



CATALINA HILLS
PRESCHOOL & KINDERGARTEN

PARENT HANDBOOK

MISSION

Catalina Hills provides the community with a loving, positive and engaging environment to encourage physical, emotional, social and intellectual development of young children. Our quality whole child learning experience encourages children to grow, explore, experience and learn. Our low child- to -teacher ratios and small class sizes will provide the teachers quality time with each student. Catalina Hills will provide a strong foundation for future academic success for each child attending. Catalina Hills provides care for ages 1-6 years of age.



MEET THE DIRECTOR

I graduated from Clemson University with a B.A. in Early Childhood Education. While raising my two sons, I earned a master's degree in Curriculum and Instruction at the University of Phoenix. I have over 12 years of experience as a preschool teacher and have taught kindergarten at Manzanita Elementary School.

*My husband is a practicing dermatologist in the area and I have two sons - one attending ASU and the other Baylor University. I am very passionate about the education and happiness of all children. I have always been dedicated to bringing enthusiasm to the classroom, and that dedication will make Catalina Hills Preschool and Kindergarten the best early childhood learning center in Tucson. - **Kate Schwartz, Owner & Director***

MEET THE STAFF

Jennifer Landis
Assistant Director

Christie Stage
Jackrabbits Young

Hayley Branch
Floater

Renate Combs
Assistant Director

Megan Roberts
Jackrabbits Old

Keyla Barrera
Floater

Susana Arriaga
Quails

Gina Meislin
Javelinas

Shawna Melnick
IT

Anneliese Herwig
Quails

Leann Fault
Kinder

Shanay Wade
Marketing & Communications

Rita Provencio
Roadrunners

Eliana Combs
Enrichment

Lorraine Andrade
Spanish

Allyson Bailey
Roadrunners

Sophia Matte
Floater

Cynthia Margolis
Yoga

Trisha Adcock
Roadrunner

Torie Chiamonte
Floater

Mary
Music

Catalina Hills Preschool and Kindergarten is regulated by the Arizona Department of Health Services.

SCHOOLWIDE POLICIES

This handbook is intended to familiarize families with the current Catalina Hills Preschool and Kindergarten policies and procedures. The director may, at any time, review and revise school policies as deemed appropriate.

The staff at Catalina Hills are committed to providing a safe, and fun setting for your child's learning experiences.

We promise to:

- Follow the standards outlined in this handbook.
- Listen to the questions, comments and concerns that you may have and set up confidential meetings if you desire. *Meetings can be scheduled with teachers privately through email.*
- Share information with families about difficulties and successes.
- Inform you of any illness or accident
- Provide newsletters, announcements, and calendars to inform you of classroom events and themes.
- Provide families with ongoing developmental assessment progress.
- Provide staff training and planning in order to provide the best quality education for your child.

SCHOOL HOURS AND OPERATION

- School Hours are from 7:30 to 4:00pm Monday-Friday. Summer hours may vary. School begins promptly at 8:30 AM. Tardiness is stressful for your child or children. This can also cause stress for the other children in class. Lessons and fun begin, and tardiness can interrupt the class.
- If you have an emergency delay and you are going to be late picking up your child, please call the school before closing time. You must designate two different contact numbers on your blue emergency card for reasons like this and others should we not be able to reach you. If you are late picking up your child at the end of school 1pm for 1,2's and 3's. 2:00 for Kindergarten. Or 4:00 for the Owl's program. Late fees will apply.

CHILD GUIDANCE

Catalina Hills has high expectations for our students. We feel that through building relationships with the students, having clear requests and expectation and redirecting students to make acceptable choices. When children misbehave it applies to all ages, we speak to them about alternative behaviors and empathetic responses. We will guide students in taking personal responsibility and developing decision-making skills that will help them be successful throughout the school year and in the future. Children are encouraged to solve problems that may arise throughout the day. Occasionally, a child may be redirected to another area of the classroom to help him or her to make a better choice. If the child remains uncooperative and disruptive, we will call you to come and take the student home. We will try again the next day. Excessive occurrences or degrees of inappropriate behavior are reported to the parents. At his time, a parent conference will be scheduled with the teachers and director, and a behavior modification plan will be setup. If a child breaks toys and or furniture the parents maybe requested to pay for or replace item. If Catalina Hills feels that a child endangers staff or students or damages the facility that student may be dismissed from Catalina Hills.

Catalina Hills has the right to dismiss a child or children at any time, the staff will contact the parents and a dismissal plan will be set up.

REGISTRATION + ENROLLMENT

- We do require full tuition to hold a spot when there is a waitlist for a specific class. While it's best for a child to begin in August, we do make exceptions for a child to begin mid-year as long as there is availability in class.
- All information must be complete, all documents must be uploaded and the registration fee must be paid for your child's registration to be processed and ready to start.
- After registration is paid, a billing agreement will be sent through email for tuition where you can choose your payment plan and payment options.

BRIGHTWHEEL

Catalina Hills is partnered with Brightwheel, an admissions and tuition management company for private schools.

- There is an initial application process where parents will provide basic information about their child and their interest in Catalina Hills Programs.
- We will process the information, if there is availability for the requested program and days, we will accept it followed with an email or phone call.
- A follow-up email will be sent to complete the process through Brightwheel.

TUITION + WITHDRAWAL

- Monthly tuition is billed each month beginning in August through May.
- Payments do not change in months when there are school holidays, vacations, or in-services.
- A late charge of \$35.00 will be added to the tuition for the current month if not paid by the first 10 working days of the month. Tuition payment for August is non-refundable.
- Catalina Hills families must use the tuition options provided.
- A 30 day notice must be given by parents to withdraw their child. Advance tuition payments in excess for the following month will be refunded. If immediate withdrawal is desired, the monthly payment is still required.

EXTENDED CARE + DAILY DROP-IN

- There is an Early Bird program beginning at 7:30 am until school starts at 8:30am. This program is 5.00 per half hour. Reservations are required.
- Owls program is our after-school program running from 1-4pm. This program is \$10.00 per hour. Reservations are required.
- Drop-in care for registered students is available when space is available. If you would like your child to attend on an unscheduled day, please contact your child's teacher via email and copy the assistant director for space, availability and approval.
- The daily drop-in rate is \$40.00. This fee does not include the early bird program or the Owls program. If drop-in is available and approved the drop-in rate will be reflected in your extended care billing for the week.

DAILY SIGN IN AND OUT

- Following state regulations, a tablet is provided in each classroom for the purpose of signing your child in and out each day.
- Your first initial and full last name are required for signing in and out to comply with state regulations.

TRANSPORTATION + ON CAMPUS FIELD TRIPS

- Catalina Hills does not provide transportation to and from campus. Parents/guardians are responsible for dropping off and picking up their children. The school will be closed for a variety of in-service and vacation days. A yearly calendar will be available outlining these specific days.
- Throughout the year there are several on-campus field trips. Field trip permission forms must be signed for pre-school students to participate.

PICK UP + DROP OFF CHANGES

- Please notify your child's teacher in writing when someone new is picking up and verify with the office that the person is listed on the authorized pick up form.
- Identification must be shown to the staff in the school office before your child is signed out by a new person.
- We DO NOT accept phone calls from parents in which verbal authorization is given for a child to go home with another person WHO IS NOT LISTED ON YOUR AUTHORIZED PICK UP FORM.

PARENTS

- Parents are invited to participate in our programs as they are able. Please plan to attend any and all of the planned activities throughout the school year. These are not mandatory but are wonderful opportunities to meet your child's friends and their families. Catalina Hills parents have access to their areas on facility premises where the enrolled child or children are receiving child care services.
- Communication because it is so important that we communicate with our families well and often, Catalina Hills sends important messages, information and classroom events to you via email. Our monthly newsletter and announcements etc. Parent/teacher visits are scheduled through the teacher, but please feel free to ask questions and check in with your child's teacher at any time. If you ever feel that the communication is not as frequent or as detailed as you would like, please see the director, so that additional arrangements can be made. All parent comments and suggestions are valued.
- Parents have the responsibility of reading the information regarding the school and our programs, checking the parent boards daily, and other forms of communication.
- Share information about your child with staff members
- Pay tuition fees using payment options
- All parents will be treated with respect and concerns/issues discussed confidentially.
- Call or email the school when their child will be absent.
- Sign their child in and out each school day

CLASSROOM VOLUNTEERS

Parents are encouraged to participate in the classroom with their child, pending the approval of your child's teacher. The staff welcomes your participation and support, once the children are settled into the school routine. Volunteers are especially requested for special event days throughout the year. Volunteers need to sign in and out of the office and wear a special visitor badge when on campus. Teachers will each oversee volunteer days and times and will let parents know if and when this is a possibility in their classroom.

BIRTHDAYS

- Birthdays are observed in each classroom with class birthday traditions.
- Each child is recognized in a special way in the classroom.
- Please talk to the teacher about arrangements for your child's birthday celebration.
- If you wish to bring a treat for the class, items need to be store-bought and brought in original packaging to comply with state guidelines.
- We encourage parents to come and spend some special time with their child, reading their child's favorite book to class and sharing in the special treat.

MEALS

- Children will bring a snack each day. We encourage parents to send healthy, low sugar snacks.
- Please provide a labeled water bottle filled with WATER only each day.
- Lunch time is determined by the classroom teacher and can change due to extracurricular activities.
- If your child is staying for lunch, please provide healthy lunch items.
- Pack an ice pack in the lunch box if items are to be kept cold.
- Please label your child's lunch box.
- Please take-home lunch boxes at the end of each school day.

FOOD ALLERGIES

- Because of allergies Catalina Hills does not allow children to share their food with others.
- Please be sure to clearly communicate to the teacher/staff if any food allergies.
- If, at any time a child enrolls with a diagnosed nut allergy, the nut allergy policy will change and will be effective immediately.

DRESS CODE

- Play clothes that your child can fasten on their own are best for school. Easy on easy off items are best. Please allow your child to wear clothes they can get messy in. Label all belongings. An extra change of clothing will be kept at school in case a change is necessary. The soiled items will be placed in a zip lock and given to you at pick up.
- Shoes must be worn at all times. Shoes that are to be worn at school are closed toed shoes. Crocs are acceptable. Please no Flip flops. Shoes with slippery soles are not permitted. If we observe that your child's shoes limit their play, we will ask that your child not wear the shoe to school.

SUN SAFETY + INSECT REPELLENT

- Please apply sunscreen to your child prior to sending them to school. Please note that staff can not apply sunscreen due to state law. Children are encouraged to bring a hat with a brim that they can keep in their cubby. Please label with the child's first and last name.
- Please apply insect repellent prior to sending your child to school.
- In the event pesticides on campus are deemed necessary, notification will be posted at the office information board. Notification will be posted 48 hours in advance of any application. Notices will state day and time of the application. Further information will be available in the office upon request.

TOYS

Favorite items and toys should only be brought to school when it is for a shared opportunity instructed by your teacher. Please keep superhero toys, ropes, weapons at home.

EMERGENCY PROCEDURES

Catalina Hills staff is trained in CPR and First Aid. We will help with minor cuts and bruises but, if we suspect a child needs to be taken to the doctor, we will get the emergency contacts and call the 1st one listed until we get ahold of someone. (If there is an emergency, we will call 911 first and then the parents). Please contact us if you have any changes throughout the school year. In the event of a building safety issue, such as a fire, the teachers will evacuate the children following the escape route or alternate route as indicated on the building map. Maps are posted in all classrooms and office. Fire drills are held monthly. In the case of an emergency lockdown, all doors to the classrooms and office will be locked. Children will remain in the classrooms with doors locked. No one will be allowed in the building until the police clear the lockdown. Catalina Hills has a robust crisis plan with further information.

ABUSE + NEGLECT

In accordance with the Arizona State Law, the staff at Catalina Hills Preschool and Kindergarten must report suspicion of any form of child abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. Our foremost responsibility is to ensure the safety of your child.

NOTICE OF NONDISCRIMINATORY POLICY

Catalina Hills Preschool and Kindergarten LLC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Catalina Hills does not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions policies, or any school-administered program.

INSURANCE

Arizona state law requires that licensed preschools carry general liability insurance. Please see the front office for more information

TODDLER POLICIES

DIAPERING

Please provide commercially available disposable diapers/pull ups, wipes and ointment, if your child requires it. Diapers are checked often throughout the day, at least every two hours and after naptime. The changing area is cleaned and sanitized after each child's diaper is changed. Teachers and staff will wash their hands after each diaper change. We ask that your child not arrive at school in a soiled diaper. Please ask if you have any questions.

POTTY TRAINING

The toddler's teachers are happy to help with your child's transition from diapers to the potty. If we see your child become interested in potty training during their school experience, we will highly recommend and discuss with the parents that we begin the process. This is an exciting time for your child because they are becoming more independent. Through this transition, due to the amount of time it takes to clean up from a potty accident, that children continue to wear pull-ups or diapers to school until they have used the potty successfully for a full week at home and at school.

BOTTLES + WATER BOTTLES + SIPPY CUPS

- Bottles of milk are allowed but not recommended. If a bottle is sent in, it must be labeled with name and the date.
- We ask that each toddler bring in a reusable water bottle to school everyday. Please take and return to school each day with the bottle cleaned and refilled. Please fill with only water

PACIFIERS

If your child is still using a pacifier we will help with your child's transition. When the child is done with the pacifier it will be left in your child's cubby.

BITING

We all understand and accept that when toddlers are in groups, biting is unfortunately not unexpected. When a biting incident occur, we take it very seriously and try to find the reason why the child is biting and try to extinguish the behavior as quickly as possible. Here is how Catalina Hills will handle the situation:

1. We will maintain a structured, well-planned environment
2. Staff will provide plenty of positive attention for appropriate behavior
3. Staff will stay close to the children so that we can intervene early before a situation escalates.
4. We will try to divert the child from biting and remove him/her from the area if necessary.
5. We will notify both sets of parents about the incident and while respecting privacy convey what happened.

Children who bite repeatedly present risk to themselves and others. In these cases, we will meet with the parents and discuss further. The child will be disenrolled if we see no progress.

NAP TIME

A rest time is required by state regulations for all children staying for more than 8 hours. Our program also requires toddler aged children to rest or nap. Nap time is from 1:30-3:30pm. Each child who takes a nap will need to bring: small blanket, small pillow and fitted crib sheet or a nap mat, labeled Catalina Hills Preschool bag. A child may bring a small stuffed toy or lovey they normally take to bed. Please mark these items with child's name. The bedding needs to be taken home at the end of each week washed and returned to school on Monday.

ILLNESS, MEDICATION, INJURY + ABSENTEEISM

ILLNESS POLICY

Catalina Hills Preschool and Kindergarten reserves the right to temporarily deny any child admittance to school for reasons of obvious illness or to request early departure, should symptoms become apparent during the course of the day. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school.

ABSENCES

If your child is ill or won't be attending. Please notify the preschool via phone (520) 529-5617. If we do not hear from you, we will contact you.

WHEN A CHILD MAY NOT ATTEND SCHOOL

- **Fever:** Children will be sent home if their temp is higher than 100.4 or higher and must stay home until child is fever free for at least 73 hours without the use of fever reducing medication.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from a doctor.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be discharge from and irritation to their eye (s). Before returning to school they will need from their doctor.
- **Diarrhea:** Children will be sent home if they have two or more loose bowel movements in one day. They will need to stay at home and be diarrhea free for at least 24 hours.
- **Vomiting:** Children will be sent home if they vomit and must be symptom free with no vomiting for at least 24 hours.
- **Lice:** Children with head lice will be sent home from school immediately. Parents will need to treat the head lice before coming back to school. The child will be checked by a staff member before they reenter Catalina Hills.

MEDICATIONS

Medications, both prescription and over the counter are rarely given at school; there are exceptions made for special or serious problems when it is deemed necessary by the physician. Parents are urged to work out a schedule of giving medication at home, outside of school hours.

If medication is to be administered at school, all of the following conditions must be met:

- Signed request from a licensed physician specified the condition for which the medication is to be given, the name, dosage, side effect and specific instructions for emergency treatment must be on file at school. School staff is not authorized to determine when an "as needed" medication is to be given.
- Specific instructions must be provided
- A signed request from parent/guardian must be on file at school.
- Medication must be in your child's original, labeled pharmacy container written in English.
- All liquid medication must be accompanied by an appropriate measuring device.
- A separate form is required for each medication.
- Medications must be stored in a locked box (refrigerated medications) or in a cabinet if not refrigerated. Medication authorization form must always remain with the medication. Unused medication must be immediately returned to the family Catalina hills will not store.

