Welcome to the Bear Room at Ocotillo Early Childhood Center.  Classroom policies and procedures are outlined below. These policies reflect district guidelines, and can be found in the preschool handbook.

**Staff Information:**

***Classroom Teacher***:  Felicia Robinson Ext. 3631

***Instructional Assistants: Fabiola Reyes & Zenith Cota***

***Room*** #25

***Preschool Director***:  Paul Ohm Ext. 3673

***Preschool Secretary***:  Sylvia Mendoza Ext. 3670

***Preschool Nurse***:  Ext. Ingrid Leung Ext. 3611

***Speech Language Pathologist***: Gail Hallet

***Physical Therapist*:** Michelle Curcio

***Occupational Therapist*:** Michelle Bradshaw

***Preschool Curriculum:***The preschool curriculum is developed and implemented based on the Arizona Early Learning Standards using The Creative Curriculum.

These standards can be viewed at the Arizona Department of Education website [**www.ade.state.az.us/earlychildhood/downloads/EarlyLearningStandards.pdf**](http://www.ade.state.az.us/earlychildhood/downloads/EarlyLearningStandards.pdf).  The Creative Curriculum identifies the knowledge, skills, and concepts important for preschool children to acquire in each content area: literacy, math, science, social studies, the arts, and technology.  Interest areas are used to offer many opportunities for children to explore, discover, and learn academic content and apply skills.

***Transportation Information:*** Students must be signed in and out of the program each day.  Classroom staff can assume responsibility for signing each child in and out of the program if the designated form has been completed by a parent or guardian and is on file.  Students will be escorted to their assigned bus by a staff member unless we are notified by a parent. Children are only released to authorized adults. Photo identification may be required to release a child to an adult unknown by staff members.

***Early Dismissal of Student***:  Child must be signed out from the program by the preschool office.  If the child is being picked up by anyone other than their parent; photo ID is required and the individual’s name must be on the designated release form on file.

***Meals:*** Breakfast and lunch are provided by the Ocotillo cafeteria staff following federal meal program guidelines.  A federal lunch application should be completed for each family to determine the cost of school lunch for your family.

***Parent/Teacher Communication:***Classroom staff members are available to talk with parents before and after classes.  You may call directly into the classroom at 545-3631 and leave a voicemail message. If you need to talk with sometime immediately, you can call the preschool office at 545-3670.  Classroom calendars and cafeteria lunch menus are sent home at the beginning of each month. A newsletter is sent home at the beginning of each new learning theme. Folders are sent home daily, with at least a weekly note from school.    Please return the folder to school each day as we will check for communication notes.

***Student Supplies:***Your child will benefit from having an appropriate sized backpack at school daily.  To ensure your child’s comfort at school, please send a complete change of clothing that is to remain at school during the school year, as well as at least 2 diapers or training underwear per day if needed.  Please label all times.

***Student Illness/Injury***:  In case of injury or illness, standard first aide procedures will be followed.  Classroom staff is CPR and first aid certified. The staff nurse or classroom staff will document all accidents after care has been administered.  Parents will be notified by note or phone. Parents will be called in case of an emergency. Refer to the preschool handbook concerning health concerns and illness.

***Discipline***:  Discipline policies at Ocotillo Preschool follow district guidelines and Conscious Discipline.  Children are encouraged to learn to resolve problems through communication. Classroom staff members facilitate a positive learning environment and on task behavior by using positive reinforcement and modeling appropriate interaction.  If inappropriate behaviors occur, the following guidelines are implemented:

***1st Offense***:  Verbal warning, cite appropriate desired behavior.

***2nd Offense***:  Verbal warning, cite appropriate behavior, warn of Time-Out consequence for repeated behavior.

***3rd Offense***:  1 minute of Time Out for each year of age.

Continued Offense may warrant a behavior management plan.

***Parent Volunteers:***Parents are encouraged to be an active part of their child’s learning.  Parents are welcome to volunteer in the classroom starting the first week of September in order to give the children time to learn classroom routines.  If you are not available to volunteer in the classroom, you can assist by completing learning activities at home, or by providing occasional supplies, or helping during party days.  Any assistance is valued and encouraged.

**Thank you for your support this school year.**

**Felicia Robinson**