

# **Saddle Mountain Preschool**

38201 W. Indian School Road  
Tonopah, AZ 85354

## Preschool Handbook/Statement of Services

**Director: Mrs. Deeana Arrowood**

**Contact Information: e-mail: [Deeana.Arrowood@smusd90.org](mailto:Deeana.Arrowood@smusd90.org)**

**Phone: 623-474-5108**

**Person designated to act on behalf of Director: Rae Hunt**

1. **Description of Services:** Saddle Mountain Preschool is a special needs preschool. It services students who reside within the Saddle Mountain Unified School District who qualify for special education preschool services. There is no charge for special needs students to attend. Special needs students are provided with free bus transportation. The Saddle Mountain Preschool is licensed to provide part-day care for children who are from 3 – 5 years of age. The preschool accepts role model students. Role model students will be charged tuition of \$150.00 per month. Role model students need to have their own transportation to and from school.

2. **Hours of Operation:** Preschool is held three days a week, Tuesday, Wednesday, and Thursday throughout the school year. There are three sessions. Session 1 is from 7:45 A.M. – 9:50 A.M.; Session 2 is from 9:55 A.M. – 12:00 P.M.; Session 3 is from 12:40 P.M. - 2:45 P.M.

3. **Address:** 38201 W. Indian School Road, Tonopah, AZ 85354

Phone: 623-474-5575 or 623-474-5108

4. **Enrollment and Disenrollment Procedures:** To enroll a child in the Saddle Mountain Preschool it is necessary to contact the special education secretary, Mrs. Diane Gonzalez, (phone 623-474-5112) to schedule a screening. It is necessary to have a current vision and hearing report before scheduling a screening.

- If the child fails the special education screening, then he/she will be given a Comprehensive Developmental Assessment to determine eligibility for special education preschool services.
- If the child transfers from Arizona Early Intervention Services, then he/she will have a record review for the special education team to determine eligibility for special education preschool services.
- If the child passes the screening, then the parents and the special education team will determine if the child could be a role model for the preschool.

Both special needs students and role model students need to fill out the necessary paperwork for admission through the school's registrar. **Students need current immunization records and emergency contact information for admission.**

Both special needs students and role model students may be disenrolled by a parent at any time.

**5. Charges, Fees, and Payment Requirements for Child Care Services:**

There is no charge to enroll a child who qualifies for special education preschool services in the Saddle Mountain Preschool. A tuition fee of \$150.00 per month will be charged for role model children. Payments must be received at the District Office on or before the first of each month. If tuition has not been paid by the 15<sup>th</sup> of the month, the student will be un-enrolled. Please make checks payable to Saddle Mountain School District.

Breakfast is provided free of charge to all Session 1 students. Lunch is provided free for Session 2 and Session 3 students. Students are allowed to bring lunches from home.

**6. Child Admission and Release Requirements:** Children riding on the special needs bus will be signed in and out by the teacher/paraprofessional that receives them from or takes them to the bus. Children whose parents/caretakers provide transportation must be signed in and out by that parent/caretaker. Children must be signed in and out any time they are taken from the preschool classroom to another location on campus, such as to the therapy rooms or nurse's office, by the staff member who will accompany them. Children will only be released to individuals listed on their emergency forms unless parents have made special arrangements with the teacher.

**7. Age-appropriate Discipline Guidelines and Methods:** Age-appropriate discipline guidelines and methods will be utilized. Discipline will include time-out for no longer than 3 minutes and/or positive reinforcement. The following will NOT be allowed for discipline (R 9-5-510): corporal punishment, abusive language, food, naps, sleep, toileting, medication, mechanical restraint, humiliation or fear.

**8. Transportation Procedures:** Special needs busses will be available for special needs preschool students. The bus will pick up the student at a designated bus stop in front of the house and return him/her after school (curb to curb). No child will be left at a house where a parent or adult is not available. Busses will not be available for role model students.

**9. Field Trip Requirements and Procedures:** The preschool class will not go on any off-campus field trips.

**10. Responsibilities and Participation of Parents in Facility Activities:** The preschool has an open-door policy regarding parent volunteers and participation. Parents must sign in at the school front office to visit the classroom. Parents must also sign in at the preschool classroom. Parents are required to communicate any changes regarding emergency contacts or other pertinent safety/health information in a timely manner.

**11. General Description of Activities and Programs:**

**Class Activities:** Each day will consist of meal time, circle time, academic skill practice, fine motor skill practice, free-choice learning centers, craft activities, story and song time, and gross motor activities.

**Programs:** Speech Therapy, Physical Therapy, Occupational Therapy, Vision Services, and Hearing Services will be available to special education students who qualify for these services.

Meals: Meals will be served in the dining area of the therapy room. Part of the focus of meal time will be developing appropriate table manners, learning how to use utensils and other table items correctly, and practicing conversational skills.

12. **Liability Insurance:** Saddle Mountain Unified School District No. 90 carries appropriate liability insurance as required by R9-5-308. The preschool is covered by this liability insurance, which is through Arizona School Risk Retention Trust, Inc. Documentation of the liability insurance coverage is available for review on the facility premises upon request.

13. **Medication Administration Procedures:** All medications (unless otherwise arranged) will be kept in the school nurse's office and administered by the nurse. A medication consent form must be completed by a parent before medication can be dispensed to a child.

14. **Accident and Emergency Procedures:** In case of an accident or emergency, parents will be notified immediately. The school nurse will also be notified and she will determine if 911 needs to be called. The preschool follows school emergency procedures and will participate in school-wide fire drills, bus evacuation drills, lock down drills, etc. Logs will be kept to record the dates of these drills.

15. **Inspection Reports:** Inspection reports are available on-site upon request.

16. **Regulation of Facilities:** The Saddle Mountain Preschool is regulated by:

Arizona Department of Health Services

150 North 18<sup>th</sup> Avenue, Suite 400

Phoenix, AZ 85007

Phone: (602) 364-2539

17. **Notification of Pesticide Application:** Parents will be notified by a flyer sent home in the students' backpacks at least 48 hours before a pesticide is applied on the facility's premises.

18. **Parents Access to Facility Premises:** Parents are always welcome to any area of the premises where the parent's enrolled child is receiving child care services. Parents are required to report to the school office and sign in at both the office and the preschool classroom.