

# Fairview Hills Preschool



## Hayward Area Recreation and Park District

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Dear Parents,

We hope your experience with our program will be enjoyable for both you and your child. At the **Fairview Hills** program, your child will learn through play and hands-on exploration. It is our hope to instill an enthusiasm and love of learning that will serve as a foundation in the years to come. This is a special time in your child's life, and at Hayward Area Recreation and Park District we want to help you and your child enjoy and treasure each moment!

Parents today are under a great amount of pressure to provide the best for their child and to get their children "ready" for school. Our message for you is to relax and be in the moment with your child. Focus on what your child needs and resist the pressure to push or rush your child to accomplish things they are not ready for. We believe that each child's development cannot be rushed. They will develop according to their own timetable. This must be honored and protected.

We are excited about what this school year holds for each child and family and welcome you to our program! Enclosed is your Fairview Hills Parent Manual containing very important information requiring your review before your child may participate in the program. Please take a few moments to read over the information, being sure to complete the emergency forms online (Eparent) as specified. For the safety of your child, he/she may not participate until all forms have been read and completed online. Thank you for your understanding.

We are excited to have your child join the Fairview Hills Pre-K Program and look forward to providing him or her with enjoyable and memorable experiences. If you have any further questions or concerns, please contact me at (510) 881-6723 or [roan@haywardrec.org](mailto:roan@haywardrec.org).

Sincerely,  
Nicole Espinoza Roa



# Hayward Area Recreation and Park District

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## Contact Information

**Administrative Offices:** District Office  
1099 E Street  
Hayward, CA 94541

**Phone Numbers:** (510) 881-6700

**Hours of Operation:** Monday-Friday  
8:30 am-1:00 pm  
2:00 pm-5:00 pm

## **Pre-K Site and Instructor Information**

**Instructor:** Mary Feria

**Phone Number:** 510-581-0604

**Address:** 2841 Romagnolo Avenue  
Hayward, CA 94541

## **Pre-K Supervisory Staff**

**Recreation Supervisor:** Nicole Roa

**Phone Number:** 510-881-6723

**Email:** [roan@haywardrec.org](mailto:roan@haywardrec.org)



Hayward Area Recreation and Park District

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# Fairview Hills Preschool Parent Handbook



*Let's work together to build your child's educational future!*

Revised 8/2015



## Hayward Area Recreation and Park District

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Dear Parents:

I would like to welcome you to Fairview Hills Pre-School. As we begin our school year, I anticipate a wonderful start. I hope you will be satisfied and happy with your child's pre-school experience.

"Circle Time" is a very special and important introduction to the day's activities. It is here the weekly theme, the letter and sounds, and days of the week are introduced. Calendar and roll (name games, recognition, numbers, etc.) provide a natural beginning to each day. Your child will benefit more from the curriculum if they arrive at school at 8:30 am or 12:00 pm.

When leaving your child, it would be helpful not to stay longer than five minutes. You are always welcome to drop in and visit our classroom. If you would like to contribute to the program, by all means, we welcome your input and value your ideas and expertise.

As you can see, our gate is narrow. Please exercise extreme caution when driving up the gate or parking next to the building. I recommend parking your car on Romagnolo Avenue and walking your child to and from class.

Thank you,

Ms. Mary

Welcome to the Hayward Area Recreation and Park District Fairview Hills Preschool program. Our instructor is dedicated to the development and well being of your children. We will provide your children with compassion, patience, learning opportunities, and fun. Please feel free to let us know any concerns, ideas, or thoughts that may arise. This way, staff and parents can function as a team that is oriented towards helping children. The Hayward Area Recreation and Park District is a place for families and it's our intent to do everything possible to help strengthen and support your family.

It is our belief that each child is a unique individual with his or her own rate of development. Our goal at Hayward Area Recreation and Park District is to introduce children to as many positive experiences as possible. Furthermore, it is our goal to ensure that each child feels confident and secure with himself or herself in this environment.

It is our hope that each child's experiences in Fairview Hills Preschool program will foster creativity and self-confidence. Our doors will always be open for discussion and suggestions. As a team, we seek to improve the quality of life for our children.

### **Fairview Hills Preschool**

Fairview Hills Preschool is offered by Hayward Area Recreation and Park District. Class size is limited to the first 18 children per session. This program is offered as an enrichment program and is open to all children ages 3 ½ to 5 years of age who are potty trained.

### **School Days and Hours**

Our school days are Tuesday, Wednesday, and Thursday. Class is either from 8:30 am-11:30 am or 12:00 pm-3:00 pm.

## **Our Goals and Philosophies**

Our philosophy is “The happiest and most successful teachers are the ones who regard parents as partners in the education of their child.” We encourage an open-door policy and together we can assess any problems or concerns under the strictest of confidence.

In order to begin to read; and perform other academic tasks, children must first gather meaning from the world and develop an awareness of concepts. To assist them in gathering meaning from the world, the child must have many satisfying sensory and motor experiences- he or she must touch, feel, smell, hear and see. Perceptual development follows.

The program we pursue is geared toward helping children develop habits of observation, questioning, and listening. It gives them awareness of their own feeling and of their right to express those feelings by channeling them into other means of expressions. They learn that they are free to make choices and that as long as they stay within the limits of consideration for other people and things; they do not always have to conform. A program like ours prepares children to utilize their intellectual and creative abilities for present and future learning tasks.

Your child’s Instructor plans their own curriculum and conducts their classes as they see fit. Each teacher’s curriculum will be based on the goals of the Preschool program. The main goals and functions of this class include:

- Provide a safe and secure environment that allows children to thrive
- Teach basic skills to children such as colors, shapes, and number and letter recognition
- Create opportunities for children to develop social skills
- Conduct physical activities designed to develop motor skills
- Introduce and engage children in standard school subjects such as language arts, math, and science
- Facilitate creative play

If there are any questions about the policies of your individual teacher, please contact your teacher directly.

### **Communication between Parent and Teacher**

The relationship between the parents and staff are critical to your child's success at Fairview Hills Preschool. It is important for parents and staff to establish a good working relationship early on in the school year. Finding a good time for both parent and staff to talk may be difficult.

However, the staff is typically available at the end of each class to discuss with you any concerns, questions or comments you may have regarding your child's participation in the classroom. At any time, you may leave a message for staff at (510) 581-0604 or (510) 881-6723 and they will return your call as soon as possible.

When speaking to your child's teacher it is helpful to ask specific questions regarding your child's abilities in the classroom setting. For example, "Does Bobby participate in the group activities? How long is his attention span at circle time? Does he play well with the other children?" This will assist the teacher to specifically address any questions or concerns. Some communication tools available to parents are the calendars, and notices on the sign in/sign out sheets.

### **Activities/Events**

Fairview Hills Preschool will provide structured and unstructured activities for your child to participate in daily. Staff will encourage children to participate but will not force any child to do anything that they do not want to do. Calendars with activities will be available for your reference.

## **Registration**

Registration is done on a monthly basis. For the school year (September-June) Monthly Tuition per child and is due the 20<sup>th</sup> of the previous month. Registration for October is due by September 20<sup>th</sup>. Participants currently enrolled in a month will have registration priority for the following sessions if they register by the 20<sup>th</sup> of the previous month. After the 20<sup>th</sup> of the previous month, there will be a \$10 late fee assessed to the registration fee. Continuous registration and participation is required to maintain priority. For the summer program (July and August) the amount is charged per summer course as some courses may be split over two months.

## **Continuous Registration**

In order to assist with the registration process, you have the option to sign up for automatic registration which will charge your credit card monthly for the next month's tuition. The form can be found in the back of the manual and should be turned in to the District Office at 1099 E Street in Hayward.

## **Refund Policy**

Refunds/Credits will be issued only upon cancellation of a class/activity by the District – no exceptions. Refunds/Credits will be pro-rated for any classes already provided. Refunds may take up to 21 days to process. If you withdraw from a class one week prior to the first-class meeting, you may receive a Client Credit for the registration period. Client Credits will be issued within 21 days of the class and can be used for any District program. Refunds, cancellations and transfer of classes are subject to a \$5 service charge per class for classes. Credits will not be issued after the second-class meeting.

## **Dress Code**

Fairview Hills Preschool provides HANDS ON learning experiences and your child will come home DIRTY! Children will be using expressive materials including paint (which may not wash out), water, mud, etc. (You may want to bring an extra set of clothing if you plan to go somewhere immediately after school). In addition, they will be involved in climbing and running activities. Children are required to wear closed-toed,

rubber soled shoes. Children should wear PLAY CLOTHES. Recommended clothing includes: clothes that your child can easily manipulate themselves such as pants with an elastic waist band, jeans, sweats, shorts, t-shirt, sweatshirt, sweater or jacket.

### **Wait list**

Once a course is full, a child may be placed on a waiting list. Once the class has started, if a child drops out during the session, this list will be used to fill the spot in the class in progress.

### **Financial Assistance**

The Hayward Area Recreation and Park District offers scholarships to provide financial assistance to economically disadvantaged families, and recreational opportunities to children in need. Please call (510) 881-6700 for more information.

### **Sign-In/Sign-Out Procedures**

In order to ensure the safety of your child, it is mandatory that each child be signed in and out daily with a printed name and legal signature. Children may not be signed out by anyone under the age of 18. There will be a sign in and sign out sheet posted as you enter through the front door.

### **When Dropping Off**

Please take caution with our narrow gate. Always make sure to make a wide turn and slowly drive straight out when exiting. You may park on either side of the school, but not in front, as doing so will create a traffic jam.

## **Late Policy**

For the comfort and security of your child, it is imperative that your child be picked up from the program within five minutes of class ending. Late parents may be assessed any of the following charges based on the amount of time he or she is late:

<b>Amount of Time</b>	<b>Fee</b>
0-5 Minutes	Grace Period (No Charge)
5-15 Minutes	\$10
15-30 Minutes	\$25
30-60 Minutes	\$50
More than 60 Minutes (1 Hour)	Custody transferred to the Alameda County Sheriff's Department

The fees will be put on to your account and should be paid prior to your child's next class date at the District Office. No late fees will be collected onsite. Parents who pick up a child late more than two times may be terminated from the program with no refund.

## **Authorization to Pick Up Child**

For the safety and protection of your child, only those who are authorized in writing by the parent will be allowed to pick up your child. **All adults picking up children from Fairview Hills Preschool program may be required to identify themselves with a photo ID.** Please plan accordingly.

## **Absences**

Children will not be refunded or given credit for any class time missed due to illness, vacation, or other circumstance.

## **Medical Record Information**

To ensure the safety of all children in the Fairview Hills Preschool program, we require that the Registration and Emergency Forms be filled out online (Epact) completely before the child can participate in the program.

## **Immunizations**

Per California State Law, a copy of your child's immunizations records is required at the first-class meeting, and if not provided your child can not participate in the class. The state has required the following immunizations for children 18 months to 5 years:

- Polio (OPV or IPV)-3 doses
- Diphtheria, Tetanus and Pertussis (DTaP or DTP)--4 doses
- Measles, Mumps, and Rubella (MMR)-1 dose
- Hib-1 dose
- Hepatitis B, (Hep B or HBV)- 3 doses
- Varicella (chickenpox, VAR or VZV)1-Dose

## **Illness/Injury**

We want to maintain a healthy environment in the Fairview Hills Preschool program.

In order to do this, Children are to stay home when they have the following diagnosis or symptoms:

- Diagnosis of communicable diseases such as conjunctivitis, strep throat, chicken pox, measles, pin worms, ring worm, lice, meningitis, pertussis/whooping cough, and the flu.
  - Report any of the listed above communicable illness to the Program Supervisor at (510) 881-6723.
- Fever, your child must be fever free for 24 hours, without the use of fever reducing medication.
- Strep infection – child must be on antibiotics for 24 hours before they may return to class.
- A cough with mucus secretion (a wet wheezy cough).
- A rash or skin ailment such as: poison oak, impetigo, ringworm, cold sores or fever blisters.

- Vomiting
- Diarrhea
- Pink eye or conjunctivitis. Your child must be on medication for 24 hours before returning to school.

If your child is/or becomes ill while in Pre-K, the instructor will contact you to pick him or her up. The program is not set up to care for ill children, so it is important for you to pick up your child in a timely manner. If your child is injured, the instructor will take necessary steps to obtain medical care. If we are unable to reach you in the event your child needs medical care; he or she will be transported to the hospital by a District vehicle or ambulance.

**It is extremely important that you notify the Hayward Area Recreation and Park District of any changes in your work or emergency phone numbers.**

**Snacks**

The Hayward Area Recreation and Park District promotes a healthy and nutritious snack program. This calls for a “team approach” between staff and parents. This program encourages active support from parents by eliminating the “cookie and punch” snack and replacing it with nutritious snacks and water. The development of positive attitudes toward foods is the basis for the practice of healthful dietary patterns.

Your child will be required to bring his/her snack daily. We encourage that the snack have a fruit and/or vegetable along with a protein and carbohydrate. Some examples of healthy protein and carbohydrate snacks are:

<b>Protein</b>	<b>Carbohydrate</b>	<b>Protein &amp; Carbohydrate</b>
Cheese	Pretzels	Cheese and Crackers
Yogurt	Bread Sticks or Crackers	Sandwiches

Cold Cuts	Unsweetened Cereal	
Cottage Cheese	Banana Bread or Muffins	
Hummus	Zucchini Bread or Muffins	

Please also remember that the snacks should be kept to small serving amounts. Snack time is really not so much about the food, but more about manners and eating in a social environment.

**\*\*\* IMPORTANT: IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE SUPPLY THE TEACHER WITH A LIST OF ITEMS THAT THEY CANNOT EAT.**

### **Severe Food Allergies(Epi Pen)**

It is important that we let you know that we are not able to guarantee an allergen (peanut, milk, soy, etc)-free environment. We will do our very best to work with you to accommodate the request to be allergen-free, but we will ask that your child bring an epi pen to class at all times while in our program. Staff will call 911 should your child have a reaction and need an injection. All of our pre-k staff is trained in CPR/First Aid and administering EPI pens when it is necessary and calling 911 when there is any incident relating to allergic reactions.

### **Evaluations**

Program evaluations will be provided at the end of the year. This is your opportunity to share you and your child's experience with us. We encourage you to complete and return evaluations as we value and utilize your feedback.

### **Pre-K Assistants**

Pre-K assistant instructors who work in our programs are at least 18 years of age. All assistant instructors have been educated and have previous experience working with young children. They also have been First Aid and CPR certified. Additionally, all instructors and assistants participate in periodic trainings to enhance their knowledge and skills in working with children.

## **Belongings**

Each child will be given an individual space in which to keep their personal belongings. Please check this area daily for completed art projects, notes from the instructor, etc. In this space, your child will need a shoebox with their name on it, with the following items for the upcoming school year:

- Change of clothing, including underwear and socks
- Sun hat or cap
- One box of flushable wipes
- An old oversized t-shirt for painting
- Boys-Extra belt
- Girls- Extra shorts
- Large box of Kleenex tissues
- Sunscreen
- A bottle of water

## **Daily Before School**

Breakfast and lunch can be such an important part of the day, please make sure you feed your child prior to the program in the morning or afternoon. If they are lighte eaters try offering a variety of options as snack time occurs  $\frac{1}{2}$  way through the program and that can be a long time to wait. Also, please make sure to take your child to the restroom prior to bringing them to class.

### **Photograph and Video Taping**

Your child will be photographed/videotaped while in attendance at the Fairview Hills Preschool Program. These photos/video tapes may be used for classroom projects or in promotional materials for the District's Preschool Programs and Hayward Area Recreation and Park District. Parents may take photographs and videotape for personal use only.

### **Siblings in the Classroom**

For the safety of our paying participants, siblings will **NOT** be allowed to attend class sessions unless they are enrolled in that class.

### **Field Trips**

The classes may take field trips to local attractions as part of the program. On field trip days, each child is required to have a parent accompany them on the field trip. Two weeks' notice will be given for field trip days and field trip days will not exceed one field trip per session.

### **Birthday/Holidays**

Some children enjoy celebrating their special day with their friends at Fairview Hills Preschool. If you would like to provide a special snack for your child's special day, please check with the instructor for any allergy concerns. Pre-packaged items are permissible, homemade goods are not. Thank you for your understanding.

### **Bathroom Time**

Children are required to be fully potty trained in order to be in the preschool program. Children learn personal hygiene and independence skills when taking a trip to the bathroom at preschool. Staff reinforces the importance of hand washing and children learn to care for their own needs.

For hygiene purposes, all children are required to wear underwear under their clothing. Pull-ups are considered diapers and are not allowed. Staff will speak to a parent if the child is coming to school in pull-ups or without the appropriate underwear. Children with pants that are wet/soiled by a bowel movement on a regular basis will be considered not fully potty-trained. Staff will confer with parents regarding the child's readiness for the program.

Generally, staff will not enter a bathroom stall when it is occupied. Sometimes however, it will be necessary for staff to enter a bathroom stall in order to change or re-dress a child. If a child is in need of such assistance, staff will ask a second adult to be an "observer". Children with wet pants will be escorted to the bathroom, their wet clothes placed in a plastic bag, and given dry clothing. Children with pants soiled by a bowel movement will be escorted to the bathroom, coached as to how to clean themselves, given clean clothing and the soiled pants are placed in a plastic bag.

A parent will be called to return to school to clean their child if staff is unsuccessful in the coaching process or the child becomes upset. Parents are to wash the school clothing and return them the next class day.

### **Behavior Management Policy**

The Hayward Area Recreation and Park Department Fairview Hills Preschool program has adopted the following behavior management policy:

#### **Objectives:**

- The child is to be respectful, courteous and considerate towards children, staff and property.
- The child is to learn to become responsible for him or herself.
- The child is to learn to make positive choices that build self-esteem and skills.

### **Unacceptable Behaviors:**

- Child harms other children or staff.
- Child is harming himself or herself.
- Child causes destruction to property.
- Child is continuously unable to adhere to program guidelines.
- Child is showing extreme disrespect to another child or staff person. This includes racial slurs, profanity and threats.

### **General Standards for Positive Guidance:**

- Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
- Guidance is a process of teaching, learning, and positive reinforcement.
- Set developmentally appropriate guidelines for children.

**NOTE:** Any consequences involving physical exercise, writing assignments or the withholding of food, water or restroom privileges will **NEVER** be tolerated.

**Summary:** Staff in the District Fairview Hills Preschool program will use a positive, teaching form of guidance. Staff continually reminds children of program guidelines. Children are redirected to other activities when behavior contradicts the above guidelines. Parents are always kept informed of their child's progress. When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken. The first step taken will include documenting the behavior on an Incident Report. At this time, if necessary, a parent may be called to pick the child up from the program. If a second incident report is issued within a two-week period, the child will be suspended from the program for one day and a conference with the parent, Instructor and Recreation Supervisor will be scheduled before the child can return to the program. If a child receives another incident report with a two-week period, he/she may be terminated from the program for the remainder of the school year.

# Fairview Hills Preschool



## Hayward Area Recreation and Park District

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### Fairview Hills Check Off List of Paperwork to be Turned in

Child's Name: \_\_\_\_\_

**Items Needed For Initial Registration for the District Office (1099 E Street, Hayward, CA 94541):**

- \_\_\_\_\_ Registration Form
- \_\_\_\_\_ Payment for the Month of Class

**Items to Be Turned In to the Instructor:**

- \_\_\_\_\_ Participant Questionnaire

**Items to Be Completed Online (Epact):**

- \_\_\_\_\_ Identification and Emergency Information Form that includes Responsibility Waiver/Release and Agreement
- \_\_\_\_\_ Upload a Copy of Immunization Record

**Items to Be Turned In to the District Office (1099 E Street, Hayward, CA 94541):**

- \_\_\_\_\_ If Desired: Automatic Monthly Registration and Credit Card Agreement



## Pre-K Questionnaire

Child's Name: \_\_\_\_\_

Parents  
Names: \_\_\_\_\_

List his or her siblings and their ages: \_\_\_\_\_

Left or Right handed \_\_\_\_\_

Describe your child? \_\_\_\_\_

List your child's hobbies/interests: \_\_\_\_\_

How many hours per week does your child have "screen time"? \_\_\_\_\_

How many hours per week is your child actively engaged with books – being read to or looking at books independently?\*

What form of discipline do you use at home? \_\_\_\_\_

Describe any fears your child may have and what provides comfort during those times. \_\_\_\_\_

Describe your child's bedtime routine (bedtime; average number of hours of sleep per night; sleep habits, etc.).\*

Are there any concerns about school that seem to cause anxiety in your child? What (if anything) seems to ease this anxiety?\*

What would you like to see your child accomplish this year? What are your expectations of the Pre-Kindergarten program?



# Fairview Hills Preschool

## Hayward Area Recreation and Park District

### Automatic Monthly Registration and Credit Card Payment Agreement

I, \_\_\_\_\_ (name as it appears on card), hereby authorize the Hayward Area Recreation and Park District to debit my Visa/MasterCard/American Express (circle one) on the dates listed below for the Fairview Hills Preschool Program. The Hayward Area Recreation and Park District does not charge you for this service, however your bank or credit card agency may charge you a fee for the transactions.

**Program/Class:** Fairview Hills Preschool Program

**School Year:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Method: (circle one)**                      Visa                                      Master Card                                      American Express

**Credit Card #:**    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Security Code:**                      \_\_\_\_\_

**Expiration Date:**                      \_\_\_\_\_ / \_\_\_\_\_

**Signature:** \_\_\_\_\_

September \$255 Tuition is due at time of registration and are not automatic.

<b>Date Card will be charged:</b>	<b>Resident Amount Charged:</b>	<b>Nonresident Amount Charged:</b>	<b>Tuition Paid for the Month of:</b>
September 20 <sup>th</sup>	\$255.00	\$265.00	October
October 20 <sup>th</sup>	\$255.00	\$265.00	November
November 20 <sup>th</sup>	\$255.00	\$265.00	December
December 20 <sup>th</sup>	\$255.00	\$265.00	January
January 20 <sup>th</sup>	\$255.00	\$265.00	February
February 20 <sup>th</sup>	\$255.00	\$265.00	March
March 20 <sup>th</sup>	\$255.00	\$265.00	April
April 20 <sup>th</sup>	\$255.00	\$265.00	May
May 20 <sup>th</sup>	\$255.00	\$265.00	June

Please note: If the 20<sup>th</sup> falls on a Saturday or Sunday, the card will be charged the next business day.

**Please sign, date, and drop off or mail to**  
 Hayward Area Recreation and Park District  
 Recreation Department  
 1099 "E" Street  
 Hayward, CA 94541