



Pleasant Hill Recreation Preschool Parent Handbook

Who we are

We are a recreational play-based preschool serving the greater Pleasant Hill community since 1973. Our preschool is part time and exempt from licensure. We pride ourselves on our stellar reputation for providing a high-quality program for young children. Our staff are passionate early childhood professionals who truly love working with children. Our teachers are all fingerprinted and certified in CPR and First Aid.

Our Mission

We believe that children learn best when they are engaged in hands on experiences. Our role as teachers is to provide math, science, language, gross/fine motor and art experiences that will grow children's knowledge of the world around them. Most importantly we strive to foster every child's social and self-help skills. Children are encouraged to use their words to negotiate conflict and work collaboratively with their peers. As teachers we coach children through these moments providing the appropriate words and helping them to build empathy for others.

It Takes a Village...

Parenting is the most rewarding but sometimes challenging job there is. It takes parents, teachers, neighbors and friends to shape our children into the wonderful little people we want them to be. At our preschool we work closely with parents and community resources to provide each child with the tools they need to be successful in school and life beyond. Every fall we provide the Ages and Stages Questionnaire to families. This tool helps parents and teachers identify areas of strength and areas in need of support. We partner with Help Me Grow a division of First 5 Contra Costa to assist families in connecting with play groups, parenting classes, COCOKIDS, MDUSD and the Regional Center for additional supports. If you have questions or concerns, please contact your child's teacher or the director at any time. WE ARE HERE FOR YOU!

Our Classes

We offer preschool classes for children 1 year 6 months to 5 years of age.

Bumblebees students are 1 year 6 months to 2 years 6 months by 9/1. For many this is their first experience away from home. We strive to build confidence and introduce school in a way that sets the tone for a lifetime love of learning.

Hummingbirds students are 2 years 6 months to 3 yrs. 6 mos. by 9/1. This class is working on self-help skills and learning how to socialize. Children in this class do not need to be potty trained.

Blue Birds students are 3 to 4 years by 9/1. This class is building on the skills established in Hummingbirds and students are ready for more advanced materials. Children in this class do not need to be potty trained.

Peacocks students are 3 years 6 months to 4 years 6 months by 9/1. Peacocks students go to Robins or TK the following year. This class is building on the skills learned in previous years and introducing more handwriting, phonics, children are continuing to work on social skills and self-control. Due to the higher teacher to student ratio students are required to be fully potty trained.

Robins students are 4 to 5 years old by 9/1. Robins students go to Kindergarten the following year. This class is building on the skills learned in previous years and introducing more handwriting, phonics, children are continuing to work on social skills and self-control. Due to the higher teacher to student ratio students are required to be fully potty trained.

Registration

Once your child is enrolled in our August-May preschool program he/she will have priority to continue registering until he/she enters kindergarten. If you should fail to reregister your child for a priority preschool session, you will lose your priority.

Initial "Fall Registration" will be held in spring prior to the next school year. When classes fill, a waiting list will be started. Your child must be age appropriate for the class in order to be on the list. A waiting list will be kept for each class for one school year. As openings become available you will be contacted by telephone and/or email. At that time, you will be given a deadline date as to when you must register for the class. Feel free to call the office to check your status on the waiting list. If you are going to be out of town or if you have a change of phone number and/or address, it is your responsibility to contact the office. If you have not responded to the available spot by your deadline date, your name will be removed from the waiting list.

For each child's initial registration, you will be required to pay the first tuition payment as well as an annual \$200 non-refundable registration fee per family. This fee will secure your spot in the preschool programs as long as you have continuous registration. If you withdraw for any reason, upon re-registration you will be charged the registration fee again. You may pay the tuition in full or sign up for automatic payments.

ENROLLMENT IS NOT ONGOING, YOU MUST RE-REGISTER ANNUALLY.

Documents required for registration

Please provide a copy of your child's birth certificate, immunizations and current PGE bill (PH Residents only) at the time of registration. PHRPD residents pay property taxes that a portion of comes to PHRPD. We therefore give a discount to residents. To ensure the safety of your child you will be given an emergency card to fill out at orientation. Please inform us of any allergies, special needs and additional authorized persons who may pick up your child. To ensure a stable classroom environment and continuity of program, your child will stay in his/her registered class for the entire school year mid August through the end of May.

Sibling Priority

At the time of fall registration, continuing students have first priority, then siblings, siblings of past students, and then new students.

Waiver/Emergency Cards

Pleasant Hill Recreation & Park District requires all students who are registered in the preschool programs to have an up-to-date liability waiver/ emergency card on file. Please be prepared to complete all emergency information at the time of registration.

Tuition & Payment Procedure

Full school year tuition may be paid at time of registration or you may set up a 9 monthly payment plan. Monthly payments are due on the 15th of every month via autopay. We only accept credit/debit cards. A \$20 fee will be assessed on declined transactions.

Payments are late after the 20th of the month prior to the enrollment period and will be assessed a \$20 late fee.

Termination of Enrollment

Your child's enrollment may be terminated if your tuition payments are more than 14 days past due. Enrollment may also be terminated at the discretion of the Director, if your child's behavior becomes unmanageable, or parents are unwilling to work with staff to resolve a problem. Excessive late pick-up may also be cause for termination.

Late Fee Policy

Punctual pick-up of your child is necessary for the well-being of both child and staff. Tardy pick-up fee will be \$1.00 for each 1 minute you are late charged to your card on file.

Withdrawal Notice

If you decide to withdraw your child from the program, written notification must be given to the director 30 days prior to the child's last day. There is a \$100 withdrawal fee prior to June. Contact the preschool director for the withdrawal form. For example please notify director by September 1 if you wish to leave prior to October 1 to avoid the next payment auto-draft.

Fees and Class Schedule

Please refer to our current fee schedule available at the Community Center, 320 Civic Drive, or visit www.pleasanthillrec.com

Parent Orientation/Open Houses

Parents will be notified as to the time and location of an orientation meeting. Meetings are held in early August prior to the start of school. Parent Orientation is an adults only event where important information for the school year will be given. Open House is for children and parents and a great opportunity to meet the other families and teachers. Attendance at both events is strongly encouraged.

Parent Involvement

In order to work effectively with your children, parents and staff need to work together and communicate honestly. We encourage parents to keep in close touch with us and we will communicate freely with parents. If you wish to speak with your child's teachers, call the office **925-771-7626**, a message will be taken and phone calls returned. **Please do not use your cell phone at drop off/pick up. Your child and teacher need you present.**

Communication/Conferences

A private conference on your child's progress or behavior can be scheduled on request at your convenience with teachers. We utilize the Ages and Stages Questionnaire put out by First 5 as a tool to help us support each student.

REMIND App

We use the app REMIND to communicate announcements and share pictures with families. Please download the app and ask your teacher for the class code so you can stay in the loop and enjoy photos of your kids. If you need to get a message to your child's teacher you may send individual messages through REMIND. We do not give out our teacher's personal cell phone numbers or email addresses.

Non Discrimination Policy

Pleasant Hill Recreation & Park District provides services to all eligible children in a nondiscriminatory manner without regard to race, color, religion, national origin, medical condition or disability.

First Days of School

A child's first few weeks in school are very important ones, and we want them to be very positive. When it is time for good-byes, it is good practice to say good-bye quickly and cheerfully, reassure the child that you will be there to pick him/her up at the end of class.

Pick up/Drop Off

Classroom doors will be opened at the scheduled beginning of each class. Children should be escorted to the classroom each morning/afternoon and signed in by an adult. We will not release your child to a minor sibling or anyone not on the designated pick up list. If someone other than a child's parent will be picking up the child, the teacher must be notified in writing; photo ID will be required. Please be prompt for pick-up, and be sure to sign your child out when leaving. Sign in sheets are legal documents and must not be written on by children.

Parking/Pick Up

Periodically parking at the Community Center can be challenging due to rentals/events. When we can, we like to use the REMIND app to notify parents that drop off/pick up will be curbside. On these days please be patient and follow our instructions so that we may insure all our students' safety. Parents

remain in vehicles until they reach the front of the line (the crosswalk) teachers will escort children to/from parents at their cars. Please do not linger to mingle with other parents. Our goal is to make this process a quick and safe one. Bumblebees, Bluebirds, and Robins students line up in front of the Community Center.

Dress for Play

Clothes should be comfortable and safe. We expect to play hard and get **messy**. Children must come to school in **closed toe athletic shoes and socks**. No flip flops or crocs. Children like to be able to take care of themselves when using the restroom, easy-to-manage clothes are suggested. Please label any clothing that can be taken off (hats, coats, sweaters, etc.).

Sick Children

Your child's health and the health of our teachers is of major importance to all of us. Children with colds/flu/diarrhea/vomiting should be kept home for the first few days of their illness. If your child has had a temperature, please keep him/her home for 24 hours after normal temperature returns. Parents are urged to report any incidence of a contagious sickness to the director. If your child becomes ill at school, he/she will be isolated from the other children and given an opportunity to lie down. He/she will be supervised and comforted until the parent or emergency contact arrives for pick-up. There are no refunds for absences due to illness.

Emergency Care Procedures

In the event of an emergency, appropriate first aid care will be given (as indicated in the American Red Cross First Aid Handbook). Urgent life-saving care will be given first and then the parents will be notified. The child's physician or the physician-on-call will be consulted and his/ her instructions will be carried out immediately. If indicated, 911 will be called. Parents are responsible for any ambulance fees. All of our staff are certified in first aid and CPR.

Potty Training Policy

Due to the number of children and staff in our Peacocks and Robins classes, we cannot safely assist children in potty training. Students in these programs must be fully potty trained. We define potty trained as:

- Child asks to use the restroom as needed.
- Child comes to school in underwear.
- Pull down & pull up his/her own pants.
- Wipe, flush, and wash hands independently

*For potty accidents, the child will be given their extra clothes and will change themselves.

*Children enrolled in Bumblebees, Hummingbirds and Bluebirds are not required to be potty trained. We will encourage children who are potty training to use the restroom and we have enough staff to safely assist them in the restroom. We do ask that you send your child to school in clothes with elastic waistbands that they can easily pull up and down. If you plan to use Pull-Ups, they need to be the type that have Velcro tabs on the side.

Hygiene

All children & staff should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food.
- Before and after administering medication
- After using the toilet
- After encountering bodily fluids
- After playing outdoors or in sand
- After handling garbage

Fire/Earthquake Drills

We practice our emergency drills monthly by stopping, dropping and covering our heads then evacuating to our designated area away from the building. We take with us our sign in sheets, emergency backpacks, emergency cards and children's medications.

Snacks – **WE ARE NUT FREE**

Send a simple nut-free snack and **leak/spill proof/refillable water bottle** in a labeled lunchbox or bag. Snacks should not need to be cut up, heated up or refrigerated. Snacks should be healthy and nutritious, candy, cakes, gummies are not permitted.

Allergies/Additional Needs

We want to insure every child can be safe at school. We are completely NUT FREE. This means you may not send any nuts, nut butter/spread, candy, etc. that contains any traces of nuts. Read your labels and please educate yourself.

PLEASE NOTIFY US OF ANY ALLERGIES and provide your doctor's "Allergy Action Plan" so that we may know how best to protect your child and care for them as needed. If your child may require an Epi Pen or medications we need a medication consent form filled out for each medication.

We are an inclusive program providing preschool to all children regardless of any special needs or varying ability. We ask that you please provide us with as much information as possible so that we can support your child's growth and development. We work closely with COCOKIDS, First 5 and MDUSD to insure every child leaves our program ready to succeed in Kindergarten.

Toys

A wide variety of manipulative toys and equipment are available for your child to use. We do not allow children to bring toys from home as we cannot guarantee they will not be lost or broken at school. Theme related books are always welcome.

Birthdays

As we consider ourselves to be an extended family, birthdays play an important role in the classroom for both children and staff. We typically provide a crown and sing to birthday children. Treats from home are not permitted but you may donate a new book for the classroom in your child's honor. We do not distribute birthday invitations.

Children's Rights

Children have a right to:

- Have a safe and reliable environment.
- Use all equipment and space on an equal basis.
- Have their ideas and feelings respected.
- Discipline that is fair, equal and respectful.
- Express their anger, frustrations, disappointments and joys in an appropriate manner.
- Be safe from put downs, name calling and teasing.
- Have an environment that offers a variety of choices for the expression of physical, artistic, social and emotional needs.
- Have a right to express their opinions, concerns and desires to the staff.
- Have staff members who care about them, enjoy being with them and who will help them.

Behavior Guidance Plan

We use appropriate and professional methods to support children in working cooperatively to solve their problems. Our goal is to grow each child's capacity for empathy by first encouraging the child to recognize their actions; the result of the choice they made, how it affected others, what they can do to make it right and what they can do differently next time. If you have questions or concerns at any time during the school year, please contact your child's teacher or the director.

Important Contact Info:

Community Center: 320 Civic Drive Pleasant Hill | 925-676-5200

Sarah Smith | Director | 925-771-7626 | ssmith@pleasanthillrec.com

Winslow Center: 2590 Pleasant Hill Road Pleasant Hill | 925-580-9325

Thank you for entrusting us with your most precious little ones!