



**GRIFFIN FOUNDATION SCHOOL DISTRICT**

***Kids with a Smile***  
***Preschool***

**Parent Handbook**

**1830 S. Alvernon Way Street  
Tucson, AZ 85711**

**Phone front office: 520-790-8400**

**Visit our Websites at:  
[www.griffinfoundation.org](http://www.griffinfoundation.org)**

## **Mission**

The mission of the Kids with a Smile (KWAS) Preschool is to create a supportive learning environment where all members of the school including children, parents, and staff can feel they are accepted, nurtured and growing. Our education staff will model core values of respect, honesty, commitment, self-esteem, responsibility, caring, and faith.

## **Philosophy**

The Kids with a Smile (KWAS) Preschool believes that children learn and develop best through play and hands on instruction and practice. The program provides structure through child-initiated and teacher-planned activities in a curriculum based atmosphere. Children need to have the opportunity to manipulate concrete materials with the teacher being an active facilitator to increase the child's learning experience. The program builds on the child's interests with a special emphasis on outdoor experiences in addition to art, music, math, literacy and dramatic play.

## **The Griffin Foundation History**

The Griffin Foundation charity was founded in 1994 by Lee Griffin, CEO and Executive Director. The mission of the foundation is to enhance the education, nutrition, and child care environment of children. In the beginning we started with the Child and Adult Care Food Program (CACFP), Nutrition Education training for parents and children, and Child Care Resources and Referral (CCR&R). Now we have expanded to an elementary school (Children Reaching for the Sky Elementary), with kindergarten classes, a preschool (Kids with a Smile) and a middle school (Future Investment Middle School). Mr. Griffin was a graduate of the University of Arizona in 1984 and from there he went on to become an executive manager and engineer for several major private and government agencies. He was born in Baton Rouge, Louisiana and for most of his life raised in Tucson, Arizona.

## **Non-Discriminatory Policy**

The Kids with a Smile (KWAS) Preschool admits students of any race, color, and national or ethnic origin to all the rights, privilege, programs and activities generally accorded or made available to its students, and does not discriminate on the basis of race in administration of its educational or admissions policies, scholarship programs or any other school administered programs.

### **Ages of children accepted**

The Kids with a Smile Preschool will accept children from age 3 years, and we may attempt to balance our student population by age and sex. We will accept children of all income and ability levels. All children must be toilet trained to attend the preschool. Students are placed on a two-week trial basis.

### **Children with special needs**

The Kids with a Smile (KVAS) Preschool will accept children with physical, emotional, developmental, and behavioral disabilities. We will offer continued care to those to whom we feel we can offer quality care as noted in the school calendar.

### **School Hours**

Children may attend school 3, 4, or 5 full days each week or 3, 4, or 5 half days each week. This will provide the children with the opportunity to develop a comfortable school routine. The school will be open from 8:00 am to 5:00 pm Monday through Friday except as noted in the school calendar.

### **Application Process**

1. Call the school and schedule a tour/meeting with Kids with a Smile Preschool. The staff will set up an appointment for you to visit the school with your child.
2. When a space that matches your schedule request becomes available, we will contact you and decide on a date for your child to start school.
3. You will be asked to fill out an enrollment packet and turn in with required fees to the Griffin Foundation.

Other forms needed for the child to attend school are:

- Medical information form
- Copy of health immunization card.
- Copy of birth certificate

### **Sign-in/sign out Procedures**

In the morning and at the end of the day each child needs to be signed in and out. Parent needs to sign their children in/out with the time of arrival/pickup and the first initial along with the full last name of the person who is dropping off or picking up the child. This allows for the staff to know which children are present at the school. Our sign-in sheet is located in a binder by the door to the classroom or taken with the children when out of their room. Any changes in the child's schedule or emergency contacts need to be noted in writing on the Parent Agreement or emergency/medical information form.

### **Taking Attendance**

We check attendance in the morning at the greeting and planning circle, before going to lunch or snack, when returning from lunch or snack and before nap. Upon going inside from the playground, we check to make sure all children are with the group.

### **Identifying where a child is during preschool hours**

A daily schedule is posted but if you need a copy parents can request one at the front desk. If there is a change in the daily schedule it will be noted for the parents to see. If the class is out of the building and an emergency occurs that may require the child to leave school, please contact the KWAS Pre-school at 520-790-8400 for information on how to locate your child.

### **Authorized Release of Children to Non-parents**

We will release children only to persons for whom the center has written authorization. We will make exceptions only if the parent speaks directly, in person or by phone, with the teacher responsible for the child at dismissal time. In this case the child will be released provided that person produces valid photo identification. We will not make exceptions with a child for whom a court restraining order has been issued. A copy of restraining orders against a parent or other significant adult must be on file with the child's health form.

### **Visitors**

Visitors will be asked to state the purpose of their visit, and must sign-in on the visitor's sign-in sheet. Parents/Guardians are welcome to observe their child's classroom for one hour duration with arrangements from administrators.

**No Transportation is provided for preschool students.**

**No Field Trips are provided for preschool students at this time.**

**Tuition:**

**Kids with a Smile Preschool Ages 3-5**

*Monday-Friday 8:00am to 5:00pm  
Half days 8:00am to 12:30pm/ 12:30 pm to 5:00pm*

	<u>5 Days</u>	<u>4 Days</u>	<u>3 Days</u>
Full Days	\$215.00	\$195.00	\$170.00
Half Days	\$175.00	\$165.00	\$155.00

**Fee Policy:**

- ❖ Rates are based on a weekly fee and payment guarantees (**reserves**) a place for your child at all times.
- ❖ D.E.S clients are responsible for an absentee fee.
- ❖ D.E.S. will be notified of any unpaid co-payments.
- ❖ One Week's tuition, to be submitted with your application as a deposit.
- ❖ A registration processing fee of \$45 is required for Private Fee Families and \$25 for DES Child Care Subsidy Families.
- ❖ No credit will be given for days program is closed. Our NO refund policy is posted.
- ❖ A late fee of \$1.00 per minute will be charged at the close of business and must be paid at the time of pick-up or no later than the next school day.
- ❖ If a payment balance is 2 weeks past due or payment due is greater than \$200, the parent's child will be withdrawn from the program until payment is paid in full.
- ❖ Parent(s) are required to pay for their child's/children's services by the week before services are rendered, or at the latest, the first day of the week services are provided.
- ❖ If payment is not received by the due date, a \$15 late fee will be charged each week on the past due balance. After 2 weeks of nonpayment, the child(ren) enrolled in the program will be removed from the program until the balance is paid in full.
- ❖ Any checks not honored by the bank will be subject a \$35 service charge.

## **NO REFUND POLICY**

Griffin Foundation, Inc. dba Kids With a Smile Preschool, does not issue refunds for holidays or days absent from preschool. Parents/Guardians are responsible for their weekly fees to be paid by the first day of service of each week.

## **Vacation and Absence**

The school budget is created at the beginning of the school year and is based on all families paying their full tuition. No reimbursement is available for absence or vacation. We are holding the paid spot for your child.

## **Preschool Exposure To Kindergarten Class**

Preschool students are given a tour of the Kindergarten classrooms and procedures as well as an opportunity to interact with students during special activities. At the end of the school year we offer students an enrollment packet to advance to the next grade level. Preschool families are invited to attend our GFSD Open Houses.

## **Payment Policy**

Each family will receive an invoice at the end of each week and the payment received is for the following week. Upon enrollment the parent is required to pay a week in advance, a deposit, and the registration fee. Parent(s) are required to pay for services by the week before services are rendered, or at the latest, the first day of the week services are provided. If the balance is not paid in full by the due date, a late fee will be charged. You may make payments by cash, credit card or check (payable to the Griffin Foundation). We reserve the right to deny admittance to any child whose tuition is not paid by the due date. If a payment balance is 2 weeks past due or payment is greater than \$250, the parent's child will be withdrawn from the program until payment is paid in full.

## **Additional Fees**

Occasionally, small fees may be collected from each child for special activities.

## **Late Arrival and Late Pick up**

Our greeting and planning circle time begins at 8:30 am each day. Please arrive no later than 8:30 am so your child can be ready to start the day and make a smooth transition into the classroom. If the class is away from the building, please read the schedule to locate where the class will be for that time of the day and try to join the class. If the parent cannot find the group, talk to the front desk receptionist. Children cannot be left at another building or alone. A late charge will be assessed for children picked up after 5:00 pm, unless your child is signed up for the after school program. Children not picked up by 5:00 pm will be charged a drop-in rate.

**Child not picked up from School**

The emergency contacts will be called if the child has not been picked up within 10 minutes after the preschool has been closed and the preschool staff has not received any telephone calls or contact from the parents. If the emergency contacts are not available then Department of Child Safety (DCS) will be contacted. To ensure the children are all picked up at the end of the day the staff will check the sign-in sheet.

**Withdrawal of Child from the Program**

As stated in the tuition agreement, written notice must be given one full week prior to a child leaving the program. This will enable the administrator to notify any parent on our waiting list that a space will be available. You are responsible for tuition charged during the notification period whether or not the child attends. Failure to pay for services due without a one week's notice will result in your deposit to be retained by the program. KWAS Preschool reserves the right to remove a child from the school for reasons of delinquency in payment of fees.

Children will be removed from the program for consistently exhibiting behaviors which compromise health and safety issues. KWAS reserves the right to dis-enroll a child from the program as deemed necessary or appropriate with or without notice. The parent or guardian will be expected to pay, in full, any outstanding bill on the child's last day.

**Closures due to Inclement Weather**

If a weather emergency closes the Griffin Foundation School District, the KWAS Preschool will be on a two hour delayed start. In extreme situations the preschool will close for the day. Please listen to the weather forecasts on the local radio stations and on the local television stations for Public School closures information.

**Children's Health Forms**

Each child must have an authorization for medical treatment and registration form on file before attending the center. This authorization allows us to obtain medical treatment for the child in the event of a medical emergency. We will make every effort to notify the parent as soon as possible if a medical emergency occurs. Health forms must be updated, including health care provider authorization, every year.

### **Illness Guidelines**

Any child, who arrives at the center with a discharge from eyes and/or nose, or has had a fever over 100, or vomiting or diarrhea within the previous 24 hours, should not be at school, and may be asked to leave the school. Children developing those symptoms after arrival will be isolated, and the parents will be contacted to make arrangements for the child to leave the school. Children exposed to head lice that have not yet been treated, or those who have been treated but are not nit-free, will be asked to go home.

If you have given your child medicine before coming to school, please inform a staff member so that we can be aware in case side effects develop. Please inform the staff if you are made aware that your child has been exposed to a communicable disease in another setting. Staff illness guidelines are the same as those stated above.

### **Hearing & Vision Screening**

Your child may be screened during the school year for hearing and vision testing. If you prefer not to have your child screened, please send a written note stating not to test your child.

### **Social Services Referral and Public Assistance**

GFSD provides parents with Social Service Referral Assistance to assist with family needs once identified. We have a Social Service and Public Assistance binder available at the front desk to assist parents.

### **Immunization Requirements**

Each child is required to have on file at the center a record of immunization, recorded on the card provided by the Department of Health Services. Under Arizona law, parents may request exemption from immunization requirements. The KWAS Preschool reserves the right to refuse admission to the center to any child not immunized for a disease during an outbreak of the same disease within the region. Also, children will be refused admission if displaying symptoms of a disease for which they have not been immunized. Staff is required to have documented proof of health signed by a health practitioner on file.

### **Medication and Emergency Policy**

Medications must be held and administered by the Nurse, or another staff member designated in writing. All medication must remain in the original container, labeled with the prescription number, the child's first and last name, the name of the



medication, the dosage and route of administration, administration time, storage procedures, start date and expiration date and the reason for administration. Parents are to give all medications to the Nurse and must sign the Medication Form required by the Arizona Department of Health Services. **NEVER** send your child's medication in his/her backpack.

In case of emergency, where immediate medical care is necessary, we will contact 9-1-1. Other less severe incidents will be handled by contacting emergency numbers on the Enrollment Card. In case of emergency, children will be evacuated using the evacuation procedures. Evacuation procedures are posted in the pre-school classroom and in the front entrance to the school. A first aid kit is available to the classroom teachers. Our staff receives CPR and First Aid training.

### **Hand Washing**

Hand washing is required after using the bathroom; wiping the nose; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon. Children's hand washing is supervised by staff and taught when necessary.

### **Nap Procedure**

Children are encouraged to rest on a mat during naptime. The nap period is 80 minutes long after lunch time. The teachers try to make the time pleasant and restful by dimming the room and playing soft music. The staff may rub backs or tummies of children who are restless, asking permission first. Children who are not sleeping after 30-45 minutes will be given books to read. Each child will have his or her own labeled mat, mat sheet and blanket.

### **Incident Reports**

An incident report will be completed whenever there is an injury to the head, when a wound, scratch, or bruise occurs that requires first aid; when a child becomes ill at school or when a child has a bad dream.

### **Playground Safety Rules**

The outside area is considered an extension of the classroom and an opportunity to continue working on each child's development. Children are encouraged to develop social skills, run, explore, jump, and enjoy the outdoors on the playground. For safety reasons children are not permitted to climb on the fence, throw items that could injure another child or staff member on the playground.

## **Emergency Procedures**

The staff is instructed to handle emergency situations as follows: Injury of a Child: The child will be treated according to preschool protocols. If emergency transport is needed, the parents will be called if time permits. If the need is urgent, 9-1-1 will be called.

*Natural Disaster:* In the case of hail, flood, or other severe weather, the most conservative action possible will be taken. Teachers will keep children in the most protected situation possible until help can be summoned. If necessary, children will be evacuated to another building; parents can call the switchboard at 520-790-8400 for information on their child.

*Fire:* If a small fire occurs a staff member will attempt to put it out. If the attempt is not immediately successful children will be evacuated and accounted for from the attendance form. 9-1-1 will be called.

*Fire Drill:* The Griffin Foundation School District conducts a monthly fire drill year round. Students practice procedures and location of where to stand while fire inspections are conducted.

## **Insurance**

Kids with a Smile Preschool is an insured provider of childcare which includes, but is not limited to Commercial General Liability.

## **Pesticide Procedures**

If pesticide use is planned, the staff will post a notice in each activity area and in each entrance to the facility at least 48 hours before the pesticide is applied on the premises. The notice will contain the following information:

1. The date and time of the pesticide application, and
2. A statement that written pesticide information is available upon request.

## **Child Abuse Reporting**

Teachers are mandated reporters and are trained to recognize and prevent child abuse. Staff will report any suspected child abuse to the Department of Human

Services. If you suspect that child abuse is present in our program, you may call 520-790-8400. Any other concerns about our program should be reported to Department of Child Safety (DCS).

### **Personal Belongings**

Please label all belongings the child brings to school with the child's name, including shoes and underwear. Each child will be provided with a cubby for storing personal items. Children are not allowed to bring toys or games to school unless for sharing day.

### **Things to Bring to School the First Day**

Parents should bring a complete change of uniform clothes (shirt, pants, underwear, socks, and shoes) for their child. These clothes should be labeled and kept at school for accidents that may occur during the day. If the change of clothes is used, parents are required to bring a new set of clothes.

**Winter Clothing Checklist** (Your child may need the following items for outdoor play):

- ✓ Jacket

### **Things NOT to bring to school:**

- Toys/games (other than for sharing day)
- Money (if a child has money with them, the teacher will hold this for them)
- Gum or candy
- Medicine that is not given to a staff member to administer

### **Parent Conferences**

We believe that communication is essential, and encourage every family to speak with the preschool director or a teacher whenever a question/problem arises or something occurs in the child's life that may be significant. We will be giving you feedback on your child whenever we can. Formal conferences will be scheduled in September and February. Other conferences may be scheduled at your convenience when questions arise.

### **Volunteer Participation**

Parents are encouraged to become part of KVAS Preschool. If a parent is interested in volunteering, please see the front office for a volunteer packet.

## **Snacks and Meals**

A weekly menu is posted outside the front door of the child's room.

## **Curriculum**

The KWAS Preschool uses an approach to teaching young children using Zoo Phonics. Children's literature is used as the basis for the curriculum. All areas of the curriculum including science, literacy, math, dramatic play, blocks, music, art, and sensory play are centered on the chosen picture book. Teachers are required to post their lesson plan weekly. In addition, we have a News Board that identifies the weekly agenda of the activities and times students are instructed. We also provide parents/public with a monthly newsletter sharing all the fun things and educational practices our students have experienced.

## **POSITIVE GUIDANCE AND DISCIPLINE**

**INTERACTIONS:** All staff members are asked to interact with children respectfully, according to the GF core values of caring, honesty, respect, and responsibility. The following are descriptions of positive ways to interact with children:

- Follow the child: let the child initiate activity or interaction whenever possible.
- Invite the child to engage in an activity and always give a choice.
- Show confidence in the child's ability by allowing him/her to do as much as possible for him or herself.
- Help the child to achieve independence by:
  - Asking the child questions instead of solving problems by dictating answers.
  - Respecting the child's right to do it by him or herself.
  - Clearly defining boundaries of acceptable behavior.
- Redirecting children who are engaging in inappropriate behavior instead of disciplining them when possible.
- Structuring appropriate consequences, which help a child accept responsibility for his/her behavior.

## **Behavioral Rules**

1. Respect for self - You may not do things which might endanger your safety.
2. Respect for others — You may not hurt another child. Treat others with courtesy.
3. Respect for equipment — You must use the equipment with care and return it to its place ready for someone else to use.

Each adult in the environment is a teacher who sets the ground rules and tone by his or her example. The adult is expected to model these rules and to assist the child in following them.

Suggestions:

1. Respect for self — Each child needs to keep themselves safe while at school both inside and outside. Safety includes using equipment as intended, following inside and outside playground rules, and listening to teacher's and other children's words.

2. Respect for others — Teachers and adults will show respect for the children by coming down to their eye level when speaking to them and using "please", "thank you", and "excuse me". Use a calm voice and attempt to make eye contact instead of calling across the room to encourage non-disruptive behavior in the environment. Help children in disagreement to discuss the situation and to solve the problem.

3. Respect for equipment—Show the child ways to use the equipment safely. Use care in carrying and moving equipment, modeling a safe way to carry it that the children may also use, i.e., don't carry two trays at once, carry chairs with legs pointing toward floor, etc.

### **Logical Consequences**

When a child repeatedly engages in the same misbehavior, consequences are in order, ask the child what a reasonable consequence would be. Often a child will have a reasonable consequence in mind. Be ready with a logical consequence in case the child is not ready. Logical consequences include cleaning up after a mess has been made; playing inside if out of control on the playground; taking care of a friend who a child has hurt, losing the privilege of using a piece of equipment because of careless use; being redirected to another group of children or to play by a staff member for disruptive behavior.

If after logical consequences have been used, a child continues to misbehave in the same way, the teaching team and the child's parents will meet to discuss the situation to develop more effective techniques.

## **Misbehavior and Conflict**

The following suggestions are ways an adult can handle difficult situations with a child:

### GIVE THE CHILD A CHOICE.

If a situation is potentially dangerous or harmful to the child, others, or the materials or facility, say, "You might hurt \_\_\_\_\_ doing that. Please stop. Would you like me to help you or can you do it on your own?" Make sure that both choices you give a child are acceptable to you. (Stop that or you'll get hurt is not an example or giving a child a choice.) Be ready to set a time limit (I'm going to walk over to the table and help Tommy and by the time I walk back you need to make a choice or I will make it for you). If the child doesn't make a choice then the adult needs to choose for the child. If the child continues to misbehave, you may gently remove him/her from the situation. Do not hesitate to remove the child before you give choices if you find the situation immediately threatening to the child or others.

### UPON REMOVING A CHILD FROM A SITUATION, TAKE A MOMENT TO REDIRECT HIM TO A MORE POSITIVE ACTIVITY.

Suggest two activities that the child may choose between. If the child can't make a choice, the teacher will facilitate a choice by picking one of the child's interests. Please note: Sometimes children misbehave with the goal of getting individual attention from an adult. Try to give attention to every child for positive behavior. If you feel the child is breaking rules to get attention, redirect the child's behavior with very minimal eye contact and language. Then you can come back a few minutes later to praise the child for "making a better choice" or "calming himself/herself down".

### PUT YOURSELF IN THE CHILD'S PLACE.

Always approach a situation from the child's point of view:

What is behind the misbehavior?

Why would the child feel it is necessary?

What logical, acceptable choices can I offer the child for changing the behavior?

Am I being respectful to the child?

### IF YOU'RE NOT SURE, ASK.

What can the children involved tell you about the situation? To be effective in this process, you must create a calm atmosphere. Have the children take turns speaking. Model respectful listening by not interrupting another person. Your role as an adult is to let each child voice his or her feelings, and help them resolve the situation.

WAIT UNTIL THE CHILD IS CALM ENOUGH TO TALK ABOUT THE SITUATION

If a child wishes to argue, cut the conversation short with, "I'll be happy to talk about this when you are ready to talk to me.

Try to complete the discipline cycle with a smile. Ask the child what he can do next time to avoid a similar situation.

**Inspection Reports**

Inspection reports are available upon request and are located in the preschool director's office. Kids with a Smile Preschool is regulated and licensed by:

Arizona Department of Health Services  
Office of Child Care Licensure  
400 W. Congress, Suite 100  
Tucson, AZ 85701  
(520) 628-6540

## Holidays

### School Calendar 2024/2025

Sept. 2	LABOR DAY
Nov. 11	VETERAN'S DAY
Nov. 28-29	THANKSGIVING
Dec. 23-27	WINTER BREAK
Jan. 1	NEW YEAR'S DAY
Jan. 20	MARTIN LUTHER KING DAY
Feb. 20-21	RODEO DAYS
Mar. 10-14	SPRING BREAK
April 18	SPRING HOLIDAY
May 26	MEMORIAL DAY
July 4	4 <sup>th</sup> OF JULY

#### **NOTE:**

Payment is due weekly for the contracted time, including statutory holidays, whether the child attends or not. Tuition will be waived for Winter Break (1 week) and Spring Break (1 week).

#### **Start and end dates for preschool:**

Aug. 1 - First Day of School	KWAS
May 23 - Last Day of School	KWAS



## KIDS WITH A SMILE PRESCHOOL PARENT AGREEMENT

- \_\_\_\_\_ I have read the Parent Handbook regarding outdoor clothing and will provide adequate and suitable clothing for my child.
- \_\_\_\_\_ I will transport my child in a suitable car seat or booster seat at all times, and all persons transporting my child to or from the school will do the same.
- \_\_\_\_\_ I am familiar with the illness guidelines in the Parent Handbook and will not bring my child to school if I suspect he or she has a communicable illness. In addition, I have at least two other responsible parties available to pick up and care for my child should he or she become ill while at the school and I cannot be contacted.
- \_\_\_\_\_ I will respect my child's learning environment by attempting to uphold and model the behavior rules, including using a quiet voice, allowing the child to care for their own belongings and using walking feet. I will further respect my child's learning environment by arriving on time each day (by 8:30 a.m.)
- \_\_\_\_\_ I understand that there is a late fee if my child is picked up after the designated time of 5:00 p.m. If I fail to pay this late fee to the staff member on duty within 3 days, my child may not return to school until the fee is paid.
- \_\_\_\_\_ I have completed a health form, immunization card, tuition agreement.
- \_\_\_\_\_ I understand that my weekly balance must remain current.  
If not in compliance, my child will be refused admittance to the program.

**PLEASE SIGN AND DATE THE FINAL PAGE OF THIS DOCUMENT**

We, the undersigned, agree that we will try to consistently reinforce the ground rules of KVAS Preschool, and that we will redirect misbehavior in a manner consistent with the guidelines recommended above. We also understand and agree to abide by the policies outlined in this Parent Handbook regarding all aspects of KVAS Preschool.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Print Name \_\_\_\_\_

Date of Birth of Child \_\_\_\_\_

Today's Date \_\_\_\_\_

**\*\*\*\*\*PLEASE RETURN AGREEMENT BACK TO THE BUSINESS OFFICE\*\*\*\*\***