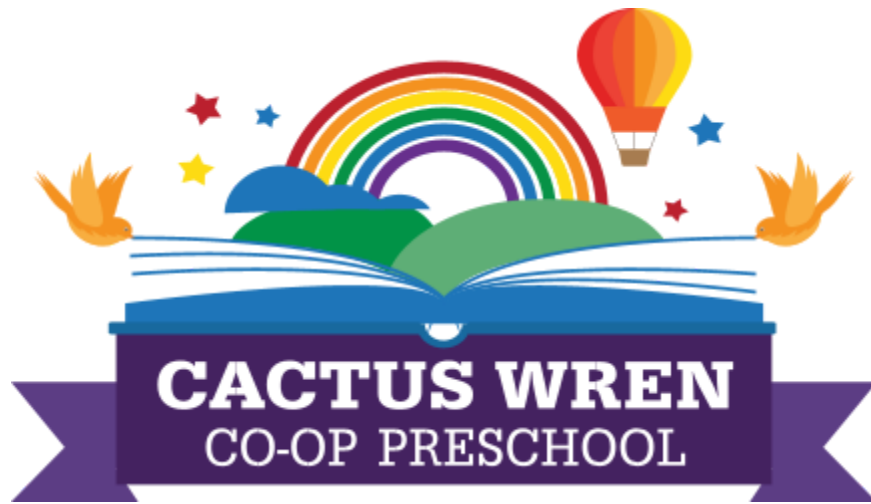




CACTUS WREN COOPERATIVE PRESCHOOL, INC

ORIENTATION MANUAL
2026-2027

4300 E Golden Acres Drive Sierra Vista, AZ 85650

Cactus Wren Cooperative Preschool, Inc. Orientation Manual

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THE CACTUS WREN PROGRAM

Curriculum Philosophy

The staff at Cactus Wren are honored to have the opportunity to meet your child's early development needs. We greatly respect and value the role that you play in your child's life and we look forward to sharing this educational and social growth process with you. We intend to provide a setting that will further develop their large and small motor skills through activities as varied as manipulating playground equipment, to learning to cut with scissors and strengthening their prewriting skills. In addition, the teachers will provide a language rich environment utilizing, among other tools, rhymes, stories, and songs. As your child interacts with the teacher and their peers, they will develop new social skills and gain greater self-confidence in many areas, all within the context of the four C's: cooperation, coordination, competence and confidence. We recognize that nurturing and caring for our children is one of the most important and challenging jobs parents face. Throughout the school year, we will strive to establish and solidify networks of support among our families and staff-members. This will serve as the foundation of an exciting and positive learning environment for all of our children.

Statement of Services

Each school day, your child will be learning many things. Our daily schedule includes free play, calendar, weather, theme, days of the week, months of the year, routines, phonemic awareness, guided movement activities, story time, and centers focusing on letters, sounds, math, numbers, shapes, colors, and crafts. We follow the Arizona Early Learning Standards in our classes. Your child will also be having a snack and discussing manners each day.

Your Commitment to Cactus Wren

- Cactus Wren Cooperative Preschool is a non-profit Parent Co-Op, and we emphasize parental participation!
- Provide appropriate snacks for your student each day they attend school.
- Donate either school supplies or cleaning supplies at least once during the school year. Teachers will send out the list of items needed.
- The Registration Fee is \$50 (non-refundable) every year

The tuition fees are: \$350 per month for both the Pre-K class and the Preschool class.

Please ask about our available Quality First Scholarships and Tuition Assistance if you need help with paying tuition

- Classroom volunteering is entirely optional, but highly encouraged.

A parent who comes into the classroom to volunteer or to substitute for a teacher's aide. This person is required to fulfill all the duties as described on the Orientation Manual (Please refer to page 7 for the complete job description). The Volunteer will need to provide Cactus Wren with the following:

- A copy of a current Arizona DPS Fingerprint Card
- A TB self screening form filled out and signed by the director
- Proof of a current Tdap vaccination or signing a statement that indicates you are up to date on current vaccinations.

The Volunteer must sign in and out in the volunteer book in the front office. You will be given a Volunteer badge to wear. Volunteer shifts are 8am to 1pm.

- Bring your child to class on a regular basis

Attendance Policy

Cactus Wren Preschool's goal is that every student attends class on a regular basis so that they can learn the routine of the classroom, become comfortable with the teachers and other students, and reach their educational goals. However, we understand that sometimes illnesses, family emergencies, vacations, and last minute changes of plans can interfere with that. So to keep things simple for families and the teachers, we have implemented an attendance policy.

It is our hope that students will not miss more than **two class** days during each month. If your student will miss more than two days for any reason, please refer to the information below:

If your student is sick and will miss class, please communicate that to the teacher as soon as possible. If the absence will be longer than two class days, please bring in or email a doctor's note to the teacher or the director.

If your student will miss class due to unforeseen circumstances or a planned vacation, please communicate that to the teacher as soon as possible so they are able to plan for that absence.

Scholarship/Tuition Assistance recipients: Every absence will need either a doctor's note or prior approval from the teacher/director. If your student is absent too much during the month, you will risk losing your scholarship or tuition assistance.

HEALTH AND SAFETY

At the beginning of the school year, you will be asked to complete an Emergency Information & Immunization Record Form. The State of Arizona requires the completion of this form. To safeguard your child, it is very important to keep this form up to date so that someone may be reached who is responsible for your child in an emergency.

One of the responsibilities of a preschool is to maintain the best possible health standards for the protection of all children. We try to reduce health problems by having each parent observe a few rules about themselves and their child.

Each Official Classroom Volunteer must have an AZ DPS Fingerprint Clearance Card, a TDAP shot, and a TB test or chest x-ray within the last twelve months. A form will be provided so that you can present proof of testing. Classroom volunteers must always be under the supervision of the teacher or the teacher's aide when in the presence of the students.

****All forms given to the parent must be fully completed and returned before the child or parent will be allowed to participate in Cactus Wren.**

You are the one who knows your child the best, so you are the key to our health program. We depend on the parents to notice early signs and symptoms of any illness. These are some symptoms for which a child should be kept home or sent home from school:

- Runny nose, sneezing, or coughing
- Fever
- Rashes of any kind
- Abdominal pain, nausea, vomiting, or diarrhea
- Marked loss of appetite
- Unusual irritability, listlessness, or fatigue
- Swollen glands or sore throat
- Inflamed or draining eyes

Please keep your child at home when they have signs of a cold. A number of more contagious childhood diseases begin with the same symptoms as a cold. Colds are most contagious when they start, so the County Health Department advises that a child with cold-like symptoms should be kept home for the first three days. After that, the cold is not as contagious unless the child has a fever. In that case, they should stay home until their temperature has been normal for twenty-four hours without medication that would artificially keep it down. The same applies to adults who are scheduled to work at the school.

If a child arrives at school and appears to have any of the above symptoms, the teacher can send the child home. If the symptoms appear after school starts, the child will be isolated until the parents can be reached. If a parent is not available, a person listed on your Emergency Information Card will be called and the child will be sent home with them. Our teachers have the ultimate decision as to who is well enough to remain in the class. In case of emergency, the parents will be notified and the child taken to the facility listed on the Emergency Information & Immunization Form. Children must be picked up within 30 minutes of being contacted by a school employee.

A NOTE ON MEDICATION

Please give any medication to your child before they come to school. Cactus Wren teachers and aides are not allowed to dispense any medication (EXCEPT in rare cases and a medical waiver must be signed by a doctor, the parent and director). In those rare cases the director is the designated person responsible for the administration of the medication. In the event that the director is not present, the administration of the medication will be done by one staff member designated by the director at any given time. **DO NOT SEND YOUR CHILD TO SCHOOL WITH MEDICATIONS IN THEIR BACKPACK.** All medications have to be checked in and out through the director. They will then be recorded appropriately and stored in a locked, leak-proof storage cabinet or container, inaccessible to enrolled children, that is used only for storing medications belonging to enrolled children.

Potty Training Policy

Cactus Wren Cooperative Preschool prides itself on being a safe environment for children to learn and grow. We are currently not licensed to diaper children at our facility. Therefore all children must be fully potty trained before entering the classroom for the year. They may not come into the facility wearing any type of diaper to include Pull-Ups style training pants.

In the event that a child has a bathroom accident a staff member will attempt to assist the child in changing their clothes. If the accident is excessively messy, the parents of the student will be called to assist. A child may be asked to go home if they are in need of further cleaning.

If a child has more than three accidents they will be asked to remain home for a total of two weeks in order to re-potty train. After this time, they may reenter the school. If they have 3 more accidents, they will be asked to stay home for two weeks again to try one more time to re-potty train. In the event that a student cannot return to school after these breaks without any potty accidents we will ask parents to withdraw their student.

It is never our intention to be at the point of having to ask a student to leave Cactus Wren, however constant disruptions for our staff to have to stop and assist children having potty accidents and additional sanitizing in the place of the accident infringe on the other student's ability to learn.

THE FIRST DAYS OF SCHOOL

Before the first day of school, explain to your child what to expect simply and in your own words. Tell them the teacher's name and the teacher aide's name, and that you may be a classroom volunteer some days. Assure your child that the aide and the teacher are there to help them. Try to reinforce the idea that school time is a happy time together with friends. Your child may be one of the children who says "good-bye" cheerfully the first day, but be ready to bravely face some tears and protests. Some children who enjoy school initially may later become tearful and anxious about being left.

Let your child know when you are going to leave the room and when you will return. When the teacher and you agree it is time for you to leave, say "Good-bye" calmly and firmly. The teacher will lend the moral support that is needed. Never sneak away. Let your child know that you are leaving, but that you will be back at the end of class. Staying in class for more than 10 minutes causes more problems for your child and the other children. Also, make it clear to your child and the teacher if another person is going to pick them up after class.

Do not be disturbed if during the first few days your child is shy and clings to you, is aggressive and will not share, is whiny and demanding, or shows evidence of fatigue at home. These symptoms of tension from a new situation will disappear as your child gradually adjusts to the other children and the new school. Be sympathetic and supporting. Let them bring a favorite toy during the FIRST FEW DAYS if it makes your child feel better. Let your child stand and watch at first. Watching is one way of taking part. Your child may revert to "first days" behavior on your first volunteer day. Sympathize with your child's feelings and let them be near you and help you with your duties. Reassure your child of your affection if needed.

Parents will be allowed to stay for one extra class time, in the classroom, after their child's first day of school to aid with separation anxiety. After this, you will be asked to keep your attendance in the classroom in accordance with your scheduled classroom volunteer days. Our state regulatory agency prohibits you from staying in the classroom at all for the remainder of the school year, except for special programs.

Please dress your child in an appropriate manner for preschool. They will be painting, playing with play dough, playing outside, etc. and will most likely get dirty. We suggest closed-toe shoes where possible as our playground safety material in some areas is small rocks which can easily get into flip-flops and sandals.

THE OFFICIAL CLASSROOM VOLUNTEER

As a classroom volunteer, you should check with your child's teacher to find out what time you should arrive. There are several things that the state requires which must be taken care of before we begin class. There is a checklist for you to go through to make sure things are in order. It is your responsibility to see that the entire checklist is done before class starts. This is why it is so important that you are ready to work thirty minutes before the class starts. Wear clothing that is comfortable for an active and possibly messy day. No siblings or friends are allowed to come with you. This is to meet state regulations and allows you to give 100% attention to your assigned tasks.

You may carry your cell phone when volunteering in the classroom, but please limit use to short, essential calls or texts only.

Snack Time

Wash and put away all equipment, snacks, paper supplies, and empty the trash.

Bathroom

Both classes must clean the sinks and toilets with bleach water and/or Clorox wipes and empty the wastebaskets.

Playground

Report any unsafe or broken equipment to the teacher.

Play Areas

Return all toys, games, and craft supplies to the PROPER areas. Straighten the play clothes. Wipe the tables. Vacuum the carpet. Put away or cover the easels and paints as needed. Wash the paint brushes. Take the garbage out when it is full and replace the trash bag.

Classroom Furniture

When setting up in the morning, you will help bring the tables and chairs into the classroom from the shed and set them up. You will also help set up other items like small whiteboards, bathroom stools and signage, and any other set up help the teacher needs. When cleaning up after class ends, you will help stack chairs and fold up tables to be put in the shed, take down any signage or boards, and help put away any other furniture items the teacher needs help with.

When you are in the classroom with the children, you must be under the supervision of the teacher at all times, except when all the children are outside at recess, when you can be inside to begin cleaning/tidying. You can interact with your own child if time permits and help them with their work or sit with them, but you should direct questions from any other children to the aide or the teacher.

When you are in the classroom, either at drop-off or pick-up times or when acting as a classroom volunteer, please make sure that you do not use inappropriate language or discuss inappropriate subjects in front of the children. They are always listening, even when you think your conversation is private!

CLASSROOM MANAGEMENT

Cactus Wren uses a positive approach to classroom management. The teachers at Cactus Wren use positive reinforcement and redirection with the children to keep the classroom running safely and smoothly. If a child is having a problem that cannot be addressed with the use of the above methods, then an individual management program will be worked out between the teacher and the parent. If a child is uncontrollable during a class session, their parent, or other person named on the emergency form if a parent can't be reached, may be called to come and help the child cooperate in the class. It is our hope that the child be successful in the classroom; however, if needed, the teacher may ask the parent to take the child home if the behavior does not improve with the parent present.

BEHAVIOR POLICY

Cactus Wren Cooperative Preschool prides itself on being a safe environment for children to learn and grow. We understand that all children have a different level of expectations of behavior at home and therefore it may take time to help them to adjust to the behavior expectations in their classroom. Our teachers are trained to have great patience and understanding during this transition time.

Once a classroom routine has been established and students have had ample time to transition

to the behavior expectations, if there is a child that is struggling to transition, we will call a parent teacher conference to discuss with the student's parents what steps can be taken for their student to succeed at Cactus Wren. We will work with parents to make a plan for success and will be documenting students' progress moving forward. If another meeting is called this will be used to help parents see a clearer picture of where their student is at. If the teacher feels that the student is not progressing in a positive direction, another conference will be called with parents. At this point the plan for success will be reviewed and edited as needed. If after the second conference the student is still struggling to be successful in the classroom, another conference will be called in which parents will be notified that their student will need to be withdrawn from Cactus Wren.

It is never our intention to be at the point of having to ask a student to leave Cactus Wren, however constant disruptive behavior in the classroom can infringe on the other student's ability to learn and feel safe.

In these instances, below, Cactus Wren reserves the right to expel a student immediately depending on the severity of the incident.

- Student intentionally physically harming another student
- Student intentionally physically harming a staff member
- Student is having extreme verbally abusive outbursts toward students or staff

We at Cactus Wren Preschool will do what is necessary to protect our staff and students at all times. We never wish to ask a student to leave our school, but we also understand that not all schools are a good fit for every student. We do our best to help them be successful.

CLASS PROCEDURES

School Hours

Both the Pre-K and Preschool classes will operate Tuesdays, Wednesdays, and Thursdays from 8:30AM to 12:30PM.

We encourage you to arrive on time for school so that the child can start class with their peers, but drop-off any time during the first 30 minutes of free play is permitted. If you cannot make it to school during that 30-minute time period, late drop-off is only permitted by special pre-arrangement with the teacher.

Pick up your child promptly at the end of their scheduled class. We don't want them to worry about where you are. If you are going to be late due to circumstances outside your control, make sure you call and let the teacher know, especially if you are going to have someone else named on the child's emergency card pick up your child. Your child cannot be picked up by anyone not named by you on their emergency contact card.

There will be a late pick-up grace period of 15 minutes, then your child will be transferred to the director's office and you will be charged \$10 per 10 minute intervals after that. If a child is repeatedly picked up late, the grace period will be shortened to 5 minutes before a late fee is applied.

Sign In and Out Each Day

You must sign your child in and out each day with your first and last name using Procare or the physical sign in/out book. No initials allowed. This is required by the state.

Birthdays and Holidays

Birthdays are important occasions for our children. A simple celebration at school does much to help build the child's self-image. If you wish to bring a special treat for the occasion, let the teacher know in advance, so it can be posted on the snack list. We must follow the state's regulations on what is allowed, so please be sure to check with the teacher. We follow the Sierra Vista School District Calendar for school closures. We will be closed for Labor Day, Columbus Day, Fall Break, Veterans Day, Thanksgiving break, Christmas and New Years break, Martin Luther King Jr day, Presidents Day, Spring break, and Good Friday.

Snacks

Parents are required to bring snacks for their child each day they come to school. A healthy snack guideline will be given to you to help ensure your child is eating a well rounded snack. Snack guidelines are required by licensing. Don't forget that we are also a peanut free school.

Field Trips

Field trips are an important part of the teacher's curriculum. They allow the children to explore an environment with their teacher and classmates, outside of the classroom. Cactus Wren does not provide any transportation to and from the field trip destinations. Field trips will be treated as a regular school day with class commencing at the field trip site. Parents are responsible for bringing their own child to and from the field trip site, or you may want to coordinate carpools with other parents. Each parent is responsible for their own child during the entire field trip. Families are responsible for any fees that may be associated with the field trip.

POLICY STATEMENTS

Eligibility Policy

Students will be allowed to enter the Cactus Wren Cooperative Preschool as soon as they turn 3 and are toilet trained. However, if the student turns 3 prior to September 1st, they may start at the beginning of the school year with the teacher's approval. Students may pre-register in the spring or summer if they turn 3 on or before September 1st of the following school year.

Students who are not going to be 3 by September 1st of the new school year may join a waiting list in spring or thereafter, but they will not be guaranteed a slot and we will contact the family shortly before the child's 3rd birthday to let them know if there is a place available. Families who join a waiting list will be asked to complete an application and pay the \$50 non-refundable application fee only if a slot is available for their child just before their 3rd birthday.

Students turning 3 after September 1st may register and begin class on or any time after their 3rd birthday following the NEW STUDENT POLICY. New students are subject to a 2-week probationary period to give the class teacher time to assess whether the child is ready for the preschool environment.

Once started in a class, the student cannot change from a preschool to a pre-K class and vice-versa without the teacher and director's approval. Students entering the preschool class mid-year will be able to either repeat the preschool class or enter the pre-K class if they are starting kindergarten the following year. When a child is eligible for either class, it is recommended that parents receive teacher input when deciding to enroll their child.

Recommendations will be based upon the needs of the child, the child's preschool experience, and the parental objectives.

New Student Policy

During the school year, after a family has indicated an interest in having their child attend Cactus Wren, a tour may be scheduled or they may fill out an application form and pay the required (non-refundable) registration fee if there is an opening. After a completed application form and registration fee has been received, the remaining paperwork will be given to the family to be completed and returned 3 days prior to the child's first day of school.

The teacher is to be given all known information on the new student as soon as possible to allow time for making any necessary preparations.

ALL PAPERWORK AND PAYMENTS MUST BE SUBMITTED THREE BUSINESS DAYS PRIOR TO THE CHILD STARTING CLASS

The first and last month's tuition and registration fee will also be due three business days prior to the first day of class. The individuals involved in registration will confirm that all paperwork is complete prior to a student beginning classes at Cactus Wren. When registering, students will be given a start date and will be charged tuition based on said date. If all paperwork is not submitted and tuition paid three business days prior to the start date, the student may not start, however, the family is still responsible for all tuition from that date.

Registration Policy

The earliest registration possible is the in-house registration, usually held in spring. No registration date will precede this. Any changes, like switching from one class to another, will be based on your child's original registration date. Registration is done on a first-come-first served basis with the following priorities:

- Children previously enrolled or with siblings currently or previously enrolled (alumni families) will also be permitted to register before open registration, after currently enrolled students have been accommodated. In such cases, it is the parent's responsibility to contact Cactus Wren in order to find out the date of alumni registration. When inquiring, the necessary forms will be emailed, mailed out or delivered with a reminder of the date and time of the alumni registration.
- Children not previously enrolled or without previously enrolled siblings may register after the in-house and alumni registration. Open registration is usually held immediately after the in-house and alumni registration. When a parent inquires about Cactus Wren, they will receive registration materials and information about open registration.
- After in-house, alumni and open registrations are complete, the director may fill any vacant spaces with children whose parents did not attend registration but have submitted their completed application and the non-refundable registration fee.
- Once all the available space in each class is filled, all inquiring families will be placed on a waiting list. Once a space is available, the first eligible child on the waiting list will be given an opportunity to apply for the space. Families have 48 hours to verbally commit to an open waiting list spot. They have an additional 24 hours after verbal confirmation to complete an application form. Additional time may be given if there is only 1 family on the waiting list. *Families who withdraw a child any time after registration are not protected by their original registration date. If they elect to re-register and no vacancies exist, they must be placed at the end of the waiting list*

Tuition Policy

Cactus Wren Cooperative Preschool is a non-profit organization and relies on the tuition payments from enrolled families to meet its obligations. Please remit tuition in a timely fashion. Tuition must be paid in full each month at the correct amount. Pre-payments can only be made in full monthly increments.

Preschool Class Tuesday-Thursday 8:30am-12:30pm	\$350 per month (5% off if paid in full: \$3,325.00) (5% off for semester: \$1,662.50) \$50 Application Fee
Pre-K Class Tuesday-Thursday 8:30am to 12:30pm	\$350 per month (5% off if paid in full: \$3,325..00) (5% off for semester: \$1,662.50) \$50 Application Fee

1st of the month	Monthly tuition due.
7 th of the month	\$20.00 late fee on any tuition received after this date. Contact the director BEFORE THE 7th if there is a good reason for a late tuition payment.
15 th of the month	For any tuition and late fee not received by this date, the matter is referred to the Board for a decision of removal from the Cooperative.
20 th of the month	Removal of child(ren) from the Cooperative as decided by the Board.

Deposit your tuition payment in the grey mailbox inside the office door or mail to:

Cactus Wren Cooperative Preschool
P.O. Box 1112
Sierra Vista, AZ 85636

Please write your child's name and class in the "Memo" portion of your check.

The returned check charge is \$25.00 and any further tuition payments must be paid either electronically or with a cashier's check or money order.

Tuition may also be paid electronically with a debit or credit card. Card payments for tuition will NOT be accepted in the office, they will only be accepted online via Procure. When paying tuition electronically, the parent agrees to pay a non-refundable processing fee at the time of the transaction.

Tuition Discount Policy

For families enrolling more than one child at a time into the Cactus Wren program, a 10% discount on tuition will be given on the second child's tuition. The 10% discount will be applied to the lesser of the two children's tuition amounts. Board members will have a 10% discount on their child's tuition. Employees will receive a 25% discount on their child's tuition. Directors will receive

a 50% discount on tuition. A discount in the amount of 5% will be given for paying 5 months tuition in one payment. A discount in the amount of 5% will be given for paying the full 10 month tuition at the beginning of the school year. **Only one discount per family will be honored at a time. Please discuss all tuition discounts with the director.** A limited quantity of Quality First Scholarships are available on a first come first served basis.

Withdrawal Policy

A two-week written notice must be given to the director prior to withdrawing your child from Cactus Wren. This will allow time to find a replacement during said notice period. The director will notify you about the status of your account. Tuition paid, including May's, is not refundable, and any tuition owed to Cactus Wren is to be paid prior to withdrawal. However, if a two-week notice is given and your tuition is paid as due, May's tuition is refundable if one of the following applies:

- i. If there is a replacement on the waiting list;
- ii. If you are leaving the Sierra Vista area;
- iii. At the approval of the director and Board.

A prorated refund will be provided if you meet one of the above qualifications and your current tuition is paid in full. August and May's tuition will be refunded only when the child has not started school.

Teachers with Preschool Children Policy

The child of a Cactus Wren Cooperative Preschool teacher or teacher's aide wishing to enter the preschool must meet the established age requirements. The child will have priority over choice of class and will receive 25% off tuition.

Parent Participation Policy

Parents can fulfill their Co-Op responsibility by working in a wide variety of ways:

1. Executive Board positions: President, Vice-President, Secretary/Office Manager, Fundraising Coordinator, etc.
2. Committee Members (working under the direction of the board member chairing the committee): Communications, Fundraising, Outside Volunteer Hours, Events, and Social Activities
3. Become an Official Volunteer and work in the classroom.
4. Helping out the teacher of your child's class by cutting or assembling things together or otherwise preparing materials for class.
5. Volunteering at school events
6. Purchasing classroom supplies.

Being a Classroom Volunteer

All classroom volunteers must apply for a DPS Fingerprint Card and provide TB Self Screening form and proof of a current Tdap immunization prior to their first classroom volunteering session. You will sign in and out in the office. You will be given a volunteer id badge. Please return it to the director after your shift. **Any associated costs with getting a Fingerprint Card are the responsibility of the classroom volunteer.**

Outdoor Play Policy

We at Cactus Wren Preschool believe that children's safety is a priority. Therefore we have established guidelines for extreme weather exposure for the time that our children are engaging in outdoor play.

Heat Exposure: Time outside will be limited to 30 minutes during the warmer months. They will be provided shade and water during this time. Parents are asked to dress children in appropriate clothing for the weather and are able to provide hats for their children, and to apply sunscreen prior to drop off. The staff will check the heat index through the National Weather Service daily and will keep children indoors if the heat index is above 91%. For our area, this means that the temperature is not above 98 degrees with the humidity above 5%.

Cold Exposure: Time outside will be limited to 30 minutes during the colder months. Parents are asked to dress children in appropriate clothing for the weather and to provide additional winter attire such as hats, jackets and gloves. The staff will have children put on these items before they go outside to play. The staff will check the Wind-Chill Factor through the National Weather Service daily and will keep children indoors if the Wind-Chill Factor is below 25 degrees. For our area, this means that the temperature is not below 30 degrees with the wind speed above 5mph.

Transportation Policy

It is the policy of Cactus Wren Cooperative Preschool that we do not transport our students in vehicles. If we are having a field trip or off-site activity, it will be the policy of the parents to transport their student.

Sunscreen Policy

It is the policy of Cactus Wren Cooperative Preschool that we do not apply sunscreen or other lotions or sprays to children during school hours. If a parent wishes to have these items applied to their child, they will need to do so, before school or come into the classroom to apply them at the desired time. We thank you for your understanding and cooperation.

STAYING INFORMED

Board Meetings

Our school cooperative board meetings are held on a quarterly basis. They are informative and give parents a chance to get to know the board members and parents from the other preschool classes. Each board meeting is open to all parents. These are advertised in our information emails and via messages in Procure. Parents that attend are able to hear about the events and issues that are currently happening in our school. They are able to weigh in through open conversation and voting on important decisions and issues. Executive Board sessions are held on an as needed basis and are closed for confidentiality and for subjects of a sensitive nature.

Board Meeting Minutes

The minutes from each board meeting are posted on the bulletin board in our school office. These are posted within a week of the last board meeting held. Copies of these notes are available to any parent who requests them within one week of their request. Reviewing them gives an excellent summary of upcoming events and the issues affecting Cactus Wren.

Parent Teacher Conferences

Parent teacher conferences are held in the fall and spring of each school year. Our fall conference is a way for our teachers to communicate with our parents at what level their children are starting their year developmentally and socially. The fall conference is less formal and is not typically at a scheduled time. Our spring conference shows parents the growth that their children have had throughout the year. Parents will be notified and be able to sign up for a desired time and date prior to the day of conferences. Parents are also welcome to request a conference with the teacher at any time during the year. If a teacher is having difficulties in any area with a

student, they may request a conference with a parent outside of our regular schedule for conferences.

Curriculum

Cactus Wren teachers send out weekly emails and/or Procare messages to each family with their lesson plans for the week. These lesson plans can also be found on each class bulletin board in their classrooms at their parent center. Copies of each class's lesson plans are located in the office and are available upon request.

Screening and Referrals: Easter Seals Blake Foundation Partnership

First Things First has partnered with Easter Seals Blake Foundation to implement the Early Care and Education Inclusion Plus (ECEI+) program in order to increase the number of high-quality child care centers/homes available to children with special needs, from birth to age five. The focus of the ECEI+ program will be to help children with special needs be successful in the classroom with their typically developing peers.

We are excited to share CACTUS WREN COOPERATIVE PRESCHOOL INC's acceptance into the ECEI+ Intensive Individualized Program, and their commitment to improving the quality of service they provide. Over the next several months, you may see our Inclusion Coach, Rheanna Urrea. She will help the center reach their goals by providing direct coaching support in the areas of:

- Strengthening relationships with families
- Developing a learning environment that is accepting of individual differences
- Helping all children feel welcome and part of the classroom
- Teaching the skills and strategies to support children with special needs in the learning environment
- Making adaptations to help children be successful and independent
- Supporting teachers to help children regulate and manage their emotions and behaviors
- Training staff on how to use developmental screening to see strengths and needs in children
- Identifying and referring children with suspected delays to AZ Early Intervention Program and Local School Districts and learning of special service resources in the community (e.g. Raising Special Kids)
- Selecting materials to enhance the environment and to support all children's development

Included with this handbook is a "Parent Consent Form". Please fill it out and return the form to the director within the next few weeks. This will allow the coach to work more closely with the teacher to support each child.

EMERGENCY PROCEDURES

Should we have a major disaster during school hours, your student(s) will be cared for at their school or at a designated evacuation site.

In the event of an emergency during the school's hours of operation, the teacher will direct the safe and timely evacuation of the class through the door on the south of the building, out to a clearing on the south side of the property.

Should the emergency not allow us to leave the building, such as an active shooter, students will be led into the hallway and then into restrooms, doors locked behind them. All doors remain locked from the outside during the school day. Interior doors will be locked and windows will be closed/covered to reduce visibility.

If the emergency does not affect phone service and internet connection, information will be relayed via your individual teacher or aide or another authorized individual through your main contact phone number. Emergency announcements will also be made via our school app, Procure. If students are to be kept at school or evacuated to the above evacuation site(s) parents will be notified through the above communication outlets.

In the event that a natural disaster takes place during the time that students are being evacuated, students may stay at their current location and staff will call the local police or fire department to ask for assistance.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms may be inaccessible.

In the event that a 9-1-1 call is necessary, the teacher or aide will do so immediately. If the emergency applies to less than the entire class, the parents of those involved will be called. If parents cannot be reached, then the emergency contacts will be called.

First aid kits are located directly by the classroom door leading outside. There is also a first aid kit located on the playground in the toy shed.

State law requires the exercise of one fire drill each month. Please acquaint yourself with the fire safety equipment. Other instructions and information on fire safety and disaster procedures will be reviewed at the beginning of each school year. In order to comply with the Arizona Department of Health Services requirements, smoking is not permitted at our school. As a courtesy to other families, smoking is not permitted in the parking lot or in the vicinity of the school.

A list of those individuals from Cactus Wren who are CPR/First Aid certified is posted on the bulletin board in the Cactus Wren office and in each classroom.

All facility inspection reports are available for public viewing. They are located in the filing cabinet in the office.

Cactus Wren has commercial general liability insurance and documentation of that is available for review at our facility.

Our facility is sprayed with pesticides once each month. We will notify our parents of this in the handbook and orientation manual. We will also post a notification at the facility at least 48 hours before our facility is treated.

Cactus Wren Cooperative Preschool, Inc. is located at:
4300 E Golden Acres Drive
Sierra Vista, AZ 85650
520-222-9485

Mailing Address:
PO Box 1112
Sierra Vista, AZ 85636

Cactus Wren Cooperative Preschool, Inc. is licensed by the Arizona Department of Health Services.

Contact Information:

Arizona Department of Health Services

Office of Child Care Licensure
400 W. Congress, Suite 100
Tucson, AZ 85701-1352
(520) 628-6540

If you have questions, or need to contact one of us, please email the following:

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