

Parent Handbook 2015-2016

Welcome to the Primetime Preschool Program!

Primetime Preschool is designed to help children grow to their full potential, laying the foundations for tomorrow. The primary focus is the positive growth of the whole child. The foundation started in our program will enable each child to feel valued and motivated to become a life-long learner.

Primetime Preschool offers well planned, age appropriate curriculum for preschoolers ages 3-5. The curriculum includes a variety of activities that will excite young learners to grow and develop socially, emotionally, physically and academically.

PHILOSOPHY

Our philosophy is “Children Learn through Play and Play to Learn.” Our staff of teachers and aides will help develop children through opportunities for cognitive learning experiences; encouraging them to express their uniqueness through art, language, science, music and movement, mathematics, character building, and more while preparing them for their continued education.

Primetime Preschool Office:

Phone: (661) 290-2261

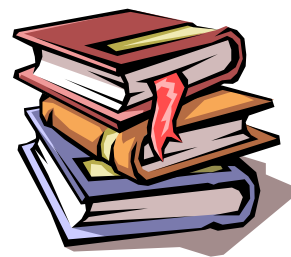
Fax: (661) 250-8234

Email: primetimepreschool@santa-clarita.com

Website: www.santa-clarita.com/primetimepreschool

Coordinators: Cindy Van Order and Jennifer Lindstrom

Supervisor: Lisa Nikkila



Primetime Preschool Staff

Our staff is specifically chosen for their dedication to meeting the developmental and emotional needs of children. Primetime Preschool upholds the highest standards for staff selection and has a centralized process that entails an interview, negative TB results, and a criminal background screening (LIVE Scan). Each member of our staff meets the City of Santa Clarita's qualifications, completes orientation and comprehensive training, and is certified by the American Red Cross in CPR and First Aid. Teachers have completed at least 12 units of Early Childhood Education classes with most holding degrees. As an early-childhood education provider, we strive for the best level of customer service, experience, and commitment to our children and their families.



Communication with Teachers

Parent/teacher communication is very important. Your child's teacher is available for limited discussion both before and after class. You may speak to them in person at the park location or by contacting them at the appropriate number below (during school hours):

Canyon Country Park	(661) 284-1456
Newhall Park	(661) 284-1451
North Oaks Park	(661) 284-1454
Santa Clarita Park	(661) 284-1455
Valencia Glen Park	(661) 284-1452
Valencia Meadows Park	(661) 284-1453

If you would like to set an appointment for further discussion, please feel free to do so by emailing or calling the Primetime Preschool office.

Inclusion Services

Primetime Preschool is an inclusive program and we want all children to have a meaningful and enjoyable experience. Inclusion Services may provide reasonable staff support to make the experience successful. Children must be enrolled in the class prior to submitting an Inclusion Service Request form and two weeks' notice is **required** for all services.

For further information on Inclusion Services, please contact Araz Valijan, Inclusion Coordinator at (661) 250-3719 or via email at inclusionservices@santa-clarita.com. We strive to meet the needs of every child, but in some instances, this program may not be appropriate for all.

Minimum Qualifications for Participation

- Children must turn of age (3 or 4) by September 1 (no exceptions).
- Children must be fully potty trained and able to use the bathroom independently (no pull-ups). If they have an accident, child must be able to clean themselves and change their clothes if extra clothes were provided. Staff may assist children with verbal cues, buttons, snaps, and zippers. Children must be able to pull pants up and down independently. Primetime Preschool does not keep extra clothes on hand. If there is not a change of clothes sent to school, or if the bathroom accident is a bowel movement, parents will be called to return to school. Children having multiple accidents at school are not considered completely potty trained and a discussion with the parent will be

scheduled with the possibility of dis-enrollment. If your child is dis-enrolled, tuition will need to be paid if you would like to hold your spot during the time they are working on potty training.

Enrollment

Online registration begins in spring for the upcoming school year and is on-going until maximum capacity is reached. Thereafter, a waitlist will be formed and any openings during the school year will be filled from the waitlist. Children are not able to register M-F and must select either the M/W/F or T/Th option. New enrollees' age must be verified by the Primetime Preschool office before online enrollment can occur. Accepted forms of documentation include a certified birth certificate or official passport.

Walk-in registration is also accepted at a later time, however not recommend due to limited spaces and interest in the program. A copy of the child's birth certificate or passport must be submitted with the Registration Form to verify age. Once age has been verified in the Rec1 system, further documentation is not required for future enrollments. If the Rec1 user login/password is forgotten, please do not create a new account. Instead, please request a login/password retrieval through the Rec1 registration system as the age verification remains on the existing account.

Payment Options

- 1. Pay in full at the time of registration**
- 2. Participate in the payment plan.** Pay for the first month of attendance at the time of registration. Payments must be made by the 1st of each month (October – May). **By selecting the payment plan option, parents accept responsibility to pay tuition each month.**

Fours ways to pay:

- Sign into your Rec1 account monthly and make the payment by the 1st of the month.
- Follow the secure link that will be emailed prior to the payment due date.
- In person at the Registration Office located inside the Aquatic Center by the due date. Cash, check, or credit card accepted.
- Phoning the Primetime Preschool Office and paying with a credit card over the phone.

If the payment is not received by the 5th of the month, a \$15 late-fee will be applied and added to your account. If the payment is not received by the 10th of the month, your child will be removed from the program and their spot made available to those on the waitlist.

Priority Registration

Children that are enrolled in the 3-year old class will be given priority registration in spring for the 4-year old class the following school year. The goal of the re-enrollment process is to allow children that are currently enrolled in the 3-year old class to continue in the program the following school-year. Priority registration is handled on a first-come, first-serve basis and is **not guaranteed for a specific class or park location**, only for a spot in our 4-year old program. Parents are encouraged to submit their forms early in order to increase their chances of enrolling in your first choice. If the Priority Registration form is not submitted by the due date,

families will no longer have priority enrollment and must then follow the open enrollment procedures in the *Seasons* magazine.

Refund Policy

All requests for withdrawals must be submitted to the Primetime Preschool office on the *Withdrawal Form* located on the Primetime Preschool website under the Parent's Corner tab.



Prior to the School Year: If you would like to request a refund before school begins, notification must be received by the Primetime Preschool office at least 10 business days prior to the start of the school year and a full refund will be issued. Requests received by the office after this time, but before the second class will be refunded and assessed a \$14 administrative fee.

After Classes Begin: If you would like to request a refund after the school year begins, notification must be received by the Primetime Preschool office by the **15th of the month** prior to dis-enrolling in order to allow the office to fill the spot. Tuition fees already paid for that month are non-refundable and pro-rated refunds will not be issued for missed days. A \$14 administrative fee will apply to all refunds processed. If a parent has paid in full for the entire school-year upfront, any remaining months will be refunded.

Required Forms

For the safety of the children participating in our program, we require the following forms to be on file prior to the first day of school: Health History Form and Enrollment Agreement.

Attendance

We highly encourage children to attend class as scheduled but certainly understand if a situation comes up in which they are not able to attend. We ask that you notify the teacher on the classroom phone if your child has to miss school for any reason. No credit for missed days will be given and make-up days are not offered.



Sign In/Sign Out Procedures

- Please be sure to sign your child in daily. We cannot be responsible for your child unless they are signed in.
- Please be prepared to show a picture ID when picking up. Only those authorized on the Health History form will be allowed to pick up your child from class (no exceptions).
- Always check to make sure you are remembering your child's belongings and artwork.
- The teachers believe in providing an open-door policy at all times. Parents are always welcome.

Court Order

Parents listed on the Health History Form are automatically authorized to pick up their children. The City of Santa Clarita cannot restrict the rights of one parent at the request of the other parent without a copy of a custody order or court order affecting one parent's rights. Staff will not restrict a parent's custody rights without a valid court order. For City staff to follow a court

order, custody orders and/or restraining orders must be submitted immediately to the City and on file with the program supervisor. Please be aware, City staff is not trained to interpret court orders. If disputes arise between parties, as necessary, the Los Angeles County Sheriff will be called to determine and establish resolution.

Late Pick-Up Charge

There is a \$5 charge for each 15-minute increment, or portion thereof, that you are late picking up your child. The late charge is due and payable (by check) at school the day in which you are late. Please note, if you are late picking up your child two times during the session, you will be contacted by the Recreation Coordinator or Supervisor. On the third offense, your child may be suspended until arrangements can be made to ensure your child is picked up on time.

Helping Hands Calendar

Parents are always welcome to volunteer in the classroom. Parents are not required to volunteer; however, we strongly encourage parents to lend a hand when available. We offer a variety of opportunities to be involved including but not limited to: assisting with classroom set-up/clean-up, prepping daily lessons (at home or in class), or volunteering time in class either part-day or all-day. Teachers will have a helping hands calendar available for sign-ups. Please remember, siblings not enrolled in class are not able to stay during your time of assistance.

Field Trips (4-year old class only)

Primetime Preschool 4-year olds will attend approximately two to three field trips throughout the year and each child must have a parent accompany them. Parents are responsible for bringing their child to the field trip destination and staying throughout the entire field trip. Parents will be notified in advance if there is an additional cost for the field trip. Most field trips siblings are allowed to join however some destinations will not allow additional children.

Each child registered in our 4-year old classes will receive one Primetime Preschool T-shirt on their first day of class. Students are required to wear their Primetime Preschool T-shirt on all class field trips. If the shirt is lost or misplaced, one may be purchased for \$8.00 via check made payable to the City of Santa Clarita.

Dress

Preschool is an active place...we work hard, play hard, and we often get messy! Sturdy, washable, weather appropriate clothes are best. We want your child to participate in all of the scheduled activities without worrying about clothes. We require children to wear closed toe shoes at all times. If children arrive to school wearing unsafe shoes, parents will be asked to return with appropriate footwear. Please mark all belongings with your child's name in order to eliminate lost items. The City of Santa Clarita is not responsible for lost or misplaced belongings.

Playground Safety

Children will be required to wear a safety bracelet when the class goes outside to play. We ask that you send your child to school in closed toe shoes that will allow them to run, play, and climb on the playground equipment without risk of injury. We ask that you do not send your child in Crocs as they are not appropriate footwear.

Birthdays

We love to celebrate your child's special day. Please speak with the teacher prior to your child's birthday, so she can check for allergies. A special treat may be brought in to share with the class. For children with food allergies, we ask that you bring in a special treat/snack for your child that they may enjoy on special days.

Current Information

It is important that the school always has on file your current home address, home and cell phone number, email address, and emergency contacts. Please notify the teacher immediately of any changes, including temporary changes; allowing staff to keep your child's file accurate thus ensuring their safety.

Monthly Newsletters

Monthly newsletters are sent to parents with reminders, upcoming events, and weekly curriculum. This is an important way to stay informed. Newsletters will be sent home with students, posted on the parent bulletin board, and posted on the preschool website.

Parent and School Relations

Good communication between school and parents is important. A Watermelon Welcome will be offered prior to school beginning for families to turn in paperwork, meet the staff, explore the classroom, and ask questions. Parents will be kept informed of their child's progress and activities by: progress reports twice per school year, monthly newsletters, parent board, etc. Teachers are typically available ½ hour before or after school. If it seems the teachers are not free to talk during this time, please understand that the children come first and we would be happy to arrange a time that allows for deeper conversation. Teachers, along with the parent, and child, all in unison will make this preschool experience THE BEST!

Tax Information

The City of Santa Clarita's Tax I.D. number is **95-4133918**. Year-end tax information can be obtained by logging into your Rec1 account at www.santa-clarita.com/seasons and reviewing your account information/receipts.

ILLNESS POLICY

Primetime Preschool would like our classrooms to be a happy, healthy learning environment. Our preschool illness policy is that no child may be at school if they appear to be ill. If a child shows any symptoms of illness, the parent/guardian will be notified and required to pick the child up in order to prevent transmission.

Please read the partial list of illnesses and conditions where we ask that you keep your child at home. This list is not an all-inclusive list; there may be other situations where we believe that your child may be more comfortable at home.

Parents, if your child has any of the following symptoms, for both your child and the health of all other classmates, teachers, and parents, we ask that you keep your child home:

- Fever within the previous 24 hours (with or without the use of medication)
- Vomiting and/or diarrhea within the previous 24 hours
- Any symptoms of childhood diseases (ex. Chicken pox)
- Runny nose with any colored discharge
- Sore throat
- Any unexplained rash
- Any skin infections
- Pink eye and other eye infections
- Head lice (child should be free of all nits)
- Continued coughs
- Not well enough to follow the day's routine including outside play

If your child has allergies which result in a continuous runny nose, please bring the teacher a note from your child's doctor stating this. This is true for any condition that may appear to be infectious or contagious but is not.

DISCIPLINE POLICY

The early school years for children are a time of exploration, developing a healthy self-image and a positive concept of the world around them. Aided by caring teachers and aides, it can also be a time of greatly enriched learning experienced at every level. We believe positive reinforcement and praise is the most effective way of encouraging and empowering children to understand and abide by socially acceptable limits.

We have established a simple set of rules that will enhance the growth and development of your child and will provide a safe and positive environment for everyone.

- The rules are:
1. Do not hurt anyone
 2. Use your words to communicate
 3. Show respect for all classroom materials
 4. Follow directions

DISCIPLINARY PROCEDURES

In the event that these rules are broken, the following steps will be taken:

1. Verbal warning and staff will direct the child to a more appropriate behavior
2. Time out will be given to allow the child to gain control of him/herself
3. If the negative behavior continues, the parent may be called to pick the child up and/or a Behavior Log completed
4. A parent conference may be requested if there are repeated violations

Examples of specific misbehavior include, but not limited to:

1. Endangering the health and safety of themselves, other children, staff, or parent volunteers
2. Consistent use of profanity or inappropriate behavior

3. Destroying materials or property
4. Continual disruption of the program
5. Refusal to follow instructions
6. Disrespect shown towards teacher, aides, parent volunteers, or other children

We strive to provide a safe and constructive environment for all of our children. In order to do so, we reserve the right to remove a child from the program if he/she requires excessive individual adult attention or the negative behavior continues after a parent conference. No refunds will be issued.

Please be sure to review these rules with your child.

CODE OF CONDUCT

For continual enjoyment, program participants must abide by all posted rules at the facility as well as those outlined in this handbook specific to the program. By submitting the registration form for your child to participate in this program, you on behalf of your minor child, agree to abide by the policies and conditions of the City of Santa Clarita Parks, Recreation, and Community Services Department "Code of Conduct". (For complete Code of Conduct policy, see our website at santa-clarita.com and click on Registration.)

MEDICATION POLICY

Teachers are not permitted to administer prescription or non-prescription medication to children (exception Epi-Pens and Asthma Inhalers as staff is trained for emergencies only). Staff can only assist a child who can self-medicate and then only with written authorization of the parent.

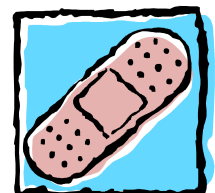
If your child should need medication while at school, the following instructions must be followed:



1. The medication must be brought in its original container to your child's teacher.
2. You must complete the Medication Consent Form providing written instructions indicating the quantity and the time that your child is to take medication, as well as any other directions. This form also gives written clearance to the City of Santa Clarita to provide the medication to your child.
3. Medication that is prescribed must be in your child's name.
4. Sign medication in on the Medication Log in class.

FIRST AID

Your child's safety and well-being is our number one priority. In Primetime Preschool, we provide what is commonly called "Band-Aid First Aid". Band-Aid First Aid is defined as cleaning minor cuts and scrapes with soap and water, applying a band aid, and giving the child a lot of TLC.



Minor accidents (bumps, scrapes)

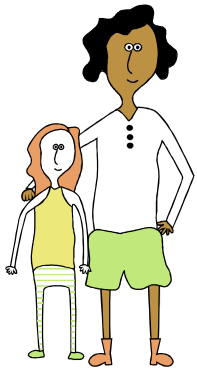
All minor accidents will be recorded in the First Aid Log. You will be notified of the injury and the first aid provided by the Instructor at the time of pick-up.

Bee Stings

Staff is not allowed to remove objects imbedded in the skin. In the event that your child gets stung by a bee, parents will be notified immediately and given the option to pick up their child or come to school to remove the stinger and allow them to return to the scheduled activities.

In the event of a major accident:

1. We will attempt to contact the parent/guardian first (if it's life threatening, 9-1-1 will be called first).
2. We will attempt to contact you through any person listed on the Health History Form.
3. If we cannot contact you, we will call an ambulance to have advanced medical care administered.



EMERGENCY PROCEDURES

Primetime Preschool staff is trained to handle specific emergencies should one occur. Our priority is to make sure the children are in a safe place while keeping them calm. Teachers or aides will contact parents by telephone or cell phone. It is extremely important to list a phone number on the Health History Form, where you can be reached during school hours in the event they need to contact you. Our staff will stay and comfort your child until you arrive to sign them out.

REPORTING SUSPECTED CHILD ABUSE

In order to ensure the well being of the children in our care, staff has a duty under state law to report incidents of possible neglect or abuse to the Department of Children and Family Services (D.C.F.S.) and to cooperate in any investigation of such possible neglect or abuse. D.C.F.S. may send social workers and personnel to speak with the child in regards to any alleged incidences of child abuse and may legally do so without parent permission or consent.

City of Santa Clarita staff are mandated reporters and must follow California statute for mandatory reporting (Penal Code Section 11166). Staff may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff, or any other person on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. All child abuse investigations are a matter for D.C.F.S. or the local law enforcement.

WHAT TO EXPECT ON THE FIRST DAY OF SCHOOL

The first day of school is an exciting milestone for you and your child. Your child is embarking on a journey that will lead them to many new adventures and new friendships.



As wonderful as this new experience may be, it can also be quite stressful for the child and parents. New situations and change can at times be unsettling for all of us. For many children this may be their first experience of separation from parents or caregivers at home. It is common for even the most outgoing child to be anxious the first day of school.

We have provided a few suggestions for assisting your child. Remember, we are here to provide you with support and assistance; making your child's first school days happy days.

- Speak to your child about the new preschool experience by explaining what to expect. Answer all questions directly and honestly.
- Have a positive attitude. Preschool age children are aware of your feelings. Providing a happy and positive attitude will assure the child that preschool can be a fun and exciting place.
- Establish a routine involving both the night before a preschool day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations (i.e., choose clothes to wear the night before or have the child help pack their snack for the next day).
- Tell your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Establish a clear good-bye routine. This may include letting the child know you are leaving in three minutes, a kiss and hug, or a wave good-bye. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with "Okay just one more hug, and then I really have to go" tends to heighten anxiety rather than relieve it. Avoid sneaking out, this seems to encourage children to become less trusting and makes the second day of school even harder.

Please remember, we are here to help make your child's first day of school a happy transition and we look forward to an exciting and fun year!

Primetime Preschool – 3-year old class

9:00 a.m. to 12:00 p.m.

This class will provide an easy transition from home to school, focusing on basic academics, listening skills, developing fine and gross motor skills, communication, socialization and independence. Low 1:8 ratio with up-to 24 students per class.

"A Typical Day" Class Schedule – Subject to Change

9:00 – 9:20 a.m.	Exploration/Discovery Time
9:20 – 9:50 a.m.	Circle Time
9:50 – 10:20 a.m.	Outdoor Play – Large Muscle Development (weather permitting)
10:20 – 10:45 a.m.	Bathroom Use, Hand Washing, and Nutrition Time
10:45 – 11:30 a.m.	Learning Centers
11:30 a.m. – 12:00 p.m.	Closing Circle (Share Time, Music & Movement, Story Time)

Locations: Canyon Country Park (east room), Newhall Park, North Oaks Park, Santa Clarita Park, and Valencia Glen Park.

Primetime Preschool – 4-year old class

8:30 a.m. to 12:30 p.m.

This class will provide Kindergarten readiness with a curriculum that concentrates on early literacy, cognitive learning experiences, creative expression, and opportunities for social/emotional growth. Low 1:8 ratio with up-to 24 students per class.

“A Typical Day” Class Schedule – Subject to Change

8:30 – 9:00 a.m.	Exploration/Discovery Time
9:00 – 9:30 a.m.	Look, Listen, and Learn (Circle Time)
9:30 – 10:00 a.m.	Teacher Directed Group Activity
10:00 – 10:30 a.m.	Outdoor Play – Large Muscle Development (weather permitting)
10:30 – 11:00 a.m.	Bathroom Use, Hand Washing, and Nutrition Time
11:00 a.m. – 12:00 p.m.	Learning Centers
12:00 – 12:30 p.m.	Closing Circle (Share Time, Music & Movement, Story Time)

Locations: Canyon Country Park (west room), Newhall Park, North Oaks Park, Santa Clarita Park, and Valencia Meadows Park

SCHEDULE OF ACTIVITIES

Exploration/Discovery Time:

Primarily a "child-directed" time, in which children are free to choose which activities they would like to do. The emphasis during this time is on process, NOT product. It provides opportunities for the child to develop decision making and socialization skills, while also developing small muscle coordination, fine motor dexterity, eye-hand coordination, visual and spatial relation skills, creative expression, and critical thinking skills. To the untrained eye, this often appears to be "just play," but it involves much more!

Circle Time/Look, Listen, and Learn:

A "teacher-directed" time in which the child learns acceptable behavior in a "school" setting. In Primetime Preschool, activities include calendar and counting, exposure to letter recognition and sound, as well as stories, finger plays, and much more.

Teacher Directed Group Activity: Primetime 4-year old class

This is an opportunity for the teacher to guide the class in a whole group academic activity which involves following verbal directions for the completion of the activity. Activities include cutting and pasting projects, pattern worksheets, science experiments, language development activities, and more.

Bathroom Time:

Another important opportunity for the child to learn acceptable social skills such as taking turns, following directions, respecting one another, and a variety of self-help skills. Good hygiene will be taught, including hand washing. Only teachers or teacher's aides will take the children to the restroom.

Snack Time/Nutrition Time:

Some children need help opening drinks and snacks. We encourage the child to do as much as they can on their own. Opening a bag of chips strengthens the small muscle area that is used in printing skills. After eating, children are asked to clean up their area. This may be a new concept for some children, but it is important that they learn to pick up after themselves.

Please provide your child with a nutritious snack rather than sugary treats. Fruit, cheese and crackers, sandwich, and a juice drink are popular choices. The parent decides "how much" food to send with their child. The children are encouraged to eat something, but are not pressured to eat everything. Children will need a substantial nutritious snack/meal which will give them the "brain power" they need for the learning centers that follows.

Outdoor Play:

Again, your child will be provided with the opportunity to develop decision making and socialization skills, while at the same time developing large muscles as he/she climbs on the jungle gym, pumps a swing, and climbs the ladder to the slide. The right and left sides of his/her brain is working together and coordination is being developed while it appears as if the child is "just having fun."

We will have outdoor play time daily, unless it is extremely cold, windy, raining, or if temperatures reach 105 degrees or higher. If your child is not well enough to play outdoors on a specific day, please do not send them to school, as we cannot have some children stay inside while the majority goes outdoors.

Learning Centers

This is an opportunity for small group interaction. Table 1 might have a game such as Memory, Lotto, or Bingo, in which children learn to take turns, follow directions, and learn colors, numbers, letters, and/or shapes. Table 2 might have a science experiment. For example: sink and float, color blending, magnets in which the children suggest an outcome and see what happens. This requires following directions. Table 3 might be a creative center. Centers change daily depending on theme.

Share Time (Circle Time)

Your child is encouraged to participate in "Share Days" by bringing something to share on their designated day. No guns/weapons may be brought and we prefer items that are not easily broken. Items brought will need to begin with the letter the class is learning for the day/week. Children will sit with the teacher in front of the class and "share" what they brought. This is a language development opportunity. Please do not allow your child to bring toys other than on "share day".

Closing Circle:

The children will come back together again for a short story, discuss our next class plans, and sing our good-bye song. The teacher is always by the door to say good-bye to each child and is available to speak with parents.