WELCOME TO PRE-K PROGRAM!

Dear Parents,

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. 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.

We hope your experience with our program will be enjoyable for both you and your child. In the Pre-K program, your child will learn through play and hands-on exploration. It is our hope to instill 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!

We believe that children learn through play. Play is critical for the development of the children: 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 are excited about what this school year holds for each child and family and welcome you to our program!

Hayward Area Recreation and Park District is proud to announce our use of ePACT Network for better safety! With this new feature, we won’t require you to turn in hard copies of your confidential information anymore. This new feature makes it far easier for you to share emergency information with us. Should you have any questions regarding the creation of your account, sharing your information, and navigating your account, please contact ePACT support at help@epactnetwork.com or 1.855.773.7228 ext 1 to speak with ePACT’s Customer Success team.

Once again, we are excited to have your child joining us and look forward to providing him or her with enjoyable and memorable experience. If you have any further questions or concerns, please contact me at (510) 887-0400 ext. 113 or Preschool@haywardrec.org.

Sincerely,

Vicente Zuniga
Recreation Supervisor
zunv@haywardrec.org

Enclosures:
- Parent Handbook Keep for your information
- Behavior Management Policy Keep for your information
Parent Handbook

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 Recreation Staff follow a designed curriculum, however, they conduct and modify each class day as they see fit. Each activity will be based on the goals of the Hayward Area Recreation District’s Pre-K Program. The main goals and functions include:

- Enriching the quality of life for our participants by providing a variety of intentional activities that promote health and wellness, education, and fun.
- Providing participants a safe and nurturing environment to take positive and healthy risks.
- Creating a balanced experience through early childhood development activities and recreation philosophy in a fun and engaging way.

This program 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.

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) 887-0400 ext. 113 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
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.

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.

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.

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

<table>
<thead>
<tr>
<th>Amount of Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>0-10 Minutes</td>
<td>Grace Period (No Charge)</td>
</tr>
<tr>
<td>11-15 Minutes</td>
<td>$10</td>
</tr>
<tr>
<td>16-30 Minutes</td>
<td>$25</td>
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<tr>
<td>31-60 Minutes</td>
<td>$50</td>
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<tr>
<td>More than 60 Minutes (1 Hour)</td>
<td>Custody transferred to the appropriate police department</td>
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***Parents who pick up a child late more than two times may be terminated from the program session with no refund.***

**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 and submitted via Epact.

**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 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 staff immediately at 510.887.0400 ext 113 or email Preschool@haywardrec.org. 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 staff immediately at 510.887.0400 ext 113 or email Preschool@haywardrec.org.

- 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 one/two parents, who are volunteering for the day, will bring snack for the entire class. Parent volunteer/s will bring napkins, a protein, a carbohydrate snack, 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:

<table>
<thead>
<tr>
<th>Protein</th>
<th>Carbohydrate</th>
<th>Protein &amp; Carbohydrate</th>
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</thead>
<tbody>
<tr>
<td>Cheese</td>
<td>Pretzels</td>
<td>Cheese and Crackers</td>
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<tr>
<td>Yogurt</td>
<td>Bread Sticks or Crackers</td>
<td>Sandwiches</td>
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<tr>
<td>Cold Cuts</td>
<td>Unsweetened Cereal</td>
<td></td>
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<tr>
<td>Cottage Cheese</td>
<td>Banana Bread or Muffins</td>
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</tr>
<tr>
<td>Hummus</td>
<td>Zucchini Bread or Muffins</td>
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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.

Program Surveys
Program Surveys will be provided to you via Survey Monkey at the end of each program session. This is your opportunity to share you and your child’s experience with us. We encourage you to complete the surveys 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 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.

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
All children enrolled in the Pre-K program are required to have an adult member of their immediate family volunteer in the classroom a minimum of one time per 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 $25.00 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.

**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.
Program 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.

Staff will use a positive, teaching form of guidance:
- Staff will continually remind children of program expectations
- Children are redirected to other activities when behavior contradicts program expectations. Parents will be 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.
  1. Documenting the behavior on an Incident Report.
  2. Parent called to pick the child up from the program.
  3. If a second incident report is issued within a two-day period, the child will be suspended from the program for one day and a conference with the parent, Instructor/Staff and Recreation Supervisor will be scheduled before the child can return to the program.
  4. If a child receives another incident report with another week, he/she may be terminated from the program for the remainder of the summer w/o a refund.
- Special circumstance, when a camper has a negative impact on program climate (any violent physical or verbal aggression either on a person or object), suspension may be considered and reviewed by Recreation Supervisor on a case by case basis.
- If you receive a call regarding this matter, please be prepared to come and pick your child at the center immediately (within the hour). Again, no refunds will be issued.