



CITY OF SAINT
PAUL

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**Recreation for Preschoolers
2015 – 2016
Parent's Handbook**

Program Description

The Battle Creek Recreation for Preschoolers Program is for children ages 3-5. The program runs on a school year calendar, from September 14th, 2015 through the end of May 2016. Our daily activities include free time, academic discovery areas, creative arts area, circle time, snack, art projects and use of the gymnasium or outdoor playground.

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.

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. We encourage a balance between child directed and teacher directed activities. The preschool programs, especially the Learning Lizards, are designed to prepare your child with the skills needed to be successful when they enter kindergarten.

Tiny Turtles

3 years (before Sept. 1, 2015)
Tuesdays and Thursdays
9:30 am – 11:30 am
\$100.00 a month

Learning Lizards

4 years (before Sept. 1, 2015)
Mondays, Wednesdays, and Fridays
9:30 am – 11:30 pm
\$120.00 a month

Enrollment Policies

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

Children must be potty trained.

Parents are encouraged to have a conference with the Program Administrator, at the program site, prior to a child's entrance into the program. 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

Fee Payment Policies

The Battle Creek 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. Fees are due in advance for service, according to the program fee contract. 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 Program Administrator.

Battle Creek collects all tuition payments through our automatic credit card system. This system is an online system that allows you to access your account through a user name and password. You will receive all receipts through your email. Battle Creek will not produce a paper copy for you.

If your child is absent from the program, our budget demands that we must still collect a fee for that day. This includes sick and impromptu vacation days.

Termination Policies

By Parent: A written notice must be given at least one month in advance for termination from the program. Full fees will be charged when advance notice is not given.

By Battle Creek Recreation Center: Participation in the program may be terminated by the staff for the following reasons:

1. Late or nonpayment 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 of Children

Arrival: Please walk your child into the classroom everyday, **do not send your child in alone**, and make sure you notify staff that you have arrived. Early arrivals will not be accepted. If your child is going to be absent or late, please notify the staff.

Departure: Be sure that staff knows that your child is leaving. 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 staff with the names of people who are authorized to pick up your child (Must be 18 years of age or older). 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 S'MORE FUN staff must release a child to a non-custodial parent, unless documents are provided to us, preventing the release.

CLOSING TIME Policies

The program ends at 11:30am. If your child has not been picked up by 11:30am, a late fee of \$5.00 will be charged for every ten minutes. For example, if you pick your child up at 11:41am, the late fee will be \$10.00. A child will not be allowed to return to the program until the fee is paid.

After closing time, your child will never be left alone without the supervision of an adult. If after a reasonable length of time and staff has not heard from you, they will begin making calls in order to locate you or 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 staff in writing of any health or medical conditions, relative to the child's participation in the program.
2. A child should not be brought to the program if there is evidence of any type of illness, infectious or communicable disease. When a communicable disease has been reported, all parents will be notified in writing.
3. If a child should become ill while at Battle Creek, 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 expected that the parents respond immediately for the protection of their child, and the protection of the other children and staff.
4. In the event of a medical emergency or accident, a staff person will remain with the injured or sick child at all times while others are being reached. Staff will attempt to contact the parents or emergency persons. When necessary, 911 will be called and the child will be taken to the 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.

Exclusion Policies

Certain symptoms in children may suggest the presence of a communicable disease. Children who have symptoms should be excluded from the child care setting until 1) a health care provider has determined the symptoms are not associated with an infectious agent, or 2) there is no longer a threat to the health of other children and/or staff in the child care setting.

Consult your local or state health department, or your child's health care provider regarding exclusion guidelines for any infections. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a child care setting.

MEDICATION POLICIES

If a child is prescribed oral or surface medication, which must be taken at Battle Creek, written instructions by a physician or dentist must be provided to the staff. The medication must be in the original container, properly labeled with the pharmacy name, address and phone number, the child's name, medication name, strength, date prescribed and expiration date, frequency, dosage, directions for use, possible side effects, and name of physician or other licensed authority. Written permission to administer the medication must also be given by the parents.

INCLEMENT WEATHER POLICY

If severe weather is approaching during program 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.

Snow days: Please listen to WCCO. If St. Paul Public Schools – Battle Creek Elementary is closed due to poor weather, then Battle Creek Preschool is as well.

Snacks Policies

The program 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, Minnesota 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

Battle Creek Recreation Center is not responsible for lost or stolen items. Space will be provided for your child's coat and bag. Children are strongly recommended NOT to bring valuables to the program. If they do, it is at their own risk. All items and clothing should be clearly labeled, with the child's name, for easy identification. Unless it is raining or there is a wind chill advisory, the children will spend some time outside every day and should be properly dressed for the weather.

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, to help them have confidence in problem solving, to help them feel good about themselves, to 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. Parents will always be informed of behaviors concerns.

When inappropriate behavior occurs, staff will:

1. State expectations and rules clearly
2. Staff will listen to and encourage the child to share their feelings with other children and staff
3. Children may need to be redirected to another activity or play area
4. 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
5. Staff will reinforce the child when appropriate behavior resumes with positive comments

If the above methods do no 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: February 2014

