



CITY OF  
**FOLSOM**  
PARKS & RECREATION  
DEPARTMENT

# Kindergarten Readiness

**For children age 4**



## 2024-2025

# Parent Handbook

The City of Folsom Parks and Recreation Department operates the Kindergarten Readiness program at the Andy Morin Sports Complex. Kindergarten Readiness is geared specifically for those who are ready for a four day a week program, and for those who may have missed the age cutoff for Kindergarten.

The mission of the program is to provide a fun, safe and structured nine-month preschool program with a curriculum that offers both developmental and academic readiness for kindergarten. Included in this are opportunities for social-emotional development, language development, emergent reading, math, and incorporated gross & fine motor skills that will help in preparing children for not only kindergarten, but a lifelong love of learning.

Our teachers meet the minimum state requirements for Early Childhood Education units.

**WELCOME to Kindergarten Readiness**

# General Information

**Location:** Andy Morin Sports Complex, 66 Clarksville Road

**Hours:** 9:00a.m. - noon  
4 / 5 year-olds – Monday-Thursday

**Phone:** 916.496.1889 (classroom cell phone)

Whitney Kahn  
Recreation Coordinator II  
916-461-6612  
[wkahn@folsom.ca.us](mailto:wkahn@folsom.ca.us)

Parks and Recreation Main Office: 916-461-6601

## Written Communication:

Emails from the main office email system will come through as: [practivity@folsom.ca.us](mailto:practivity@folsom.ca.us)  
Emails from ePACT will come through as: City of Folsom Preschool via ePACT Network  
<member.support@epactnetwork.com>

**Program Dates:** August 26, 2024 to May 22, 2025

## Program Closure Dates:

(Preschool program follows the FCUSD **holiday** dates)

September 2	Labor Day
November 11	Veteran's Day
November 25 – 29	Thanksgiving Break
December 23 – Jan 3	Winter Break
January 20	Martin Luther King Jr. Day
February 17 – 21	President's Days & February Break
April 14 – 21	Spring Break

**Fees:** Monthly Tuition: \$409-\$399 Res. Discount (Must be 4 years old by 9/30/24)

\$100 non-refundable yearly registration fee

**Tuition:** When you registered your child for preschool, you were set up for automatic billing.

- Automatic Billing – We will process your payment on the 25<sup>th</sup> of the month for the following month's tuition. Automatic billing will start on September 25<sup>th</sup> and will continue monthly through April.
- **If you remove your child from the program for any reason, and then would like to return to our program, you will need to pay a new \$100 registration fee.**

**Emergency Information/procedures:** Parents must fill out emergency information in our HIPAA compliant cloud based system, ePACT. It is the parent's responsibility to update their information in ePACT should anything change throughout the school year. If your child is injured, 911 will be called for emergency medical assistance. Anyone picking up your child **must be** listed in ePACT and must be prepared to show identification.

**Clothing:** Children need to dress in clothing suitable for messy art projects and vigorous play. Closed toed shoes are required: **sandals, flip-flops and slick-soled shoes are not permitted.** Please print child's names inside all removable clothing.

**Monthly Schedules:** Every month parents are provided with a calendar and newsletter for information on lesson topics. A thematic approach is used in lesson planning where each day's activities are woven around that theme.

**Daily Schedule:** Though the schedule varies, an example of a typical day is as follows:

- Carpet Time – Story, Calendar, Jobs, Sight Words, Letter of the week
- Small group stations/ Arts and Crafts
- Social Time
- Snack Time
- Exercise Time
- Carpet Time – Music, Story, Star of the Week

#### **Arrival and Departure – Cell Phones Off Please**

- The teacher wishes to be fully prepared for the day. Therefore, the door will remain closed prior to the start time of class.
- Always sign in your child when arriving and sign out when leaving. The safety of your child is our primary concern.
- Please try and notify a teacher in advance if someone else is picking up your child. Anyone picking up your child **must be** listed on the Child's Emergency Form and must be prepared to show I.D.
- We will assess a late charge of \$1 per minute if child is not picked by 12:05p.m. Notice will be given to the parent when a late charge will be assessed.

**Separation:** It is often difficult for both parent and child to get through the first few days of school. We know that it is a big step. If you anticipate tears or other expressions of anxiety, may we offer a few suggestions based on experience from our preschool teachers:

- Attend open house with your child.
- Make sure your child knows when school is over and who will pick him/her up.
- Express your own enthusiasm about school.
- Don't linger... we know it's hard but children usually stop crying and get involved in activities minutes after their parents leave.
- Always say goodbye to your child... do not sneak out!
- Please know that we will call you if your child continues to cry and we can't settle him/her down in a timely fashion.

**Snack:** Parents, please send a **healthy** snack and drink daily with your child to preschool. An example of a snack would be a juice box/water bottle, carrots and fruit snacks. **Please do not send a full lunch.** When packing your child's snack, please consider the following things: can my child open this by themselves; is it easy to eat, will my child like this? We would like to discourage items such as Go-Gurts. These tend to end up more down the front of the child as opposed to in their mouths.

Teachers will remind students that they can only eat food that was packed for them and in their lunch and will not be allowed to share their snacks with other students, due to allergies, etc... It would also be helpful if you also have a conversation to remind your student that they should not eat others lunches, nor share their lunches with their classmates.

**OUR CLASSROOMS ARE PEANUT/NUT FREE. Please help us by not sending any peanuts or nut products with your child. Thank you for your understanding on this subject.**

**Toys and Other Items from Home:** Please note that toys from home are not allowed in preschool. They end up getting lost with our toys or accidentally broken by other students. When it is your child's turn to be Star of the Week, this is the appropriate time to bring in items from home. Thank you for your understanding.

**Illness/Absences:** Children cannot be allowed in preschool if they are ill, have head lice or any communicable disease. **Children must be free of all symptoms for 24 hours before they will be permitted to return to preschool.** Preschool staff has the authority to refuse any child who shows signs of illness. If your child becomes ill or injured, the parent will be called, and your child must be picked up within one hour. No credits will be given toward tuition due to illness or vacation. It is the parent's responsibility to notify the school when their child is ill and to check with a teacher regarding future events. **Teachers and children are concerned when a child is missing from school. Please notify your child's teacher if they will be missing class.**

**Discipline Policy:** Providing the children with a safe, fun and exciting program will reduce the opportunities for discipline problems. However, sometimes discipline problems will become an issue and our staff will always use positive reinforcement to encourage good behavior. When needed, time outs may be used. If a child continues to have difficulties, a communication form may be sent home, and a parent conference may be scheduled if needed. Our preschool programs have a **NO BITE Policy**, so one warning will be given.

**Parent/Teacher Conferences are held in April:** Individual parent/teacher conferences may be conducted at the request of either parent or teacher during the entire school year. If you would like to request a conference with the teacher, you may do so by contacting your child's teacher.

The first two weeks of Kindergarten Readiness will give the teacher a chance to evaluate all students to determine the direction of the class. If the teacher feels that a student isn't ready, a parent/teacher conference will be conducted to help determine if the student should remain in the program or transfer into one of our four-year-old Fun Factory classes, provided there is space available.

**Field Trips:** Occasionally, the class will go on Field Trips. **We ask that parents transport their own child or make arrangements to carpool with a friend in the class to the field trip.** We request that you please make other arrangements for siblings, as this is a special day to share with your child in the class.

**Toilet Training:** All students are required to be toilet trained by the first day of class. Toilet trained

means that the child wears underwear (**not pull-ups**) and can attend to his/her own bathroom needs, **including wiping**. If a problem arises, such as an accident, the teacher will contact the parent to come and bring a change of clothes. **After three accidents, your child will be removed from the program.**

**Bathroom Breaks:** We have one group bathroom break right before snack time. However, we know that at any time, a child may ask to use the bathroom. Whenever a teacher may be taking someone to the bathroom, they will ask if anyone else may need to go as well. Teachers will always accompany the students to and from the bathrooms, as well as do a quick check before going in to make sure no one else is in the bathroom. Each child is expected to attend to his/her own needs. Teachers will help the kids with clothing, washing their hands, and if they need assistance on and off the toilet. Teachers will not assist with wiping. We also have step stools if needed. It would help the teachers out if you were to take your child to the bathroom prior to entering the classroom if possible. We spend a lot of time taking bathroom breaks. **Please dress your child in easy clothes for them to take down and up. Belts and overalls are not recommended since children have a hard time with these items.**

**Birthdays:** We are happy to help your child celebrate his/her birthday with their classmates. Please let the teachers know if you plan on bringing in a treat to share. This helps to make sure those with food allergies are notified and can bring in something special as well to enjoy on that day. Also, please do not pass out party invitations during school hours unless the entire class is invited. There are many hurt feelings when someone is left out.

**Withdrawal from school:** A **two-week notice in writing** is required when removing your child from the program. Please email the Preschool Director at [wkahn@folsom.ca.us](mailto:wkahn@folsom.ca.us) with the last date your child will be in class. Additionally, please verbally notify your child's Preschool Teacher, so they can be sure to get you projects and other items from class.