



Fair Oaks Preschool

Parent Handbook

2021-2022 School Year



FAIR OAKS
RECREATION & PARK DISTRICT



MEET OUR STAFF

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CONTACT INFORMATION

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Fair Oaks Recreation & Park District
4150 Temescal St.
Fair Oaks, Ca 95628
966-1036

WELCOME

Welcome to the Fair Oaks Recreation and Park District's Fair Oaks Preschool. We are so excited that you, your child and your family have joined us this year. This handbook is intended to inform you of the philosophy, curriculum, policies and procedures of our program. Please carefully read and retain this handbook for future reference. Thank you for giving us the opportunity to grow with your child. **This parent handbook is subject to change and parents will receive written notice concerning any changes.** We are a license exempt preschool. This is granted to preschools that are part of a recreation program and offer enrollment on a month-to-month basis.

PRESCHOOL CLASSES

Monday, Tuesdays & Wednesdays 9:00am-12:00pm or 1:30pm-4:30pm

- This class strikes a happy balance between learning, exploring and preparing preschoolers for their entrance into kindergarten. (4-5 year old class)

Thursday & Friday 9:00am-12:00pm only

- This class is fun, educational, explorative, nurturing and a safe place for your young child's first school experience (3-4 year old class)

PARENT COORDINATOR JOBS – REQUIRED FOR ALL FAMILIES

Each family is required to hold an out of classroom job. A detailed description of each job is available upon request. Below is a list of the jobs available on a first come, first serve basis:

Birthday Celebration Coordinator
Finance Committee (2 parents)
Portfolio Coordinators (2 parents)
Treasurer

Gardening Team (2 parents)
Sensory Team (2 parents)
Fundraising Team (2 parents)

LEARNING THROUGH PLAY

Fair Oaks Preschool is an enrichment program, sponsored by the Fair Oaks Recreation and Park District (FORPD). Fair Oaks Preschool has the distinction of being the first preschool in Fair Oaks and was established in 1958. Originally run by the San Juan School District, it was taken over by FORPD in 2010.

Our goals are:

- To provide a safe, comfortable, friendly environment for your child to learn to socialize with peers and other adults.
- To provide an enrichment program designed to involve your child in the excitement and joy of learning.
- To provide a variety of learning experiences including arts & crafts, music, small motor, gross motor and science activities.
- To provide non-academic learning (learning through play) environment where readiness skills are encouraged for your child's future success in school.
- To know each child well, to help him/her develop his/her own potential and self-respect while learning to respect others.

To accomplish these goals Fair Oaks Preschool provides well-qualified staff in the classroom. Program has a ratio of 1:6.

CURRICULUM

We offer a hands-on, sensory-rich play environment that children can be fully involved in. Along with developing fine and gross motor skills, we will focus on introductory levels of phonetic awareness, number recognition, science, art, writing, music, creative movement, and the alphabet. Each session offers a specific theme to teach the children about the world around them.

The program strives to educate the whole child by providing a balance of both teacher directed and child directed activities thereby teaching the child to function well within a group, as well as working independently. Children will become exposed to numbers, letters, and shapes. More importantly they will learn how to socialize, get along with other children, share materials and friends and contribute to circle time. The children will learn how to raise his/her hands, share the teacher's attention and separate from family for a few hours.

POLICIES AND PROCEDURES

ENROLLMENT REQUIREMENTS

Children must be three years of age and potty-trained to enter preschool. Wetting accidents do occasionally happen. We ask that you send your child with a change of clothes in their back pack each day in case there is a need for dry clothing.

If at any time a child causes harm to other children or staff and/or disrupts the preschool learning environment, or is unable to use the toilet consistently without assistance they may be removed from the preschool.

REGISTRATION REQUIREMENTS

Enrollment and a yearly registration fee per child are required. Students who are currently enrolled and their siblings shall have priority registration for the following year, general public registration will follow.

Waiting lists will be kept for **one school year**. When a class fills, a waiting list will be started. As openings become available you will be contacted by telephone and/or email. At that time you will be given a 24 hour deadline as to when you must register for the class. Feel free to call the office to check your status on the waiting list. If you do not respond to the available spot by your deadline date, your name will be removed from the waiting list.

At time of registration, you will need to provide:

- 1) Completed 2021-2022 District Waiver
- 2) Child's Birth Certificate
- 3) Child's Current Shot Records
- 4) Parent or Legal Guardian's Current Car Insurance
- 5) Court Ordered Custody Paperwork (if applicable)
- 6) Tuition Auto-Withdrawal Form (A \$10 processing fee per session will be charged to those who choose to enroll in manual-payment)
- 7) \$90 non-refundable registration fee

Emergency packet will be completed via ePACT Emergency Network following child's registration and the required documents above will need to be uploaded. A photo of the documents is acceptable as long as they are clear and legible.

After registration, you will receive an email from ePACT Network. The following documents will be completed and signed online and a copy of the documents in **BOLD** will need to be uploaded:

- 1) Child's Photograph
- 2) Participant Information and Emergency Authorization Form
- 3) **Copy of your child's Birth Certificate**
- 4) **Copy of Immunization Record**
- 5) **Copy of current Auto Insurance**
- 6) **Copy of Court Ordered Custody Agreement Documents (if applicable)**
- 6) Signed Parent Agreement form
- 7) Signed Field Trip Form

Please Note: the registration fee is not held for future use. Registration fees are used to cover the costs of processing registration, which includes: mailers, rosters, finance and bookkeeping, and staff time and therefore cannot be refunded or transferred as a credit to other programs.

DISENROLLMENT POLICY & PROCEDURE

It is the goal of the Fair Oaks Preschool program to offer each child enrolled an opportunity to grow and develop himself/herself within the guidelines and curriculum of our preschool program.

In the event that it does become necessary to dis-enroll a child, the following steps will be taken:

1. Notify parents or guardian of the child that there is a continued behavior problem. This will be done through behavior reports.
2. Schedule a parent/teacher meeting to discuss continued behavior problem. Inform parent that if behavior does not change, then it may become necessary to dis-enroll the child.
3. Schedule a parent/teacher meeting to discuss disenrollment. The Preschool Director will be present at this meeting. If disenrollment is necessary then the disenrollment will be as follows:

The child is no longer permitted to be a part of the preschool program. Any financial refund will be determined by the number of days the child has been enrolled during the session of disenrollment, and when the spot can be filled.

VOLUNTARY DISENROLLMENT

A two-week signed, written notice is required when removing your child from the program. Notices for the two weeks begin the day they are date stamped and tuition will continue to be charged until the notice has been received.

Please notify the Preschool Director, in writing either by mail, 4150 Temescal St. in Fair Oaks, Ca 95628, or through email to cadams@forpd.org if you will be withdrawing your child from the program.

If you decide to re-enroll your child in the same school year of withdrawal re-admittance to the program is on a space available basis only and will require payment of account balance in full plus an additional **\$90.00 re-registration fee**.

TUITION/PAYMENTS

The Fair Oaks Recreation and Park District Tax ID# is: 94-6000529. Record keeping for tax purposes is the responsibility of the parent. The Fair Oaks Recreation and Park District billing department does not provide end of year statements. **Preschool is not considered daycare for tax purposes.**

Tuition is due two weeks prior to the start of the new session (i.e. session starts on August 20th, tuition is due August 6th. **A \$50.00 late fee per child will be imposed on all tuition received and receipted after 4:30 p.m. on the due date.** If the tuition due date falls on a legal holiday, then the due date will be the next business day. Child may not attend school until tuition is paid in FULL. If tuition is not paid by 8:00 a.m. on the Monday before the scheduled session begins, your child will be dropped from the Preschool program. FORPD will invite the next person on the waiting list to enroll. In addition, participation in any Fair Oaks Recreation and Park District recreational program will be denied until tuition is paid.

Tuition payments can be made by Cash, Check, Visa, MasterCard, Discover, and American Express. Automatic Withdrawal is available and encouraged (form must be filled out and on file with the District).

- Payments are accepted during business hours, may be mailed, or may be dropped in the drop box at the District Office located at 4150 Temescal St. in Fair Oaks, Ca 95628. Business hours are Monday – Friday 8:30 am - 5:30 pm.
- Make checks payable to the Fair Oaks Recreation and Park District (or simply FORPD).
- ***Payments will not be accepted at the preschool site.***

If you have any questions regarding your child's tuition, please call the District Office at 966-1036.

ARRIVAL AND DEPARTURE

Parents are asked to alert the teachers when children are arriving and leaving. This assures that children are always accounted for and are properly greeted. Only the adult responsible for taking their child home and listed on the child's ePACT may sign the child out. It is mandatory that parents list names of persons authorized to take their child from the Preschool facility. Your child will not be released to anyone not listed on your release form. Over-the-phone and emailed authorization of release of a child to persons not listed on the release form will not be accepted. **Please pick up your child promptly. If tardiness persists, a \$5.00 charge per 5 minutes, or portion, thereof, will be imposed.** *To allow adequate preparation time for the teachers, the doors of the preschool will not open until the correct starting and finishing times.*

Children are asked to arrive and depart the classroom through the front door. The doors are locked during class and the teacher/assistant will invite parents in one at a time to dismiss your child. This allows for safety as well as the least amount of disruption in the classroom. We ask that parents arrive no earlier than 5 minutes prior to class opening and leave the Preschool playground within 5 minutes after class begins. For safety reasons, siblings are not allowed to use indoor and outdoor Preschool equipment. Please do **not** leave siblings unattended in your car while you sign-in/sign-out your preschooler.

PARTICIPANT CHECK IN

Check In Process

- Two processes have been created, and can be used interchangeably depending on the program. Hand sanitizer to be placed at check-in/out table

Sign-in form

- Fair Oaks Preschool Director will create an individual sign-in sheet for each week in ePACT Emergency Network Fair Oaks Preschool Organization
- Fair Oaks Preschool staff will use a tablet to process contactless sign-in. Staff will verify identity of person dropping off and picking up by checking their ID.
- **Process 1**
 - Drive-up option, parent/guardian would not exit car. Parents/guardians will follow a designated drop-off route – marked with signage.
 - Tablet will be held and used by one staff member at a time and disinfected after each use (staff change)
 - Staff will sign their initials in the box timestamping and saying child has been dropped-off.
 - Parents/Guardians not allowed in program area, must remain outside.
 - Temperature checks for each participant, prior to check-in. Participants with a temperature over 100.4 will not be allowed in the program.
 - Participants must be fever free for 24 hours.
- **Process 2**
 - Two containers for stylus pens are located at check-in/out table, one labeled “clean” and one labeled “dirty.” Each stylus pen is individual use, and once disinfected can be moved to the clean cup. Parents/Guardians will also be encouraged to bring their own stylus pen.
 - Place “X” on ground 6’ distance for line to sign-out. Only allow 10 people in line at one time.
 - Temperature checks for each participant, prior parent/guardian leaving. Participants with a temperature over 100.4 will not be allowed in the program.
 - Participants must be fever free for 24 hours.

PARTICIPANT CHECK OUT

Check Out Process

- Two processes have been created, and can be used interchangeably depending on the program. Hand sanitizer to be placed at check-in/out table

Sign-out form

- Using the same form as check-in ePACT Emergency Network
- Fair Oaks Preschool staff will use a tablet to process contactless sign-in. Staff will verify identity of person dropping off and picking up by checking their ID.
- **Process 1**
 - Drive-up option, parent/guardian would not exit car. Parents/guardians will follow a designated drop-off route – marked with signage
 - Tablet will be held and used by one staff member at a time and disinfected after each use (staff change)
 - Staff will sign their initials in the box timestamping and saying child has been dropped-off.
 - Parents/Guardians not allowed in program area, must remain outside.
- **Process 2**
 - Two containers for stylus pens are located at check-in/out table, one labeled “clean” and one labeled “dirty.” Each stylus pen is individual use, and once disinfected can be moved to the clean cup. Parents/Guardians will also be encouraged to bring their own stylus pen
 - Place “X” on ground 6’ distance for line to sign-out. Only allow 10 people in line at one time.
 - Parents/Guardians not allowed in program area, must remain outside, participant will be brought out of program area.

Early Drop-Off

- Parents are not allowed for any reason to drop off their child before the scheduled start time of 9:00 am Monday – Friday or 1:30 pm Monday-Wednesday.

Late Pick-Up

- If an emergency arises that causes the parent to pick-up late, they are required to call at least 30 minutes in advance and inform the teacher of their estimated arrival time.
- Parents or guardians that pick-up their child after the scheduled closing time (12:00 pm Monday-Friday, 4:30 Monday-Wednesday) will be charged a late fee of \$1.00 per minute starting with \$5.00. This fee is to cover the cost of staff time.
- If a parent/guardian is 1 hour late or longer, staff are required to call the police.

VOLUNTARY IN-CLASS WORK DAYS

Fair Oaks Preschool recognizes the parent as the child's first and most important teacher and supports this role by providing opportunities for parents to participate in the education of their children. Parent participation preschools are unique. When parents and teacher work together the link between home and school is strengthened.

- For children, parent involvement demonstrates that education and school experiences are valued.
- For teachers, the varied talents and support of our parent enrich our classroom environment and reduce our adult/child ratio.
- For parents, classroom participation provides an opportunity to gain insight and understanding of child development and supports the development of parenting skills useful in everyday interactions with children.

Parent participation means a greater investment and greater return. The cooperative efforts of parents and teachers working together provides the best learning environment for young children. The success for the Fair Oaks Preschools is a direct result of all parents fulfilling their responsibilities as listed below:

1. Complete voluntary in class work days:
 - a. Two in-class parents per day Monday/Wednesday/Friday
 - b. Two in-class parents Tuesday/Thursday
 - c. Parents will sign up for their in class work days, in advance, three sessions at a time, on a first come, first serve basis.
 - d. Only **enrolled children** should be in the class during parent's work days. Please find child care for siblings. Babies in front packs are ok in the classroom.
2. Arrive **15 minutes prior** and stay **15 minutes after** the program to assist with set-up, clean-up of the program.
3. Actively participate in overseeing of participants and assist in facilitation of activities for the day.
 - a. Wear informal clothing. You'll be helping with art projects and class activities that may be messy.
 - b. Sit on the floor at circle time, model quiet respectful behavior, participate.
4. Complete LiveScan (fingerprinting) prior to in class workdays. You must pass a background check through the Department of Justice (DOJ) prior to in class working.
5. Refrain from the use of alcohol, tobacco, illegal drugs and cell phones while working at the program site, including field trips.
6. Turn off or silence your cell phone when working in class.
7. HAVE FUN! This is a very special experience in your child's development.
8. Due to COVID-19, in-class working parents and family members will be required to wear a proper face covering regardless of vaccination status. Should this change, parents and volunteers will be notified.

SCHEDULE CHANGE OR EMERGENCY

If your schedule changes and you cannot work on your work day, use the class roster to find a replacement or contact families via Bloomz. You must then notify the Preschool Teacher of the change.

SNACK

Child is responsible for bringing a snack to school each day. Fair Oaks Preschool strives to expose children to snacks consisting of proteins, fresh vegetables, and fresh fruits. Low fat milk and water are suggested as beverages, please no fruit juices. **WE ARE A NO NUT SCHOOL. NO EXCEPTIONS- please do not bring snacks that contain tree nuts or peanuts to our preschool.** We discourage snacks that are high in sugar.

FIELD TRIPS

Fair Oaks Preschool offers both on-site and off-site field trips throughout the year. Some of the field trips will require parents to pay admittance fees. Children need to have a release form signed by their parents prior to *each* field trip. It is required that his/her parent or guardian accompanies each child in order to participate in off-site field trips. Field trips are a special time for you to spend with your preschooler. **If at all possible, please leave siblings at home. If you are unable to make other arrangements for a sibling, we ask that only one sibling attend per family.** Parents not exercising proper supervision over the sibling may lose the privilege of bringing a sibling on future field trips.

It is the responsibility of the parent/guardian to stay with the preschooler on the field trip. If the parent/guardian is unable to do so they must find either another parent who will take the responsibility of their preschooler. Parent will need to send a note with their preschooler denoting who is taking over responsibility and for which trip and date.

FUND RAISING

Fair Oaks Preschool will hold one fundraiser for each classroom at the beginning of the year. This will be either a trike-a-thon or a jog-a-thon, which will be decided upon by the parent coordinator for fundraisers. The funds raised will help offset field trips, class parties, special visitors to class, the End of Year Picnic (MTUW program only) and any other in class items. The finance committee, three parents in each class, will decide how the class fund will be spent. Funds may be requested by the District to cover expenses (classroom repairs, class pet supplies, etc.) at their discretion. Committees will be contacted in advance for use of requested funds.

DISCIPLINE POLICY

Discipline is not punishment. Discipline is guidance. The goal in all our classes is to create an environment where children are able to make choices, explore and experiment. Setting clear boundaries gives the child the ability to make positive choices. Positive statements and redirection of negative behavior are practiced. Limits and rules will be set for the child and explanations will be given.

At times, a child may need some time apart from the group, but within the classroom, so that they may gain control. In dealing with inappropriate or unacceptable behavior, the Teacher will use a variety of techniques for children to gain self-control. All decisions will be made with the child's safety and wellbeing in mind. If at any time a child causes harm (including biting) to other children or staff and/or disrupts the preschool learning environment, they may be removed from the preschool. When emotions get in the way of effective problem solving, the child may be placed in another part of the room or a quiet spot (if outside the classroom) for up to one minute for every year of the child's age. The teacher and child may discuss better choices. The child will not be alone for an unknown amount of time or unattended.

There are occasions when our best efforts are not successful in resolving an issue. When this happens, we will contact the parents and ask for help. You may be able to offer suggestions towards a resolution. If at any time a resolution cannot be reached, your child may be asked to withdraw from the program. Behavioral reports shall be written up at the teacher's discretion. Families will be asked to sign the report and will be given a copy of the signed report. Three behavioral reports may result in suspension from program for 3-5 days. Four behavioral reports are grounds for termination from the program.

ILLNESSES AND ABSENCES

Your child's health is of major importance to all of us. We require that parents inform us of any particular health problems. Children with colds/flu/diarrhea/vomiting should be kept home for the first few days of their illness. If your child has a **temperature**, or **has been vomiting**, please **keep him/her home for 24 hours after normal temperature returns**. Parents are urged to report any incidence of contagious sickness to the director and teacher. If your child becomes ill at school, he/she will be isolated from the other children and parents or emergency contact will be called for pick up. There are no refunds for absences due to illness.

If at any time your child or anyone living in your home comes in contact or suspects they've come in contact with anyone with Coronavirus (COVID-19), the Preschool Director and Teacher **MUST** be notified immediately. Fair Oaks Preschool Families will be notified of possible exposure and staff will follow procedures set-forth by the CDC and Sacramento County Health Officials including, but not limited to, closure of the school, suggested quarantine for the student, class, staff, or school, etc.

Minor cuts and scrapes that occur while at the preschool will be washed with soap and water only. The Teacher will document such injuries with an "Ouch Report". The parent will receive a copy of the "Ouch Report" when they come to pick up their child. The "Ouch Report" will describe the nature of the injury and how it occurred, as well as, the type of first aid that was given to the child. For more serious or major injuries the Teacher will fill out a formal "Accident Report" that will be submitted to the Fair Oaks Recreation and Park District's Human Resources office. Anytime an Accident Report is necessary the parent will be notified by telephone as soon as possible.

MEDICATION

The Fair Oaks Recreation and Park District will allow participants to bring any required, medication and/or medical devices, such as EpiPens, but District employees are not permitted to administer the medication or use the medical devices. All items will be kept in a secure place and clearly marked with the child's name.

CLOTHING

Clothes should be comfortable and safe. Children like to be able to take care of themselves when using the restroom, please make sure that your child can operate all fasteners on his/her clothing including snaps, zippers, buttons, etc. Girls are asked to wear shorts under their dresses so that they can fully participate in the creative movement and other play activities. Children should wear play clothes. Our program often involves hands-on messy activities. We use paint, play dough, dirt, sand and other such materials. Please keep their best, dress clothing at home.

Shoes must be sturdy play shoes that your child can easily put on and remove without assistance. For safety reasons, we ask that your child not wear flip-flop style shoes. Please label any clothing that can be taken off (hats, coats, sweaters, etc.). Teacher preference: shoes with backs and shoes with Velcro or slip on.

GOODBYES

Many children feel anxious and uneasy on their first day or two of school and may have a difficult time separating from you. We understand this is a very emotional time for parents and children.

What you can do to help:

- Calm and clear drop offs. As you arrive at the classroom, say hello to the teacher, help the child check in and find their cubby, point out a few activities or introduce them to a classmate, then say your goodbye with a calm and encouraging voice. After your goodbye, turn around and leave.
- Communicate that you will be back. Tell your child that you will see them after closing circle and arrive on time when class ends.
- It is okay to say goodbye and leave, even if your child isn't calm, just be sure to work with the teacher so that she can assist with the transition. This may be a new experience for your child. The teacher or aide will work with your child and begin comforting them, explaining that you are leaving now. This is your cue to say goodbye and calmly walk out the door. If there is severe separation anxiety, working with the teacher will help alleviate it. We want your child to feel comfortable and have some good "leave-taking" strategies that make the experience better.
- Trust our preschool team. We will not let your child suffer. If they don't calm in a reasonable time, the teacher will call you and together decide on a plan to help them succeed.

What makes goodbyes worse?

- Sneaking out without a goodbye.
- Coming back and looking through the window.
- Staying at the preschool after you have said goodbye.
- Staying in your car or nearby parking lot (they will see you at outside playtime).
- Arriving late for pick up time.

SPECIAL EVENTS/BIRTHDAYS

Throughout the year, we will have activities such as open house and holiday celebrations. We plan to hold our parties for those special occasions during school hours unless notified otherwise by the Director. We will have special treat and activities in class on special days. We also like to celebrate birthdays. Please *refrain from bringing sugary treats* for birthdays. Any items brought for birthdays will be handed out at the end of class.

2021-2022 PARENT AGREEMENT

My child, _____ is registered as a participant in the Fair Oaks Recreation and Park District Preschool program.

I hereby agree to and understand that:

1. My child and I abide by the rules and regulations of the Fair Oaks Recreation and Park District Preschool program as outlined in the Parent Handbook.

Initial _____

2. My child must be potty-trained to enter preschool; however, accidents do occasionally happen. If at any time a child causes harm (including biting) to other children or staff and/or disrupts the preschool learning environment, they may be removed from the preschool.

Initial _____

3. The **\$90.00 registration fee is non-refundable**. Please Note: the registration fee is not held for future use. Registration fees are used to cover the costs of processing registration, which includes: mailers, rosters, finance and bookkeeping, and staff time and therefore cannot be refunded or transferred as a credit to other programs.

Initial _____

4. The Fair Oaks Recreation and Park District **does** observe San Juan Unified School District's LEGAL Holidays and therefore Preschool will not be in session on these scheduled Holidays. Holidays are included in payable tuition days. The Fair Oaks Recreation and Park District **does not** observe the San Juan Unified School District staff development or furlough days and therefore Preschool will be in session on these days. I understand I will be charged tuition according to my child's class schedule even if I choose to keep my child home.

Initial _____

5. As the parent who signs the Preschool Registration Form I am solely responsible for paying my child's tuition on time. I will pay tuition at least two weeks prior to the first day of each session. **I am aware that I will be charged a \$50.00 late fee per child if my tuition is not received by 4:30 p.m. on tuition due date.** If the due date falls on a legal holiday, the due date will then be the next business day. I am aware that my child **cannot** attend school until tuition is paid in FULL. If tuition is not paid by 8:00 a.m. on the Monday **prior** to the first day of the session, I understand my child will be dropped from the Preschool program. FORPD will invite the next person on the waiting list to enroll. Re-admittance to the program is on a space available basis only and will require payment of account balance in full plus an additional **\$90.00 re-registration fee**. In addition, participation in any Fair Oaks Recreation and Park District recreational program will be denied until tuition is paid.

Initial _____

3. Session refunds will not be prorated or processed once session payment has been paid.

Initial _____

4. Auto-withdrawal is highly encouraged. A \$10 processing fee per session will be charged to those who choose to enroll in manual-payment.

Initial _____

5. It is the responsibility of the parent/guardian to contact the Preschool Director in advance to update or change the current payment method on file prior to the scheduled auto-withdrawal payment.

Initial _____

6. Record keeping for tax purposes is my responsibility as the parent. (The Fair Oaks Recreation and Park District Tax ID# is: 94-6000529.) The Fair Oaks Recreation and Park District billing department does not provide end of year statements. Preschool is not considered daycare.

Initial _____

7. Child will be required to have their temperature checked prior to entering the facility. Child must have a temperature below 100.4° for 24 hours prior to attending school.

Initial _____

8. Parent/Legal Guardian of child will answer any screening questions provided to them by Fair Oaks Preschool staff upon drop-off.

Initial _____

9. I understand I must supply my child with their own daily snack. Fair Oaks Preschool is a NUT FREE school. NO EXCEPTIONS!

Initial _____

10. I may supply a face covering/mask for my child. I understand that face coverings/masks will not be required or enforced for my child or other children in the program.

Initial _____

11. ePACT Emergency Network paperwork is a requirement of enrollment in the program. I understand all information must be kept up to date and current for the duration of enrollment in the program.

Initial _____

12. ePACT Emergency Network and Bloomz Classroom Communication will be used to send email notices, reminders, and text messages to families. At least one parent/Legal Guardian will subscribe to receive text messages and updates. Taxes and fees may apply based on phone carrier.

Initial _____

13. Those authorized to pick up my child must be prepared to present the required photo identification for pickup. My child will not be released to anyone not listed on my release form. Over-the-phone and faxed authorization of release of a child to persons not listed on the release form will not be accepted.

Initial _____

14. I will pay a \$5.00 charge per 5 minutes after the session ends, or portion thereof, if tardiness should occur when picking up my child. Fine will be due at time of pickup of child.

Initial_____

15. As my child's legal guardian, I am the only one who can take my child on Fair Oaks Preschool off-site field trips. I understand that I will drive and attend all off-site field trips.

Initial_____

16. I understand that I must notify the Fair Oaks Preschool if my child is sick, has a contagious illness, or symptoms that look like they may be a contagious illness. I also understand that if my child must be fever/rash/symptom free for 24 hours before returning them to school.

Initial_____

17. The Fair Oaks Recreation and Park District will allow participants to bring any required medication and/or medical devices such as EpiPens to our facilities but no District employee is to administer the medication or use the medical devices. Medication must be accompanied by a note from doctor. All items will be kept in a locked container (out of reach of children) and clearly marked with the child's name.

Initial_____

18. I will provide a two-week, written notice of withdrawal from the program and pay any fees and/or balances owed due to withdrawal from the program.

Initial_____

Print Name (Parent/Guardian) _____ Date_____

Signature (Parent/Guardian)_____