

Family Handbook

2024 - 2025

To be a safe, nurturing and accepting community school where all students are challenged to learn and be prepared for success in kindergarten.

Inspiring Minds. Investing in our Future.



Tempe

Education, Career
and Family Services



TempePRE





Tempe PRE is the City of Tempe's high-quality, full-day preschool program committed to supporting our youngest learners (3, 4 and 5 year olds) and preparing them for kindergarten. Our program is open to all families, with a sliding scale for tuition assistance based on income eligibility for Tempe residents. We offer full tuition and DES payments for interested families, Tempe and non-Tempe residents. In addition, the program has been designated as a Quality First Program that offers a limited number of full scholarships to eligible families who complete a full application and is approved.

WE BELIEVE

- Preschool education is the foundation for future school success.
- Children deserve high-quality learning environments with educated nurturing adults.
- Young children learn through playful, engaging activities that stimulate their thinking.
- Teachers are actively involved in children's daily learning and care.
- Families are a welcome part of the learning environment.
- All participating families will be treated as equals and shown dignity and respect.

TEMPE PRE SCHOOLS

Aguilar Elementary (Extended Care – Kid Zone)

Address	5800 S Forest Ave.	Phone	(480) 897-2544
Office Hours	7:20 a.m. – 3:20 p.m.		
School Hours	M-Th: 8 a.m. - 3 p.m. • F: 8 a.m. - 1:10 p.m.		

Arredondo Elementary (Extended Care – Kid Zone)

Address	1330 E Carson Dr.	Phone	(480) 897-2744
Office Hours	7:20 a.m. - 3:20 p.m.		
School Hours	M-Th: 7:50 a.m.-2:50 p.m. • F: 7:50 a.m.- 1 p.m.		

Carminati Elementary (No Extended Care)

Address	4001 S. McAllister Ave.	Phone	(480) 784-4484
Office Hours	7:20 a.m. - 3:20 p.m.		
School Hours	M-Th: 7:50 a.m. - 2:50 p.m. • F: 7:50 a.m. - 1 p.m.		

Cecil Shamley School (No Extended Care)

Address	1500 N. Scovel St.	Phone	(480) 941-2440
Office Hours	7:20 a.m. – 3:20 p.m.		
School Hours	M-Th: 7:50 a.m. - 2:50 p.m. • F: 7:50 a.m. - 1 p.m.		

Getz School (Extended Care – Kid Zone)

Address	625 W. Cornell Dr.	Phone	(480) 584-6339
Office Hours	8:30 a.m. – 4:30 p.m.		
School Hours	M-Th: 8:30 a.m. - 3:30 p.m. • F: 8:30 a.m. - 1:40 p.m.		

Holdeman (Extended Care – District Staff)

Address	1326 W. 18th St.	Phone	(480) 966-9934
Office Hours	7:20 a.m. – 3:20 p.m.		
School Hours	M-Th: 8 a.m. - 3 p.m. • F: 8 a.m. - 1:10 p.m.		

Thew Elementary (Extended Care – District Staff)

Address	2130 E Howe Ave.	Phone	(480) 894-5574
Office Hours	7:20 a.m. – 3:20 p.m.		
School Hours	M-Th: 7:50 a.m. - 2:50 p.m. • F: 7:50 a.m. - 1 p.m.		

Wood Elementary (Extended Care – Kid Zone)

Address	727 W. Cornell Dr.	Phone	(480) 838-0711
Office Hours	7:20 a.m. – 3:20 p.m.		
School Hours	M-Th: 7:40 a.m. - 2:40 p.m. • F: 7:40 a.m. - 12:50 p.m.		

Extended Care 7 a.m. - 6 p.m. | All sites licensed by Kid Zone.

TEMPE PRE PHILOSOPHY

Tempe PRE is committed to supporting preschool children and their families to work together to provide a positive introduction to the world of learning. Our preschool classrooms are developmental in nature and designed to enhance each child's emerging self-esteem and positive feelings toward learning. Each child is viewed as a unique person with an individual pattern and timing of growth and development.

We are dedicated to providing a preschool that is a safe place for your children to be nurtured and successful. We will provide opportunities for children prior to kindergarten for them to participate in learning and development of verbal skills, language acquisition, motor skills, pre-literacy skills, beginning math concepts, social skills, problem solving skills, and self-confidence.

COLLABORATION WITH TEMPE ELEMENTARY SCHOOL DISTRICT

Tempe PRE partners with the Tempe Elementary School District (TD3) at local elementary schools. Because of these partnerships, every one of our preschool classrooms is part of a secure school community that is well established in the neighborhood and offers school district support systems such as a school nurse, nutrition services and a full administrative staff. This partnership also allows your child to easily transition from preschool to kindergarten at the same school, depending on family preference.



TEMPE PRE GUIDELINES

ENROLLMENT

To enroll in Tempe PRE, you will first complete an application online. DES application required for all families seeking financial assistance (free and half) prior to submitting Tempe PRE application. Applications for financial assistance are pulled from the website each month.

When openings occur, families will be contacted by City of Tempe staff and offered placement in the Tempe PRE program pending the eligibility verification. Enrollment documents will be emailed to you in advance to expedite the process with an invitation to make an appointment.

Monthly Tuition	School Day	Extended Care	Income Eligibility
Full	\$750	\$770	300% + FPL
50%	\$375	\$385	200% - 300% FPL
Free	\$0	\$0	200% or less FPL

2024 Federal Poverty Level for the 48 Contiguous States (Annual Income)		
Persons in Household	200%	300 %
2	\$40,880	\$61,320
3	\$51,640	\$77,460
4	\$62,400	\$93,600
5	\$73,160	\$109,740
6	\$83,920	\$125,880
7	\$94,680	\$142,020
8	\$105,440	\$158,160
Add \$5,380 for each person in house over 8 persons		

2024 Federal Poverty Level for the 48 Contiguous States (Monthly Income)		
Persons in Household	200%	300 %
2	\$3,407	\$5,101
3	\$4,303	\$6,455
4	\$5,200	\$7,800
5	\$6,097	\$9,145
6	\$6,993	\$10,490
7	\$7,890	\$11,835
8	\$8,787	\$13,180
Add \$448.33 for each person in house over 8 persons		

Tempe PRE reserves the right to disenroll for any reason.



TUITION AND FEES

Tempe PRE is an affordable preschool for families and offers financial assistance to those who meet the income eligibility requirements.

- Payments must be made online through the Kid Zone system. An account will be created at the time of registration and instructions will be sent to the email address on file about how to set it up and send payments. Payments can be made with debit or credit cards only.
- A \$50 non-refundable registration fee is due annually for all participants paying full tuition. A \$25 non-refundable registration fee is due for all participants paying half tuition and for non-Tempe residents receiving a DES childcare subsidy or a Quality First Scholarship at the time of registration.
- Tuition is paid one month in advance. Tuition is due on the 1st of every month for the following month's program.
- A \$25 late fee will be assessed for payments received/posted after the 20th of the month. If payment is not received by the end of the month, your child will be withdrawn from the program.
- Late pickup fees will be assessed for any pickup that occurs after the end of the child's individual end time. For a child NOT enrolled in extended care, it is the end of the scheduled school day. For children enrolled in extended care, it is 6 p.m. The site clock determines the pickup time. Families with more than five late pickups per semester will lose their spot in the program or extended care, depending on which has the history of late pickups. Late pickup fees are \$15 for every 15 minutes. This fee must be paid within 5 days of the late fee assessment.
- Weekly camp fee of \$10 for children who are attending the program free of charge or are subsidized by DES or Quality First. This fee needs to be paid by the deadline provide with the camp registration. Tuition-paying families will not be charged a fee as camps are included, but you must complete a registration form before each break. Paying families will not be reimbursed if they decide not to attend camp, or for sick days. Families with 2 late pick ups during camp will be disenrolled from camp.
- Notice of enrollment cancellation must be sent to Tempe PRE staff one week in advance. Refunds will be prorated based on the date of the withdrawal notification.
- Any participant with an outstanding balance will not be able to re-enroll until the balance is paid in full or payment arrangements have been made with Tempe PRE staff. Monies paid are applied to the oldest outstanding balance.
- Payments will NOT be accepted at school sites and school staff will direct families to take any payments directly to the city.



FINANCIAL OPPORTUNITIES

The following funding sources are used to assess family enrollment opportunities:

- City tuition assistance to Tempe residents
- DES funding
- Quality First scholarships
- Head Start
- For Tempe residents who don't qualify for DES, tuition is paid 100% by the city of Tempe if they income qualify.
- For families who qualify for Quality First, tuition is paid 100% by Quality First (if the scholarship is available).
- For Tempe families and DES eligible, DES pays the tuition and the city of Tempe pays copay if any.
- For non-Tempe families and DES eligible, DES pays the tuition and the family pays copay if any.
- For non-Tempe families and not DES eligible, family pays 100%
- Half tuition families who don't qualify for Quality First, or if Quality First scholarships are not available, families pay 50% and the city of Tempe pays 50%.
- City of Tempe staff will verify child's birth certificate and parent identification for all families. Foster or guardian court documents must be provided.

If requesting financial assistance, city of Tempe will also verify:

- DES response (either an acceptance/denial letter)
- Proof of Tempe address (lease, mortgage statement, or most recent utility bill)
- If a family is living at the residence of another individual, an "Affidavit of Shared Residency" form written by homeowner or lease holder must be completed to verify living arrangement.
- Proof of household size (Income Tax, SNAP, or AHCCCS).
- Proof of income (Paychecks –for one month per working adult in the household, SNAP benefits award letter, McKinney Vento letter).
- Self Employed – Self Employed Profit & Loss Form or tax return
- If one parent is not working – complete a "No income declaration" form.





EXTENDED DAY HOURS

Tempe PRE offers extended care to families who require these extra hours due to employment or education requirements. This service is only available to families who meet these qualifications. If needed, you will be required to provide documentation of employment or current school enrollment for all adults who live in the household. Extended care is not guaranteed and is based on availability.

Extended care hours are from 7:00 a.m. until the beginning of school and from the end of school until 6:00 p.m. Extended care during camps ends at 5:30pm. Pickup after 6:00 p.m. or 5:30 for camps will result in late pickup fees being assessed. If your child has more than five late pickups in a semester, you will no longer be eligible for extended care and may be dropped from the entire program. Children with 10 consecutive unexcused absences will be withdrawn from extended care.

To enroll your child in extended care you must provide documentation to Tempe PRE Staff. Your child cannot attend extended care until approved by Tempe PRE Staff.

Work and school do not need to be full time. Night shift hours also qualify parents. If you are in a multi-parent/guardian household, we will verify eligibility for each adult.

Children who are not enrolled in extended care may NOT be left at school after school hours have ended or be dropped off before preschool hours begin regardless of the time your child's school campus opens.

CONNECTING WITH YOUR SCHOOL

Once your child is enrolled, you will be given a Tempe PRE approval letter you will have five business days to enroll at your selected Tempe PRE school site. During summer break, enrollment will be completed at the District Office.

- Tempe PRE staff will e-mail the front office at the appropriate school when your child has been approved for the program.
- Tempe PRE staff will notify Kid Zone staff that your child has been approved for extended care at sites where extended care is provided by Kid Zone and will notify the teachers where extended care is provided by district staff.

Remember, it is your responsibility to become familiar with the school policies and procedures as well as your child's classroom teacher practices. Each school will have a different focus and different ways to communicate with families to make your child's preschool experience successful.

STARTING SCHOOL IN TEMPE PRE

THE DAILY SCHEDULE

All Tempe PRE classrooms are full seven-hour days and will have one early release day each Friday. Tempe PRE classrooms observe all holidays in accordance with the district calendar. A typical classroom schedule will include the following activities throughout the day:

- Classroom Arrival** Teachers will greet students as they arrive and are signed into the classroom, checking in to make sure they connect with your child.
- Greeting and Message Board** Children and adults come together for beginning of the day routines, greeting and information about new items or work areas in the classroom.
- Large Group Time** Children and adults participate in an activity together to establish a sense of community in the classroom. This could be music and movement activities, storytelling or other shared physical activities.
- Plan, Do & Review** During the large group time, children get the opportunity to choose their interest area, what we call their work time. They have choices in engaging in centers that reinforce the early learning standards and concepts being taught. At the end of this work time, the children will gather together again with the teacher to recall their actions and review what they learned.
- Small Group Time** A small consistent group of children meet each day for 15-20 minutes with the same adult where an activity is introduced, and children are given their own set of materials to practice their learning.
- Outside Time** The playground and outside group activities allow children to develop big body skills and engage in social interactive play experiences.
- Bathroom** All children will have the opportunity to use restroom as needed with adult supervision. Some bathrooms are within the classroom and some are located within a close distance. Proper hygiene is taught and monitored.
- Meals & Snacks** Children share breakfast, snacks and lunch together with teachers and use family-style meal service to promote independence. Some schools will have children eat in the classroom and some have children eat in the cafeteria. Meals are not provided during camps.
- Rest Time** Each child has their assigned individual cot and a fitted sheet. All children will rest, and many will sleep during this designated time.





WHAT WILL MY CHILD BE LEARNING?

All Tempe PRE classrooms use a play-based learning program called the HighScope Preschool Curriculum. HighScope allows for structured and unstructured play, experiences connected to student choice and interest. The hallmark of HighScope is the Plan-Do-Review process in which children make and carry out plans, then reflect on their accomplishments. During Plan-Do-Review:

- Children initiate activities that build upon their natural curiosity and excitement about learning.
- Children engage in purposeful activity as they attempt to achieve goals they set for themselves in the planning step.
- They develop self-confidence and increasingly complex thinking and play.

Each classroom has separate areas for reading, writing, dramatic play, block play, art activities, writing, and sand and water play. These areas support your child's development including language, literacy and communication; social and emotional development, mathematics; science and technology; social studies, physical development and health; creative arts; and approaches to learning.

Our Tempe PRE classrooms have a child-centered approach in which teachers and instructional assistants observe and respond to children individually. These adults are always visible in the classroom and the classroom is physically set up to ensure that all children can be seen at all times by the teacher and / or other adults in the classroom. The curriculum and adults' interactions are designed to be responsive to the individual difference in ability and interests of each child. Adult expectations match and respect each child's developing capabilities.

WHAT WILL MY CHILD NEED TO BRING?

For your child's preschool days, they will need to bring:

- A backpack large enough for a file folder (optional, not required).
- A complete change of clothes, in case of accidents or messes, in a bag labeled with their first and last name. This should include a top, bottoms, socks, shoes and underwear.
- A blanket or light cover to be used at naptime to be sent home for washing each Friday.
- Water bottles or lunch containers must be labeled with your child's first and last name to make sure they don't get lost.
- All toys must stay at home to make sure they don't become distractions to our daily learning.

GUIDANCE AND DISCIPLINE POLICY

Staff facilitates the development of self-control in children by designing classroom environments that emphasize routine and consistency. Staff uses positive guidance techniques such as modeling, natural consequences, encouraging expected behavior, redirecting children to a more acceptable activity, direct teaching of appropriate behavior, positive redirection, setting clear limits and instruction in problem solving skills. Staff helps children foster a respect for self, others and property. Children are taught to develop skills to help them make appropriate choices and resolve conflicts.

Staff will not humiliate or frighten the child or use corporal punishment. Discipline will not be associated with eating, napping or toileting and children may not discipline other children.



THE IMPORTANCE OF ATTENDANCE IN SCHOOL SUCCESS

Tempe PRE is intended to provide a high-quality preschool experience to prepare children for kindergarten and school success. Children will get the most out of this program when they are here regularly. Inconsistent attendance is a significant barrier to a child receiving quality early learning experiences.

Children who are on time and attend regularly will form strong relationships with their peers and teachers. Having strong relationships helps children feel secure in their environment and allows them to be able to learn.

- Your child must maintain 85% regular, on-time attendance every month. If you fall below 85% more than two months in a program year, you may lose your tuition assistance.
- If your child has a health condition or your family is experiencing hardship that may impact daily attendance, contact the school and provide support documentation. The school will determine the validity of the excuse according to school policies.
- Chronic late arrivals will also count toward your child's overall absenteeism and may also result in losing your tuition assistance.
- To report an absence for any reason, call the school office and leave a message on the absence line. You must call the school office each day your child is absent.
- Children with 10 consecutive unexcused absences and no call will be withdrawn from the school and the Tempe PRE program. Vacation is considered unexcused and will count against attendance.
- Your child must be signed in and out each day by a designated adult over age 18. We cannot release your child to a person who is not designated on your child's emergency card or to someone under the age of 18, even if that person is a relative.
- Individuals on the emergency card must show identification to safety reasons.





IMPORTANT: If your child is not picked up within 15 minutes of the end of their scheduled pick-up time, teaching staff will call the authorized adult listed on emergency card as first contact and then continue to call all numbers on the child's emergency card until someone is located who can pick the child up. If no one can be reached to pick them up within 30 minutes of the child's scheduled end time, the non-emergency police number will be called. It is up to you make sure all emergency contact information is up-to-date and to arrange for pickup of your child each day.

TRANSPORTATION

It will be up to you to provide transportation for your child in the Tempe PRE program. No bus transportation is provided. We ask that you do NOT put preschool students on the buses used by older students. Please follow and adhere to the drop-off and pickup times.

BREAKFAST, LUNCH, AND SNACKS

Breakfast and lunch are served daily and are available to all children as an important part of the school day. Healthy breakfast, lunch and snacks are a regular part of our day and are free to all enrolled children.

- All families will be asked to complete TD3's free and reduced meal application.

All school district meals meet USDA requirements, and a monthly menu is posted in each classroom. If your child has an allergy to any type of food, please inform the teacher upon your child's enrollment in the program. If your child has a food allergy and you purchase meals from the district, a substitute item can be provided for his/her meal or snack. Please check with your child's classroom teacher regarding allergies ahead of time to make sure there are no restrictions due to food sensitivities or severe allergies from other children.

If you would like to provide food for a celebration of any kind, please check with the teacher regarding allergies and remember that all food MUST be store bought in its original container.

HEALTH POLICIES

Hand washing is a part of the daily routine in the preschool setting to keep everyone healthy. It not only helps children to remain healthy, but it promotes a healthy lifestyle. At a minimum, children wash their hands when they enter every day, after using the restroom and before eating a meal or snack. We appreciate you reinforcing this routine at home to help your children become aware of the importance of good hygiene.

When your child is ill (sore throat, cough, diarrhea, head or stomach aches, head lice, etc.) or has had a fever or vomiting in the past 24 hours, they will not be allowed to remain at school. If your child becomes sick during the day, the staff will bring them to the health office and the nurse (or other designated staff) will care for your child. To make sure your child is comfortable and away from others, they will remain in the health office until an authorized adult arrives to take them home. The school staff will use the information on your child's emergency card to contact someone to pick up the child. It is important that your child be picked up immediately for their health and the health of others. If your child left school with a fever or vomiting, they cannot return to school the following day.

There are specific illnesses that children may be exposed to that require the parents of other children in the class be notified. Those exposures will be posted. We adhere to all Arizona Department of Health Services and state requirements concerning preschool illness. Certain illnesses require exclusion, as per the AZDHS (this list is available upon request).

You will be required to provide verifiable documentation of immunizations required by law. Any immunizations received after school starts will need to be shared with the nurse. If you need help in determining if your child requires immunizations, please contact the school nurse. According to the Arizona Department of Health Services Child Care Licensing, the only exemptions allowed for preschool children are for medical or religious reasons. If your child requires an exemption for either of those reasons, please let the school know so you can fill out the appropriate form.

If your child needs prescription medication, it should be given before or after their preschool day. Should it be necessary for medication to be given to children during the day, the school nurse will hold and dispense the medication to the child. All medications must be in the original prescription container and labeled with an Rx number, prescription name, amount, time and/or frequency of dosage. You must sign an authorization/permission to dispense the medication at school. The nurse will document that medication is to be given including the medication name, amount, time and your child's name. All medicines are kept in either a locked box in the nurse's office or a locked box in a refrigerator in the nurse's office. Only trained staff administer medications. Parents must bring medication to school; medication is not to be transported in backpacks.

If your child has a health condition (such as asthma) that would make high-pollution days a time they should not be playing outdoors, you must provide a doctor's note to the school nurse and your child's teacher and alternate plans will be made for your child on those days.

In case of emergency, the following procedures will be followed:

- Minor injury: Children will receive basic first-aid treatment at school, and a written notification will be sent home with the child to the parents/guardians.
- Other injury: First aid will be administered, and the parent/guardian will be notified by telephone to pick up the child for further care. If parent/guardian cannot be located, a person listed on the emergency card will be called to take the child for further care.
- Life-threatening injury: In case of serious accidents, the paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital or doctor's office by ambulance. Parents/guardians will be notified as quickly as possible.

TOILET TRAINING

Your child must be fully toilet-trained to attend Tempe PRE. Bathrooms are located in all of our programs, either within the classroom or in a close location. All children will have access to these bathrooms as needed and will be accompanied by a member of the teaching staff to ensure safety and hygiene practices are followed.

Children must be able to:

- Tell an adult they have to go potty BEFORE they have to go.
- Pull down their underwear and pants and get them back up without assistance.
- Clean themselves after using the toilet.
- Get on and off the toilet by themselves.
- Postpone going if they must wait for someone who is in the bathroom or if they are outside away from the classroom.
- Attend classes without wearing pull-ups or diapers.
- Use any toilet size.

If your child is unable to use the bathroom without accidents on a regular basis, you may be called to pick them up during the day to avoid multiple classroom disruptions and maintain healthy practices. If your child is not fully toilet-trained, they may not participate in the Tempe PRE program.





ADDRESSING CHALLENGES: HEALTHY KIDS AND HEALTHY BEHAVIORS

Preschoolers are in the process of learning healthy behaviors and how to socialize with their peers, but sometimes challenges can arise in the classroom. Children are expected to follow classroom rules and guidance from staff. Children's behaviors that cannot be handled successfully within the classrooms will result in a family meeting and consideration of the child's placement in Tempe PRE.

INCLUSION SERVICES

Child Find is a process that seeks to identify children 3-5 years old who need special services. School districts serve the needs of children with special needs such as physical, mental, hearing impairments, emotional, or speech and language impairments in a variety of settings. To determine if your child has special needs, ask yourself the following questions. Does your child:

- Have trouble seeing people and objects?
- Have trouble hearing voices or sounds or remain unusually quiet for long periods of time?
- Have difficulty talking and pronouncing words properly?
- Move about with difficulty when crawling, walking or running?
- Does not easily understand others?
- Have trouble playing with other children or getting along with adults?
- Have other special health concerns?

If you answered "yes" to one or more of these questions, contact your child's school and they will direct you to the appropriate support within the school district.

If your child has an Individual Education Plan (IEP), you must notify Tempe PRE prior enrollment. The IEP team will determine if Tempe PRE is a good fit for your child, or if they need a different program. Having an IEP does not mean that your child will receive free tuition as this is based on income eligibility.

COMMUNICATION

Staff is committed to involving parents in the education of their children. You are an integral part of the learning process and a variety of opportunities for parental involvement will be offered throughout the school year.

There are a variety of ways you can communicate with your child's teacher. Always feel comfortable in calling either directly to your child's classroom and leaving a voicemail, e-mailing your teacher and/or calling the office to leave a message. Staff should contact you within 24 hours of receiving your call/e-mail. If you ever want to meet with your child's teacher, simply call to make an appointment. Teachers are always happy to meet with you outside of class time, so it does not interrupt the learning for other children. Tempe PRE utilizes email as our main form of communication, so it is imperative that you keep your email address up to date with Tempe PRE and notify them of any changes. It is also important that you check your email on a regular basis for important information from Tempe PRE staff.

Tempe PRE staff and our families are partners in providing experiences that will assist all children in achieving their potential and regular, open communication is a key element in this process.

We like to share stories of our program on social media so all families will be asked to sign photo release permission forms allowing us to take photos or videos of your child. This includes individual pictures, group pictures, pictures for the school newsletter or classroom newsletter, and videos made throughout the day. That permission may be revoked at any time. If permission is revoked at a later date, you will be asked to sign a new form indicating that decision.





ADDITIONAL INFORMATION

As a Tempe PRE family we ask that you:

- Have high expectations for your child and praise their accomplishments.
- Have your child attend on a daily basis as developing skills need to be reinforced every day. The period of time between birth and age 5 is when the fastest and most critical learning occurs. Daily attendance is an excellent preparation for kindergarten, and it shows your child that school is important.
- Be prompt at arrival and dismissal. It is important that your child know he or she will be picked up or met promptly at the end of the school day. Some children become anxious or are traumatized when expecting to be picked up and no one comes for them. We understand that occasionally you may be delayed picking up your child due to unforeseen circumstances and ask that you notify your child's teacher when this happens. Please remember that teachers have other responsibilities at the end of each school session.
- Keep informed of what is happening on campus and in your child's classroom by reading all information that is sent and / or provided to you.
- Some children will be anxious and may even cry when left at school. RELAX! Your tension makes the child's reluctance even stronger. Let the teacher welcome your child and draw them into class activities while you head on your way. They will watch your child's adjustment to school and to the other children and will notify you if any unusual difficulties arise.
- Please let us know of any changes in the family such as death, illness, divorce, separation, company in the home, or if the child is on any medication. This helps us anticipate any potential sudden changes in behavior and provide appropriate supports to your child in the classroom.
- Please feel free to approach the teacher with any concerns you may have about your child's preschool experience.
- We encourage open communication between families, parents, teachers and schools at all times. Questions concerning the policies and procedures may be directed to the school principal or with Tempe PRE staff.
- Provide a home environment that supports and encourages learning and promotes a positive attitude toward school.
- Spend time at home reading, playing or talking with your child each day.

OTHER IMPORTANT INFORMATION

- Pesticides
The Tempe PRE Program will provide written pesticide information, upon parent's request, at least 48 hours before a pesticide application occurs on premises.
- Field Trips
Tempe PRE does not provide field trips during the school year on a regular basis. If an opportunity does arise for a child to participate in a field trip, the parent/guardian will be notified in advance and written permission will be required prior to a child's participation in the field trip. Contracted school buses will be used to transport participants to off-site field trips that are not within walking distance. An additional fee may be required for these field trips.
- Insurance Statement
The City of Tempe and/or the Tempe Elementary School District do not provide medical or accident insurance. Tempe PRE meets current state standards for liability insurance. Documentation of the liability insurance coverage is available for review on the facility premises.
- Access to Premises
Parents have the right to access the premises where children are receiving services.



All Tempe PRE classrooms are licensed by the Arizona Department of Health Services (AZDHS). Any questions or concerns you may have about our program or any other childcare licensed facility may be addressed to:

Arizona Department of Health Services Division of Assurance and Licensure Services
Bureau of Health and Child Care Review Services Office of Child Care Licensure

DHS Inspection reports are available upon request

150 North 18th Ave., Suite 400
Phoenix, AZ 85020-4610
(602) 364-2539 (800) 615-8555 (602) 861-0674 - FAX



**To be a safe, nurturing and accepting community school
where all students are challenged to learn
and be prepared for success in kindergarten.**

Inspiring Minds. Investing in our Future.