



Pre-K Learn and Play

Hayward Area Recreation and Park District

Dear Parents,

We hope your experience with our program will be enjoyable for both you and your child. At the Pre-K 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!

As Early Childhood educators with 50 years of combined experience in the field, we have come to share many strong beliefs about children and families. We believe that a child's parent/guardian is their first and foremost teacher. 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 children learn through play. Play is critical for the development of the whole child: physical, emotional, social and cognitive development. Children need daily routines, and opportunities for structured play as well as several hours a day of unstructured play and outdoor playtime. 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 Pre-K Parent Handbook 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 online EPACT emergency form that was emailed to you. 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 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.

Nicole Espinoza Roa, Recreation Supervisor

1099 'E' Street | Hayward, CA | (510) 881-6700 | HaywardRec.org



Pre-K Learn and Play

Hayward Area Recreation and Park District

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

Location	Instructors	Phone Number	Address
Southgate Community Center (SGCC)	Eileen Luna	510-670-7279	26780 Chiplay Avenue Hayward, CA 94545
San Lorenzo Community Center (SLCC)	Sue McGarry	510-888-0132	1970 Via Buena Vista San Lorenzo, CA 94580
Weekes Park Community Center (WPCC)	Barbara Haysom	510-670-7276	27182 Patrick Avenue Hayward, CA 94544
Castro Valley Community Center (CVCC)	Karen Crane	510-886-7356	18988 Lake Chabot Road Castro Valley, CA 94546
Kenneth C. Aitken Senior Community Center (KASCC)	Lorrie McCoin	510-881-6740	17800 Redwood Road Castro Valley, CA 94546

**No phone in class, front desk can relay message.*

Pre-K Supervisory Staff

Nicole Espinoza Roa	Recreation Supervisor	(510) 881-6723	roan@haywardrec.org
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Hayward Area Recreation and Park District

Pre-K: Learn and Play Parent Handbook



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

Welcome to the Hayward Area Recreation and Park District Pre-K program. Our Pre-K instructors are 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 Pre-K 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.

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 Pre-K 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 Pre-K. 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) 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

Pre-K staff 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.

Registration

During the school year, participants currently enrolled in a session (Fall to Winter and/or Winter to Spring) will have registration priority for the following sessions if they register during the time allotted. You will be notified by email regarding the time allotment for each session. After the time allotment, registration will be open to new participants. Continuous registration and participation is required to maintain priority. There is no priority registration for Summer or Fall Sessions.

Dress Code

Pre-K 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 Pre-K). 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 Pre-K 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 in or out by anyone under the age of 18.

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:

Amount of Time	Fee
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 appropriate police department

***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 Pre-K 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 or other circumstance.

Medical Record Information and Forms

To ensure the safety of all children in the Pre-K program, we require that the Registration and Emergency Forms be filled out completely before the child can participate in the program. The Parental Agreement and Release Forms should also be filled out completely online (Epact) before the child can participate in the program.

Immunizations

Per California State Law, a copy of your child's immunizations records is required to be uploaded to EPACT, 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 Pre-K program. In order to do this, please do not send your child if he or she has a cold or other contagious illness. Please use the following guideline: your child should be free of fever, diarrhea and vomiting for a minimum of **24 hours** prior to returning to Pre-K and all mucus should be clear. Should your child come down with a contagious illness (hand, foot and mouth, lice, pink eye-conjunctivitis, etc.) please notify the Recreation Supervisor immediately. A doctor's note will be required to return to preschool.

We want to maintain a healthy environment in the 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, etc.
 - 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.

In each class two parents, who are volunteering for the day, will bring snack for the entire class. One parent will bring napkins and a protein and a carbohydrate snack. The other parent will bring cups and fruits or vegetables. Please work with your instructor to schedule your snack day and volunteer day. Some examples of healthy protein and carbohydrate snacks are:

Protein	Carbohydrate	Protein & Carbohydrate
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 remember that the snacks should be kept to small serving amounts as we do not want waste. Snack time is really not so much about the food, but more about manners and eating in a social environment. Please check with your instructor for the specific snack requests and dates to bring them.

***** 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

Pre-K evaluations will be provided at the end of each session via email. 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 Instructor

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

Belongings

At most sites 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. Toys from home are not permitted at Pre-K unless otherwise noted by your Pre-K instructor.

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 pre-k program in the morning or afternoon. If they are light eaters, try offering a variety of options as snack time occurs ½ 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 Pre-K Learn and Play Program. These photos/video tapes may be used for classroom projects or in promotional materials for Pre-K Learn and Play Program and Hayward Area Recreation and Park District. Parents may take photographs and videotape for personal use only.

Parent Volunteers

Two parent volunteers are scheduled in the classroom per class period. All children enrolled in the Pre-K program are required to have an adult member of their immediate family volunteer in the classroom three times each session. Parents will sign up for volunteer days and assignments on the first day of each class session. Parents that **miss a confirmed** volunteer day may be assessed a \$20.00 fee. Some **examples** of duties that **may** be assigned to parent volunteers are:

- **Snack/Clean Up:** Parents will be responsible for helping get the room and children ready for snack by wiping down the tables and chairs, sweeping the area and making sure that all children have their hands washed before eating. This parent will also assist in general supervision of the children. Finally, this parent will be responsible for cleaning of all tables, countertops, chairs and floors after class.
- **Activity:** Parents will have the primary responsibility of helping set up the daily activity for the children. Parents will be given instructions on how to set up the activity and will help lead the activity in addition to being responsible for cleaning up the activity. This parent is responsible for making sure that children's completed projects are sent home each day.
- **Outside Play:** Parents will be responsible for setting up the outdoor play area. This parent will take out equipment, distribute equipment to children and will supervise the outdoor play. This parent will also be responsible for putting equipment away and for sweeping the area.

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. Additionally, parents who are signed up to volunteer on a particular day may **NOT** bring siblings to class. Thank you for allowing us to keep our attention on our registered participants.

Field Trips

Some Pre-K classes may take field trips to local attractions as part of the Pre-K 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 Pre-K. 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 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.

Children are required to be fully potty trained in order to be in the preschool program (except for the Parent Tot classes).

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.

Staff are required to escort children to the bathroom, stand in the hallway with the bathroom door open and, as needed, verbally coach the children through the toileting process, assist children with snaps and

zippers and make sure that all children wash and dry their hands. Staff then escort the children back to class.

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.

Behavior Management Policy

The Hayward Area Recreation and Park Department Pre-K 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 Pre-K programs 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.