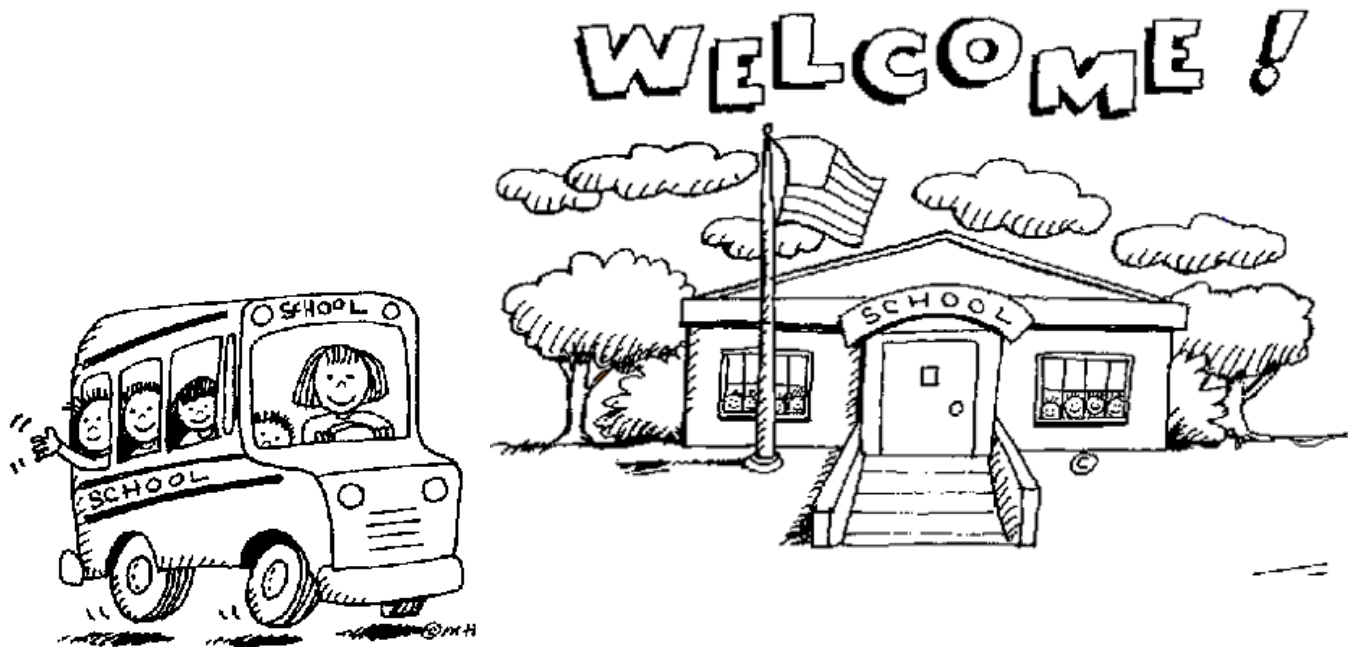


HILLTOP PARK CENTER

PRESCHOOL PARENTS MANUAL 2020-2021



Dear Parents,

Welcome to the City of Monterey Recreation Preschool Program! We are pleased to have your child enrolled in our program and thank you for allowing us to join with you in providing for the care and nurturing of your developing child. Please read this booklet in its entirety, as it will provide important information about the program that we offer. The Recreation Coordinator at the Preschool of your choice is readily available by appointment to discuss any subject relative to your child's Preschool experience or about the program in general.

I. PHILOSOPHY AND GOALS

It is our goal to instruct your child in the fundamentals of learning, surrounded by a healthy, structured and caring atmosphere. We realize the importance of developing learning skills, and our program emphasizes that children learn best through play. The curriculum is based on developmentally appropriate activities that foster the creative, social, emotional, language and physical growth of each child. We provide a safe and nurturing environment where your child's need for discovery and development is recognized, while promoting self-esteem, self-awareness, and self-determination.

Your child's daily routine will include various activities in art, music, science, math, pre-reading and writing skills, movement and story-time. Twice a year, a basic progress report will be sent home for you to track your child's development. Preschool Instructors and Recreation Coordinators are always available to meet with you to discuss any concerns regarding your child's Preschool experience.

Our program strives to develop acceptance and appreciation of the similarities and differences between people and cultures. Our staff models appropriate behavior and assist the children in resolving conflicts in social interaction. Children learn to accept the consequences of their decisions and strengthen problem-solving skills.

II. SCHEDULE

The Preschool Program generally follows the Monterey Peninsula Unified School District calendar; however, the program will not close for teacher workdays or other miscellaneous school district closures. The program will close to observe all City of Monterey designated holidays. Please refer to the monthly Preschool calendars for specific dates.

We provide the opportunity each day for your child to explore and learn in the various areas that our center has to offer.

Daily Schedule

9:45-10:00 a.m.	Daily Health Checks
10:00 a.m.	Morning Greetings and Circle Time
10:30 a.m.	Guided Activity
11:00 a.m.	Academic Centers
11:30 a.m.	Outside Play
12:00 p.m.	Lunch
12:30 p.m.	Closing Circle

III. SESSIONS, DAYS, TIMES AND FEES

Preschool begins at 10:00 a.m., ends promptly at 1:00 p.m. and is held Tuesday through Friday. The first time your child is registered in our program, there will be a one-time, non-refundable \$75 registration fee.

NOTE: THERE WILL BE NO CREDITS, REFUNDS, PRORATIONS OR MAKE-UPS FOR LOST TIME DUE TO PERSONAL VACATIONS OR ILLNESSES.

IV. REGISTRATION

Pre-registration is by appointment ONLY. Please call the Preschool location of your choice for a registration appointment time and information regarding vacancies. **NO MAIL-IN REGISTRATIONS WILL BE ACCEPTED.** Vacancies will be filled on a "first-call, first-serve" basis. **Please be advised that all enrolled children must be 3-5 years old and "potty" trained.**

Once a child is registered in the Preschool Program, continued attendance until the child turns 6 years old is guaranteed, providing that all registration fees are paid as due, prior to the start of each session. Please note that guaranteed registration applies to the school year program only and is not applicable to *Camp Lots-O-Tots* summer sessions. Once the Preschool Program is enrolled to capacity, a waiting list will be established.

Two weeks prior to the beginning of each session, a registration letter with fee information will be sent home with your child. Please bring your payment to the front office. Checks should be made payable to the "City of Monterey." The bottom portion of the registration letter may be completed if payment is made with a credit card. **We MUST receive full payment before the first day of the new session. No child will be allowed to attend class with fees due.**

If your child requires emergency medication such as an asthma inhaler or epinephrine to accompany him or her, please complete the Authorization for Emergency Medication located at www.monterey.org/rec. This form must be on file before your child's first day of Preschool.

Please update the staff with changes in contact or health information throughout the school year. Your cooperation and support is greatly appreciated!

V. DAILY SIGN-IN AND OUT

Please plan to arrive between 9:45-10:00am each day. We will begin the daily screening process at 9:45 am. Check in and pick up will take place at the double doors on the Jessie Street side of the building. Please wear a face mask and maintain at least 6-feet of physical distance from other children and parents during drop off and pick up. We will ask a few health screening questions and then check the Preschool student's temperature. Unfortunately, for safety reasons parents will not be allowed into the facility at this time to limit the number of people in the building and classroom. Parents will say goodbyes at the double doors. Miss Michaela will greet the children in the hallway. The Coordinator will take care of sign in and out daily.

To ensure the safety of each child in our care, all children must be signed in and out each day by a parent or guardian. If you are going to ask a friend or relative to pick up your child, be sure they are listed on your child's authorized pick up form and inform them of the sign in/sign out procedures. **Due to COVID-19, it is recommended that the same adult drop off and pick up your child/children each day.** Under no circumstances will a child be released to anyone not known to the school without authorization from the parents. Send a note or call the school if someone new, who is not on your authorized pick up form, will be coming to pick up your child. They will need to provide photo identification before your child will be allowed to leave. We appreciate your cooperation.

VI. PLEASE BE ON TIME

We ask that your child arrive no earlier than 9:45 a.m. and be promptly picked up at 1:00 p.m. If you arrive after 10:10 a.m., we ask that you do not disturb Circle Time, as it is important to keep the children's attention during this primary learning time. Please wait until 10:30 a.m. when the Preschool Instructors will open the door for you. A fee of \$10 for every 10 minutes late will be charged each time a parent/guardian or designated representative fails to pick up a child by 1:00 p.m. *This fee is due immediately.* On the fourth occasion you are late picking up your child, your child will not be allowed to continue in our program.

VII. LUNCH

Your child should bring a nutritious lunch with a drink every day. Please write your child's name on his or her lunch bag or box. Preschool staff is unable to heat or provide refrigeration for your child's meal. Sharing lunches is not allowed. If you forget to send a lunch with your child and need to deliver one during the day, please deliver the lunch to the Front Office staff who will ensure that it reaches your child.

VIII. MONTEREY RECREATION BEHAVIOR POLICY

The preschool program emphasizes positive reinforcement for appropriate behavior. A positive approach to child guidance will be employed at all times. If a child misbehaves or is too upset to be responsive, "time out" may be employed until the child can regain self-control and return to regular activities. In the case of continued misbehavior, parents will be asked to meet with the staff to develop a plan to address their child's behavior. Appropriate behavior guidelines promote a healthy social and emotional preschool environment for all.

All parents must sign the attached Monterey Recreation Behavior Policy prior to admission. Please review this policy carefully and discuss it with your child. Monterey Recreation reserves the right to exclude any child whose lack of self-control makes him/her dangerous to him/herself or other children.

IX. HEALTH AND SAFETY OF YOUR CHILD

For the health and well-being of your child, the following health policy has been adopted by our preschool. To be truly effective, this policy needs the support of both parents and preschool staff. Our goal is to ensure the health and protection of each child. We realize not all illness can be prevented. However, adhering to the following rules can help reduce the incidence and

spread of many childhood infections. **Face masks will be required at all times except when eating or drinking.**

Additional COVID-19 precautions and guidelines will be distributed separately.

Parent Responsibilities

All children entering preschool are required to have a current immunization record and a registration form with health and emergency information on file prior to admission. **Flu shots are highly recommended, but not required.**

In order to protect all children and staff, please keep your child at home if he or she has a cough, cold, fever or stomach illness or any symptoms of COVID-19 including fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea or new loss of taste or smell. Children are very vulnerable to germs and we want to keep everyone as healthy as possible. If your child needs outdoor activities restricted, he or she should not be sent to preschool. Also, children taking antibiotics should be kept at home for the first 48 hours after the initial dose.

We ask parents to immediately notify the Preschool staff if your child or anyone in your household has been exposed to or diagnosed with COVID-19. Preschool staff will follow COVID-19 protocols for notifying and quarantining if necessary.

We also ask parents to contact the preschool staff if your child is to be absent or comes down with a communicable illness including COVID-19, chicken pox, pink eye, head lice, measles, etc.

Preschool Responsibilities

Your child's health and safety are of prime concern in our preschool program. Each child is given a brief visual health check including temperature immediately upon arrival. This is for the protection of all children and to try to isolate and contain illness. A sick child will not be admitted to school.

Your child may be sent home if he or she appears to have symptoms during the school day. In such cases, a parent is contacted at once.

Please note that in the instance of illness (COVID-19, chicken pox, pink eye, lice, etc.); staff will immediately notify all families. All accidents resulting in injury will be reported to parents.

X. EMERGENCIES

In the event of illness or injury, we shall attempt to contact you (or people listed) immediately to notify you of our actions. If necessary, we shall transport your child to a mutually agreed upon location or, if need be, to the nearest emergency room where your child's doctor will be contacted and emergency care will be given.

It is to your child's benefit that you keep the preschool staff up-to-date on phone numbers, emergency contacts and other pertinent medical information.

XI. ITEMS FROM HOME

Please clearly mark any items your child brings to class including lunch bags, jackets and sweaters. Due to COVID-19, Preschool share days are temporarily suspended.

XII. WHAT TO WEAR

Please dress your child appropriately for the school environment. Children should be dressed for learning and play. Please consider your child's comfort when dressing him or her for Preschool. Your child will be painting, coloring and gluing. While we make every effort to work only with washable mediums, clothes do get messy. To facilitate easy bathroom visits, clothes should be simple and free of complicated fastenings. Pajamas are not allowed in Preschool, unless it's Pajama Day! Your child will not be allowed to attend Preschool if they arrive in pajamas. Shoes should be sturdy, comfortable and provide complete foot coverage, as your child will be running, jumping and climbing on the playground daily. Closed-toe shoes are required due to safety and health reasons. Tennis shoes are recommended for the safety of your child. **Sandals and flip-flops are not allowed.**

Please bring an extra change of clothes to keep in the classroom throughout the school year, in case of accidents or spills.

XIII. PRESCHOOL EMERGENCY KIT

To help us prepare for an emergency, we would like to have an emergency pack for each of the children. We will keep extra food and bottled water on hand, but we would like your child to have his/her own pack from home with the following items:

Please place items in a **large zip lock bag** with your child's name on it. These packs will be kept in a safe place with quick access.

- Small bottled water
- 1 small pack of crackers
- 1 small pack of cookies
- 1 pack of fruit snacks
- 1 small writing tablet & pencil
- 1 small story book
- 1 small toy
- A family photo
- A piece of paper or index card with your names, address, your child's name (first and last), phone numbers (home, work and cell).

XIV. SPECIAL EVENTS

In an effort to enhance and increase your child's educational and social opportunities, the Preschool staff coordinates several special events throughout the school year. Most of these

events we consider to be extensions of your child's classroom experience and therefore are not open to parents and/or siblings. Below is a list of special events held by our Preschool Program.

A. HALLOWEEN PARTY (October): Enrolled students only

Our costume party is held on the closest day to Halloween during normal Preschool hours.

B. THANKSGIVING FEAST (November): Enrolled students only

This mini-feast focuses on the spirit of Thanksgiving: Friendship, Sharing and Appreciation. The party is held before Thanksgiving during normal Preschool hours. The feast is open to students only, giving them an opportunity to celebrate the friendships made within their Preschool community.

C. WINTER HOLIDAY CELEBRATION (December): Enrolled students only.

Our Winter Holiday Celebration caps off a week focused on holiday traditions from around the world. Santa Claus usually stops by to visit (socially distanced of course!) his special Preschool friends.

D. VALENTINE'S DAY PARTY (February): Enrolled students only

Our celebration is held on the closest day to Valentine's during normal Preschool hours.

E. SPRING EGG HUNT & PARTY (March or April): Enrolled students only

Our Spring Party includes an egg hunt and a friendly visit (socially distanced of course!) from a special bunny friend. The party is held during normal Preschool hours.

F. END OF YEAR CELEBRATION (May): Enrolled students only!

The entire Preschool class is invited to attend this celebration. More details regarding this event will be provided in early May.

G. STUDENT BIRTHDAYS: Enrolled students only

We happily celebrate birthdays during Circle Time and lunchtime. If you wish to send a special treat to celebrate your child's birthday, please send simple foods that are easy for children to handle. Cupcakes, cookies, muffins and trail mixes are birthday snacks that are appropriate (Please do not send cake!). **All food items must be store bought and sealed.** We cannot accept home-made foods. The teachers will add special birthday songs and candles to make this an extra special time for your child.

XV. GIFTS - CONFLICT OF INTEREST

During the holidays and at the end of the school year, families traditionally present gifts to their child's teacher to show their appreciation and gratitude. However, our Preschool Instructors are City of Monterey employees and must adhere to City rules and regulations which prohibit acceptance of any gifts. A simple note or word of appreciation is a wonderful gift for our staff. Please speak with the Recreation Coordinator at your Preschool if you have any questions regarding this policy.

XVI. CONCERNS ABOUT YOUR CHILD? – PARENT/TEACHER CONFERENCES

We are always available to speak to parents regarding any concerns or questions you might have about your child. Please feel free to contact the Preschool Instructors or the Recreation Coordinator at your child's preschool.

We also offer parents the option of scheduling a virtual Parent/Teacher Conference in January/February to discuss your child's progress in school. The Preschool staff will have sign-up sheets available for these appointments.

Telephone Numbers

Hilltop Park Center
Recreation Coordinator: Rachel Deis
871 Jessie Street, Monterey, 831.646.5667

El Estero Park Center
Recreation Coordinator: Nate Cota
777 Pearl Street, 831.646.3873

Monterey Recreation Office
Interim Recreation and Community Services Manager: Shannon Leon
546 Dutra Street, 831.646.3712