

# S.P.U.S.D. Preschool Education Program

## Program Description

To meet the needs of our growing community, the Preschool Education Program is offering Pre-Kindergarten classes open to children turning age 4 or older by November 1, 2011. This is a 10-month program open primarily to South Pasadena residents and will essentially follow the elementary school calendar.

### Application Process:

Families with fully potty-trained children, who will be at least 4 years old by November 1, 2011, will have the opportunity to apply for placement in the Pre-Kindergarten class. Interested families are invited to attend a **Parent Information Meeting on February 23, 2011**. At the conclusion of this meeting, application forms will be distributed to all families in attendance. Completed application forms along with a \$50.00 non-refundable application fee **must be mailed** via the United States Postal Service to the Preschool Education Program Director's office. Priority placement will be given to younger siblings of currently enrolled S.P.U.S.D. elementary students who reside in South Pasadena.

The first 90 applications **received by mail** that meet the above qualifications will be admitted into the program. A waiting list will then be formed out of the remaining applicants. Interested non-residents who have mailed an application form with the \$50.00 non-refundable application fee will be placed into a Pre-Kindergarten class once all residents have been placed and space is still available.

Once applicants have been notified of their acceptance, a detailed Registration Packet and Admissions Agreement will be sent home. This Registration Packet and Admissions Agreement will include all paperwork necessary to verify South Pasadena residency (if applicable), health information, immunization records, etc. The completed Registration Packet and signed Admissions Agreement, along with a \$50.00 non-refundable enrollment fee, will be returned to the Preschool Education Program Director's office. The Director will then process all the registration information.

### Hours of Operation and Tuition:

Morning Pre-Kindergarten classes at Arroyo Vista and Monterey Hills will be held 5 days a week from 8:30 a.m. to 11:30 a.m. The morning Pre-Kindergarten class at Marengo will be held 5 days a week from 8:00 a.m. to 11:00 a.m. The Afternoon Pre-Kindergarten class at Marengo will be held Monday through Thursday from 11:30 a.m. to 2:30 p.m. The Extended Pre-Kindergarten class at Monterey Hills will be held 5 days a week from 8:30 a.m. to 2:30 p.m. Space is limited in all our classes to 15 children per class.

Morning Pre-Kindergarten tuition for the 2011-2012 school year will be \$490.00/month per student for 10 months. Afternoon Pre-Kindergarten tuition for the 2011-2012 school year will be \$392.00/month per student for 10 months. Extended Pre-Kindergarten tuition for the 2011-2012 school year will be \$680.00/month per student for 10 months.

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## **Entering and Exiting the School Sites:**

The Pre-Kindergarten class will use the Extended Day classroom at Arroyo Vista and Monterey Hills Elementary Schools. At Marengo Elementary School, the Pre-Kindergarten class will use the newly created Preschool classroom adjacent to the Kindercare room. Pre-Kindergarten students will enter the Marengo School campus from Stratford Avenue, the Arroyo Vista School campus from Hawthorne Street, and the Monterey Hills campus from Via Del Rey. Students will line up on the sidewalk with their parents/guardians each morning outside of the “Preschool Education Program” gate.

The Pre-Kindergarten assistant will open the gate at 8:30 a.m. for the morning class at Arroyo Vista and Monterey Hills and 8:00 a.m. for the morning class at Marengo. The afternoon class at Marengo will have its gate open at 11:30 a.m. At that time, parents/guardians will walk their children to the classroom and sign their children in. The assistant will lock the gate after all the parents/guardians have left the classroom and campus.

Upon dismissal at either 11:00 a.m. for the Morning Marengo class, 11:30 a.m. for the Arroyo Vista and Monterey Hills morning classes, or 2:30 p.m. for the Afternoon Marengo class and the Monterey Hills Extended Preschool class, the assistant will unlock the gate to allow parents onto the campus to pick up their children. Students will be released to their parents/guardians after the signing out procedure has been completed. The teacher and/or assistant will lock the gate once all the students have been picked up. A full signature for signing in and out each student, as well as the time of signing, are required by state licensing.

## **Arriving Late or Leaving Early:**

If you arrive to preschool after school has started or if you need to leave preschool early, please enter each school site through its main entrance. At Arroyo Vista, please walk through the main front door on El Centro Street. At Marengo, please walk through the main front door on Marengo Avenue. And at Monterey Hills, please check in with the main office.

## **Clothing:**

Children should come to school in comfortable, washable play clothing that is okay to get messy with paint, glue, sand or water. Clothing may not be a distraction to other children or the learning environment and must promote safety. In accordance with South Pasadena Unified School District policy, the following is not permitted at school:

- Any shoe that is not rubber soled; or shoes with wheels built into the soles;
- Open-toe, open-heel or over 1” high-heel shoes;
- Tops that expose the midriff and/or have spaghetti straps;
- Any shirt that displays inappropriate language or graphics or displays a logo or reference to tobacco, alcohol, drugs, sex or violence;
- Excessively baggy clothing that inhibits physical activities;
- Cut, colored or dyed hair that distracts from the education process.

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## **Field Trips:**

On occasion, classes may go on field trips to the fire station, police station, post office, grocery store, public library or other local community/business establishments. A S.P.U.S.D. Field Trip Permission Form will always be sent home in advance in order for your child to participate. Children will be allowed to participate unless the Director's office has received a signed permission form.

## **Food Service Provisions:**

Snack for the Morning Pre-Kindergarten class will be served at approximately 10:00 each morning, and at approximately 12:45 p.m. for the Afternoon Pre-Kindergarten class. All snacks will be provided and prepared by the S.P.U.S.D. Preschool Education Program. Every effort will be made to provide children with healthy, well-balanced snacks based on the food group pyramid. Candy is not allowed at any of the three elementary schools.

**Please note that peanuts and peanut products are NOT allowed on the Arroyo Vista School campus.** For the past several years, the Arroyo Vista student population includes a significant number of students that have severe and life-threatening allergies to peanuts and peanut products. Some of these students are affected by trace amounts of peanuts in our breath, in the air, or in oil left on a table. Because of this health issue, Arroyo Vista became a **Peanut Free Zone** in 2005. We do understand that many students like peanut butter and we do appreciate your support of this policy and assistance in helping us maintain a safe environment for all students.

## **Discipline:**

We believe the purpose of discipline is to teach young children appropriate behavior and to help them gain internal control. Our staff uses such techniques as conflict resolution, redirection, and brief removal from the group when behavior is out of control. At no time will children be left alone, nor will the staff use any form of physical punishment. Corporal punishment or violation of personal rights will not be tolerated. However, parents will be notified if problems persist. If a child has a continuing behavior problem, a conference will be set up with the Director, preschool teacher, and parent. Working together in this manner will help support the child.

## **Suspension/Termination:**

The S.P.U.S.D. Preschool Education Program reserves the right to terminate the enrollment of any child for failure to pay tuition, continued late pick-up, consistent disruptive behavior, or when it is determined that the Preschool Education Program cannot adequately meet the needs of the child.

A serious disciplinary problem that may lead to suspension/termination is defined as one in which a child is disrupting the flow of the preschool day by requiring constant one-on-one attention. This includes inflicting physical or emotional harm to other children or staff, verbally abusing staff or children, or otherwise demonstrating lack of ability to conform to the rules and guidelines of the preschool program. Suspensions/termination will be imposed at the discretion of the Director.

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## Health Policy

### Immunizations:

Before being admitted to preschool, children must have received all state required immunizations. In addition, children's immunization schedules must be kept current. Los Angeles County also requires a Tuberculin Test (TB test) for each child entering preschool.

### Illness:

Please DO NOT send your child to preschool if he/she shows any signs of illness. Do not send your child to preschool if he/she is sick or has a cough, runny nose, fever, etc. We are not equipped to care for ill children. If a child becomes ill during the preschool day, a parent, family member or alternate person will be notified and expected to pick up the child as soon as possible.

If a child experiences any of the following symptoms, they may not return to preschool for a minimum of 24 hours:

- Fever over 101 degrees
- Diarrhea
- Vomiting
- Rash of undetermined origin
- Red watery eyes with discharge
- Consistent cough
- Heavy nasal discharge

Please call the Director's office and your child's pre-kindergarten class if your child will be absent from school. When your child has a communicable illness, please notify the Director's office immediately. We are required to report certain illnesses to the local health department.

If your child is injured during preschool or has a dental or medical emergency while at preschool, we will call you and follow your phone instructions. If we cannot reach you or your other designated emergency contacts, we will call the paramedics.

### Medication Policy:

For the health and safety of your child at preschool, it is requested that:

1. ALL medication given during preschool hours must be accompanied by a District form available at either the elementary school's main office or the Preschool Education Program Director's office.
2. ALL medicine must be given from the prescription bottle or vial and in accordance with the label on the bottle or vial.
3. For the safety and welfare of your child, as well as the total school population, do not put medicine in a school lunch container or backpack. This includes such things as Tylenol, cough drops, etc.
4. If medicine is given, a medication (prescription or over the counter) form must be obtained from the elementary school office or from the Preschool Education Program Director's office and signed by your physician. NO medication will be given without dosage, scheduled time and amount to be given.

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