

Welcome!

Welcome to Wings on Words (WOW)!

We are delighted to welcome previous and new families to our WOW community! I hope you join me in setting high expectations from day one

- for strong and regular communication from our teachers and therapists
- for challenging and engaging learning opportunities for all children
- for a place where you feel welcome and respected
- for leadership and guidance from me as the director

and most importantly for what your child can achieve this year

Karen Zakerwski, Director

**Wings on Words is an
Early Reading First Center of Excellence**

Our Mission

It is our mission to create an enriched educational experience for your child that leads to:

- ❖ Successful language, literacy and communication
- ❖ A belief in self and others
- ❖ A strong foundation for learning.

To best meet your child's needs we are committed to:

- ❖ Providing a safe and healthy environment
- ❖ Creating a nurturing, caring and respectful atmosphere
- ❖ Planning meaningful and motivating learning activities
- ❖ Encouraging independence and autonomy
- ❖ Collaborating with and supporting our co-workers
- ❖ Welcoming parents and community visitors
- ❖ Keeping informed about the latest issues affecting children and their development

Our Philosophy

We believe that young children learn best through fun, active, and sometimes messy play. Getting to know your child and establishing a trusting and caring relationship is extremely important. Once that relationship is established, the possibilities are endless.

It is important to us that WOW is a special place that your child will look forward to attending each day. Our goal is for all children to have friends to play with, to be surrounded by nurturing teachers and to flourish in a safe, stimulating and fun learning environment.

WOW specializes in helping children who have difficulty in using and understanding language. Because of our expertise in this area, many of the children enrolled at WOW work directly with our Speech/Language Pathologists.

As part of our comprehensive program, we will assess your child's abilities in all developmental areas using the Child Skills Checklist and quarterly Curriculum Based Measures. During the fall and spring parent/teacher conferences, you and the teachers will share information and set goals for your child.

Our Support

Wings on Words is a program operated under the auspices of Child Language Center, Inc. which is a not-for-profit community outreach program that has provided early intervention services to children since 1989. The Tucson Scottish Rite Charitable Foundation, The University of Arizona, and the generosity of individuals and organizations in southern Arizona support its activities.

We close for most public school holidays. Consult the school calendar at the back of this book for specific dates.

We close for fall and spring Parent Teacher conferences.

WOW is closed the month of July

Hours, tuition and enrollment

Hours of Operation:

Our preschool program hours are 8:30 - 3:30 Monday through Friday.

Children may attend 4 or 5 days a week. Half-day hours are from 8:30 a.m.-12:00 p.m.

Full day hours are from 8:30 a.m.-3:30 p.m. If your child attends 4 days and we are closed on one of those days you may make up a day but only during that week.

Before and After Care:

For an additional fee, before care is available from 7:30-8:30 and aftercare from 3:30-5:30.

Fees, Payments and Refund Policy:

- Our annual application/registration fee is \$100.00 with a 50% discount for public service employees and returning families.
- Parents are responsible for tuition payments when a child is absent, regardless of the reason.
- You will receive a payment schedule and an invoice when your child starts school. Payments are due on the 1st and 15th of each month and we do not give you a monthly bill. Please keep track of when your payments are due according to the schedule you receive.
- Tuition is divided into 19 equal payments. Our current rates and tuition are available online or at the end of this handbook. .
- The tuition payment box is located inside the entrance of the preschool building.
- Tuition is non-refundable.
- Payment is required during school closure and vacation days.
- Parents receive a monthly invoice.
- Written notification is given when an outstanding balance is due and is grounds for dis-enrolling your child
- There is a \$25.00 late fee when payment is more than 3 days late.
- The director reserves the right to dis-enroll a child for unpaid tuition.
- We welcome DES eligible families to our program. Please inform the director if you are eligible for DES childcare. DES pays for two absences a month. You are charged our daily rate if your child misses more than two days. Parents are responsible for the daily co-pay determined by DES.
- If you are awarded a scholarship, be sure you understand your financial responsibility as it relates to attendance and absences.

Late pick-up fees:

We charge \$1.00 for each minute you are late. The first time you are late we will remind you of our policy and not charge you. If you are late again please be prepared to pay cash to the person in charge. This fee applies to both part day and full day pick up times. In emergencies, a courtesy call on our cell phone is greatly appreciated, though payment may still be required.

Enrollment Criteria:

All children must:

- ❖ Be 3 years of age when entering WOW preschool program
- ❖ Complete our enrollment screening
- ❖ Demonstrate hearing within normal limits with or without aides
- ❖ Have no identified neurological disorders, with the exception of speech or language disorders
- ❖ Have all required enrollment paper work on file (immunization record)

Because of the philanthropic goals of the Scottish Rite Charitable Foundation and our ongoing research program, the school's enrollment is limited to children with normally developing cognitive skills and to children with language impairment. We refer children whose needs may involve more than speech and language to programs in our community including the Grunewald-Blitz Clinic for Communication Disorders in Children on the U of A campus, local public school programs and clinics. We work with families to secure the best services for their children.

Wings on Words does not discriminate based on race, color, religion, sex or national origin. We enroll children who can benefit from our services, curriculum and program model. Due to our class size and funding, we cannot provide a program for everyone but we will advocate for all children and assist parents in finding services when possible.

Program Description

Educational Programs:

- ❖ Our center-based program serves children ages 3-5 and who are not old enough to attend kindergarten.
- ❖ We use a thematic approach to planning our classroom curriculum. Teachers post the weekly lesson plan on the classroom bulletin board and email a copy to all families. If you would like a hard copy just let us know.
- ❖ Our classes are small and we maintain a teacher child ratio of approximately 1:7.
- ❖ The classrooms are divided into learning centers that create an environment that motivates and encourages your child. The centers include an **Art Center**, where children develop creativity, eye hand coordination, fine motor development and spatial and design skills. The **Library Center** exposes your child to all aspects of language such as speaking, reading, listening and writing. At our **Block Center** children, learn about spatial relations, design abilities, cooperation, problem solving, and vocabulary development. Materials offered in the **Writing Center** encourage scribbling, drawing, painting, and copying shapes, design and letters. The **Dramatic Play Center** changes several times a month and provides your child with opportunities to develop language, social, creative and role playing abilities. The **Sensory Table** encourages your child to explore a variety of materials supporting concept, social and language development.
- ❖ During **outdoor play**, the children have balls, monkey bars, swings, bicycles, sand and water toys, balance beams, building blocks, dramatic play and quiet play spaces to foster large muscle skills, strength, flexibility, balance and coordination, social interaction with peers and language development.
- ❖ Our Math Curriculum, **Big Math for Little Kids**, is a comprehensive program for 3-5 year olds, and develops and expands on the mathematics that children know and are capable of doing. The program uses activities and stories to develop ideas about number, shape, pattern, logical reasoning, measurement, operations on numbers and space. The program produces playful but purposeful learning.
- ❖ Our **Trophies Pre-K Early Literacy curriculum** guides our planning for listening comprehension, verbal expression, vocabulary development, alphabet knowledge, and print knowledge and use.

Speech and Language Therapy Services

- ❖ Wings on Words is the only private preschool in the Tucson community providing individualized speech and /or language therapy as part of our comprehensive program.
- ❖ Our master level Speech Language Pathologists and graduate level students from the University of Arizona will participate in classroom activities and collaborate with teaching staff at least once a week to support your child's communication development within his natural environment
- ❖ Parents are asked to contribute toward the cost of our therapy services

What is the "Therapy Contribution?"

The costs involved in providing speech & language therapy at WOW are not included in your tuition. The majority of our funding comes from grants, fundraisers, and private donations. A "Therapy Contribution" from parents of children who receive therapy is also needed to cover the expenses related to therapy services. This "contribution" is divided across the enrollment period and added to the family's regular tuition payments.

What are "Therapy Services?"

Therapy services include, but are not limited to, time that the therapists

- a) provide direct therapy in the clinic, (when appropriate)
- b) provide support within the preschool and toddler classroom,
- c) evaluate children's skills,
- d) monitor progress,
- e) document skills and progress in periodic reports,
- f) co-plan with teachers to ensure carryover from clinic to classroom,

- g) provide parent training, both individual and in a group, to ensure carryover from clinic and classroom into the home and community,
- h) participate in parent and teacher conferences

Early Reading First Center of Excellence:

In June of 2007, Wings on Words was recognized as a Preschool Center of Excellence through the Early Reading First Program. We continue to uphold the goals of this program as we

- ❖ Provide language-and literature-rich learning environments that support the growth of oral language, phonological awareness, print awareness and alphabetic knowledge.
- ❖ Integrate scientifically- based reading research curriculum and practice with our existing program.
- ❖ Increase the intensity of educational services for our children.
- ❖ Insure that children engage in scientifically- based language and literacy learning every day.
- ❖ Use screening assessment to identify children at risk for reading difficulty.
- ❖ Promote successful transitions from preschool to kindergarten.

We refer to our preschool classrooms as the Owl, Hummingbird, and Quail. Our aftercare group is called the Roadrunners.



Both parents and teachers want to see children get off to a good start. A thoughtful and relaxed approach to the first few days of school is important. A day or two before your child begins, talk in general terms about what to expect, for example, making new friends, riding tricycles, listening to stories, singing silly songs, eating lunch and resting. On the first day, plan on spending the necessary amount of time with your child until they feel comfortable remaining at school without you. It could take 15 minutes or parents have stayed and played for over an hour!

Accompany your child to the classroom and help put away their snack and lunch. Remember to sign in your child. Take a few moments to make sure your child knows where to find their cubby. After finding their cubby, encourage them to help put away their snacks and lunch, wash hands and enjoy exploring the room for a few minutes before you say goodbye. Give an advanced warning of at least 5 minutes before your departure. Never leave without telling your child good-bye. This can be very traumatic to children. *Please realize that some children part easily from their parents and others do not. This is normal.* Leave taking is most successful for everyone when your good-bye is short and your child focuses on the new environment and activities. It will be more difficult for your child to separate if they sense you are concerned or tearful. The teaching staff will gladly help in this transition so please take comfort in knowing we are here to help. It is fine for you to call the school later in the morning just to check on your child. A staff member will be happy to reassure you.

Individual Family Orientation – Meet and Greet

Prior to your child's 1st day of school the teacher schedules a school visit with your family. The purpose of this time is to:

- Meet you and your child and learn about your family.
- Assess how the transition from home to school might go in order to better prepare for the your child's first days of school
- Inform you about our curriculum, the daily routine, activities, and classroom procedures and policies.
- Address any concerns and answer all your questions
- Interpreters (translators) are available

Sample Daily Schedule:

- 8:30-9:00 **Outdoor Time:** The children play with bikes and wheel toys, balls, blocks and constructing materials, sand and water, monkey bars, swings, books, drawing and art supplies, music and dramatic play items.
- 9:00-9:10 **Transition to Indoors:** Children participate in a transition activity and then wash their hands
- 9:10-9:25 **Dialogic Reading:** Children interact during small group reading time by answering and asking questions or acting out a familiar story
- 9:30-9:50 **Snack Time:** Children socialize with teachers and friends and engage in conversation.
- 10:00-10:10 **Music and Movement:** Children learn to move with control and participate in a rhythm or movement activity or explore musical instruments.
- 10:10-10:25 **Circle:** Oral language, literacy and pre-academic skills develop as children learn new songs, nursery rhymes, letters sounds and vocabulary.
- Mystery Box:** Children listen to clues, and guess what's inside the box as they develop language skills, turn taking, memory and conceptual knowledge..
- 10:30- 11:50 **Center Time and Free choice time:** Children may choose dramatic play, sensory, blocks, science, games, puzzles, art, library, music, writing, or computer, activities. Individualized instruction and teacher planned activity is included in this time.
- 12:05-12:30 **Lunch Time:** Children and teachers engage in conversation and practice table manners, and enjoy lunch together.
- 12:45 **Quiet Time:** Preparation: children use the restroom, gather resting materials, and relax with a book or puzzle.
- 1:45 Non sleepers participate in planned quiet activities such as table toys, writing and art, books, quiet corner, games and puzzles.
- 3:00 Afternoon snack for all children and adults
- 3:30 **Afternoon Circle:** Games and songs develop oral language, listening, social skills and conceptual knowledge.
- 3:40-4:15 **Indoor Centers:** Book reading, computer, dramatic play, writing, art, games and table and floor toys
- 4:15 **Outdoor Time:** Children swing, play with balls, climb, ride bikes, play in sand and water play, garden and dress up. During the hottest months children are outside for 15 minutes at a time

Transitions

Relationships take a long time to develop and therefore any changes in your child's classroom placement should be gradual and thoughtful. It is our policy that children not move classrooms or teachers until the beginning of a new school year. We will always consider your child's needs when assigning classrooms. As we approach the end of our school year you'll be invited to visit the classroom where your child will begin the new year. We will also arrange a visit for your child. The receiving teacher(s) will schedule times to visit the child's current classroom and to confer with your child's teacher. Although our classrooms all are arranged similarly there are differences in teaching approaches and expectations as children grow and mature. Our goal is to make for a smooth transition for you and your child. Prior to the beginning of school you and your family will be invited to meet with the teacher(s) to learn more about the classroom and to share your hopes and dreams for your child.

When children are approaching kindergarten age we will begin discussing with you different options. Occasionally parents request information about local schools and districts as well as private and charter schools. In early fall we like to meet with parents to discuss these choices. We'll encourage you to visit schools and also request a transition meeting if we believe your child will continue to benefit from therapy services. It is important to prepare for this next transition and we are committed to helping you with the process. In late spring we will arrange for a kindergarten teacher to come meet with you, answer your questions and offer suggestions for helping prepare your child for kinder.

Our teachers also schedule a field trip with a local public school in April to expose children to the "big school". Your child will visit the library, a kindergarten room and even eat lunch in the cafeteria. Several weeks before the end of our school year the children will practice "routines" they'll experience in kindergarten such as lining up, taking attendance, and walking in the hallway quietly.

Please let the director know if you would like to see our complete transition plan.

Curriculum and Assessment Procedures

Our thoughtfully planned out curriculum emphasizes all areas of development: language, physical, social, emotional, self-help and cognitive. We believe in creating a learning experience where there is a balance of intentional teaching and child initiated play. The Arizona Early Learning standards, Trophies Pre-K Curriculum, and Big Math for Little kids provide a framework for the planning of quality learning experiences for children three to five years of age. We develop our own lesson plans based on teacher observations, knowledge of and needs of individual children, parental input and children's interests.

During the enrollment phase we ask you to complete a **Child Information Form**. This is extremely helpful as we get to know your child. It provides us with important information related to his/her over all development and also lets us know what you are looking for in a program. Throughout the year the teachers will assess your child using Curriculum Based Measures, informal observations and our own Developmental checklist. Our lesson plans will address individual and group goals and make appropriate modifications so all children are successful. We will maintain individual portfolios on all children which include documentation of their growth and development, the record of parent teacher conferences, anecdotal notes and samples of their "work".

Please let the director know if you would like to see our complete curriculum and assessment procedures.

Screening and Referral

It is our responsibility to “teach” to your child’s educational, communication, social-emotional and physical needs. We will complete a speech and language screening prior to enrollment and help you obtain a hearing and vision screening once a year. We’ll also ask for records from previous programs, or agencies. The classroom teachers are responsible for monitoring your child’s development in pre-academics (cognitive), physical, social and emotional areas. Occasionally we discover that some children enrolled in our program may need more services and support than we can provide in our setting. For this reason we have developed a system at WOW called the Child Focus Team to guide our discussion of individual children for whom we have concerns. This may be related to any area of their development or their ability to participate successfully in the classroom or therapy routine.

It is the purpose of the team to develop an action plan which may include

- Recommended strategies and approaches for staff
- Adaptations or modifications to the curriculum or materials
- Conducting additional observations and collecting more data
- Referring the family to public school programs (child find) for further evaluation, behavioral health agency, or other appropriate health or intervention agency

If you have questions about this process please contact the director.

Nutrition

Since we do not have a licensed kitchen, we do not prepare or serve food at school. We depend on you to be thoughtful about packing nutritional foods. We believe that a wholesome, well balanced diet results in healthier and happier children. Eating small servings of fruits, vegetables, whole grains, and dairy products is important to your child’s healthy development. Morning snack occurs at around 9:45, lunch about 12:00 and afternoon snack at 3:00.

Parents provide daily snack(s) and lunch for their child. Teaching staff also sit and eat with the children. This is a great opportunity to visit, encourage conversation and support healthy eating.

PLEASE LABEL ALL FOOD CONTAINERS AND DRINKING CUPS WITH YOUR CHILD’S FIRST AND LAST NAME.

FOOD ALLERGIES:

WINGS ON WORDS IS NUT FREE. WE DO NOT ACCEPT FOODS AND SPREADS WITH PEANUT BUTTER, PEANUTS OR ANY OTHER NUT SUCH AS WALNUTS, PECANS, CASHEWS ETC.

Food allergies can be life threatening. WOW is committed to offering safe educational environments for all students including students with food allergies. Cooperative efforts between students, parents, physicians, and school staff members can help minimize risks. Nut allergies are usually defined as peanut allergy and tree nut allergy. Tree nuts include almonds, Brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecans, pistachios and walnuts.

Good substitutes for peanut butter are sunflower seed butter or soy butter or humus. Sunflower seeds and soy nuts are good crunchy snacks packed with protein.

ENCOURAGE HEALTHY EATING HABITS:

Getting young children to eat a variety of fresh and nutritious foods can be challenging. Remember that eating jags are to be expected as evidence of growth and self-feeding. With a little creativity and setting a good example when you eat your child will learn to enjoy fruits, vegetables, whole grains and low fat dairy products. Typically, young children enjoy:

- A variety of textures (smooth soups, tender meats, fresh fruits or slightly steamed vegetables)
- Bright and colorful foods (mango and green peas)
- Mild, delicate flavors (bananas, noodles, rice)
- Finger foods (small sandwiches, veggie sticks)

Children who are involved in packing their snacks and lunches are often times more excited about eating. The night before school, ask your child to choose some items from the refrigerator or help you prepare their snack. This way he/she feels some power and control through choosing. When food looks pleasant and inviting it encourages eating. Arrange fruits and vegetable slices around a slice of hard-boiled egg to make a face or use a cookie cutter to make a whole-wheat turkey sandwich just for fun!

Some parents are afraid their child will not eat at school and might go hungry. This is generally not the case. When snack and lunchtime arrive, most children are eager to sit down and eat with their friends. Children are influenced by what they see and what their friends are eating. This is the perfect age for you to provide healthy foods and begin to shape your child's eating habits. Just remember, snack is not intended to take the place of breakfast. Please give your child breakfast before he comes to school.

Suggested snack and lunch items:

- Bagel or English muffin with melted cheese
- quesadilla
- taquitos
- rice with cooked veggies
- noodles with cooked veggies
- dry cereal
- sliced or cut up fresh fruit
- yogurt
- applesauce
- scrambled eggs with a tortilla
- veggies and dip
- * chicken nuggets
- * whole grain crackers or pretzels
- * ½ a sandwich
- * hard-boiled egg
- * gold fish crackers
- * whole grain bread with butter or cream cheese
- * pickles
- * muffin
- * ½ a banana
- * cottage cheese and fruit or crackers

PLEASE WRITE YOUR CHILD'S NAME ON ALL FOOD CONTAINERS AND LOOSE FOOD ITEMS. LABEL YOUR CHILD'S DRINKING CUP.

Remember that fruit juice and high sugar snacks (even ones that appear healthy, such as some types of yogurt) have empty calories. When shopping read labels. Look for foods with low sugar (below 10g per serving) and high protein. Whole grains provide complex carbohydrates, which are metabolized, more slowly, which means slow and consistent energy for little bodies. Also, look for foods with high fiber.

WHAT TO DRINK

Be sure to send a fresh container of water daily, and take it home each day to wash and refill. If you are concerned that your child may not be getting enough calcium then please send in a small thermos of 1% or skim milk for your child to drink at lunch. Look for something that will fit easily inside his lunch bag. Please avoid sending juice pouches or juice boxes to school.

CHOKABLE FOODS – Please be thoughtful and careful about the food you send to school

The American Academy of Pediatrics recommends that children under three avoid eating the following foods:

- Hot dogs (only send if you have sliced into strips)
- Chunks of meat or cheese

- Whole grapes (only send them if you have cut them in half)
- Hard, goeey or sticky candy (not allowed at school)
- Popcorn
- Chunks of peanut butter (not allowed at school)
- Raw vegetables such as baby carrots and celery sticks
- Raisins
- Chewing gum
- Cherry tomatoes
- Olives
- Marshmallows
- Potato chips or corn chips

Please use caution when preparing snacks and lunches for your child (lightly steam veggies until they are tender and cut grapes in half). It is our policy to be able to see and hear the children at all times. Eating snack and lunch together means we will be attentive to children when they are eating. We also want you to be thoughtful and careful about the food you send to school. Please avoid the obvious chokable foods if your child is under age 4.

FOOD SAFETY

Allergies:

Please notify us if your child has any food allergies by completing the **ALLERGY ALERT** form. If your child has a severe food allergy, your doctor will need to provide us with information that is more detailed. You may get a copy of the **Emergency Information Form for Children with Special Needs** from the teacher or the director.

Storage:

Harmful bacteria can grow rapidly in the “Danger Zone” (temperatures between 40-140 degrees F). Never leave food out at room temperature for more than 2 hours. We refrigerate all food no later than 8:45. If you arrive after this time please take your child’s food to the refrigerator in the “old building”. An ice pack can be packed in the lunch box. If you send food in a thermos, please notify the teacher to keep it out of the refrigerator.

Other resources for child nutrition:

www.keepkidshealthy.com

<http://kidshealth.org>

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Snack and Lunch

- ✓ Send in a snack and lunch for your child everyday. Two snacks if enrolled full day.
- ✓ Send in a fresh reusable bottle of water every day.
- ✓ Remember, we never heat up food.
- ✓ **Pack well-balanced meals:** please include protein, fruit and/or a dairy product.
- ✓ We will send home any uneaten food.
- ✓ Talk with a teacher if you have concerns about your child’s eating habits.
- ✓ **Lunchables and candy is not allowed at school**

Health Policies

Sick Child Policy:

We believe that a healthy environment creates positive experiences. Please safeguard your child and others by keeping him/her home if signs of illness are present. When children are not feeling “up to par” they are irritable and often do not feel well enough to come to school. Sick children pass their illness on to other children and adults. Teachers will complete a daily “health check” within 15 minutes of arrival.

If your child has any of the following symptoms, you should not bring him to school:

- Has a fever of 100 degrees or above (orally) or has had a fever during the previous 24 hour period
- Has a cold that includes one or more of these symptoms: less than 2 days old, has a heavy nasal discharge, has a congested cough, complains of ear or throat pain with or without a fever
- Has diarrhea or vomiting or has had in the previous 24 hours
- Sores that are open, infected, or not easily covered
- Earache
- Lice or scabies
- Undiagnosed rash
- Red, draining eyes
- Has a skin or mouth sore discharging fluid or pus
- Is unusually drowsy or tired
- Exhibits symptoms of a communicable disease
 - ❑ Red and/or runny eyes
 - ❑ Rash
 - ❑ Sore throat
 - ❑ Lice/mites

If your child develops, any of these symptoms while at school we will call you to come and take him home. We will keep him in a quiet area away from other children until you arrive. In the event we are unable to reach you, we will call the emergency contact numbers. Please pickup your sick child in less than 1 hour to prevent the spread of infection and to allow him to rest, recover and be treated for the illness.

When can your child return to school after being ill?

When he is free of vomiting, diarrhea, fever, deep cough, heavy nasal discharge or chest congestion for 24 hours without taking any medications he may return to school. Children may also attend school after taking an antibiotic for 24 hours.

Our program follows exclusion and return-to-care guidelines listed on the Arizona Department of Health Services Communicable Disease Flipchart or as advised by the local health department. However, if staff have concerns about your child’s ability to remain in school or return to school after an illness a note from your health care provider **may be** required.

Our program utilizes the services of a Child Care Health Consultant through the Pima County Health Department. This person is a health professional with special training in promoting health and safety in childcare programs. She assists us in developing care plans for children with special health care needs and informs us of health and safety policies that protect children and staff. She provides onsite training in a variety of areas and is on call to answer any of our questions related to health and safety.

At the time of enrollment, please share all information related to your child’s health and safety needs. Our program welcomes children with special health care needs. These needs may be a food allergy an asthmatic condition or a child needing assistance to move from place-to-place. Development of a child’s specific health care plan is an important step in serving your child. This plan could take several weeks to complete and it may include written instructions from specialists and medical personnel who know your child.

Policies & Procedures

Accidents and Injuries and First Aid

When children are in our care, at least one staff member with current training in age appropriate CPR and First Aid is always on site. All staff are required to be CPR and First Aid certified and will treat an accident or injury quickly and carefully. For minor scrapes and bruises, an Ouch Report will be sent home so you are aware of what happened. We have quick access to First Aid and Safety Information guidelines if needed.

In the event your child has an injury that does not require immediate attention but could require a trip to your doctor, the teacher will contact you within 30 minutes of the incident. Under these circumstances, we ask that you come to school and make the decision about seeking medical treatment. If an injury is serious, staff will follow emergency medical procedures.

Arrival and Departure

School begins for all children at 8:30 a.m. All children must be signed in using your complete first and last name. After signing in your child, please go to the bathroom and assist your child in washing their hands following the posted procedure. All children must wash their hands when arriving to school in the morning. We recommend everyone wash their hands when leaving school at the end of the day.

Late arrivals disrupt the flow and consistency of the morning activities for all children and staff. Please be respectful of others and have your child to school on time.

Half day pick up time is at 12:00. Please be on time. We charge a \$1.00 per minute late fee. Teachers will bring the children outside to meet you at 12:00. The teachers may not be able to engage in lengthy conversations at this time, but is always happy to call you later in the afternoon or talk with you in the morning before school starts. Teachers also communicate through daily notes and leave messages in the parent log on top of the classroom cubbies. You are invited to do the same.

Assessments

Observing and assessing children is the basis for making individual and group educational decisions at WOW. As the staff get to know your child they will plan appropriate learning goals. We utilize systematic, formal and informal assessment approaches to gather information about your child's abilities and development. The teachers will be asking you to assist in some aspect of this process. Information will be shared with you during fall and spring conferences.

Attendance and Absenteeism

School begins at 8:30 and it is important your child arrives on time. When children arrive late to school it is a disruption to the teachers and to all the children working in the classrooms. Please bring your child to school every day unless he or she is sick. In the event your child is ill, we expect a phone call notifying us of the absence and telling us the symptoms. If your child receives therapy services, it is especially important to notify us of any pre-planned absences. You are responsible for tuition payments even when your child is absent.

Celebrations

It is our intention to recognize and celebrate a variety of special events throughout the school year. Among these is a child's birthday, a significant achievement, the birth of a baby as well as traditional family celebrations. We would like to learn more about your family celebrations. We believe it is not our job to teach our personal beliefs or practices but to acknowledge what is important to the families we serve. We will make every effort to minimize the anxiety and stress that children often experience during some traditional holiday celebrations and we do not celebrate by having a classroom party. We love to celebrate with arts and crafts projects, tasting experiences, reading books, and listening to music. Our focus is always on the child and how to offer developmentally appropriate experiences.

Child Abuse

All staff are trained on recognizing the signs and symptoms of abuse and neglect and the reporting procedure which must be followed. The law requires us to report any suspicion of abuse or neglect.

If a parent or staff person expresses a concern about abuse, inappropriate behavior or mistreatment of a child by an employee or a volunteer, the director will follow the necessary steps which may include filing a report with CPS,

following the Classified Staff Rules of Conduct (401.0) or the Academic Code of Conduct for University of Arizona students and volunteers. Go to: www.hr.arizona.edu/classified_staff_human_resources_policy_manual to review these policies.

Chokable items

Please read on page 9 for a list of chokable foods. We realize that some children mouth toys. Consequently the teachers are very careful and thoughtful about the items accessible to the children in the classroom. Children are always within our sight and we will closely supervise when they are exploring the environment and handling objects.

Clothing

Please provide us with an extra set of clothes, including underwear and socks, to keep here at school. Please put these items in a zip lock bag marked with your child's name. Water-play, messy art activities and accidents are frequent causes of changing clothes. We leave all soiled clothing inside a bag in a closed container in the children's bathroom. Your child's name will be marked on the bag.

Complaint Procedure

We want to hear from you if you have concerns or questions. Please address concerns to any staff member or the director. If ever you feel your concern has not been addressed appropriately, the school director will investigate further or you may speak with the director of the Child Language Center. If the problem is not resolved the director will refer you to The University of Arizona's Provost for guidance.

Disenrollment

Once enrolled, we hope your child will remain at WOW for the entire year. WOW may dis-enroll a child for the following reasons:

- ❖ Nonpayment of tuition
- ❖ Behavior that endangers the child, other children, or staff members' welfare or safety
- ❖ Repetitive inappropriate behavior which has not improved with intervention
- ❖ Frequent or extended absences not associated with illness
- ❖ Excessive tardiness - children who consistently arrive after class has started
- ❖ Failure to sign your child in and out each day

Dress code

Please send your child to WOW in comfortable clothing (e.g. shorts, pants, T-shirt, tennis shoes). Remember, young children play hard and get dirty. When dressing your child, select clothing appropriate for the weather. It is also important to send your child in clothes that are easy to unfasten/fasten when using the bathroom, and are OK to get dirty (or even painted on). For safety reasons, please send your child in TENNIS SHOES or other closed toe shoes. NO SANDALS, FLIP FLOPS, OR COWBOY BOOTS. These types of shoes are not safe when riding tricycles and climbing on equipment.

Emergency Evacuation Procedures

We practice evacuation drills once a month and include sounding the fire alarm. Our emergency evacuation plan is posted in all classrooms near the entry door. Our monthly practice includes evacuating to a safe place outside the building in the event there is an emergency such as a fire.

Shelter in Place

We are prepared for both natural and manmade-caused emergencies. Thunderstorms, flooding, overturned trucks or other dangerous situations may require us to remain in the building. Shelter in place means we stay in the building until authorities advise it is safe to leave or evacuate. Please see page 16 for our emergency preparedness plans.

Field Trips

Parents must provide written permission for children to attend field trips. WOW does not transport children for field trips. We do contract with Mountain View Charter to transport children on field trips. A written plan will be prepared for all field trips and teachers follow all other guidelines as stated in Child Care Licensing Rules and our Operating Procedures Manual. If parents attend the field trip they may be asked to help supervise children but will not be left alone with children. Parents are only allowed to drive their own child to and from a field trip.

Food from Home

Always check with your child's teacher before bringing in a treat for the class. Arizona Childcare licensing rules prohibit us from serving food that has been prepared at home. For example, cupcakes or cookies baked at home cannot be served at school because of DHS rules and regulations. Only store bought items are allowed. We discourage sugary and processed snacks or treats.

Gate

You are issued a code for the key pad on our gate. This code is for you and anyone else who will pick up or drop off your child. For security purposes, please do not open the gate for strangers or visitors. If you see someone enter the school property and you do not recognize them please ask if they need assistance or if they are looking for the office. You can also ask them to wait outside the gate and direct them to call the phone number listed on the sign. When they call our number someone will go meet them at the gate. We all must work together to insure that we always know who is entering the school.

If you are concerned about persons in the parking lot or anywhere on school property please notify a staff member or the director immediately. Please supervise your child carefully when it is time to open the gate and leave school property.

Guidance and Discipline

The first few weeks of school are an important time for us to teach rules and reinforce kind and thoughtful acts toward others. We believe that when children are taught what is expected and how to get along at school and when they are engaged in meaningful and fun learning then misbehaving decreases,

Any behavior that endangers the safety and welfare of your child, other children, or staff members, calls for the director's immediate attention and full support from parents. Children who engage in repeated inappropriate behavior such as bullying, physically hurting self or others, verbal put downs or other inappropriate language, frequent outbursts or out of control behavior could be asked to leave the school. It is our policy to contact you immediately and arrange a meeting if we are concerned about your child's behavior at school. The purpose of this meeting would be to agree on a specific plan of action and identify responsibilities of both the home and school. In unusual circumstances we may call you to pick up your child and keep him out of school until our concern is addressed. You may request a copy of our complete BEHAVIOR MANAGEMENT POLICY from the director.

Our staff is experienced and knowledgeable in managing young children's behavior. They are trained to create a supportive environment and use techniques that are effective and respectful when it comes to helping your child experience success in a group situation. They take extra care to

- Create a nurturing and welcoming environment
- Establish rapport and trust
- Meet individual needs
- Plan for small group learning
- Plan for transitions
- Teach the routine
- Teach rules and model specific skills for getting along with others
- Offer children opportunities to make decisions and choices
- Give meaningful consequences when needed
- Be consistent and treat all children equitably

If a child has difficulty participating in the classroom activities, in following the routine, or in getting along with his peers and requires an exceptional amount of support from the teacher we may recommend different childcare options to the family. Our staff are not trained to restrain children or to provide one on one support. Please let the director know if you would like a copy of our complete Guidance and Discipline policy.

Head Lice

As with all contagious situations if we discover head lice on a child enrolled at WOW you will be notified in writing. If your child has head lice we will call you immediately and instruct you in the procedures you must follow to treat head lice. We have very detailed written procedures that we will follow to prevent the spread of head lice. We will gladly give you a copy of our procedures.

Hold Harmless

It is our policy that parents sign a hold harmless consent form if they ask a staff member to provide babysitting or childcare in their home. The director will gladly discuss this policy with you.

Gate

You will be issued a code for the key pad on our gate. This code is for you and anyone else who will pick up or drop off your child. For security purposes please do not open the gate for strangers or visitors. Instead, direct them to call the phone number listed on the sign. Please supervise your child carefully when it is time to open the gate and leave school property.

Immunizations

We are required to have an up to date shot record on file before your child can start school. If you need information about immunization clinics and locations please talk with the director. If you choose not to vaccinate your child then please request an exemption form. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend childcare until the risk period ends.

Inclusion

WOW is committed to providing a quality program to all children ages 3-5 to the extent possible. When necessary, we will refer parents to programs that may better serve their child.

Licensing Inspection

Wings on Words is inspected by the Department of Health Services annually. Our license number is 8868. Annual inspection reports are available to parents upon request. They are located in the main office area in the second drawer of the green file cabinet.

Medication

We will administer medications according to Wings on Words written procedures and ADHS requirements. Parents must complete a medication authorization form before we administer any prescription or over the counter medication. Our written procedures are in the Operational Procedure Manual located in the office area. Children with asthma or other chronic health issues must have a medical action plan on file. We will not administer the first dose of any medications.

Parking

Please park only in designated parking spaces. *Remember, it is against the law to leave a child unattended in your vehicle.*

Personal Items

Please label all sweaters, jackets, backpacks, water bottles and snack and lunch containers with your child's first and last name.

Pesticides

At least 48 hours before a pesticide is applied on our premises a notice will be posted on the entrance of our property and in each activity area stating the date and time of application. Written information concerning the pesticide is available from the director.

Picking-Up Your Child:

State regulations require parents to sign children in and out daily using first initial and last name. Only persons age 18 or older may sign a child out of our facility unless special arrangements are made with the director. Only the adults listed on the Pickup Information Form are allowed to take your child from the facility. Please inform them to be prepared to show picture identification when picking up your child. Under special circumstances, an unauthorized person could pick up your child but we request prior notification or permission from you over the phone.

When picking up your child we ask that you be thoughtful and considerate of children who may be engaged with activities or perhaps even resting and assist your child quietly in gathering his or her personal items. If you would like to speak with the teacher and she is involved with the children it is best to write a note, communicate by phone or email or agree to meet at a later time.

Please discuss the time you plan to pick up your child with the teacher. A consistent drop-off and pickup schedule helps your child know when to expect you and helps us plan appropriately.

Quiet Time

All children attending WOW full time have quiet time between 12:45 and 2:15 each day. It is our policy that all children rest quietly without disturbing others for 30-40 minutes. Some children fall asleep and others are offered quiet activities after 30-40 minutes. You may discuss with the teacher what items to bring for rest time. Resting mats and covers are disinfected and laundered once a week.

Safety

Keeping every child safe is a number one priority. This means your child is well supervised at all times. Children are never left unattended outdoors. Staff is well aware of the surroundings when on the playground. Every child must be in sight of an adult at all times. We conduct monthly playground and equipment checks. The center is cleaned daily and equipment and materials are well maintained. Staff is well trained in how to respond to emergencies.

The State of Arizona passed a child safety seat law effective August 2, 2012. The law requires that children ages five through seven (younger than 8) and 4'9" or shorter must ride in a vehicle in a booster seat. If you need help finding an appropriate seat please let us know.

Special Placement Requests

In certain circumstances a kindergarten age child may enroll at Wings on Words. We will give priority to children who attended preschool at WOW. Parents may request that a kindergarten-eligible child continue at WOW for an additional year. The director, teaching staff and Speech Language Pathologist will review the request and make a determination.

Classroom assignments are based on the best balance of age, gender, and developmental needs. Placement decisions reflect our commitment to offering the best possible program for every child. We do not accept teacher requests from parents.

Sun and Weather Safety

Children have outdoor play every day when weather and air quality conditions permit. When outdoor temperatures seem uncomfortable, or are above 90 degrees, scheduled outdoor play activities and times may be altered or children may play in the shade and have limited time outdoors. Children with asthma and other respiratory health conditions play inside on days when local health authorities determine the air quality to be unhealthy or under extreme wind conditions.

We are concerned about sun safety all year around, but particularly late spring through the early fall season, when the sun's rays are the strongest. Because the sun is most intense between 10 a.m. and 4 p.m., during the hottest months of the year and when temperatures reach 100 degrees children will not play outdoors during these hours.

Sunscreen and Protective clothing

Our sun safety policy states that during the hottest months (May through October), sunscreen is applied in the morning and again in the afternoon. Parents need to apply sunscreen to exposed areas of their child before bringing the child to our program during those days. Additionally, parents sign permission allowing staff to re-apply sunscreen 20 to 30 minutes before they go out in the afternoon. We use banana boat sunscreen products; however, parents may provide their child's own personal sunscreen. We suggest light-colored, loose-fitting lightweight, cotton clothing. Wide brimmed hats will help protect faces, necks and ears. Closed toed shoes worn with socks are also helpful.

Talk It Out

This innovative program was developed to help young children use their words to solve problems. The goal is for children to recognize problems as they occur, learn helpful words and phrases that offer a verbal solution, and develop problem-solving strategies that lead to a "win-win" negotiated settlement! Teachers help the children as they learn to do this, but teachers do not solve problems, the children do! You will receive detailed information about this unique program to reinforce this positive approach to solving problems while at home.

Toileting

Children enrolled in the preschool program should be able to manage their own toileting needs with some help. Preschool age children wearing pullups or diapers are not generally enrolled in preschool. Please send a complete

change of clothing (including socks and underwear) to keep at WOW. If your child has an accident, we will place soiled clothing in a closed container in the children's bathroom for you to take home.

Toys

Except for the first few days of school when a toy or personal item may help ease your child's transition to school, **we ask that you leave all toys at home or in the car. It has been our experience that items from home are distracting to your child and often get lost or broken.** This includes action figures, lip-gloss, dolls, balls, and trinkets. Please support our efforts by checking that your child leaves all toys in the car when you arrive at school. If you forget, the teacher will take the item and put it away until the end of the day.

Transportation

Wings on Words does not provide transportation to and from school.

Emergency Preparedness

EMERGENCY EVACUATION PLANS

Emergency evacuation drills happen once a month. Staff participate in an annual review and training of our emergency procedures. In case of fire, flood or any other disaster that could create structural damage to the facility or pose health and safety hazards staff follow the emergency evacuation procedure. Everyone follows the EXIT ROUTE on the diagram posted in each room. The room/person assigned to the school cell phone is responsible for bringing it with them during the evacuation.

The teacher takes attendance as soon as the group arrives at the designated meeting spot (the southeast corner of the parking lot).

In the event there is just cause to leave school premises staff and children walk safely to the park located on 4th Avenue and 2nd Street. Designated adults take emergency supply kits and contact information to the location. Staff and children walk and seek indoor refuge at Pima Community College on Speedway and Stone if inclement weather prohibits re-locating outdoors. One person from each building is assigned to carrying the emergency supply kit.

In all cases of a building evacuation, parents are notified by phone within 30 minutes of the emergency. The director notifies parents in writing within 24 hours.

SHELTER-IN-PLACE

In the event there is an unsafe situation or person outside of the building or it is not safe to enter or exit our facility then **Shelter-in-Place**, otherwise referred to as **CODE RED** emergency plan will be put in place. The director will notify all areas by use of the intercom calling **CODE RED** or by displaying the **CODE RED SIGN**. Staff calmly and quickly move children to a predetermined space indoors away from all windows and doors. The main entry doors (total of four) in both buildings are locked. Staff follow agreed upon procedures to keep children safe.

Staff in both buildings will have access to an emergency supply kit containing food, water and other suggested items. If you are interested, you can ask the director to see our detailed plans for emergency situations.

Parent Involvement

BUILDING A TEAM

We consider our partnership with you to be one of the best ways to help your child learn and grow. We invite you to become an active and informed parent.

We rely on parental support to help keep our facility safe and attractive, to raise money to replace toys and materials and to maintain a quality program.

All families are asked to sign an enrollment agreement (found at the end of this handbook).

VOLUNTEER REQUIREMENTS:

We ask each family to volunteer 12 hours during the year. Some ways you can do this are:

- Participate in special projects
- Answer our phones and perform secretarial duties once a month (or more often)
- Help with simple building repairs
- Assist in maintaining the WOW lending library
- Help with a WOW fundraising event
- Join the parent advisory board
- Come to the fall or spring workday

Tuition Trade & Volunteer Opportunities:

Parents wishing to work in the classroom for tuition trade or be a regular classroom volunteer or substitute must:

- Apply for a fingerprint clearance card
- Be screened for criminal history background
- Participate in a program orientation
- Take a TB skin test

We have an open door policy. You are invited to come to school anytime.

WE WILL KEEP YOU INFORMED BY...

- ❖ Completing daily checklists
- ❖ Being available to meet at your request
- ❖ Writing weekly notes
- ❖ Writing therapy progress reports each semester
- ❖ E-mailing announcements, community events & resources

Children do better in school when parents are involved. Please communicate with us:

- ❖ Phone calls: We promise to return your phone call within 24 hours. If it is important to speak with someone immediately, please call our cell phone. Typically, we are able to return phone calls at lunchtime and at the end of the day.
- ❖ Email: This is a great way to get your questions answered and to keep up current of events that might be affecting your child. We will send you classroom news, school wide newsletters, community happenings/resources and other information via email.
- ❖ Attending Conferences: Parent and Teacher conferences happen twice a year, once in the fall and once in the spring. However, staff is available to conference any time during the year at your request. Interpreters are available for conferences.
- ❖ Reading and writing in the Parent Log: Each classroom has a parent log for you to write comments and questions. Teachers will also write messages and reminders in the log so make a habit of reading it every day.
- ❖ Complete the annual parent questionnaire so we can continue to improve and grow.

CURRICULUM AND NEWS

Our goal is to meet your child's individual learning needs and to prepare him or her for upcoming educational and social situations. Our teachers and therapists are dedicated to planning activities that enhance and develop your child's knowledge of the world. If you have questions about your child's progress or want to know more about how to work with your child, please let us know.

Your child's teacher will email you the lesson plan every week. If you do not have internet access just let us know and we will make you a copy.

About Us

Corporate Information:

Wings on Words is a not for profit corporation under the section 501(C) 3 of the Internal Revenue Code. Our tax ID number is 86-1037966.

Wings on Words maintains liability insurance through Early, Cassidy and Schilling, Inc.

The following persons are designated to act on the behalf of the facility director when the director is off site:

- Candy Kennelly
- Michele Piihl
- Amy Greif
- Lea Cuzner
- Marina McCormick
- Sarah Crane

Licensing Information:

Our facility is inspected annually by the Department of Arizona Health Services (ADHS). The inspection reports are located in the central office area and are available to parents upon request, or through ADHS at:

400 W. Congress Suite 100
Tucson, AZ 85701
Phone: 628-6540

For questions, comments or concerns regarding information contained in this handbook please contact:

Karen Zakerwski, M.Ed
Director of Wings on Words
628-1659 or 237-0744
kzdirector@gmail.com

Barbara Kiernan, PhD. Director
Scottish Rite – University of Arizona Child Language Center
628-1659 or 237-0744
bkiernan@email.arizona.edu

**Wings on Words is nationally accredited by
NAC - NATIONAL ASSOCIATION COMMISSION OF EARLY CARE
AND EDUCATION PROGRAM**

School Calendar 2016-2017

Wings on Words (WOW) Preschool & Toddler Program

A Child Language Center program affiliated with The University of Arizona and The Scottish Rite Charitable Foundation

| August 2016 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- 1 First Day for Teachers
- 8 First Day for Students
- 22 UA Students Begin Classes

| September 2016 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |

- 5 NO SCHOOL Labor Day

| October 2016 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- 6-7 NO SCHOOL TODDLER
- Parent/Teacher Conferences
- 21 School Potluck Picnic in the Park
- 27-28 NO SCHOOL PRESCHOOL (Parent/Teacher Conferences)

| November 2016 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

- 11 NO SCHOOL Veterans Day
- 24-25 NO SCHOOL Thanksgiving Break

| December 2016 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- 7 UA Students End Classes
- 14 Holiday Performance (9:00 AM)
- 23-Jan 8 NO SCHOOL Winter Break

| January 2017 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- 9 School Begins Again
- 11 UA Students Begin Classes
- 16 NO SCHOOL MLK Day

| February 2017 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

- 22 Rodeo Cookout (12:00 PM)
- 23-24 NO SCHOOL Rodeo Days

| March 2017 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

- 13-17 NO SCHOOL UA Spring Break

| April 2017 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

- 6-7 NO SCHOOL PRESCHOOL
- Parent/Teacher Conferences
- 28 End of the Year Potluck Picnic

| May 2017 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- 3 UA Students End Classes
- 4-5 NO SCHOOL TODDLER
- Parent/Teacher Conferences
- 23 Last day for Preschool Students (Toddlers continue until June 29)
- 29 NO SCHOOL Memorial Day

| June 2017 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

- 29 Last day for ALL students

| Legend | |
|--------|-------------------|
| | School Day |
| | Special Day |
| | No School/Holiday |

202 E. Speedway Blvd, Tucson AZ 85705
 Phone: 628-1659 School Cell: 237-0744
www.clctucson.org

May 30-June 29 Preschool and Soaring Summer Camp
 August 7 2017-2018 School Year Begins



A Child Language Center Program



ENROLLMENT AGREEMENT

WINGS ON WORDS PRESCHOOL AND TODDLER PROGRAM

School Year: _____

I agree to: (please read and initial each item)

1. _____ Have my child to school on time, no later than 8:30
2. _____ Pick my child up on time or pay the late fee of \$1.00 per minute
3. _____ Attend parent/teacher conferences
4. _____ Send my child to school only when he/she is healthy
5. _____ Inform the school when my child is ill or absent
6. _____ Complete 12 volunteer hours during the year
7. _____ Direct my questions or concerns to my child's teacher or to the director
8. _____ Read and follow the program policies and procedures detailed in the Parent Handbook

I understand that the following may be reasons for dis-enrolling my child:

- Nonpayment of tuition
- Behavior that endangers the child, other children, or staff members' welfare or safety
- Frequent or extended absences not associated with illness
- A pattern of tardiness
- Failure to sign your child in and out
- Failure to follow school policies

My signature below indicates I have read the above items. In addition my signature acknowledges I have received a copy of the **Parent Handbook** (electronically or a hard copy).

Child's Name

Parent /Guardian Signature

Parent / Guardian Signature

Date

This form remains in the child's file at school.



HELPING HANDS MAKE FOR EASY WORK

At Wings on Words we value the opportunity to work closely with parents. The best education a child can receive is when home and school communicate often, share goals and dreams, work together to maintain the optimum learning environment and demonstrate respect and support for one another.

Each family enrolled at WOW is asked to “give back” 12 hours during the school year. We know how busy you are so we try to make it easy and stress free.

Please mark from the list below the ways in which you or someone in your family can give back 12 hours during this year. Throughout the year you’ll also receive emails letting you know we have a “job” we need help with. Simply email back that you can do it and keep track of your time.

Thank you so much for you time and consideration!

EVENTS:

- | | |
|---|--|
| <input type="checkbox"/> Cookie dough sale | <input type="checkbox"/> Fall work day |
| <input type="checkbox"/> Scholastic book fair | <input type="checkbox"/> Spring work day |
| <input type="checkbox"/> Rodeo luncheon | <input type="checkbox"/> Spring Fund raising event |
| <input type="checkbox"/> Festival of Books | |

ONGOING PROGRAM NEEDS:

- | | |
|---|--|
| <input type="checkbox"/> Help in the school library | <input type="checkbox"/> Become a classroom substitute |
| <input type="checkbox"/> Help keep the play yard clean | <input type="checkbox"/> Assist in the school office |
| <input type="checkbox"/> Join the parent advisory board | <input type="checkbox"/> Complete projects at home |

Your name: _____ Date: _____