



Hayward Area Recreation and Park District

WELCOME TO PRE-K PROGRAM

Dear Parents,

We hope your experience with our program will be enjoyable for both you and your child. In the Pre-K program, your child will learn through play and hands-on exploration. It is our hope to instill an enthusiasm and love of learning that will serve as a foundation in the years to come. This is a special time in your child's life, and at the Hayward Area Recreation and Park District (H.A.R.D.) we want to help you and your child enjoy and treasure each moment.

We believe that children learn through play. Play is critical for the development of the whole child: physical, emotional, social and cognitive development. Children need daily routines, and opportunities for structured play as well as several hours a day of unstructured play and outdoor playtime. We are excited about what this school year holds for each child and family and welcome you to our program!

H.A.R.D. utilizes the ePACT Network for advanced safety. After you register for the program, you will receive an email invitation to create your account and share your information with us. This feature makes it far easier for you to share emergency information with us. If you have any questions regarding the creation of your account, sharing your information, and navigating your account, please contact **ePACT support** at help@epactnetwork.com or 1.855.773.7228 ext 1 to speak with ePACT's Customer Success team.

Once again, we are excited to have your child joining us and look forward to providing him or her with an enjoyable and memorable experience. If you have any further questions or concerns, please contact:
preschool@haywardrec.org.

Sincerely,

Jen Tibbetts
Recreation Coordinator II

Steve Beaty
Recreation Specialist III: Pre-K

Enclosures:

- *Parent Handbook*
- *Behavior Management Policy*

Keep for your information
Keep for your information



Hayward Area Recreation and Park District

Parent Handbook

Welcome to the Hayward Area Recreation and Park District (H.A.R.D) Pre-K program. Our Pre-K instructors are dedicated to the development and well-being of your children. We will provide your children with compassion, patience, learning opportunities, and fun. Please feel free to let us know any concerns, ideas, or thoughts that may arise. This way, staff and parents can function as a team that is oriented towards helping children. H.A.R.D is a place for families and it's our intent to do everything possible to help strengthen and support your family.

It is our belief that each child is a unique individual with his or her own rate of development. Our goal at is to introduce children to as many positive experiences as possible. Furthermore, it is our goal to ensure that each child feels confident and secure with themselves in this environment.

It is our hope that each child's experiences in Pre-K will foster creativity and self-confidence. Our doors will always be open for discussion and suggestions. As a team, we seek to improve the quality of life for our children and their families.

Our Goals and Philosophies

Our Pre-K Instructors follow a designed curriculum; however, they conduct and modify each class day as they see fit. Each activity will be based on the goals of H.A.R.D's Pre-K Program. The main goals and functions include:

- Enriching the quality of life for our participant by providing a variety of recreational activities that promote health and wellness, education, and fun.
- Providing students with a safe and nurturing environment to take positive and healthy risks.
- Creating a balanced experience of early childhood development activities and recreation philosophy in a fun and engaging way.

The program is geared toward helping children develop habits of observation, questioning, and listening. It gives them awareness of their own feelings and of their right to express those feelings by channeling them into other means of expressions. They learn that they are free to make choices and that if they stay within the limits of consideration for other people and things; they do not always have to conform. A program like ours prepares children to utilize their intellectual and creative abilities for present and future learning tasks.

Communication Between Parent and Teacher

The relationship between the parents and staff is critical to your child's success at Pre-K. It is important for parents and staff to establish a good working relationship early in the school year. Finding a good time for both parent and staff to talk may be difficult.

However, the staff is typically available at the end of each class to discuss with you any concerns, questions or comments you may have regarding your child's participation in the classroom. At any time, you may send an email for staff to preschool@haywardrec.org and they will get back to you as soon as possible.

When speaking to your child's teacher it is helpful to ask specific questions regarding your child's abilities in the classroom setting. For example, "Does Bobby participate in the group activities? How long is his attention span at circle time? Does he play well with the other children?" This will assist the teacher to specifically address any questions or concerns. Some communication tools available to parents are the monthly newsletters, and email notices through our ePACT Network.



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Activities/Events/Daily Curriculum

Your child's Instructor plans their own curriculum and conducts their classes independently. Each teacher's curriculum will be based on the goals of the Pre-K program. The main goals and functions of this program include:

- Provide a safe and secure environment that allows children to thrive
- Teach basic skills to children such as colors, shapes, and number and letter recognition
- Create opportunities for children to develop social skills
- Conduct physical activities designed to develop motor skills
- Introduce and engage children in standard school subjects such as language arts, math, and science
- Facilitate creative play

If there are any questions about the policies of your individual teacher, please contact your teacher.

Registration and Priority Registration

During the school year, participants currently enrolled in a session (Fall to Winter and/or Winter to Spring) will have priority registration for the following session if they register during the time allotted. If you are enrolled in the previous month, you receive priority registration for the first 10 days of the class to sign up for the next month. For example, if class begins on Feb. 2nd, you will have the opportunity to register before the program is open to the general public until Jan. 12th. After the priority window, registration will be open to new participants. Continuous registration and participation are required to maintain priority. There is no priority registration for Summer or the first Fall Session.

Dress Code

Pre-K provides HANDS ON learning experiences and your child will come home DIRTY! Children will be using expressive materials including paint (which may not wash out), water, mud, etc. (You may want to bring an extra set of clothing if you plan to go somewhere immediately after Pre-K). In addition, they will be involved in climbing and running activities. Children are required to wear closed-toed, rubber soled shoes. Children should wear PLAY CLOTHES. Recommended clothing includes: clothes that your child can easily manipulate themselves such as pants with an elastic waist band, jeans, sweats, shorts, t-shirt, sweatshirt, sweater or jacket.

Financial Assistance

H.A.R.D. offers scholarships to provide financial assistance to economically disadvantaged families, and recreational opportunities to children who need it. Please call (510) 881-6700 for more information.

Sign-In/Sign-Out Procedures

To ensure the safety of your child, staff will be signing your child in and out daily using ePACT. Children may not be dropped off or picked up by anyone under the age of 18. For the safety and protection of your child, only those who are authorized on the child's ePACT will be allowed to pick up your child. **All adults picking up children from Pre-K program may be required to identify themselves with a photo ID.** Please plan accordingly.

Late Policy

For the comfort and security of your child, it is imperative that your child be picked up from the program within ten minutes of class ending. Late parents may be assessed any of the following charges based on the amount of time he or she is late per family:



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Amount of Time	Fee
0-10 Minutes	Grace Period (No Charge)
11-15 Minutes	\$10
16-30 Minutes	\$25
31-60 Minutes	\$50
More than 60 Minutes (1 Hour)	Custody transferred to the appropriate police department

***Parents who pick up a child late more than two times may be terminated from the program session with no refund.

Absences

Children will not be refunded or given credit for any class time missed due to illness or other circumstance.

Medical Record Information and Forms

To ensure the safety of all children in the Pre-K program, we require your child's ePACT be filled out completely before the child can participate in the program.

Immunizations

Per California State Law, a copy of your child's immunizations records is required prior to the first class meeting, and if not provided your child cannot participate in the class. The state has required the following immunizations for children 18 months to 5 years:

- Polio (OPV or IPV)-3 doses
- Diphtheria, Tetanus and Pertussis (DTaP or DTP)--4 doses
- Measles, Mumps, and Rubella (MMR)-1 dose
- Hib-1 dose
- Hepatitis B, (Hep B or HBV)- 3 doses
- Varicella (chickenpox, VAR or VZV)1-Dose

Illness/Injury

We want to maintain a healthy environment in the Pre-K program. In order to do this, please do not send your child if he or she has a cold or other contagious illness. Please use the following guideline: your child should be free of fever, diarrhea and vomiting for a minimum of **24 hours** prior to returning to Pre-K and all mucus should be clear. Should your child come down with a contagious illness please notify staff immediately at preschool@haywardrec.org. A doctor's note may be required to return to preschool.

Children are to stay home when they have the following diagnosis or symptoms:

- Diagnosis of communicable diseases such as hand, foot and mouth, pink eye, conjunctivitis, strep throat, chicken pox, measles, pin worms, ring worm, lice, meningitis, pertussis/whooping cough, Covid-19 and the flu, etc.
- Fever, your child must be fever free for 24 hours, without the use of fever reducing medication.
- Strep infection – child must be on antibiotics for 24 hours before they may return to class.
- A cough with mucus secretion (a wet wheezy cough).
- A rash or skin ailment such as: poison oak, impetigo, ringworm, cold sores or fever blisters.
- Vomiting
- Diarrhea
- Pink eye or conjunctivitis. Your child must be on medication for 24 hours before returning.



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If your child is/or becomes ill while in Pre-K, the instructor will contact you to pick him or her up. The program is not set up to care for ill children, so it is important for you to pick up your child in a timely manner. If your child is injured, the instructor will take necessary steps to obtain medical care. If we are unable to reach you in the event your child needs medical care; he or she will be transported to the hospital by a District vehicle or ambulance. **It is extremely important that you notify the Hayward Area Recreation and Park District of any changes in your work or emergency phone numbers.**

Snacks

H.A.R.D. promotes a healthy and nutritious snack program. This calls for a “team approach” between staff and parents. This program encourages active support from parents by eliminating the “cookie and punch” snack and replacing it with nutritious snacks and water. The development of positive attitudes toward foods is the basis for the practice of healthful dietary patterns.

Please send your child to school each day with water and a healthful snack in a reusable containers. Some examples of healthy protein and carbohydrate snacks are:

Protein	Carbohydrate	Protein & Carbohydrate
Cheese	Pretzels	Cheese and Crackers
Yogurt	Bread Sticks or Crackers	Sandwiches
Cold Cuts	Unsweetened Cereal	
Cottage Cheese	Banana Bread or Muffins	
Hummus	Zucchini Bread or Muffins	

Please remember that the snacks should be kept to small serving amounts as we do not want waste. Snack time is really not so much about the food, but more about manners and eating in a social environment.

***** IMPORTANT: IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE SUPPLY THE TEACHER WITH A LIST OF ITEMS THAT THEY CANNOT EAT.**

Severe Food Allergies (Epi Pen)

It is important that we let you know that we are not able to guarantee an allergen (peanut, milk, soy, etc)-free environment. We will do our very best to work with you to accommodate the request to be allergen-free, but we will ask that your child bring an epi pen to class at all times while in our program. Staff will call 911 should your child have a reaction and need an injection. All our pre-k staff is trained in CPR/First Aid and administering EPI pens when it is necessary and calling 911 when there is any incident relating to allergic reactions.

Program Surveys

Program Surveys will be provided to you via Survey Monkey at the end of each program session. This is your opportunity to share you and your child's experience with us. We encourage you to complete the surveys as we value and utilize your feedback.

Pre-K Instructor

Instructors who work in our Pre-K Program are at least 18 years of age. All instructors have been educated and have previous experience working with young children. They also have been First Aid and CPR certified. Additionally, all instructors participate in trainings to enhance their knowledge and skills in working with children. Our instructors are enthusiastic about working with preschool aged children.



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Belongings

At most sites each child will be given an individual space in which to keep their personal belongings. Please check this area daily for completed art projects, notes from the instructor, etc. Toys from home are not permitted at Pre-K unless otherwise noted by your Pre-K instructor. Please label all clothing, lunch box and water bottle with your child's name.

Photograph and Video Taping

Your child will be photographed/videotaped while in attendance at the Pre-K Learn and Play Program. These photos/video tapes may be used for classroom projects or in promotional materials for Pre-K Learn and Play Program and Hayward Area Recreation and Park District. Parents may take photographs and videotape for personal use only.

Siblings in the Classroom

For the safety of our paying participants, siblings will **NOT** be allowed to attend class sessions unless they are enrolled in that class. Thank you for allowing us to keep our attention on our registered participants.

Birthday/Holidays

Some children enjoy celebrating their special day with their friends at Pre-K. If you would like to provide a special snack for your child's special day, please check with the instructor for any allergy concerns. Pre-packaged items are permissible, homemade goods are not. Thank you for your understanding.

Bathroom Time

Children learn personal hygiene and independence skills when taking a trip to the bathroom at preschool. Staff reinforces the importance of hand washing and children learn to care for their own needs.

Children are required to be fully potty trained in order to be in the preschool program (except for the Toddler and Me classes).

For hygiene purposes, all children are required to wear underwear under their clothing. Pull-ups are considered diapers and are not allowed. Staff will speak to a parent if the child is coming to school in pull-ups or without the appropriate underwear. Children with pants that are wet/soiled by a bowel movement on a regular basis will be considered not fully potty-trained. Staff will confer with parents regarding the child's readiness for the program.

Staff are required to escort children to the bathroom, stand in the hallway with the bathroom door open and, as needed, verbally coach the children through the toileting process, assist children with snaps and zippers and make sure that all children wash and dry their hands. Staff then escort the children back to class.

Generally, staff will not enter a bathroom stall when it is occupied. Sometimes however, it will be necessary for staff to enter a bathroom stall in order to change or re-dress a child. If a child needs such assistance, staff will ask a second adult to be an "observer". Children with wet pants will be escorted to the bathroom, their wet clothes placed in a plastic bag, and given dry clothing. Children with pants soiled by a bowel movement will be escorted to the bathroom, coached as to how to clean themselves, given clean clothing and the soiled pants are placed in a plastic bag.

A parent will be called to return to school to clean their child if staff is unsuccessful in the coaching process or the child becomes upset.



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Program Behavior Management Policy

The Hayward Area Recreation and Park Department Pre-K program has adopted the following behavior management policy:

Objectives:

- The child is to be respectful, courteous and considerate towards children, staff and property.
- The child is to learn to become responsible for him or herself.
- The child is to learn to make positive choices that build self-esteem and skills.

Unacceptable Behaviors:

- Child harms other children or staff.
- Child is harming himself or herself.
- Child causes destruction to property.
- Child is continuously unable to adhere to program guidelines.
- Child is showing extreme disrespect to another child or staff person. This includes racial slurs, profanity and threats.

General Standards for Positive Guidance:

- Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
- Guidance is a process of teaching, learning, and positive reinforcement.
- Set developmentally appropriate guidelines for children.

Staff will use a positive, teaching form of guidance:

- Staff will continually remind children of program expectations.
- Children are redirected to other activities when behavior contradicts program expectations. Parents will be kept informed of their child's progress.
- When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken.
 1. Documenting the behavior on an Incident Report.
 2. Parent called to pick the child up from the program.
 3. If a second incident report is issued within a two-day period, the child will be suspended from the program for one day and a conference with the parent, Pre-K Instructor and Recreation Supervisor will be scheduled before the child can return to the program.
 4. If a child receives another incident report within another week, he/she may be terminated from the program without a refund.
- If you receive a call regarding this matter, please be prepared to come and pick your child at the center immediately (within the hour). Again, no refunds will be issued.