

Jefferson County Parks and Recreation Commission
PLAY & LEARN PRE-SCHOOL
PARENT HANDBOOK

PROGRAM OVERVIEW

Our program is designed for children 3-5 years of age and based on a commitment to offering children an educationally sound and happy preschool experience where they can learn about themselves and about the world around them. We have dedicated staff to provide experiences that will nurture pre-academic readiness skills. We know the preschool experience is a first and very important step in a long education process, and we will strive to make it as fun and educational as possible.

We encourage parents to visit the program whenever possible. We also encourage parents to be a part of the program especially by sharing any special talents or skills they may have. We hope you and your child have an enjoyable year.

ENROLLMENT OPTIONS

PRESCHOOL DATES: SEPTEMBER 1, 2011-MAY 25, 2012

- PRESCHOOL 1/2DAY TUESDAY/THURSDAY (AGES: 3-4 yrs old)
- PRESCHOOL 1/2 DAY MONDAY/WEDNESDAY/FRIDAY (AGES: 4-5 yrs old)

TUESDAY/THURSDAY- Activities in this class are more appropriate for 3 year olds and young 4 year olds.

MONDAY/WEDNESDAY/FRIDAY- Activities in this class are more appropriate for the older 4 year olds and 5 year olds.

ENROLLMENT AND TUITION FEES

Enrollment: \$35.00 (student supply fee (non-refundable))
 \$50.00 (registration fee (non-refundable))

Monthly Tuition: 2 days a week-\$100.00

3 days a week-\$142.00

REFUND/WITHDRAWAL POLICY

After initial registration, refund/withdrawal of your child from the Play & Learn Preschool must be submitted in writing at least 15 business days in advance of your withdrawal date to the Front Desk Staff. Withdrawals are subject to a \$10 administrative fee. If proper notice is not given, no refunds or credits will be given and you will be responsible for that month's tuition.

If your child has a prolonged absence of one or more weeks, notice must be given to the Front Desk Staff of your child's absence. This notice is to guarantee your child's spot. If notice is not given, your child's spot will be lost and given to a child on the waiting list.

PRESCHOOL TUITION PROCEDURES

ALL TUITION PAYMENTS ARE DUE by the 20th of each month. Any other arrangements **MUST BE SUBMITTED IN WRITING TO THE JCPRC DIRECTOR.** Those payments not received by the 20th of each month will be considered delinquent and **a late fee of \$5 will automatically be applied.** It is the responsibility of the parents to ensure that payments are made on time. Those students whose payments are delinquent will be removed from the class. If your payment is not received and previous arrangements have not been made, your child will be removed from the program and their space will be filled.

NO REFUNDS WILL BE ISSUED FOR MISSED AND/OR SNOW DAYS, DUE TO LOW COST OF THE PRESCHOOL

HOLIDAY SCHEDULE & INCLEMENT WEATHER

PRESCHOOL WILL BE CLOSED ON THE FOLLOWING DAYS

September 5, 2011-Labor Day

October 10, 2011-Columbus Day

November 11, 2011-Veteran's Day

November 23, 24, & 25, 2011-Thanksgiving

December 22-31, 2011-Christmas Break

January 1, 2012-New Years

January 2, 2012- No classes

January 16, 2012-Martin Luther King Day

February 20, 2012-Presidents Day

April 6 & 9, 2012-Easter/Spring Break

****The Jefferson County Parks and Recreation Commission does not follow the Jefferson County School inclement weather policy for the Play & Learn Preschool. In the event of inclement weather, call the JCPRC Cancellation Line at 304-728-9044 to obtain information about delays or cancellations of the Play & Learn Preschool. Delays and/or closings will be posted by 8:00 a.m.**

CELEBRATION DAYS

BIRTHDAYS:

We celebrate birthdays during snack time. WE PREFER THAT YOU SEND COOKIES. Cookies are easier to handle and the children really enjoy them as a special treat. Your child's teacher will add special songs, stories, etc. to make this a special time for your child.

SUMMER BIRTHDAYS:

We celebrate children's birthdays for those who have summer birthdays and will not be in preschool to celebrate during the school year. Please notify the Preschool Coordinator or your child's teacher if you would like to send treats to celebrate your child's birthday.

DAD'S DAY:

On May 17th and 18th, Dads, Uncles or other male mentors are invited to participate in some of the fun that their child does during the school year. (See your classroom teacher)

MOM'S DAY:

On May 10th and 11th, Moms, Aunts or other female mentors are invited to participate in some of the fun that their child does during the school year. (See your classroom teacher)

GRANDPARENT'S DAY:

On September 15th and 16th, Grandmas and Grandpas are invited to the classroom so the children can show them what they do during a school day. Grandma and Grandpa are invited to join in on the fun. (See your classroom teacher)

GRADUATION

Children entering Kindergarten and returning to Pre-school in the Fall will take part in a graduation celebration and receive their "certificate." Graduation Celebration begins at your child's class times on Thursday, May 24 and Friday, May 25.



DAILY CHECK-IN PROCEDURES

In order to provide a smooth and safe beginning (and end) to each school day, please observe the following arrival and dismissal procedures:

** Morning Session

Arrival	9:00 a.m.
Dismissal	11:30a.m.
Pick up	11:30am-11:45am

Afternoon Session

Arrival	1:00 p.m.
Dismissal	3:30p.m.
Pick up	3:30pm-3:45pm

1. Please sign children in at the preschool classroom. **IT IS OUR POLICY THAT AN AUTHORIZED ADULT BRING THE CHILD INTO THE BUILDING. SIGN THE CHILD IN AND RELEASE HIM/HER TO THE TEACHER IN CHARGE.** The sign in sheets are for fire and emergency purposes.
2. **CHILDREN ARE NOT ALLOWED TO BE LEFT UNATTENDED IN VEHICLES ON PARKS PROPERTY FOR ANY REASON.**
3. A brief goodbye is best for your child. A teacher will help if there is a problem.
4. Most parents feel guilty if they leave their child when he/she does not want to stay. However, children always calm down after their parents leave and go on with their activities.
5. Parents will be assessed a late fee of \$5.00 for the fifteen minutes and \$1.00 per minute thereafter.

REMINDERS

Check the bulletin board daily for important notices.

Check your child's cubby and bookbag daily.

Always read the program calendar/newsletter for upcoming special events and dates.

If there is something you need to discuss in length concerning your child, check with the preschool instructor to schedule a conference.

HEALTH REGULATIONS

MEDICINES:

We would prefer that medicines be administered outside preschool hours.

However, if it is impossible to do so, parents should follow the following guidelines:

- a. Parents need to give medicine to the teacher, with the child's name clearly marked and in its original container.
- b. Medicine will be placed in a secured area away from children's reach.
- c. Parents need to complete a medication form (found in this packet).

Medicines **CAN NOT** be given unless a parent signs a complete medication form and with a doctor's note.

WHEN TO KEEP YOUR CHILD AT HOME:

Children with the following symptoms should be at home:

- * Yellowish eyes or skin
- * Severe coughing
- * Diarrhea
- * Difficult or rapid breathing
- * Pinkeye
- * Fever

If the child has a fever above 100 degrees F. and/or any of the following symptoms, the child should be kept at home. Also, the child should be kept home **if your child has had any of these symptoms in the past 24 hours:**

1. Spots or Rashes
2. Sore throat or trouble swallowing
3. Infected skin patches
4. Unusually dark or tea colored urine
5. Gray or white stool
6. Headache or stiff neck
7. Vomiting
8. Unusual behaviors such as crankiness, continuous crying or low activity
9. Loss of appetite
10. Severe itching of body or scalp
11. Lice or nits (We are a knit-free preschool! Your child will be checked for head-lice occasionally.)

If your child is dropped off with any of these symptoms- you will be called and/or asked to take them home.

DRESS CODE

1. Children **MUST** wear very washable play clothing suitable for prevailing weather.
2. Children **MUST** wear self-help clothing.
3. All clothing removed by children (sweaters, coats, etc.) **MUST HAVE NAMES CLEARLY MARKED INSIDE.**
4. Children **MUST NOT** bring toys from home.
5. Children **MUST NOT** bring money.
6. Tennis shoes are preferred. For safety reasons, children will not be allowed on any climbing equipment unless they are wearing tennis shoes.
7. **NO flip -flops please...**they can be dangerous for children to wear when playing.

RULES & REGULATIONS

Absolutely **NO** hitting, kicking, pinching, wrestling, biting, etc. will be tolerated by staff. There are no circumstances in which harming another student will be permitted...**FOR ANY REASON!**

No profanity! If your student is caught using bad language, he/she will be warned and the parents will be notified by phone and/or in writing by the preschool director/teacher.

No disrespect of staff will be tolerated. If your student is asked to stop doing something, asked to help clean up or pick up after themselves, etc. they are expected to listen. If your student becomes a disciplinary problem during class, parents will be notified by phone and/or in writing and the student will be suspended from school for the remainder of the week.

No personal items, unless requested by teacher, should be brought to class. Students are responsible for cleaning up after themselves.

Students will be outside periodically. Please dress children appropriately.

Playground Rules-To share with your child

- "Up the steps and down the slide-that's the way we like to ride"
- Stay in the designated area of the playground
- Stay where teachers can see you

- Outside voices are permitted

The rules and regulations have been established to help ensure the safety of each and every child involved in our preschool.

In the event of a medical emergency, **911** will be called or your child will be taken directly to the **nearest** hospital and you will be contacted as soon as possible.

DICIPLINARY ACTION

A student will be redirected, ask to stop the inappropriate action, after the third warning the student will be ask to sit in a "thinking chair," which means time out. If the student is three years old they would sit no longer than three minutes. This is where the student is asked to think about why he/she has to sit, if the student is unsure the teacher will discuss why he/she is sitting, and the parent is informed. If the behavior continues and it puts other students at risk, there will be a parent and teacher conference and the student will be suspended for a day and/or the rest of the week. If the problem persists and is a danger to themselves and/or other children, child will be removed from the preschool program.

THINGS TO KNOW

The JCPRC reserves the right to take pictures at all events and programs. Pictures may be displayed in the newspaper, display box, future brochures, flyers, and web publications.

All students must be potty trained before entering the Play & Learn Preschool. This means the student knows how to sit or stand, wipe, pull up undergarments, flush toilet and wash hands.

HELPFUL HINTS

1. Never talk about your child's problems to someone else in the child's presence.
2. When your child draws or paints an unrecognizable picture, say: "tell me about it."
3. Please do not conduct personal conversations with the teachers/staff during preschool.
4. Your child has had enough rest if he/she wakes up by himself/herself in

the morning.

5. Nature items (insects, leaves, rocks, etc.) will be delightfully shared.
6. PLEASE WATCH THE BULLETIN BOARD FOR IMPORTANT DATES AND INFORMATION.
7. PLEASE OBTAIN AND READ THE PROGRAM NEWSLETTER FOR IMPORTANT DATES AND INFORMATION.
8. PLEASE READ ALL OF THE INFORMATION IN THIS PACKET, AS WE BELIEVE IT WILL HELP YOU BETTER UNDERSTAND OUR PROGRAM.

REFERRING AGENCIES

Child Abuse Hotline.1.800.352.6513

WV Department of Health and Human Services. 304.724.2600

Poison Control1.800.222.1222

Jefferson County Health Department. 304.728.8416

If you have any problems or concerns, the above numbers will help you to find out how, when and where to obtain assistance. If you have any questions or concerns, please feel free to call me at 304728-3207.

Preschool Enrollment Form

Date: _____ Number of children attending _____

Child's Name: _____ Gender ____ DOB _____
Last First MI

Medical Concerns (i.e., asthma, allergies, any including seasonal and food)

Disabilities, please explain: _____

Name Child Goes By: _____

Mother's Name: _____ DOB _____
Last First

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone _____

Place of Employment: _____

E-Mail: _____

Note you will be able to receive updates on weather, field trips, and other activities if email is provided.*

Father's Name: _____ DOB _____
Last First

Address (if diff.): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Place of Employment: _____ E-Mail: _____

Address: _____

Parent's Marital Status: Married () Single () Separated () Divorced ()

***Please fill out completely**

Please explain any special conditions/circumstances with regards to the custody of your children. _____

Indicate person(s) authorized to pick up child without prior notice by parents (ID *must* be shown when picking up children: _____

Medical Information

Doctor's Name: _____ Phone No: _____

Address: _____

Emergency Contact: (other than parent or Doctor)

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Does your child take medication on a daily basis?

If so, please give reason, name of medication, dosage, and time of distribution. Attach doctor's note.

* If your child will be given medication during preschool hours- you must fill out a medical release form

* Please keep this information current.

*A copy of your child's immunization chart must be attached and current.

***Please fill out completely**

Medical Release Form (if needed)

I _____ give the JCPRC Staff to administer
Parent/Guardian

_____ to _____ on _____
Medication/Dosage Child's name date(s)

Parent/Legal Guardian Date

Toward A Better Understanding

What language other than English is spoken in the home? _____

Other's living in the home	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does your child need help in (please mark all that apply):

Undressing____ Eating____ Washing____ Toileting____

What words does your child use to indicate:

Urination_____ BM_____

Please indicate any major experience which might affect his/her behavior (i.e., serious illness, illness of a family member, residential changes, new siblings, death of a family member, etc.)

***Please fill out completely**

What type of television programming does your child watch/enjoy?

What kind of group/social experience has the child had? _____

Is your child generally shy with strangers? _____ Children? _____ Adults? _____

Has your child been cared for by other adults at home? _____ Other? _____

Does your child have imaginary friends? _____ if so, the name(s): _____

Does your child have any specific fears (animals, darkness, thunder, etc?)

Do you have any specific reason for sending your child to preschool? If so, please describe:

Is there anything specific you would like to see your child learn from his/her experience at preschool?

***Please fill out completely**

RULES & REGULATION AND DISPLINARY WAIVER

The rules and regulations have been established to help ensure the safety of each and every student involved in our preschool. I certify that I have read and agree to the rules and regulations stated in the Preschool Handbook. Initial _____

ACCIDENT WAIVER

In the event of a medical emergency, 911 will be called and your child will be taken directly to the nearest hospital and you will be contacted as soon as possible. I certify that I have read the Accident Policy in the Please sign below, which verifies that you are aware of this procedure. Initial _____

REGISTRATION & WAIVER RELEASE

I acknowledge that I have read and fully understand the information provided to me in this handbook and on registration guidelines, rules & regulations, accidents and the refund policy. I realize inherent risks could be involved in this program. Therefore, I shall not hold the JCPRC or its employees liable for injuries that might occur during this supervised program.

Parent/Legal Guardian Signature

Date