Pinecone Preschool

“Planting Seeds of Learning”
At Pinecone Preschool, we are committed to caring for and teaching your child in a calm, loving atmosphere that support the children's desire to be life-long learners.

**PINECONE PRESCHOOL MISSION**

Our mission is to provide the families in our community with a high quality early childhood educational program that nurtures the spiritual, social, emotional, physical, and intellectual growth through creative play and loving instruction.

**HOURS OF OPERATION**

Pinecone Preschool hours of operation are 7:00 A.M. until 5:30 P.M. Monday through Friday. Pinecone Preschool observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- March Spring Break (Friday for a three day weekend)
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving and the day after
- Christmas Eve, Christmas Day and the day after (December 24, 25, and the 26th)

**REGISTRATION**

A nonrefundable, yearly registration fee of $100.00 is required to secure your child's space. The registration fee is required per child in your household.

Prior to the starting date of child care, the following must be received:

1. Registration form
2. Registration fee
3. Completed medical record form
4. Current immunization record
5. Emergency notification card

**Transition Plan**

In order to transition your child into the preschool program we suggest that you visit your child's classroom during the morning hours for up to two weeks prior to the start date. When children are ready to transition to the next classroom they will visit for a short time up to two weeks before they move up to the new class. Please note all teachers cover all classrooms for breaks throughout the day. This ensures that all children are familiar and comfortable with all staff. When children are ready to leave Pinecone Preschool for Kindergarten families will be provided with the registration and visitation dates throughout the school district which generally happens in February and March.
**TUITION**

Tuition Fees

Fulltime rates are based on weekly payments, due on Monday. Rates are subject to change.

- **Infants (six weeks to one year or until walking)** Giraffes/ Pandas $160.00 Weekly
- **One-year-olds, if walking** (Lion's/ Cubs $150.00 Weekly
- **Two’s (Monkeys)** $150.00 Weekly
- **Pre-K (Elephants)** $135.00 Weekly

Part-time rate for 3-days is $125.00 and for 2 days is $85.00

**There are no refunds on tuition.**

Tuition can be in the form of check or money order only. Tuition is based on your registered days or “booked days,” not on actual attendance. Payment is required at “drop-off” time on Monday morning, your child/children will not be allowed to remain at Pinecone until payment is received.

There are no exceptions. By Thursday morning a $25.00 late fee will be assessed on any outstanding balance. Unpaid fees are subject to immediate termination of care.

**RETURNED CHECK/NSF**

Returned checks due to insufficient funds will also incur a $25.00 fee. Payment of tuition and the $25.00 fee is due in full by the following Monday. If this occurs more than three times, all future payments must be money order or cashier check for the remainder of your child’s or children’s enrollment.

**DES ELIGIBILITY AND REIMBURSEMENT**

Pinecone Preschool is a state licensed facility and accepts recipients of The Arizona Department of Economic Security (DES) Child Care Assistance Program.

It is the family’s responsibility to complete the appropriate paperwork and abide by all DES guidelines for continuing coverage. All co-pays and amounts not covered by DES are due weekly. Any unpaid balance due to change in coverage will be billed at the end of the month and must be paid with the next scheduled payment.

**SICK TIME AND VACATION DAYS**

Pinecone Preschool has a flat tuition rate policy. Tuition will be the same regardless of school closures or absences. Each child is allotted five sick/vacation days to use per year. Sick/vacation days will not carry over to the next year and are not transferable to other students.

**LATE PICKUP**

Pinecone Preschool closes at 5:30 P.M. A late pickup fee of $5.00 per child for every five minute increments past 5:30 P.M. will be charged. The fee is due the next day at time of arrival. It is realized that uncontrollable circumstances occasionally arise, therefore, one “free” late pickup per family per year is granted. If your child is not picked up by 5:30 P.M. and we are unable to contact you or any of your emergency contacts, Child Protective Services will be called to retrieve your child. All late fees will apply.

**SNOW DAYS**

Pinecone Preschool Snow Day Policy:

Pinecone Preschool will strive to provide consistent daily child care. We do not follow the Flagstaff Unified School District snow day closings and schedules. However on days that are exceptionally hazardous the following options may be taken: a delayed start of two hours or a full day closure. Please check our website pineconepreschool.org to find out if there is a change in schedule, check our Facebook page, or listen to KAFF (92.9 FM, 930 AM)
ENROLLMENT TERMINATION BY PINECONE PRESCHOOL
Your child’s enrollment may be terminated at the discretion of the Pinecone Preschool Director for any of the following reasons:

1. Tuition accounts not kept current.
2. Failure to pay late fees or penalties.
3. Three days of nonattendance without notice or payment.
4. Child’s behavior is presenting a physical or emotional danger to others.
5. Child’s behavior is unmanageable and does not improve after implementing a two-week improvement behavior plan.
6. Parent or parents are unwilling to comply with policies or requests made by Pinecone Preschool.

TERMINATION OF PINECONE PRESCHOOL ENROLLMENT BY PARENT
If you decide to terminate your child’s enrollment for any reason, a two-week notice is required. If you terminate your child’s enrollment without notice, you remain responsible for two weeks of child care fees.

LUNCH AND SNACKS

LUNCH: Parents are responsible for providing a healthy lunch. The lunch should include a drink such as juice or milk; no soda please or candied treats please. All lunch containers must be labeled with your child’s first and last name. The labels are to ensure that your child receive the right food containers and to prevent any cross contamination and loss of any food container from your child (s) lunch box. Students will have two snacks during school that are provided by Pinecone Preschool.

CHILD ADMISSION AND RELEASE

Our Licensing entities, the Arizona Department of Health Services, Division of Licensing Services, Office of Child Care Licensing, require that every child be signed in and signed out of child care daily. No child will be allowed to leave the school at any time without written authorization from a parent or a legal guardian. Anyone picking up a child must be prepared to present identification and must be listed on the child’s Emergency Notification Card.

GUIDANCE AND DISCIPLINE

Discipline will be handled firmly and quietly and will be of a positive, redirect nature. No physical punishment will ever be used. If necessary, the child may be removed from the situation for a short period of time. If the undesired behavior persists or if it is of a severe nature, a parent will be called to help handle the situation with the staff member. If necessary, a parent conference will be convened and a two-week behavior improvement plan developed and started. If the behavior improvement plan does not work and the undesired behavior continues or increases, Pinecone Preschool reserves the right to terminate the child’s enrollment. Discipline will be handled swiftly, individually.
TRANSPORTATION AND FIELD TRIPS

Pinecone Preschool does not provide Transportation. Parents will be notified of field trips that take the child out of the classroom. Signed permission slips are required for all field trips and must be on file for a child to participate. The field trip itinerary will be available at the school during the field trip. Scheduled activities will be posted. If you bring your child to the Pinecone Preschool while the class is on a field trip you cannot leave your child until the class returns. You may bring your child to the field trip site.

PARENT RESPONSIBILITIES

The safety and happiness of your child is our primary concern. You can assist us by adhering to the following: The person dropping off and picking up a child must sign the child in and out of the preschool using their full first name or first initial and full last name. They must present identification and their name must be listed on the Emergency Notification Card.

This includes the following:

- Call when someone other than the parent or guardian will be dropping off or picking up your child. This person must be listed on the Emergency Notification Card.
- Do not drop off or pick up your child during nap time (12:00 to 3:00 P.M.) unless previous arrangements have been made.
- Check your child's folder daily and remove items that go home.
- Provide disposable diapers and wipes (if applicable). Provide a complete lunch from home each day.
- Lunch containers should be labeled with child's first and last name and should be placed in the child's cubby with ice packs. (Labels will be provided if needed with full name)
- Provide a small blanket for naptime.
- Provide one extra change of seasonally appropriate clothing for your child, including shoes and underwear. Two changes of clothes are required for children who are being potty trained.
- Two sets of clothing are required for children who are being potty trained.
- Label all personal items with the child's first and last name. (fabric paint or a sharpie pen)
- Do not allow your child to bring toys from home. (Unless said otherwise by their teacher)
- Do not send gum, candy, or soda.
- No electronic devices, cell phones, I-Pods etc. "If you will miss it if it’s gone, don't bring it."
- Call the preschool by 9:00 A.M. on any day your child will be absent.
CURRICULUM
Pinecone Preschool offers your child a safe, loving, and stimulating environment. The school will provide experiences that encourage the development of your child’s positive self-concept, while recognizing individual needs. Pinecone Preschool adheres to the teaching theory that play is fundamental to learning. Research shows that children can attain “kindergarten readiness” through play. Pinecone Preschool uses a variety of curriculum which includes Creative Curriculum.

- Listening and Audio
- Pretend Play
- Writing /Reading
- Math
- Science and Sensory
- Art
- Small Manipulative Skills
  (beading, puzzles, matching, peg boards, card and board games, and Cuisenaire rods)
- Large Manipulative Skills (cars, dinosaurs, animals, blocks, and building tools)

Pinecone Preschool curriculum aligns with the Arizona Early Standards and the Infant Toddler Developmental guidelines created by the Arizona Department of Education. Pinecone Preschool is also affiliated with First Things First to have a higher standard of educational learning for our students of Pinecone Preschool.

First Things First / Quality First
First Things First is one of the critical partners in creating a family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona’s children birth through age five. Only through continuous improvement and innovation will we be able to maximize benefits to children and their families. First Things First is accountable to demonstrate that our work truly improves the lives of children and their families, and promotes support for investing in education.

Both research and common sense tell us high quality child care makes a difference. Children in high quality child care settings fare better in school, and develop better language and social skills. Through our signature programs, First Things First works to improve the quality of early education services in licensed child care centers and certified child care homes statewide. Quality child care settings include: safe, healthy environments; highly educated teachers; classrooms and materials that stimulate children at different stages of learning; and, low staff to child ratios so that kids get the attention and support they need.

Here at Pinecone Preschool we have committed to improving early education services through participation with First Things First and Quality First.
Child Assessments and Lesson Plans
The head teacher of each classroom will plan and post a weekly lesson plan every Monday. Weekly Lesson plans are individualized to the children's needs and include the standards as outlined in the Arizona Early Learning Standards and Infant Toddler Guidelines.

Arizona Early Learning Standards
- Social Emotional
- Language and Literacy
- Mathematics
- Science
- Social Studies
- Physical Development, Health and Safety
- Fine Arts

Infant Toddler Development Guidelines
- Social Emotional
- Language Development and Communication
- Cognitive Development
- Physical and Motor Development

Parents are encouraged to review lesson plans weekly. If you have any questions or suggestions regarding the weekly plan please see your child’s teacher.

Child Assessment
Ongoing assessments of each child will be conducted in the form of a portfolio. Development checklists, anecdotal notes, work samples, and observation of child in play by staff and families will be used to track your child’s development in Social, Emotional, Cognitive and Physical domains.

Parent Teacher Conferences
Parent Teacher Conferences will be conducted twice a year; once in September and once in April. Additional conferences may be requested by either staff of parents.

Screening and Referral
Pinecone Preschool offers speech and hearing clinics annually. Referrals to AZIEP, ages 0-3, or Child Find, ages 3+ may be requested by family and/or staff if cognitive or development delays are suspected. Staff will discuss concerns with families prior to any referrals being made.

Pinecone Preschool activities are designed for all learning styles and include everything from toe painting to forming letters with spaghetti and sticks to drawing numbers in the sand. The alphabet is practiced daily. Children learn numbers, days of the week, months, seasons, shapes, colors, and much more. Our activities help children develop patience, cooperation, boundaries, respect, and tolerance of others, as well as encouraging good manners, personal hygiene, social development, self-esteem, and personal growth, all of which are essential for them to reach their full potential.

At Pinecone Preschool we feel it is important to nurture the whole child. We prepare children to succeed; we create a love of learning that will continue through adulthood. When children graduate from Pinecone Preschool they are confident, socially skilled, with a strong sense of self-worth and a passion for learning.
ILLNESS AND INFESTATION

Pinecone Preschool can only accept healthy children. A completed Medical Record Form along with the child’s most current immunization record is required. These will be kept on file and you will be asked to update them on a regular basis.

Parents may not bring children to child care when any of the following symptoms are present:

- A fever of 100 degrees or higher (unmedicated)
- A persistent cough
- Diarrhea or vomiting
- Disease or infestation
- Colored mucus

Pinecone Preschool will monitor each child’s condition daily. If a child develops any of the above symptoms, illness, or infestation while at the school, the staff will isolate the child from the other children and will notify the parents immediately. The parent or guardian must pick up the child from the school within 30 minutes. The child will not be permitted back into the school until the child has been symptom free for 24 hours or the parent provides a doctor’s note stating that the child is not contagious and may return to child care.

POTTY TRAINING

Pinecone Preschool staff cannot assume the responsibility for potty training your child, but is willing to work and support you in this endeavor. For a child to be considered potty trained and to be allowed to come to preschool in underwear, the following minimum requirements must be met:

1. The child must be using underwear at home on a daily basis for a minimum of two weeks with limited accidents.

2. The child must be able to initiate going into the bathroom on their own as needed.

3. The child must be able to use the toilet on their own. Pinecone Preschool staff will help with buttoning and wiping. We ask that you talk with your child’s teacher regarding your goals and requests for potty training and that you do not send your child to preschool in underwear before they can meet the minimum requirements. After potty training, if your child has two or more accidents a day for two or more days while wearing underwear at school, you will be asked to return them to diapers until a second two week period of meeting the above requirements is achieved.

Your child’s teacher is limited in how they can assist you in potty training because of the significant amount of dedicated time required in this endeavor. The Pinecone Preschool Director will discuss this policy with you upon request.
Policy of Confidentiality
In order to ensure confidentiality of personal information, Pinecone Preschool has established the following policies:

1. Children’s records will be available for parents inspection at all times, and copies of original records will be provided to parents upon request.

2. When custody has been awarded to only one parent, access to the child’s records will be limited to the custodial parent provided that Pinecone Preschool has copies of the legal documentation granting full custody to that parent.

3. Sharing of personal records with anyone other than the child’s teacher and/or the preschool management shall require written permission from the parent.

4. Information about injuries that are either sustained or caused by your child will remain confidential.

5. Information regarding illness and/or infestation present at the preschool will be posted on the parents’ bulletin board. No personal information regarding which child(ren) has/have contracted the illness and/or infestation will be provided except to authorized personnel.

EMERGENCY MEDICAL PROCEDURES
At all times, one or more Pinecone Preschool staff members certified in First Aid and CPR will be on site. Parents will be contacted by a staff member if there is an emergency.

If a serious injury occurs, and the parent or other authorized person listed on the child’s Emergency Notification Card cannot be reached, the staff member will contact the doctor listed on the Emergency Notification Card to treat your child. If the emergency requires an ambulance, one will be called. Any medical devices such as nebulizers, Epi pens, and diabetes testing will be administered by the Director or the child’s teacher. It is the parent’s responsibility to inform the staff on how to properly administer the medication.

EMERGENCY EVACUATION PLAN
Emergency drills are routinely practiced with the children at the Pinecone Preschool. The following procedures are practiced during each drill:

1. When the alarm sounds, teachers take the attendance clipboard, which has copies of your child’s emergency information forms, and leads the children to the exit.

2. The Director takes the original emergency information forms and does a sweep of the classrooms and bathrooms, closes the doors and gate and, if possible, posts an evacuation notice.

3. Teachers conduct a student count and an attendance count when the children exit
the facility, when the children arrive at the designated meeting place, every 15 minutes while at meeting place, when leaving the meeting place, and when arriving back at the classroom.

LICENSING AND INSPECTIONS
Pinecone Preschool is licensed by the Arizona Department of Health Services. Department of Health Services Child Care licensing and inspection reports are available upon request. Please see the preschool Director.

The Arizona Department of Health Services can be contacted at:

Arizona Department of Health Services
1500 E. Cedar Avenue
Flagstaff, AZ 86004
(928) 774-2702

Additional Contact Information

Pinecone Preschool
3700 N Fanning Dr.
Flagstaff, AZ 86004

Beth Johndrow (Director of School)
School Phone Number:
(928) 526-0072

School Fax Number:
(928) 526-5488

School Email:
pineconepreschool@live.com
Pinecone Preschool on Facebook
PARENT’S SIGNATURE OF UNDERSTANDING

I (we) have read the Parents’ Handbook and understand the policies set forth. I (we) also understand that addendums may be added when necessary, and we will be notified of the changes in writing.

Parent/Guardian Signature

________________________________________

Print Name

________________________________________

Today’s Date

________________________________________