers parent's/guardians one week of \$0.00 tuition cost. We refer to this as your "vacation week". Parents are asked to inform the DHP staff a minimum of 2 weeks prior to the dates the child will be out of class. Emergency situations are understood and accepted.





DESERT HEIGHTS PRESCHOOL

VACATION REQUEST FORM

Date Submitted _____

Child's First and Last Name (Print) _____

Teacher's Name and Room Number: _____

Parent/Guardian First and Last Name (Print): _____

Date s requested for students vacation week of no tuition cost. _____ 2011 -2012

Parent's Signature _____ Date: _____, 2011-2012

Note (Preschool Parents): You are able to request one week for the entire school year as a vacation week where we will not bill the week's tuition. Because our teachers are highly qualified and we offer the best quality of care for your child you will be billed for a full week even if your child is sick or the preschool is closed for a day.

Elementary Aftercare Students: You are able to request two weeks out of the entire school year as a vacation week where we will not bill the week's tuition. For aftercare students only we will not bill you for the days we are closed.



DESERT HEIGHTS PRESCHOOL

SAFETY

Signing in/Out

Desert Heights follows all Arizona education requirements in regards to signing children in and out. We also believe there is no such thing as being too careful. Once your child is left in our care you or an approved adult may remove the child from our facility. Only a parent/guardian will have the ability to remove the child from the premises without written consent first and must show proof of ID.

Hygiene

We practice and model good personal hygiene for all students and teach them to do the same. We assure tissues are readily available for sneezes, coughs, and runny noses. We teach the practice of sneezing into your arm rather than into hands.

We emphasize on eating from their plate and cup rather than sharing food or utensils. We have made a routine that includes always washing hands before eating and after using the bathroom as well as entering from outside.

Sick Policy

No vomiting, diarrhea, heavy nasal discharge indicative of infection, constant cough or sore throat, fussy, cranky behavior or generally not him or herself, skin rash (not diaper rash), head lice, symptoms of a communicable disease or fever within 24 hours. Following an illness a child may return to school once he or she has either been seen by a doctor or it has been determine that the illness is not contagious. A doctor's clearance may be requested. Fees are NOT waived for sick days.

Toys and Equipment

All toys and equipment are regularly inspected by our staff for safety. We understand Students can strengthen their bodies, develop social skills, and have fun on playgrounds. However, a playground must be a safe environment for all. Our staff members are responsible for teaching the children the rules of the playground and making sure all rules are being followed daily.



DESERT HEIGHTS PRESCHOOL

SUPPLIES

Each child is responsible for bringing in his/her items for the school year. We do have a common area in each classroom where all of our supplies are stored. We encourage the students to share items brought in with other friends so it is not necessary to label the names on the items.

SUPPLIES NEEDED	Age
Clean Crib Sheet (labeled)	2-3 year olds
Clean Small Blanket/Cover (labeled)	2-3 year olds
Change of clothes in a large Ziploc baggie, labeled- Include uniform, undergarment, socks	All Ages
Smock or Extra Large shirt to wear over clothes for painting time.	All Ages
Tissue (fragrance free)	All Ages
Paper Towels	All Ages
Large Ziploc Bags	All Ages
Crayola Crayons (Large Crayons 8 count)	All Ages
Crayola Crayons (Regular 24 count)	All Ages
Crayola Washable Markers	All Ages
Water Color Paints	All Ages
Washable Glue Bottles	All Ages
Glue Sticks	All Ages
(3) three prong plastic poly folders	All Ages
Pack of Stickers	All Ages
Shaving Cream (for sensitive skin)	All Ages
Dry Eraser Marker	All Ages
Black Sharpies	All Ages
Pencils #2	Pre-K
Play Dough	All Ages
Spiral Notebook	All Ages
Copy Paper Ream	All Ages

Note:

Parents/guardians of children 2-3 years old who are not yet potty trained will be responsible for bringing in a weekly supply of diapers and wipes for your child.



DESERT HEIGHTS PRESCHOOL

FALL RATES 2011-2012

Hours of Operation: 6:00am – 6:00pm

Beginner Class

Program Weekly Fees	Registration Fee (Non-Refundable)	Half Day Rate (8:00 am – 12:00 pm)	Full Day Rate (6:00 am - 6:00 pm)
5 Days M-F	\$75 Plus one week deposit And one week tuition	\$150.00	\$175.00
3 Days MWF	\$75 Plus one week deposit And one week tuition	\$120.00	\$135.00
2 Days TTh	\$75 Plus one week deposit And one week tuition	\$85.00	\$100.00

Intermediate* & Pre-Kindergarten* Classes

Program Weekly Fees	Registration Fee (Non-Refundable)	Half Day Rate (8:00 am – 12:00 pm)	Full Day Rate (6:00 am - 6:00 pm)
5 Days M-F	\$75 Plus one week deposit And one week tuition	\$135.00	\$160.00
3 Days MWF	\$75 Plus one week deposit And one week tuition	\$110.00	\$120.00
2 Days TTh	\$75 Plus one week deposit And one week tuition	\$80.00	\$90.00

*Intermediate class - 3 years old by September 1st

*Pre-Kindergarten class - 4 years old by September 1st

The one-week deposit will be applied as your final week of tuition.



DESERT HEIGHTS PRESCHOOL

RATES FOR BEFORE AND AFTER CARE 2011-2012

Hours of Operation 6:00am – 6:00pm

Desert Heights offers both Before and After Care. We open at 6:00 am and provide a breakfast option if needed (additional cost for breakfast is applied). Our After care is available until 6:00 pm. Your child will enjoy learning and playing with friends during this time.

Before (AM) Care

Program	Registration Fee (Non-Refundable)	Hours	Weekly Rate
5 Days M-F	\$75 Plus one week deposit And one week tuition	6:00AM – 8:00AM	\$35.00

After (PM) Care

Program	Registration Fee (Non-Refundable)	Hours	Weekly Rate
5 Days M-F	\$75 Plus one week deposit And one week tuition	3:00PM – 6:00PM	\$50.00

Before/After Combined

Program	Registration Fee (Non-Refundable)	Hours	Weekly Rate
5 Days M-F	\$75 Plus one week deposit And one week tuition	6:00AM – 8:00AM 3:00PM – 6:00PM	\$75.00

- * The one week deposit will be applied as your final week of tuition
- * These rates are only available if paid in advance
- * Tuition for aftercare will be prorated if preschool is closed.





DESERT HEIGHTS PRESCHOOL

2011/2012 CLOSURE DATES

July 28 & 29	Teacher Prep for New School Year
September 5	Labor Day
November 10 & 11	Veteran's Day/Teacher In-Service
November 24 & 25	Thanksgiving Break
December 26	Christmas Reserve
January 16	Martin Luther King Day
February 17	Teacher In-Service
February 20	Presidents Day
May 29 & 30	Memorial/ In-service Day



PRESCHOOL OBSERVATION



DESERT HEIGHTS PRESCHOOL

We understand that all parents have a list of questions when seeking the best learning environment for their child. It is important to have these questions answered by the staff and to put you at ease. We encourage you to also spend time with your child’s teacher and future friends. It is important to experience the learning environment first hand. Sitting quietly and observing can answer questions you may not have even thought of to ask.

Not sure what to look for? Here are a few examples:

Classroom Observations:

- ___ Happy cheerful atmosphere for both teachers and children.
- ___ School philosophy is carried out in the classroom.
- ___ Children engaged in hands on, open ended play.
- ___ Limited or no time spent on computer/ditto's
- ___ Children's art displayed throughout the school.
- ___ Art is more process (individual creativity) than product
- ___ You can tell what theme or emergent curriculum topic children are learning about by books, art, puzzles, toys and bulletin board content.
- ___ Classrooms may be a mess after exuberant play, but should be clean underneath. Walls, windows, carpets, shelving should be clean.
- ___ Rooms and toys are organized making it easy for children to access materials and put them away.
- ___ Organized, clean bathrooms, diaper changing area
- ___ Water, bathrooms, soap, toilets are readily accessible to children.
- ___ Variety of age appropriate toys and materials in good repair and enough for several children to be playing in the same area without conflict.
- ___ The majority of time should be conflict free.



Our preschool teachers follow a timed agenda daily. We ask parents to respect their timeline and set up an observation time by contacting the Director or Assistant Director. We want to insure you get the most out of your visit in the classroom. “Circle time” is the time we would encourage parents/guardians to observe. Weekly schedules are available to help parents/guardian determine what time works best for their schedule.

_____ / _____ / _____

Teachers Name/Classroom #

Observation Date

Observation Time



DESERT HEIGHTS PRESCHOOL

Acknowledgment of Receipt Of Desert Heights Preschool Parent and Student Handbook

- I acknowledge receipt of the Desert Heights Preschool Parent and Student Handbook. I recognize that its contents reflect policies and procedures in place and that it is my responsibility to read, understand, and comply with all the guidelines set forth in this handbook. Individuals with questions about the contents of this handbook should contact the Principal Ms. Ciara Loadholt.

Parent Signature

Date

Principal Signature

Date

PLEASE SIGN, TEAR OUT THIS PAGE, AND RETURN IT TO THE FRONT OFFICE WITH YOUR ENROLLMENT PACKAGE.