

Parent Handbook

2017-2018



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## **Philosophy and Curriculum**

MIRÓ INTERNATIONAL PRESCHOOL is a boutique full immersion Spanish preschool. Our Mission is to teach the child to develop a love of learning through play exploration and “hands on” activities. We aim to give the children a happy, settled and structured environment in which to work and play. The desire is to develop the individuality of each child and we hope that all children will leave us ready to become independent learners.

MIRÓ INTERNATIONAL PRESCHOOL promotes an environment where children become independent, confident, lifelong learners, with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community. In each child, we strive to cultivate:

- Autonomy
- A sense of belonging
- Respect for others
- Enthusiasm for exploration
- Creativity

## **Our Curriculum**

We will be using the SIRABÚN Educational Model from Spain offering early education for children ages 1 to 5. Our vision is to provide children hands on activities in an intellectually stimulating environment where they can thrive, be happy and become proficient in Spanish. The philosophy of Miró International Preschool is to blend cutting edge educational techniques with great care and affection for your little ones. A preschool with a mission to deliver world class education where Parents are valued and Children are loved.

The teachers use their own experiences, as well as the children’s interests, to adapt the curriculum to be unique to each class. Classroom observations and assessments become important tools for the teachers to communicate with parents.

The Miró system allows children to learn about the world and themselves. As children play, they learn new skills, test new ideas, and master their bodies. As children choose at which station to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas.

Our interactive curriculum offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of MIRÓ INTERNATIONAL PRESCHOOL community.

## **Nondiscriminatory Policy**

MIRÓ INTERNATIONAL PRESCHOOL is a nonsectarian preschool. MIRÓ INTERNATIONAL PRESCHOOL admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies

## **Confidentiality**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. MIRÓ INTERNATIONAL PRESCHOOL takes confidentiality very seriously and makes every effort to protect each family’s privacy. Communication among staff and parents about children it is kept

confidential at all times. MIRÓ INTERNATIONAL PRESCHOOL recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the MIRÓ INTERNATIONAL PRESCHOOL community. Discussions in the hallways are to be kept to a minimum. If a parent has a question or concern, it is recommended that the parent first contacts the teacher via email or in person to arrange a time to discuss.

### Hours of Operation

Facility	7:20am – 5:30pm
Early Childhood Class Full Day	8:00am-3:00pm
Early Childhood Class Half Day	8:00am-12:00pm
Class meeting begins at	8:00am
Extended Care	7:20am – 8:00am & 3:00pm – 5:30pm (extra fees apply)

### School Facilities

Our campus is located at 11211 E. Via Linda Ste. 100 Scottsdale, AZ 85259.

The facility consists of 2 playgrounds, Early Childhood classrooms, a common area, kitchen, multi-purpose/activity room, and office and reception area.

### Communication

Communication between parents and teachers is vital to a successful program.

#### School-Wide (Nonemergency) communication:

The MIRÓ INTERNATIONAL PRESCHOOL office communicates with parents in a number of ways:

- Email
- Telephone
- MIRÓ INTERNATIONAL PRESCHOOL website
- Parent orientation
- Back-to-School Night
- Notices sent home in children's backpacks

#### Classroom Information:

- Monthly newsletters and weekly recaps from each class are sent via email to parents.
- Yearly and Weekly lesson plans are posted in the classroom.
- For information about bringing food for birthday and classroom parties, please make sure to review the "Food at MIRÓ INTERNATIONAL PRESCHOOL" section. In accordance with our **Class Party and Birthday policy**, only store-bought foods can be served, and the food provided must be preceded by a completed list of ingredients and food label notifications, submitted to the teacher **at least 2 class days** before the food is served. Food must adhere to our peanut-free policy.
- Please be sure to check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth.
- Artwork from different classes will rotate on the hallway bulletin boards throughout the year.

#### Child-Specific Information:

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific

information, a written note or email is preferred.

- Parent-teacher **conferences** are held two times per school year (winter, and spring). The conference is an informal meeting for parents and teachers to have an opportunity to discuss the child. Teachers will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.
- If, at any time, you have specific concerns, please feel free to contact your child's teacher use email, send a note, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.
- If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. MIRÓ INTERNATIONAL PRESCHOOL will always respect your privacy.
- **If your child is going to be out of school for any reason, please let the office know.** For illnesses, this is especially important so that we can inform families of any communicable disease, symptoms, while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

## **Admissions**

MIRÓ INTERNATIONAL PRESCHOOL admits students of any race, color, and national and ethnic origin. If parents have any major educational, social, or developmental concerns about their child entering MIRÓ INTERNATIONAL PRESCHOOL, parents need to discuss these concerns with the Head of School before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, MIRÓ INTERNATIONAL PRESCHOOL reserves the right to place children in classes by age, gender, and developmental level. MIRÓ INTERNATIONAL PRESCHOOL does not discriminate in administration of its educational and admission policies.

## **Procedures for Enrollment and Withdrawal**

### **Enrollment:**

- Registration for enrollment begins in February.
- Enrollment priority is given to current students, their siblings, and alumni families.
- When registration takes place, applications are taken on a first-come, first-served basis.
- Class placement is made on the basis of age and gender (in order to maintain a reasonable balance of boys and girls in each class).
- There is a supply fee (see...) for each child that is due by August 1. All applicants, regardless of entry date, will be charged the full fee for supplies.

### **Withdrawal:**

- Written notice must be provided to MIRÓ INTERNATIONAL PRESCHOOL at least 30 days

prior to withdrawal.

- The registration fee and June's advance tuition are non refundable.
- If a child is withdrawn after August 1st, there will be no refund unless the withdrawn is due to unforeseen circumstances. In that instance parents must notify the Head of School as soon as possible. For all non-emergency situations the parents are required to notify the Head of School and give 30-days written notice of withdrawal. If written notification is less than 30 days, the family is responsible for tuition 30 days after the written notification.

**PLEASE NOTE:** On occasion, a program is not an optimal fit for a child or family. MIRÓ INTERNATIONAL PRESCHOOL is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, MIRÓ INTERNATIONAL PRESCHOOL reserves the right to dismiss a child from the program.

### **Tuition**

- Tuition and fees must be paid as stipulated in the registration contract.
- Monthly Tuition payment plans are due on the 1st of the preceding month, whether or not your child is in attendance or school is in session.
- Students on a weekly payment schedule must pay by Monday of the 2 preceding weeks (2 weeks in advance).
- Sibling Discount: Each younger sibling receives a 10% tuition discount.

### **Late Charges**

- Monthly Plans: Tuition payments received after the 5th day of the month are deemed late and subject to a late charge of \$25.00 and thereafter \$50. Any payment received will first be applied to any outstanding late fees, then to the outstanding tuition balance. If payment has not been received by the 15th day of the month, the child may not attend school until all fees are paid.
- Weekly plans: A late fee of \$25.00 will be charged if payment is received 3 days late, \$75 if 1 week late. Any payment received will first be applied to any outstanding late fees, then to the outstanding tuition balance. If payment has not been received within two weeks of the due date, the child may not attend school until all fees are paid. .
- Late pickup: \$1.00 per minute after 5:30 pm.
- A charge of \$30.00 is assessed for insufficient funds checks or checks returned by the bank for any reason.

### **Required Forms for Enrollment**

These forms must be on file before a child attends class:

- Registration Form
- Blue Form – Emergency Information and Immunization Form
- Birth Certificate (copy)
- Current Immunization Records
- Photo and Directory Release
- Financial Policy
- Confidentiality Form
- Tuition Agreement

### **Medication Authorization Form:**

There are circumstances that make it necessary for a child to receive medication while attending school. Trained child care providers can give prescription and non-prescription medication under certain circumstances with **prior written permission** from the child's parent/guardian and doctor. These circumstances can include prescriptions for an illness, severe allergies requiring an EpiPen®, or over-the-counter medicine for allergies and pain. The Medical Authorization Form must be filled out correctly, signed by both the parent and the child's doctor – if applicable, and returned to the office. Prescription medicine must be in the container labeled by the pharmacy with the child's name and dosage, and at least one dose of the medicine must have been given at home prior to coming to school. Non-prescription medications must be in the original container labeled with directions for dosage.

A parent must provide any necessary supplies (medicine spoon, cup, syringe) for administering medicine.

### **MEDICATION ADMINISTRATION MANAGEMENT**

The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. It is best if children receive medication at home. Many medications can be scheduled so children will not have to receive them while in school. At MIRO INTERNATIONAL PRESCHOOL, the Director and designated Staff are trained to safely administer medication and/or perform medication delivery treatment to children in our care.

All instructions regarding dosage and administration route (amount, frequency, and how it goes into the body) for giving medications are followed carefully. We cannot administer a medication differently from the instructions on the medication's label without prescription.

#### **Procedure and Practices, including responsible person(s): Medication Consent**

Fabiana Arce, Director, Vania Torres and Maria Clemente, teachers, will administer medication only if the parent or legal guardian has provided written consent (Medication Administration form); the medication is available in an original labeled prescription or manufacturer's container that meets the safety check requirements.

#### **1. Prescription Medication**

- parents or legal guardians will provide the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name, strength of the medication and administration instructions;
- the date the prescription was filled;
- the name of the health care provider who wrote the prescription;
- the medication's expiration date;
- administration, storage, and disposal instructions.

#### **2. Non-prescription Medication**

- parents or legal guardians will provide the medication in the original container.
- the medication will be labeled with the child's first and last names;
- specific, legible instructions for administration and storage supplied by the manufacturer;

3. Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to the child care staff in writing (by a signed note or a prescription label) by the parent.

- the instructions should include the child's name;
- the name of the medication;
- the dose of the medication;
- how often the medication may be given;
- the conditions for use;
- any precautions to follow;
- potential side effects;
- A child may only receive medication with the permission of the child's parent or legal guardian.

#### **Medications for chronic conditions:**

For chronic conditions (such as asthma or allergies), the parent/legal guardian written consent must be renewed monthly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

#### **Emergency supply of medication for chronic illness:**

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

#### **Staff Documentation:**

1. Staff giving medications to will document the time, date and dosage and route of the medication given on the child's Medication Administration Form and will sign each time a medication is given. Notation of failure to provide medication, at the prescribed time as requested by a physician or parent will also be noted.
2. Staff will report and document any observed side effects on the child's individual medication form.
3. Staff will provide a written explanation why a medication was not given.
4. Outdated Medication Authorization Forms and documentation will be kept in the child's file.
5. Staff will only administer medication when all conditions listed above are met.

*Medication authorization and documentation is considered confidential and must be stored out of general view.*

#### **Medication Storage:**

- Inaccessible to children, locked
- Separate from staff or household medication
- Protected from sources of contamination
- Away from heat, light and sources of moisture (not in the kitchen or bathroom)
- At temperature specified on the label (refrigerated if required)
- So that internal (oral) and external (topical) medications are separated Separate from food
- In a sanitary and orderly manner

Medications no longer being used will promptly be returned to parents/guardians.



Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed needs to be reviewed by the health care provider at least annually.

### **Medication Administration Procedure**

1. **Wash hands** before preparing medications.
2. Medication errors will be controlled by checking the following six items each time medication is given:
  - Right Child
  - Right Medication
  - Right Time
  - Right Dosage
  - Right Route
  - Right Documentation
3. Prepare medication on a clean surface away from diapering or toileting areas. **Do not add medication to the child's bottle or food.**
4. **Wash hands** after administering medication.  
Observe the child for side effects of medications, document on the child's Medication Authorization Form and intervene if needed.
5. When a medication error occurs, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the facility.

### **PESTICIDE NOTIFICATION**

Parents are to be notified in writing at least 48 hours before a pesticide is applied on a facility's premises.

### **Positive Discipline Policy**

MIRÓ INTERNATIONAL PRESCHOOL is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of MIRÓ INTERNATIONAL PRESCHOOL's values, including self-control, respect for others, and a positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of our curriculum and it helps children grow as successful, lifelong learners.

MIRÓ INTERNATIONAL PRESCHOOL's commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peace-making skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make appropriate choices and develop techniques for regaining self-control when they feel frustrated. Constructive and individually appropriate instructions will help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, it is recommended that the parents and teachers to work together to develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

The teacher will observe and document a child's behavior.

The teacher will discuss the child's behavior with the parent and inform the parent of learning-based strategies the teacher will implement. The teacher will discuss options with the director.

The teacher will follow up with the parent about how these strategies are influencing the behavior.

If concern persists, a conference will be held with teacher, parent, and director to discuss options to help the child further develop appropriate social skills.

Staff members will make reasonable effort to work with the child and the family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, the teachers and the director will seek support from outside resources. The plan may include removal of a child from the classroom and/or calling the parent to take the child home. Repeated severe problems may result in excluding a child from attending MIRÓ INTERNATIONAL PRESCHOOL.

### **Behavior Policy Specific to Biting:**

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with MIRÓ INTERNATIONAL PRESCHOOL's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control.

If a child develops a pattern of frequent biting of other children, the following procedures will be enforced:

The biter will be removed from the group with a firm 'NO.'

The biter is separated and told, in either language and at an age-appropriate manner, that this behavior is wrong.

The biter is then redirected.

The bitten child (victim) is consoled and the injured area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.

In the case of blood exposure, further steps will need to be taken according to health department's regulations.

In the case of blood exposure the parents of each child will be notified immediately.

A written incident report is given to the parents of all children involved in the biting incident on the same day

The name of a first time biter is not released

The conBrightwheel app. of each biting incident is analyzed for patterns, in an effort to prevent further biting behavior. A staff member will shadow this child to determine the cause of this behavior and work to prevent future biting incidents.

The biter will be taught how to resolve conflict or frustration in an appropriate manner.

The environment is adapted based on findings.

If another biting incident occurs, the parents will be required to pick up their child and meet with the Director .

If biting cannot be controlled, the family may be asked to withdraw the student.

### **Child Protective Services (CPS) Policy**

Our staff and volunteers are required by Arizona Law to report any suspected cases of child abuse or neglect to the Child Protective Services Agency. As a part of each daily health check and throughout the day, children will be routinely observed. Be assured that normal bruises or scrapes and/or mood swings will not alarm our trained staff. However, they may ask for clarification on how an injury occurred or why a child's behavior has changed. Please do not feel threatened by this procedure. It is the Preschool's way of assuring you that caring and supportive adults are meeting your child's needs. All inquiries give parents and staff an opportunity to work as a team in supporting a safe and healthy

environment for each child.

## Illness

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the CONFIDENTIAL FORM to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:
  - temperature higher than 100°F
  - nausea or vomiting
  - red, pink, or crusted eyes
  - stomach ache
  - earache
  - diarrhea
  - rash/infection of skin
  - pale or flushed face
  - headache
  - thick or greenish mucus from nose
  - cough
  - loss of energy/decrease in activity/falling asleep
  - sore throat

**IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE. PLEASE KEEP YOUR CHILD AT HOME.**

**24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.**

- **Fever free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school??
- **We strictly observe this health department regulation for children (and staff) to protect the health of everyone at MIRÓ INTERNATIONAL PRESCHOOL.**
- **Parent must notify the office immediately if a child:**
  - Is diagnosed with any anything contagious, including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that MIRÓ INTERNATIONAL PRESCHOOL can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that MIRÓ INTERNATIONAL PRESCHOOL will not release the name of the child or family involved. We simply post "There has been a case of \_ \_\_\_\_\_reported ...."
  - Has any **allergies** or if you have any concerns about any aspect of your child's health.
  - Is taking **medication**, as medicine may affect your child's behavior.

- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor activities.

**Head lice** sometimes occur in schools because it is contagious and easily passed from child to child. You may want to look online for more information and to find examples of what lice looks like in order to check your child's head correctly.

- Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

### **What to Bring**

**Please remember to label each item that your child brings to school** (lunch box, backpack, coat, sweater, hat,..).

### **Uniform and Appearance Policies**

We ask that all students be dressed neatly, simply and comfortably following the mandatory uniform policy. Students should dress to be able to fully participate in all of the day's activities. We request that students wear shoes that cover heels and toes. No sandals, Crocs, open-toed or open-heeled shoes such as flip-flops will be allowed. Logo apparel may be purchased from French Toast ([www.frenchtoast.com](http://www.frenchtoast.com) or 1-800-373-6248) School Code: QS5KXSJ.

Parents are asked to ensure that their children come to school with clean clothes, nails and hair. These important aspects of personal hygiene help your child feel self-confident, both socially and academically.

#### **Uniform guidelines:**

##### **Girls:**

Girls Collared Tops w/ MIRO logo: white/yellow Polo or t-shirt

Color choices: white or yellow

Girls Bottoms: Long dress pants, shorts, skirts or jumpers in navy (no jeans)

##### **Boys:**

Boys Collared Tops w/ MIRO logo: Any Polo or t-shirt

Color choices: white and yellow

Boys Bottoms: Long dress pants or shorts in navy (no jeans)

#### **Extra Clothes**

In school, at all times, each child should have at least one set of seasonal clothes that fit – pants, shirt, underwear, socks — which should remain in the child's backpack. In addition, each child must have a change of clothes in their My Important Stuff (MIST) bag for emergencies.

### **SUN SAFETY**

MIRÓ INTERNATIONAL PRESCHOOL will schedule limited outdoor time when necessary due to extreme weather conditions. Miró International Preschool will provide parents, upon request, a sun safety checklist for clothing, hats, sunglasses, sunscreen and more detailed information on sun safety.

### **FOOD POLICY**

## **NO PEANUT POLICY**

We ask that parents of all children not send any food or food product that lists peanuts on the ingredient label. MIRÓ INTERNATIONAL PRESCHOOL has adopted a “**No Peanuts at School**” policy. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, that are among the foods selected (allergy-wise, coconuts are considered a fruit and are okay). **Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks that you intend to send at school. Please read labels carefully to make sure the products are peanut free.** Rule of thumb: if in doubt, make another choice.

In classrooms where children have potentially life-threatening sensitivities, MIRÓ INTERNATIONAL PRESCHOOL may consider additional safety measures and address the situation on a room-by-room basis. Food and baked goods prepared at home and sent to preschool need to comply with MIRO INTERNATIONAL PRESCHOOL Food Policy. Food sent to MIRÓ INTERNATIONAL PRESCHOOL for special occasions (birthdays, class parties, etc.) must also comply with our Food Policy.

If you would like more information label reading please go to the Food Allergy and Anaphylaxis website (<http://www.foodallergy.org/section/about>). Parents of children with allergies are asked to provide a supply of safe treats. Talk with your child and help him/her understand that food sharing is not allowed. This is a preventive safety measure to reduce food allergy exposure. Hand washing and tabletop washing are additional risk-reduction measures that are used at MIRÓ INTERNATIONAL PRESCHOOL. Parents can help by ensuring adequate hand and face washing at home before arrival at school.

## **PEANUT-FREE SNACK LIST**

Please avoid snacks that contain the following: peanuts.

Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are peanuts free

Healthy snack alternatives include:

### **FRUITS/VEGETABLES**

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins, and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

### **CHEESE/DAIRY**

- Yogurt in individual cups or tubes
- String cheese or other cheeses (1 oz.)
- Drinkable yogurt or smoothies
- Cottage cheese

## GRAINS/ SEEDS

- Sunflower butter is a great alternative and makes great nut butter and jelly sandwich!

## CRACKERS:

- Triscuits, Wheat Thins, Vegetable Thins (all flavors)
- Ritz crackers/dinosaurs/sticks
- (NOT Ritz bits or sandwiches)
- Town House, Club, Toasteds crackers
- Cheez-Its, Cheese Nips, Better Cheddars
- Saltines, oyster crackers
- Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
- Kashi Tasty Little Crackers (TLC)
- Breton/Dare brand crackers
- Goldfish crackers
- Graham crackers, graham cracker sticks
- Teddy Grahams or Teddy Graham character brands
- Bug Bites crackers
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Pirate brand snacks (pirates booty, smart puffs, etc.)
- Snikiddy brand snacks (fries and puffs)

## CEREALS:

- Cheerios (NOT Honey Nut or Frosted)
- Chex (Rice, Corn, Wheat)
- Corn Flakes
- Crispix
- Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
- Kix
- Life
- Wheaties
- Other unsweetened cereal without nuts

## Other snack ideas:

- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
- Popcorn
- Pretzels (most all brands, but some Snyder's products are not peanut/nut free)
- Nutrigrain cereal bars/yogurt bars
- Special K Bars (NOT Honey Nut)
- Special K Snack Bites
- Fig Newtons (all flavors)
- Rice cakes (NOT Quaker brand, not nut free)
- Quaker Quakes (mini rice cakes)/Mini Delights (all flavors safe)
- Potato Soy Crisps

- Muffins – mini or regular – Hostess and Kroger brands (any kind but banana nut)

## **LUNCH**

Parents should send lunch and a drinking cup in a lunch box. Please label your child's lunch box clearly with your child's name on the outside of the lunch box. Lunches are stored in the school's refrigerator until lunchtime. Please use thermoses to keep food warm, if necessary. MIRÓ INTERNATIONAL PRESCHOOL will not heat food for lunch.

MIRÓ INTERNATIONAL PRESCHOOL encourages parents to promote good eating habits by sending in nutritious items for lunch. Please pack a relatively small lunch, with no candy, and no more than one small dessert.

MIRÓ INTERNATIONAL PRESCHOOL offers milk at this meal, or you can send in a box drink (no sippy cups please).

## **SNACK**

MIRÓ INTERNATIONAL PRESCHOOL provides small daily snacks during the morning and afternoon programs. We often offer fresh fruit or vegetables, whole grain crackers, and water.

MIRÓ INTERNATIONAL PRESCHOOL's snack schedule for each week is posted on the refrigerator door in the office annex and each classroom. If your child has a specific food allergy of any sort, you will be given the opportunity to communicate with the teacher, in advance, regarding snacks so that you may prepare an alternative treat for your child.

## **Arrival and Dismissal**

- Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.
- For the safety and security of children we asked that families not bring their dogs to the preschool grounds during arrival and dismissal.

### Arrival:

- The teachers will be ready to start class at 8:30 am. You must escort your child into the classroom and make sure that the teacher knows that your child has arrived.
- Attendance sign-in: Upon arrival, you must sign-in using our system (required by MSDE).
- Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child's school day.

### Dismissal & Pick-Up

- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- Late pick-up: Please keep MIRÓ INTERNATIONAL PRESCHOOL's phone number, (480) 630-5560 programmed in your cell phone in case you are running late so that the teacher can let your child know that you are on your way. If you are late picking up your child, you will be charged a dollar a minute. Payment will be due upon arrival to office.
- Early pick-up: Be sure to follow the regular attendance sheet sign-out procedures—time and initials on class attendance sheet.

Authorized pick-up:

- Anytime someone other than the typical pick-up person picks up your child, please let your teacher know.
- If your child is to be picked up by someone other than a parent or the “persons authorized to pick up child” (listed on your child’s *Emergency Form*), you must provide both verbal and written notification via note or email (email to [farce@miropreschool.com](mailto:farce@miropreschool.com) only please) to MIRÓ INTERNATIONAL PRESCHOOL in each instance. Give the person’s full name and inform this person that MIRÓ INTERNATIONAL PRESCHOOL will require proof of identification before releasing your child.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the *Emergency Form* in order for us to be assured that MIRÓ INTERNATIONAL PRESCHOOL staff is speaking to the parent.
- MIRÓ INTERNATIONAL PRESCHOOL wants to ensure each child’s safe transition from MIRÓ INTERNATIONAL PRESCHOOL’s care to an authorized adult at dismissal time. Following MSDE training guidelines, staff members are encouraged to observe the state of the adult picking the child up from MIRÓ INTERNATIONAL PRESCHOOL. In the event that a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child’s *Emergency Form*.

Parking Lot:

- MIRÓ INTERNATIONAL PRESCHOOL parents should park in the parking lot closest to our building.
- **Drive slowly** through the parking lot. There are children and parents who may be walking through or school parking lots.
- Drivers of large SUVs should be especially careful, since small children can be very hard to see and they can dart around quickly in a parking lot.
- **Per Arizona Law you must not leave unsupervised children in your car in the parking lot at any time.**



## **Emergencies**

MIRÓ INTERNATIONAL PRESCHOOL has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack. The MIRÓ INTERNATIONAL PRESCHOOL Emergency Preparedness Plan is posted on the MIRÓ INTERNATIONAL PRESCHOOL website at [www.Miró International Preschoolpreschool.com](http://www.Miró International Preschoolpreschool.com) and in the school's hallway. MIRÓ INTERNATIONAL PRESCHOOL educates parents about the emergency plans at Parent Orientation and Back-to-School Night at the beginning of the school year. The safety of the children and staff is always the school's primary concern.

### **Types of Emergencies**

The types of emergencies that MIRÓ INTERNATIONAL PRESCHOOL prepares for include fire and explosions, severe storms, flooding, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

## **Communication With Parents in an Emergency Situation**

MIRÓ INTERNATIONAL PRESCHOOL will communicate with parents during an emergency through either a Brightwheel app. message sent to cell phones and/or a phone call from a member of MIRÓ INTERNATIONAL PRESCHOOL staff and/or email. If possible, staff will leave a message on the MIRÓ INTERNATIONAL PRESCHOOL voice mail and/or a sign on the door.

## **Emergency Phone Contact Information for Each Child**

MIRÓ INTERNATIONAL PRESCHOOL maintains emergency phone and email lists to notify parents of any unexpected events, such as a school closing or an evacuation. The *Emergency Preparedness Information Form* and the *Emergency Form* will be supplied during the enrollment process. These forms must be completed and returned to the office before the child's first day of class. It is important, if possible, that parents provide an emergency phone that can receive Brightwheel app. messages. If your phone cannot receive Brightwheel app. messages, please let MIRÓ INTERNATIONAL PRESCHOOL know so that the school can make other arrangements for reaching you.

- The **Emergency Preparedness Information Form** includes information for three local emergency contacts.
- The **Emergency Form** includes the name and phone number of the child's local physician. The preschool has the right to call the physician or other emergency personnel in case of emergency. It is the responsibility of the parent to keep emergency information up to date.

## **Site Evacuation Plan**

MIRÓ INTERNATIONAL PRESCHOOL is prepared for an emergency evacuation. In case of an evacuation, parents will be notified by Brightwheel app, email, or phone call. Please see our Emergency Plan for our evacuation locations and other important details. You may also request a printed copy from the office if you are unable to access the online version.

## **Volunteer Opportunities**

MIRÓ INTERNATIONAL PRESCHOOL encourages parents to become involved in the preschool. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. MIRÓ INTERNATIONAL PRESCHOOL also asks that parents share their talents and time to help make the school the special community it is. Here are some ways you can help:

- Parent Coordinators
- Fundraising
- Parent directory
- Outreach
- Library support
- Parent Coordinators: Parent coordinators help teachers organize volunteers for classroom parties (Valentines, Thanksgiving, Christmas, etc.) and events and they serve as liaisons between parents and teachers. We will provide you with a list of upcoming events and classroom needs and our hope is that you will serve as an "Ambassador," communicating needs, organizing events, and recruiting parents to make these events a success.

For the health and safety of all children, volunteers must follow Preschool guidelines

## **Fundraising**

MIRÓ INTERNATIONAL PRESCHOOL holds fundraising events to earn money for specific improvements or classroom equipment. These fundraisers will be outlined in written communication. We request that families participate in these events and, in so doing, promote community spirit and financially support our high-quality program.

Some of our upcoming fundraisers include:

- Family Picnic**
- Silent Auction**
- Kids Art Show**
- Scholastic Book Fair**
- Restaurant Nights**

## **Health Department**

Miró International Preschool complies with the rules and regulations of the Arizona State Health Department. Inspection reports are available on site. Parents have access to the areas on facility premises where the parent's enrolled child is receiving child care. In addition, MIRO INTERNATIONAL PRESCHOOL will notify parents at least 48 hours before a pesticide is applied on campus. For further information, the health department can be reached at the following address and phone number:

Arizona Department of Health Services Office of Child Care Licensure  
150 North 18th Avenue, 4th Floor Phoenix, Arizona 85007 - T. (602) 364-2539

## **INSURANCE**

Daycare liability Insurance is provided by Philadelphia Indemnity Insurance Company. NAIC# 18058

## **Inspection Reports**

All Inspection reports are available on site and in the Director's Office.

## **Transportation**

MIRO INTERNATIONAL PRESCHOOL does not provide transportation to or from the pre-school program.

## **Field Trips**

MIRO INTERNATIONAL PRESCHOOL will not be performing field trips.