City of Saint Paul
Division of Parks and Recreation

Hillcrest Community Recreation Center
Recreation for Preschoolers
2013 - 2014

1978 Ford Parkway
Saint Paul, Minnesota 55116
Coordinators: Barb Biagi & Keeley Hanson
barb.biagi@ci.stpaul.mn.us & keeley.hanson@ci.stpaul.mn.us
651-695-3761
TTY 651-266-6378

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RECREATION FOR PRESCHOOLERS
PARENT'S HANDBOOK

Program Description

Recreation for Preschoolers is a preschool-recreation program for children ages 2 ½ -5 years. It is held at Hillcrest Community Recreation Center. The program runs on a school year calendar from September through May.

The program's objective is to provide a quality environment for the total development of the child with special emphasis on the development of a positive self concept and self image. A variety of activities are provided to encourage language, cognitive, gross motor, fine motor and social skills. The program runs with the understanding that each child is unique and therefore develops at his or her own pace.

It is our belief that children learn by doing and playing with materials of their choice. The environment is designed to encourage children to freely choose activities and interact with other children.

Our emphasis is placed on providing a warm and nurturing environment along with giving emotional support and encouragement needed to grow. Our education emphasis is on thematic units and to encourage a balance between child and teacher directed activities. Our daily activities include free time, academic discovery areas, creative arts area, quiet area, circle time, weekly show 'n' tell, snack, art projects, and use of the gymnasium or outdoor playground.

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Friendly Fireflies

2 ½ to 3 years olds (2 ½ by Sept. 1, 2013)
Tuesdays & Thursdays
9:30a.m. to 11:30a.m.
$ 100.00 a month

Busy Bees

3 years before Sept. 1, 2013
Mondays, Wednesdays, & Fridays
9:00a.m. to 11:15a.m.
$110.00 a month

Muddy Ducks

4 years before Sept 1, 2013
Tuesdays, Wednesdays & Thursdays
12:15p.m. to 2:45p.m.
$120.00 a month

Enrollment Policies

Recreation for Preschoolers admits children of any race, color, creed, national or ethnic origin.

Prior to a child's entrance into the program, parents are encouraged to have a conference with the Recreation Center Director or Program Administrator at the program site. The conference will provide the opportunity for:

1. An on site visit to view the facilities
2. Meet the program staff
3. Complete the registration forms
4. Discuss fee payments
5. Referral to sources for financial assistance, if needed

Children must be potty trained.

Fee Payment Policies

Recreation for Preschoolers is a non-profit program which operates on the fees paid by the parent(s) of enrolled children. Therefore, it is essential that your fees be paid promptly and regularly**. Tuition payments must be paid by the 7th of the month. Any payments paid after the 7th will be charged a $10.00 late fee.** An exception to this rule is the month of **September when tuition is due on the 20th.** After the 20th, tuition will be considered late. ***Late fees must be paid separately from tuition***. Failure to pay fees will result in your child's termination from the program. In some cases, it may be possible to arrange an altered fee schedule after consulting with the Recreation Center Director or Program Administrator.

If your child is absent from the program, our budget demands that we must still collect monthly tuition. This includes sick and vacation days.

Termination Policies

By Parent: A written notice must be given at least two weeks in advance for termination from the program. We charge on a monthly basis and we don't prorate our months. Full fees will be charged when advance notice is not given.

By Recreation for Preschoolers: Participation in the Recreation for Preschoolers program may be terminated immediately by the staff for the following reasons:

1. Late or non-payment of fees

2. Chronic late pick-up by the parents or other persons given such responsibility.

3. Failure to abide by the policies or procedures outlined in the parent

handbook.

4. Determination that the program cannot effectively serve the needs of a child or cope with the child's behavior pattern.

Admittance and Release Policies

Arrival: Please make sure there is a staff person on site each day before dropping off your child. For Recreation for Preschoolers to accept legal responsibility, children must be signed in and out by a parent or authorized person.

If your child is going to be absent or late, please call 651-695-3761.

Departure: Be sure the Recreation for Preschoolers staff knows that your child is leaving. For Recreation for Preschoolers to accept legal responsibility, children must be signed out by a parent or authorized person.

If you are planning to pick up your child at a time other than the usual departure time, please notify the staff.

Persons authorized to pick up your child: At the time of enrollment you must provide Recreation for Preschoolers with the names of people who are authorized to pick up your child. It is your responsibility to notify staff of any changes in the names of people authorized to pick up your child.

We will release children to authorized persons only. If necessary, photo identification or other official identification may be requested by the staff prior to releasing your child.

If someone other than an authorized person is going to pick up your child, please notify the staff in writing. Again, we will only release your child to authorized persons.

Note: The Recreation for Preschoolers staff must release a child to a non-custodial parent unless documents are provided to us preventing the release.

Closing Time Policies

Busy Bees' day ends at 11:15 A.M., Friendly Fireflies' day ends at 11:30 A.M. and Muddy Ducks' day ends at 2:45 P.M. If your child has not been picked up by the time their class is over, a late fee of $5.00 will be charged for every ten minutes. For example, if you're child is a Busy Bee and you pick your child up at 11:26 A.M., the late fee will be $10.00. A child will not be allowed to return to the program until the fee is paid.

If there is a problem and you know you will be late, please try to make arrangements for someone else to pick up your child. If the person picking up your child is not previously authorized to do so, you must call Recreation for Preschoolers staff to inform them.

After class ends, your child will never be left alone without the supervision of an adult. If after a reasonable length of time, the Recreation for Preschoolers staff has not heard from you, they will begin making phone calls in order to locate an authorized person to come and pick up your child.

Health, Illness and Emergency Policies

1. It is the responsibility of the parent to inform Recreation for Preschoolers, in writing, of any health or medical conditions relative to the child's participation in the program. **This includes providing staff information about any infectious or communicable diseases or viruses.**

2. A child should **NOT** be brought to the program if there is evidence of any type of illness, infectious or communicable disease. The child should be free of illness for 24 hours after they are free of fever without the use of fever-reducing medicines. When a communicable disease has been reported, all parents will be notified in writing.

3. If a child should become ill while at Recreation for Preschoolers, the staff will contact the parents or authorized person, and request that the child be picked up as soon as possible. The child will be excluded from activities and placed in a 'quiet area' under supervision until they can be picked up.

It is required that the parent respond immediately, for protection and well-being of their child, as well as the other children and staff in the program

4. In the event of a medical emergency or accident, a Recreation for Preschoolers staff person will remain with the injured or sick child at all times and administer first aid. Staff will attempt to contact parents or emergency contacts. When necessary, 911 will be called and the child will be taken by ambulance to the nearest hospital. If the parents cannot be reached, staff will take whatever medical measures are necessary for the care and protection of the child.

5. Suspected cases of child abuse or neglect will be reported to the proper authorities.

Recreation for Preschoolers staff will inform the Division of Parks and Recreation of any emergencies or injuries. Accident reports will be completed and put on file.

Exclusion Policies

****It is the parent's responsibility to inform Recreation for Preschoolers staff of any infectious/contagious diseases and/or viruses ****

1. **Fever**: Oral temperature of/or over 99 degrees in the previous 24 hours.

2. **Behavior**: If a child looks or acts differently: awake all night and crying, unusually tired, pale, lack of appetite, irritable or restless

3. **Respiratory:** Breathing difficulties, initial onset of colds with watery eyes and clear nasal drainage along with sneezing, colds with yellow-green nasal discharge and-or prolonged cough

4. **Vomiting:** Vomiting within the past 24 hours

5. **Diarrhea**: Diarrhea within the past 24 hours

6. **Rash**: Undiagnosed rash, other than heat rash

7. **Sore Throat**: Especially if associated with a fever or swollen glands in the neck

Readmittance to Recreation for Preschoolers for the following communicable diseases shall be:

A. **Chickenpox**- all lesions are dry and crusted

B. **Impetigo**- blisters covered with honey colored crusts, at least 24 hours after the start of medication

C. **Conjunctivitis**- (pinkeye) at least 24 hours after the start of medication, and no drainage present

D. **Lice** – 24 hours after the first treatment is completed and no live lice are seen

E. **Ringworm-** 24 hours after treatment has been started

F. **Hepatitis**- physician's statement required for readmittance

G. **Strep throat**- 24 hours after antibiotic treatment begins and the child is without fever

H. **Fever-** until child is **without fever** (99 degrees or higher) **for 24 hours**

Medication Policies

If a child is prescribed oral or surface medication which must be taken at Recreation for Preschoolers, written instructions by a physician or dentist must be provided to the staff. Written permission to administer the medication must also be given by the parents. The medication must be in the original container, properly labeled with the child's name, dates, frequency and dosage. Forms are available from Recreation for Preschoolers staff. Authorization is also needed for non-prescription medication.

Inclement Weather Policies

If severe weather is approaching during Recreation for Preschoolers hours and time permits, parents will be called to pick up their children. If danger is imminent, children

will be brought to a safe area in the building. Staff will remain with the children until all the children have been picked up.

If Saint Paul Public Schools are closed due to weather conditions, Recreation for Preschoolers will also be closed for the day. Please check radio, television, or wcco.com listed under Hillcrest Recreation for Preschoolers for school closures.

Snack Policies

Recreation for Preschoolers will serve a snack daily at no additional cost. Please inform the staff if your child has any special dietary needs. Within reason, accommodations can be made.

In the event that parents would like to celebrate a child's special day (such as a birthday) with a treat, the staff would appreciate advance notice. **State law requires that only wrapped, purchased food** may be sent with your child to share with others. Please do not send hard candy such as suckers or jawbreakers.

Personal Belongings Policies

Recreation for Preschoolers is not responsible for lost or stolen items. Space will be provided for your child's coat and backpack. Please do not send toys to the program for your child. All items and clothing should be clearly labeled with the child's name for easy identification.

Unless it is raining, or below zero degrees (includes wind chill factor), the children may spend some time outside every day, and should be properly dressed for the weather.

Each child should have a change of clothes in case of any accidents.

Field Trip Policies

Parental permission slips will be distributed prior to any field trip.

Guidance and Discipline Policies

A preventative approach to discipline is employed whenever possible. Clear limits and realistic expectations of children are defined, and children are taught to behave appropriately in various situations. The play environment is designed to reduce behavioral problems.

Our goal in guiding behavior of young children is to help them develop self-discipline, have confidence in problem solving, feel good about themselves, consider and have respect for the rights of others, and to help them learn safe and appropriate ways to interact with their environment.

We believe that reinforcing appropriate behaviors is the most effective means of managing the behavior of young children.

When inappropriate behavior occurs staff will:

1. State expectations and rules clearly

2. Encourage the child to use “words” other than actions

3. Staff will listen to and encourage the child to share their feelings with other children and staff

4. Children may need to be redirected to another activity or play area

5. If a child’s behavior threatens the safety of themselves or other children, the child will be removed immediately until the child is able to calm down

6. Staff will reinforce the child when appropriate behavior resumes with positive comments

Parents will always be informed of behavior concerns.
If the above methods do not result in improvement of the child’s behavior, the staff will schedule a conference with the parents, so that they can work together to develop a plan to address the behavior.

Every effort will be made to continue the child’s participation in the program. However, in an extreme case, a child may be terminated from the program.

Revised: January 2013