



# **CAMPBELL RECREATION PRE-SCHOOL Parent Handbook**

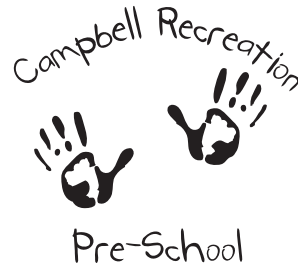


Campbell Recreation Pre-School is a program of the City of Campbell's Department of Recreation and Community Services.

# CAMPBELL RECREATION PRE-SCHOOL

## CAMPBELL COMMUNITY CENTER

1 W. Campbell Avenue  
Campbell, CA 95008  
Rooms M-48, M-49, M-52  
(408) 866-2766



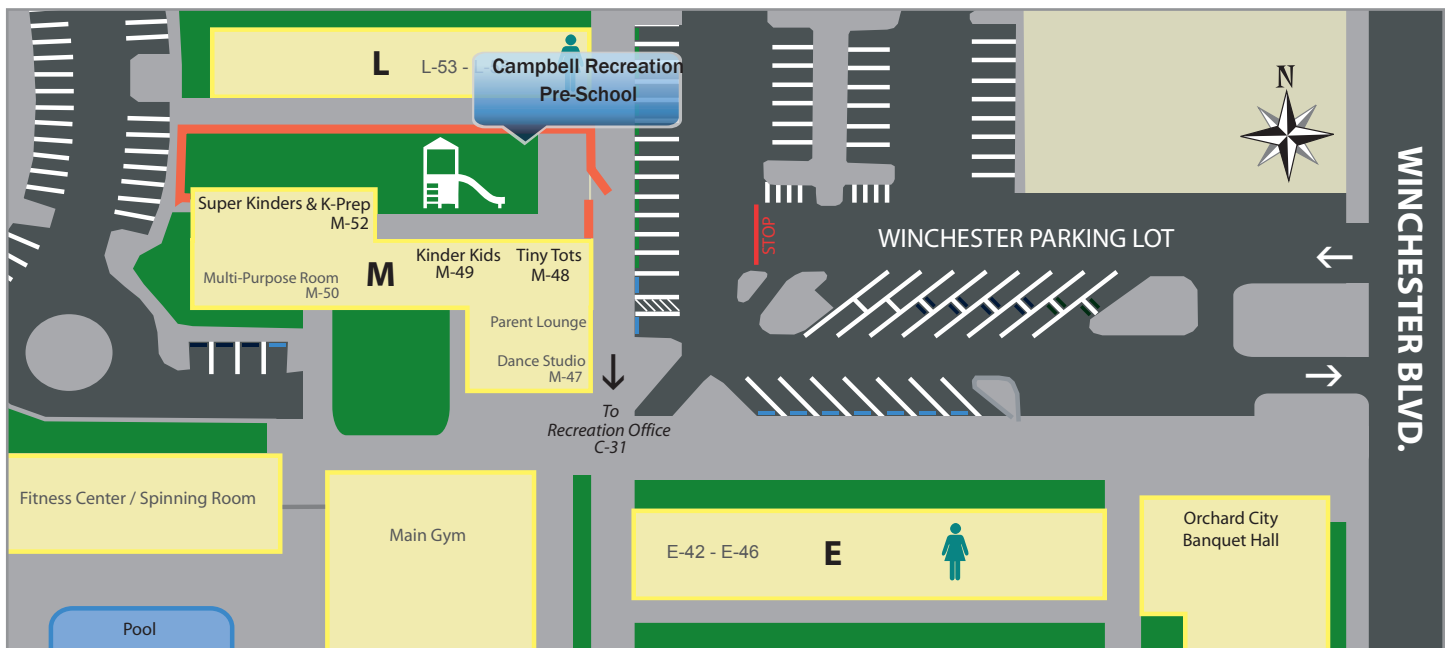
## RECREATION OFFICE (ROOM C-31)

Monday - Thursday 8:00 am - 5:30 pm  
Friday 8:00 am - 5:00 pm  
(408) 866-2104 • [recreation@cityofcampbell.com](mailto:recreation@cityofcampbell.com)  
[www.cityofcampbell.com/pre-school](http://www.cityofcampbell.com/pre-school)

## RECREATION SUPERVISOR

Misty Booth  
(408) 866-2740 • [mistyb@cityofcampbell.com](mailto:mistyb@cityofcampbell.com)

## CAMPBELL COMMUNITY CENTER



# CAMPBELL RECREATION PRE-SCHOOL

## TINY TOTS

Ages 3 - 4

CHILDREN MUST BE 3 YEARS OLD BY 12/31/2019  
Children must be fully potty trained by 10/31/2019

Fee: **\$131R / \$141NR** per month

Activity #	Days	Time
71001.00	M/W	9:15-11:15 am
71002.00	M/W	12:15-2:15 pm
71003.00	T/Th	9:15-11:15 am
71004.00	T/Th	12:15-2:15 pm

TEACHERS: Tiffany Causey

(408) 866-2766 • tinytots@cityofcampbell.com

## KINDER KIDS

Ages 4 - 5

CHILDREN MUST BE 4 YEARS OLD BY 12/31/2019  
Children must be potty trained

2 Days Fee: **\$161R / \$171NR** per month

3 Days Fee: **\$231R / \$241NR** per month

Activity #	Days	Time
72001.00	M/W/F	9:30-12:00 am
72002.00	M/W/F	12:30-3:00 pm
72003.00	T/Th	9:30-12:00 am
72004.00	T/Th	12:30-3:00 pm

TEACHERS: A.M. Karen Castelino

P.M. Sandra Moore

(408) 866-2766 • kinderkids@cityofcampbell.com

## SUPER KINDERS

Ages 4 - 5

CHILDREN MUST BE 4 YEARS OLD BY 6/1/2019  
Children must be potty trained

Fee: **\$361R / \$371NR** per month

Activity #	Days	Time
73001.00	M-Th	12:30-3:30 pm

TEACHER: Janet Keenan

(408) 866-2766 • superkinders@cityofcampbell.com

## KINDERGARTEN PREP

Ages 5 - 6

CHILDREN MUST BE 5 YEARS OLD BY 2/1/2019  
Children must be potty trained

Fee: **\$446R / \$456NR** per month

Activity #	Days	Time
74001.00	M-F	8:30-11:30 am

TEACHER: Janet Keenan

(408) 866-2766 • kprep@cityofcampbell.com



# CAMPBELL RECREATION PRE-SCHOOL

## HISTORY

Campbell Recreation Pre-School has provided children with their first school experience for over 20 years. The program is open to children ages 3 to 5. The classrooms are located at the vibrant Campbell Community Center. Each classroom is designed and furnished to maximize a child's learning experience.

## STAFF

Campbell Recreation Pre-School is led by a dedicated staff with extensive early childhood experience. Our staff is committed to creating a safe, fun, and developmentally-appropriate school experience. Our teachers have years of experience and have participated in early childhood education classes at area colleges, and many hold a BA or AA in related fields of study. Each staff is fingerprinted and receives a background check.

## LICENSING

We are a license exempt pre-school. This is granted to pre-schools that are part of City recreation programs and offer open enrollment on a month-to-month basis. Campbell Recreation Pre-School is a program of the City of Campbell's Department of Recreation and Community Services. Our goal is to meet or exceed the health and safety standards the State recommends. Any questions you may have may be discussed with the Recreation Supervisor. We value the trust you place in us when you enroll your child in Pre-School.

## PHILOSOPHY

We believe a child's first school experience can set the foundation for a love of learning and success in school. Campbell Recreation Pre-School provides a safe and nurturing environment for your child's first school experience. To engage active and growing minds and bodies, we introduce as many different materials and hands-on learning opportunities as possible such as art, music, a movement lab, and language, reading, and math readiness activities. Oral language and listening skills are developed through circle time activities. Social skills are developed during both structured activities and unstructured free choice play time, allowing children to learn cooperation and problem solving.

## GOALS

- Instill a love of learning that children can carry with them throughout their lives.
- Provide age-appropriate skill-building activities that foster learning.
- Provide children with the building blocks needed to master reading, writing and math skills.
- Give children a sense of self worth by allowing them to succeed at their own level.
- Encourage creativity and confidence through art, music, and motor-skill activities.
- Build social skills including sharing, problem solving, making choices, cooperation, being considerate, taking turns, and listening.



# CAMPBELL RECREATION PRE-SCHOOL

## DAILY ROUTINE AND CURRICULUM

Everything a pre-school age child does is a learning experience. At pre-school, it is our job to introduce children to as many different materials and hands-on learning opportunities as possible. The daily schedule will include free play, circle time, outside play, art project, snack, and story. Movement lab will also be held once per week. Sharing time will be added towards the middle of the school year.

The pre-school curriculum includes foundational skills needed for kindergarten readiness. Our curriculum is recreation based and we embrace the theory that children learn best through play. Throughout class, we work on developing the social skills of responsibility, cooperating in a group, following directions, trying new things, listening, and learning peaceful ways to solve conflicts. Circle time emphasizes oral language and beginning math concepts. The play dough table, paint easel, and art activities build fine motor skills that prepare children to hold a pencil correctly, squeeze glue, tie shoes, and use scissors and cut in the correct motion. Through outside play and the movement lab, students will gain proficiency in gross motor skills such as balancing, hopping, skipping, running, and climbing.

### Tiny Tots Sample Daily Schedule

<b>Time</b>	<b>Activity</b>
30 minutes	free play and art project including: creative play, manipulative activities, small motor skills (cutting, coloring, gluing, etc.)
15 minutes	circle time which includes: songs, finger plays, flannel stories, counting, colors, and puppet shows
40 minutes	class divided in half - 10 students go outdoors to play with the aide while the other 10 remain inside with the teacher to participate in a more complex art activity or individualized learning activities
15 minutes	group rejoins and washes hands in preparation for snack
15 minutes	snack time
15 minutes	story time

### Kinder Kids Sample Daily Schedule

<b>Time</b>	<b>Activity</b>
30 minutes	students arrive and participate in a variety of free choice and self directed art activities
15-30 minutes	circle time: calendar/weather, counting, letters, songs, finger plays, flannel stories, discussion of project and daily schedule
15 minutes	group washes hands and enjoys snack together
15 minutes	sharing time (one child each class day)
45 minutes	class divided in half - 10 students go outdoors to play with the aide while the other 10 remain inside with the teacher to participate in a more complex art activity or individualized learning activities
15 minutes	group rejoins for story time and/or an indoor game

*Note: These are samples of a typical class day; each class may vary slightly.*

# CAMPBELL RECREATION PRE-SCHOOL

## HOW TO REGISTER

To register your child in Campbell Recreation Pre-School, first set up an ActiveNet account online at [www.cityofcampbell.com/recreation](http://www.cityofcampbell.com/recreation).

When registration opens, select the class from available openings, and pay the \$100 **non-refundable** enrollment fee. This will reserve your child's space in that class.

If your preferred class is full, you may add your child to a wait list at no charge. We will contact you should a space open up and you will be given a window of time to register.

The first month's tuition will be due by August 1<sup>st</sup>, along with the Registration Form and a copy of your child's immunization records. To download forms or for more information on specific immunizations, please visit the Pre-School homepage at [www.cityofcampbell.com/pre-school](http://www.cityofcampbell.com/pre-school).

## HOW TO PAY

Tuition payments are due on 1<sup>st</sup> of each month. There are multiple methods to pay:

- From the comfort of your home or office, sign-in to your ActiveNet online account and set up automatic-payments charged on the first of the month, or make one-time payments online each month.
- Walk into the Recreation Office (Room C-31) to pay with check, cash, or credit card.
- Bring a check made payable to "City of Campbell" to your child's classroom and deposit it in the payment box. Write your child's name and class in the memo line (example: Maria Smith, TT MW PM)

## LATE PAYMENT POLICY

A \$10 late fee will be charged if payment is not received by the 5<sup>th</sup> of each month. You will not be allowed to bring your child to class until the full balance is paid (including the \$10 late fee).

If you know you need to make your payment late, please notify the Recreation Office at (408) 866-2104.

## LEAVING PRE-SCHOOL - REQUIRED NOTIFICATION

If your child will be leaving pre-school during the school year, you must **notify your teacher and the Recreation Supervisor in writing at least two (2) weeks before your child's last day**. Monthly tuitions will not be prorated.

# CAMPBELL RECREATION PRE-SCHOOL

## POTTY TRAINING AND THE CLASSROOM

Children need to be fully potty trained by October 31<sup>st</sup>. Pull ups and diapers are not allowed at pre-school. If accidents are occurring regularly after October 31<sup>st</sup>, a break from pre-school may be necessary until potty training stabilizes.

We understand that bathroom accidents do happen early in the school year. Parents can pack extra clothes in a backpack to keep at school just in case. Classrooms have spare changes of clothes and teachers and aides are able to talk your child through cleaning up and changing. If a messy accident occurs, we will call a parent, guardian, or designated contact person to come clean and change the child.

Please send your child in clothes that allow them to use the bathroom independently. Avoid overalls (straps easily fall into the toilet bowl!) and avoid complicated buttons that are too advanced for little hands.

## BEHAVIOR AND READINESS

Campbell Recreation Pre-School staff reserves the right to move or un-enroll a student if it is determined to be beneficial to the class as a whole. If a child's behavior is disruptive or dangerous to themselves or other children, or if separation anxiety is excessive and not improving, we will discuss un-enrolling until these problems are resolved. If any problems are observed, a parent will be contacted by their teacher or the program supervisor. We will work together to design an action plan to try to solve the problem and a timeline for resolution.

## SEPARATION ANXIETY

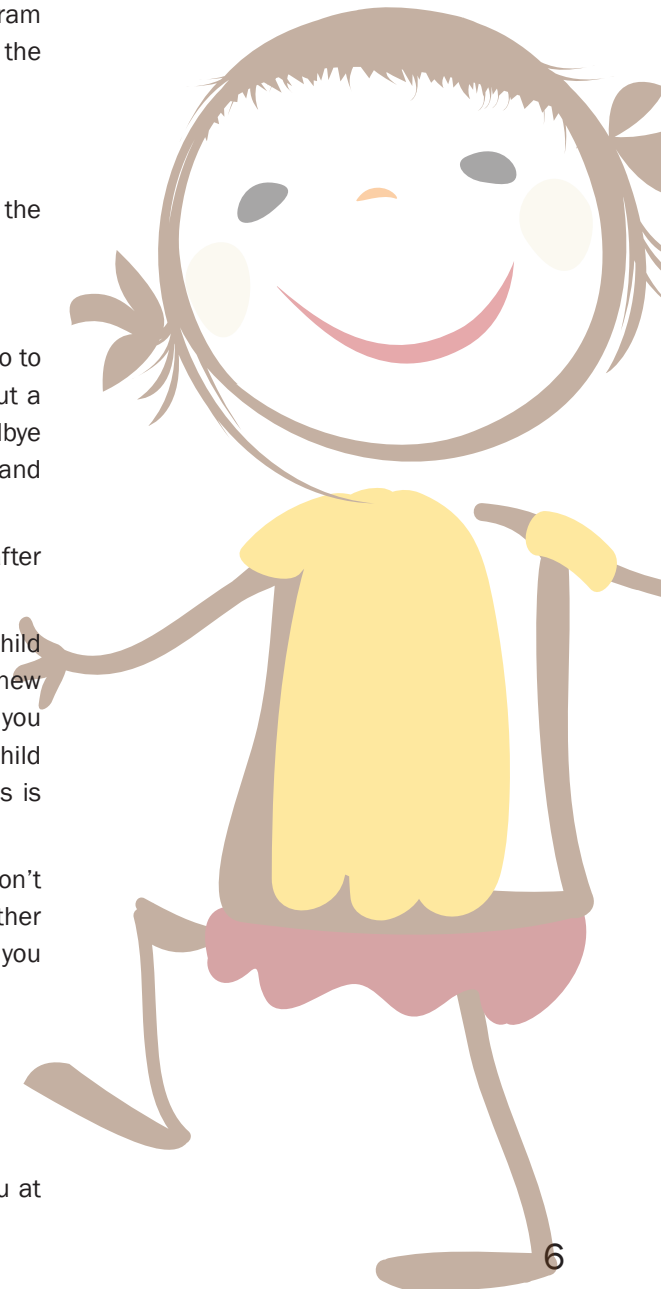
On the first day of school, our goal is for every parent to be able to walk out the door, and every child to stay in class.

### What you can do to help:

- Calm and clear drop-offs. As you arrive at the classroom, say hello to their teacher, help them check in and find their cubbie, point out a few activities or introduce them to a classmate, then say your goodbye with a calm encouraging voice. After your goodbye, turn around and leave.
- Communicate you will be back. Tell your child you will see them after story time. Arrive on time when class ends.
- Say goodbye and leave, even if your child isn't calm. If your child screams, cries, and clings, that is okay. It happens. This is a new experience for them. If this occurs, tell the teacher or aide when you are ready – we will take it from there. The aide will pick up your child and begin comforting them, explaining you are leaving now. This is your cue to say goodbye and calmly walk out the door.
- Trust our pre-school team. We will not let your child suffer. If they don't calm within a reasonable time, the teacher will call you and together decide on a plan to help them succeed. At times, teachers will text you a photo so you know they are doing okay and won't worry.

### What makes separation anxiety WORSE:

- Sneaking out without a goodbye.
- Coming back and looking through the window.
- Staying in your car or nearby in the parking lot (they will see you at



# CAMPBELL RECREATION PRE-SCHOOL

## ARRIVAL AND PICK-UP

- Before class starts you are welcome to play on the playground.
- The teacher will open the door to signify that class is starting.
- Children check-in by finding their picture and either putting it on the magnet board or on the fridge.
- Take your child to the bathroom BEFORE bringing them to class.
- Please do not drop off your child early or pick them up late. (Our late pick-up charge is \$10 for every 15 minutes late after dismissal time.)
- When picking up your child after class, please wait OUTSIDE the play-yard gate until the teacher opens the classroom door.

## PARKING

- Park in the 20 minute or unmarked parking spaces.
- Do not park in permitted spaces. Tickets are issued for parking in the City Staff, Adult Center, and Handicap parking spaces without a permit.

## WHAT TO WEAR

- Because many of our art projects are messy, dress your child in comfortable “older” play clothes that will allow them to participate to the fullest.
- Sneakers are recommended to protect feet while playing in the play yard, and to protect our gym/dance floors from scratches. We especially like the Velcro closures on shoes because the children can take them on and off by themselves.
- Write your child’s name inside of jackets and sweaters. This will help us make sure that they don’t lose them.

## PICTURES

- Class pictures will be taken in the spring by Lifetouch. Packages will be available for purchase.
- If you take pictures in pre-school that have other people’s children in them, Campbell Recreation Pre-School asks that you do not email or post the pictures online or to social media sites. Please remember that every family has the right control their child’s online presence.
- When registering, families sign a waiver that grants the City of Campbell permission to include photos of your child in the Activity Guide and pre-school documents. If you do not want your child’s picture used or have questions, please contact the Recreation Supervisor.

## COMMUNICATIONS

*Please update your child’s teacher if your email or phone numbers change.*

- We keep parents informed through the class bulletin board, emails, notes sent home via your child’s cubby, monthly newsletters and calendars.
- Formal parent conferences are not held. Schedule an appointment with your child’s teacher if you’d like to discuss their progress or any issues.
- Most brief communications can be done at pick-up time. Please avoid pulling the teacher aside during the start of class as their focus will be on the children and getting class underway



# CAMPBELL RECREATION PRE-SCHOOL

## PARENT PARTICIPATION

### Parents are required to help in the classroom 3 to 5 times per year.

Parent helpers allow pre-school staff to spend more quality time with students by reducing the adult to child ratio. How often you are needed will depend upon how many students are in your child's class. If there are 20 students, you'll be required to work once every 20 classes. If there are fewer students, you may be required to help more often. If the requirement (or in-lieu fee) is not met, a child will be dropped from pre-school.

### Sign Up

At the beginning of the school year and again every few months your child's teacher will invite sign-ups for parent helper days for the coming months. A Parent Helper schedule will be distributed and posted online. Please be sure to sign up for your required work day to fulfill your obligation. The "parent" helper can be a grandparent or other responsible adult you designate.

*If you are unable to meet the parent helper day requirement, there is a fee per class for us to staff the parent helper days for you. Notify your child's teacher at the beginning of the school year and we will arrange for a substitute to work at a rate of \$35.00 per class.*

### Schedule Change or Emergency

If your schedule changes and you cannot work on your assigned day, use the class roster to find a replacement. If you have an emergency and cannot find a helper, call the pre-school at (408) 866-2766 and leave a message. It helps if you can still send the snack to class with your child even if you are unable to help.

### Preparing

- Find care for siblings. We have found siblings coming along to class can cause problems, so please find a babysitter (or trade babysitting with another family) on your helper day.
- Provide the snack for class. See the list of suggested snacks. The classroom has cups and napkins. However, if the snack you provide requires spoons or forks, you will need to bring them.
- Wear informal clothing. You'll be helping with art projects and class activities that may be messy.

### Classroom Tips

- Participate in group activities as much as possible (sit on the floor for circle time, sing along).
- When children are creating art, remember it is their art work. As you help replenish supplies and write their names on their work, remember to be hands-off on the art work itself. The look of the final product is not what's important!
- Try not to ignore your child. Remind them you're here to help every child that day, but be sensitive that they may feel ownership of you.
- Ask children where they would like their name placed on their art work or class work. If a child wants to write his or her own name, that's great, let them...we'll figure it out!
- Encourage children to try to do things for themselves, but never push them close to frustration. They may not be ready now, but may be in 2 weeks. Say, "If you need my help, just ask."
- Turn off or silence your cell phone while working in the class. If you do need to take a call please go into the hallway to talk.

**HAVE FUN! THIS IS A VERY SPECIAL EXPERIENCE IN YOUR CHILD'S DEVELOPMENT.**

# CAMPBELL RECREATION PRE-SCHOOL

## SNACKS

Snack time in class helps children learn table manners and how to eat in a social environment. The class snack is provided by the scheduled parent helper each day.

Snack Guidelines:

- Help us support healthy bodies and minds by providing nutritious foods such as:

Cheese & crackers	Fresh fruit	Raw vegetables
Bread sticks	Banana bread	Carrot cake
Apple sauce	Zucchini bread	Popcorn (no salt)
Trail mix (no peanuts)	Cold cuts	Pretzels
Sandwiches	Bananas rolled in honey & wheat germ	

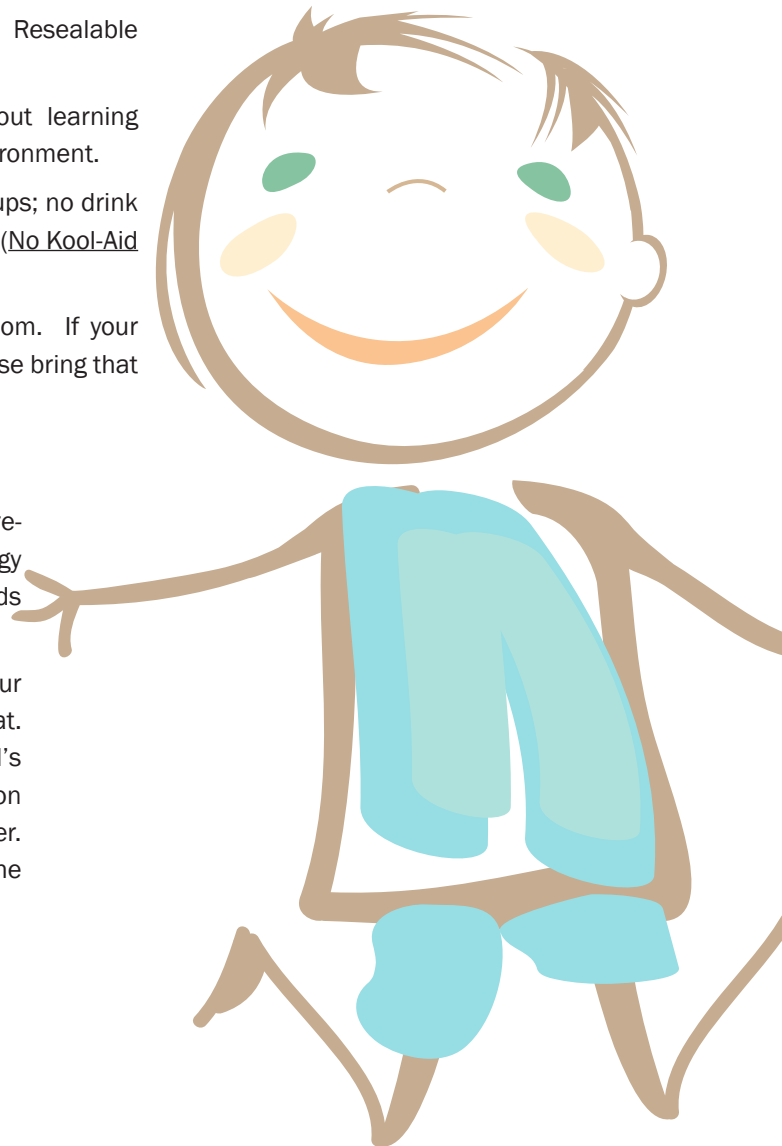
*Please limit cupcakes and sweets to holiday celebrations only.*

- Divide snacks into small serving sizes in advance. Resealable baggies are great as they allow leftovers to go home.
- Keep snacks simple and small. Snack time is about learning manners, trying new things, and eating in a social environment.
- Bring juice in quart or gallon containers to pour into cups; no drink boxes. Please bring natural fruit juices, milk, or water. (No Kool-Aid or Gatorade)
- There are cups and napkins available in the classroom. If your snack requires paper plates, or plastic silverware, please bring that with you.

## ALLERGIES

We ask parents to partner with us to keep all children in pre-school safe and healthy. Please pay attention to the food allergy information you receive about your child's class and avoid foods containing allergens when you are planning snack.

If your child has food allergies, please discuss this with your child's teacher and provide a list of what foods they cannot eat. It's also important for us to understand the severity of your child's allergies. If your child has medication, please bring it into class on the first day with your child's name written in permanent marker. Your child's medication (i.e., "epi pens") will be stored in the classroom first aid kit in case of emergency.



# CAMPBELL RECREATION PRE-SCHOOL

## SICK CHILD POLICY

You do not need to call pre-school when your child is out sick with a common cold or flu.

Please do call pre-school as soon as possible if your child has a communicable illness or infection (such as chicken pox, lice, strep throat, pink eye). We will notify parents of exposure and sterilize the classroom and materials.

Please be considerate of other families when deciding whether or not your child is healthy enough to attend class. If your child has any of these symptoms, keep them home:

- Fever within the last 24 hours
- Excessive wheezing or coughing
- First 2 days of a cold, especially with discomfort, a runny nose with yellow/green mucous, and/or a persistent cough
- Rash (not heat or allergy related)
- Diarrhea, three runny stools in a row
- If your child is unable to participate in outdoor activities which are a regular part of our schedule. (On rainy or stormy days we will move activities inside, rather than outside.)

If you have any questions, call your child's teacher in the morning between 9:00 and 9:15 am.

## PRIORITY REGISTRATION

Campbell Recreation Pre-School offers priority for Tiny Tots students to register for Kinder Kids, Super Kinders, and Kindergarten Prep classes their second year.

Parents will receive a Priority Registration form by February. Tiny Tots have first priority to the Kinder Kids class that is held at the same day and time as their current class (see schedule below). Complete the form and turn it in with the \$100 non-refundable deposit to secure your child's priority class. Your priority is only until the date specified on the form so read it carefully and return it on time.

You may either register for the class your child has priority for, or request a different class. If you select a different class, you will be placed on a waiting list. If a class has openings after the priority students are registered, then a lottery drawing from the waiting list will be conducted to fill the openings.

Pre-school registration will then be opened to new students in the spring.

## PRIORITY SCHEDULE

AM T/TH Tiny Tots	have priority for	AM T/TH Kinder Kids
PM T/TH Tiny Tots	have priority for	PM T/TH Kinder Kids
AM M/W Tiny Tots	have priority for	AM M/W/F Kinder Kids
PM M/W Tiny Tots	have priority for	PM M/W/F Kinder Kids
Kinder Kids	have priority for	Super Kinders & Kindergarten Prep

